



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

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

APRIL 26, 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 April 12, 2022, Meeting and the Agenda of the April 26, 2022, Meeting in accordance to State Law and Council/Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- **Presentation: Youth of the Year Award**
- **Presentation: TEDxKids@ElCajon**

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 April 12, 2022, 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. Fire Engine Purchase WEAP21 Grant

RECOMMENDATION:

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

1. Approve the capital expenditure of approximately \$770,000 to purchase a Fire Engine using the Wildfire and Forest Resilience Program (WEAP21) grant funding, including City Manager authority to approve increases of up to 25% if necessary.
2. Authorize the Purchasing Agent to execute a purchase agreement with South Coast Fire Equipment Inc. (South Coast) for the acquisition of a Pierce Triple Combination Pumper for approximately \$770,000.

5. Purchase of Factory Loaded Ammunition

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to authorize the Purchasing Agent to waive bidding requirements in accordance with El Cajon Municipal Code (ECMC) section 3.20.010(C)(5), to execute a purchase agreement with Dooley Enterprises, Inc., for the purchase of factory loaded ammunition in the amount of \$24,784.30.

6. Acceptance of Public Improvements for Tentative Subdivision Map (TSM) 661

RECOMMENDATION:

That the City Council accepts the improvements and authorizes the City Clerk to release the security guaranteeing the improvements in accordance with the subdivision agreement, and requires the developer to maintain current insurance in force until the release of all bonds for the project.

7. Progress Report for Emergency Storm Damage Repairs

RECOMMENDATION:

That the City Council determines that there continues to be a State of Emergency to facilitate repairs to a sinkhole on Fanita Drive, and that necessity requires the immediate expenditure of public money to safeguard life, health, and property, per Public Contract Code section 22050.

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:

8. Adoption of FY 2022-2023 One-Year Action Plan (CDBG and HOME) and Fourth Amendment to FY 2019-2020 One-Year Action Plan (CDBG-CV)

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and accepts public testimony for the adoption of the FY 2022-2023 One-Year Action Plan and Fourth Amendment to FY 2019-2020 One-Year Action Plan;
2. Closes the public hearing;
3. Finalizes the allocations of CDBG and HOME funds as a part of the FY 2022-2023 One-Year Action Plan;
4. Adopts the next Resolution, in order, approving and adopting the FY 2022-2023 One-Year Action Plan in the form presented, with such monetary and non-monetary changes as approved by the City Manager, and authorizes the City Manager or designee to submit the Plan to the U.S. Department of Housing and Urban Development, to make any necessary or needed corrections or adjustments to allocations and to execute all affiliated documents; and
5. Adopts the next Resolution, in order, amending the FY 2019-2020 One-Year Action Plan to:
 - a. Re-allocate \$240,691 in available CDBG CARES Act (CDBG-CV) funds from completed projects to Outreach Support Services, the expansion of

the Emergency Shelter Program and the expansion of the Home-Delivered Meal Service to continue to address the ongoing and long-term effects of the coronavirus pandemic; and

- b. Make the necessary changes to the One-Year Action Plan, and submit all required documentation to the U.S. Department of Housing and Urban Development.

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

RECOMMENDATION:

That the City Council:

- Opens the Public Hearing and receives testimony;
- Closes the Public Hearing; and
- 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.

ADMINISTRATIVE REPORTS:

10. Homeless Services Memorandum of Understanding

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving a Memorandum of Understanding between cities in east San Diego County and the County of San Diego, and authorizing the City Manager to execute said Memorandum of Understanding or other instrument substantially in the form as presented, with such changes as may be approved by the City Manager.

11. New Classification Specification & Salary Setting for the Marketing & Engagement Manager Classification

RECOMMENDATION:

That the City Council approves the classification specification and salary setting for the Marketing & Engagement Manager classification.

12. Legislative Update

13. Approve the 2022 El Cajon Active Transportation Plan Final Report

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving the 2022 El Cajon Active Transportation Plan Final Report.

14. Discussion - East County Advanced Water Purification Update Preparation

RECOMMENDATION:

That the City Council provides feedback on questions or topics to be researched by staff before the May 10, 2022 meeting.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

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

15. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

16. **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.
17. **COUNCILMEMBER GARY KENDRICK**
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.
18. **DEPUTY MAYOR MICHELLE METSCHEL**
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.
19. **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

20. An Ordinance to Adopt a District Map for Council Member Elections in El Cajon

RECOMMENDATION:

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

An Ordinance of the City Council of the City of El Cajon, California, Approving Four Council Districts Following the 2020 Decennial Federal Census, and Adopting a New Map Describing the Boundaries of Each of the Districts.

21. An Ordinance to Amend ECMC Ch. 3.20 - Bidding and Written Contracts

RECOMMENDATION:

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

An Ordinance to amend Sections 3.20.005, 3.20.010, 3.20.020, 3.20.120 and 3.20.130 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code to Restrict the City Manager's Powers and Duties Relating to Purchases of Military Equipment, Supplies, or Other Property for Law Enforcement Use

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 26 day of April 2022, is adjourned to Tuesday, May 10, 2022, at 3:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: April 26, 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

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the April 12, 2022, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

04-12-22DRAFTminutes 3PM

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

April 12, 2022

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, April 12, 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 March 22, 2022, meeting and the Agenda of the April 12, 2022, meeting in accordance with State Law and El Cajon City/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS:

- April Pools Day

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 12)

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE Consent Items 1 to 12.

MOTION CARRIED BY UNANIMOUS VOTE.

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

Approve Minutes of the March 22, 2022, Meeting of the El Cajon City Council/ Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approve payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title only

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

4. Award of Bid No. 011-22 – Public Safety Center Renewable Energy

1. Adopt Resolution No. 021-22 to Approve Plans and Specifications for the Public Safety Center Renewable Energy project, Bid No. 011-22;
2. Find the protest submitted by Pro-Cal Lighting, Inc. (PLI) without merit and, therefore, overruled;
3. Find the second low bidder non-responsive for the reasons set forth in the agenda report; and
4. Adopt Resolution No. 022-22 to award the bid to the lowest responsive, responsible bidder, California Solar Integrators, Inc., in the amount of \$1,335,868.17 for both the base bid and Additive Alternate No. 1.

CONSENT ITEMS: (Continued)

5. Disposal of Retired Property

That the City Council declares the listed property retired and authorizes disposal in accordance with policy.

6. Agreement Amendment for Annual Sewer Billing Services

Adopt Resolution No. 023-22 approving the amendment of the existing professional service agreement with NV5, Inc., (the "Agreement") for continuing support with sewer billing services for one (1) additional year, in an amount not-to-exceed \$140,000 and authorizing the City Manager to enter into not more than two (2) future one-year extensions, as needed, each for an amount not-to-exceed \$140,000.

7. Community Event – Dinner and a Concert

Approve the 2022 “Dinner and a Concert” series, subject to conditions.

8. Event in the Right-of-Way • July 4th Fireworks

Approve the use of the public right-of-way for the July 4th fireworks display.

9. Kaiser Permanente HauntFest Sponsorship

Accept sponsorship money for HauntFest 2022 in the amount of \$5,000 from Kaiser Permanente.

10. Outdoor Access for All Act Grant

Adopt Resolution No. 024-22 approving the submittal of an application to the State of California Department of Parks and Recreation for Funding Under the Outdoor Equity Grants Program, which is funded by the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act (Proposition 68) and was authorized by the California Legislature on July 1, 2020.

CONSENT ITEMS: (Continued)

- 11. Declaration of Emergency for Storm Damage Repairs; Authorization to Waive Bidding
 - 1. Adopt Resolution No. 025-22 to establish a Declaration of Emergency and determine that the public interest and necessity require the immediate expenditure of public money to safeguard life, health, or property as required by Public Contract Code section 22050; and
 - 2. Approve \$60,000 for repairs in Wastewater Operations to cover the cost of the emergency work.

- 12. Lease Agreement with DISH Wireless LLC for a Wireless Communication Facility at Renette Park

Adopt Resolution No. 026-22 authorizing the City Manager to execute a Lease Agreement with DISH Wireless LLC.

PUBLIC COMMENT: None

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS:

- 13. Consideration of an Adjustment to the SANDAG Regional Transportation Congestion Improvement Program (RTCIP) Fee.

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, approving an adjustment to the Regional Transportation Congestion Improvement Program (RTCIP) Fee to the new amount of \$2,688.21 for each newly-constructed residential unit.

DISCUSSION

City Engineer, Mario Sanchez, provided a summary of the Item.

PUBLIC HEARINGS:

Mayor Wells opened the Public Hearing.

No public comment was received.

MOTION BY WELLS, SECOND BY KENDRICK, to CLOSE the Public Hearing.

MOTION CARRIED BY UNANIMOUS VOTE.

MOTION BY ORTIZ, SECOND BY METSCHEL, to ADOPT Resolution No. 027-22, approving an adjustment to the Regional Transportation Congestion Improvement Program (RTCIP) Fee to the new amount of \$2,688.21 for each newly-constructed residential unit.

MOTION CARRIED BY UNANIMOUS VOTE.

ADMINISTRATIVE REPORTS:

14. Wildfire and Forest Resilience Program Amendment

RECOMMENDATION:

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

1. Authorize the City Manager, or approved designee, to execute the grant agreement amendment with the San Diego River Conservancy; and
2. Accept and appropriate additional SB 85 grant funds in the amount of \$2,625,000 for the Wildfire and Forest Resilience Program.

DISCUSSION

Associate Engineer Senan Kachi provided detailed information of the Item.

No public comment was received.

Discussion ensued among Council and Staff concerning the following:

- The new fire engine would replace the current apparatus; and
- Thank you letter request to the San Diego River Conservancy.

ADMINISTRATIVE REPORTS: (Item 14 – Continued)

MOTION BY ORTIZ, SECOND BY KENDRICK, to ADOPT Resolution No. 028-22 to Authorize the City Manager, or approved designee, to execute the grant agreement amendment with the San Diego River Conservancy; and accept and appropriate additional SB 85 grant funds in the amount of \$2,625,000 for the Wildfire and Forest Resilience Program.

MOTION CARRIED BY UNANIMOUS VOTE.

15. Consideration of Redesigned "No Panhandling" Street Signage

RECOMMENDATION:

That the City Council considers the redesigned "No Panhandling" street signage and provides feedback.

DISCUSSION

Management Assistant Hope Gold provided detailed information of the Item.

City Manager Mitchell stated that an email was received and forwarded to the City Council from the East County Homeless Task Force with a few suggestions for changes on the 'No Panhandling' street signage.

Councilmember Kendrick provided a handout with several options to consider, in addition to the recommendations from staff.

No other public comment was received.

Discussion ensued among Council and Staff concerning the following:

- Adding information to the signs for those experiencing drug use;
- Not providing outside agencies' website information on signs;
- Adding '211' to signs; and
- Different wording options to include on signs.

Staff will return in the near future with sign options based on feedback provided by the City Council.

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

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

16. Council Activities Report/Comments

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

17. 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.

Councilmember Goble stated he did not attend the East County Homeless Task Force as reported in the submitted report.

18. COUNCILMEMBER GARY KENDRICK

METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

Report as stated.

19. 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.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

20. 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

21. Introduction of Ordinance to Adopt a District Map for Council Member Elections in El Cajon

RECOMMENDATION:

That the City Council moves to introduce the next Ordinance, in order, and directs the City Clerk to read the Ordinance by title only.

DISCUSSION

No comments were received for the Item.

MOTION BY WELLS, SECOND BY KENDRICK, 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 OF THE CITY OF EL CAJON, CALIFORNIA, APPROVING FOUR COUNCIL DISTRICTS FOLLOWING THE 2020 DECENNIAL FEDERAL CENSUS, AND ADOPTING A NEW MAP DESCRIBING THE BOUNDARIES OF EACH OF THE DISTRICTS

ORDINANCES: FIRST READING (Continued)

- 22. Introduction of Ordinance to Amend ECMC Ch. 3.20 – Bidding and Written Contracts

RECOMMENDATION:

That the City Council moves to introduce the next Ordinance, in order, and directs the City Clerk to read the Ordinance by title only.

DISCUSSION

No comments were received for the Item.

MOTION BY WELLS, SECOND BY ORTIZ, to INTRODUCE the Ordinance.

MOTION CARRIED BY UNANIMOUS VOTE.

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

AN ORDINANCE TO AMEND SECTIONS 3.20.005 3.20.010, 3.20.020, 3.20.120 AND 3.20.130 OF CHAPTER 3.20 OF TITLE 3 OF THE EL CAJON MUNICIPAL CODE TO RESTRICT THE CITY MANAGER'S POWERS AND DUTIES RELATING TO PURCHASES OF MILITARY EQUIPMENT, SUPPLIES, OR OTHER PROPERTY FOR LAW ENFORCEMENT USE

ORDINANCES: SECOND READING AND ADOPTION

- 23. An Ordinance Approving Zoning Code Amendment No. 2022-0001, and Amending Title 1 and Title 17 - MEHKO

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 AMENDING CHAPTER 1.16 OF TITLE 1, AND CHAPTERS 17.105 AND 17.140 OF TITLE 17, AND ADDING CHAPTER 17.225.250 OF TITLE 17 OF THE EL CAJON MUNICIPAL CODE REGARDING MICROENTERPRISE HOME KITCHEN OPERATIONS

ORDINANCES: SECOND READING AND ADOPTION (Continued)

MOTION BY WELLS, SECOND BY KENDRICK, to ADOPT Ordinance No. 5117, An Ordinance Amending Chapter 1.16 of Title 1, and Chapters 17.105 and 17.140 of Title 17, and Adding Chapter 17.225.250 of Title 17 of the El Cajon Municipal Code Regarding Microenterprise Home Kitchen Operations.

MOTION CARRIED BY UNANIMOUS VOTE.

CLOSED SESSIONS:

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

24. Closed Session - Public Employee Performance Evaluation: City Manager
25. Closed Session - Conference with Legal Counsel - Existing Litigation – pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9: 1034 N. Magnolia LLC., etc., vs. The City of El Cajon, etc., et al.
San Diego Superior Court Case No. 37-2022-00006337-CU-BC-CTL

MOTION BY WELLS, SECOND BY KENDRICK, to ADJOURN to Closed Session at 3:52 p.m.

MOTION CARRIED BY UNANIMOUS VOTE.

RECONVENED to Open Session at 4:29 p.m.

City Attorney Foley reported the following actions:

24. City Manager Mitchell received a satisfactory review
25. No action taken

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 12th day of April, 2022, at 4:30 p.m., to Tuesday, April 26, 2022, at 3:00 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary



City Council
Agenda Report

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Steve Swaney, Fire Chief
SUBJECT: Fire Engine Purchase WEAP21 Grant

RECOMMENDATION:

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

1. Approve the capital expenditure of approximately \$770,000 to purchase a Fire Engine using the Wildfire and Forest Resilience Program (WEAP21) grant funding, including City Manager authority to approve increases of up to 25% if necessary.
2. Authorize the Purchasing Agent to execute a purchase agreement with South Coast Fire Equipment Inc. (South Coast) for the acquisition of a Pierce Triple Combination Pumper for approximately \$770,000.

BACKGROUND:

On April 12, 2022, the City Council accepted \$2,625,000 of grant funding from the San Diego River Conservancy for wildfire mitigation, and \$800,000 of the grant funds were allocated for the purchase of a Type I, Triple Combination Pumper (fire engine) outfitted with Wildland Urban Interface (WUI) operations, personal protective equipment, handheld brush clearing equipment, and various small supplies.

Pierce Manufacturing, Inc. (Pierce) is the manufacturer of standardized fire engine equipment for Heartland Fire and Rescue fleet because the equipment has proven to be very reliable with minimal down time for repairs. South Coast is the exclusive dealer, or vendor, of Pierce fire engines. Entering an agreement to purchase a fire engine will bring a new apparatus into front-line service, allowing the older fire engines to be used as reserves. Additionally, this will complete the standardization of front-line engines for the department.

FISCAL IMPACT:

This action will expend approximately \$770,000 for the Conservancy Wildfire and Forest Resilience Program (WEAP21).

Prepared By: Barbara Watkins, Sr. Management Analyst

Reviewed By: Steve Swaney, Fire Chief

Approved By: Graham Mitchell, City Manager

Resolution

RESOLUTION NO. ____-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
APPROVING THE PURCHASE OF A FIRE ENGINE USING THE
WILDFIRE AND FOREST RESILIENCE PROGRAM GRANT FUNDING

WHEREAS, on April 12, 2022, the City Council accepted \$2,625,000 in grant funds from the San Diego River Conservancy for wildfire mitigation, and \$800,000 of the funds (the "Funds") were allocated for the purchase of a Type I, Triple Combination Pumper (the "Fire Engine") outfitted with Wildland Urban Interface operations, personal protective equipment, handheld brush clearing equipment, and various small supplies; and

WHEREAS, Pierce Manufacturing, Inc. is the manufacturer of standardized fire engine equipment for the Heartland Fire and Rescue fleet due to proven reliability of the equipment, with minimal down time for repairs, and South Coast Fire Equipment Inc. ("South Coast") is the exclusive dealer of Pierce fire engines; and

WHEREAS, the purchase of the Fire Engine will bring a new apparatus into front-line service, allowing older fire engines to be used as reserves, in addition to completing the standardization of front-line engines for the El Cajon Fire Department; and

WHEREAS, staff recommends that the City Council approves the purchase of the Fire Engine, and authorized the capital expenditure of approximately \$770,000 of the Funds for the Conservancy Wildfire and Forest Resilience Program (WEAP21); and

WHEREAS, the City Council believes it to be in the City's best interest to approve the purchase of the Fire Engine and authorize the City Manager to execute an agreement with South Coast for the purchase of a Pierce Triple Combination Pumper in the approximate amount of \$770,000 (the "Agreement"), including the authority to approve increases of up to twenty-five percent (25%) if necessary.

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 purchase of the Fire Engine, and authorizes the City Manager to execute the Agreement with South Coast in the approximate amount of \$770,000, including the authority to approve increases of up to twenty-five percent (25%) if necessary.
3. The City Council hereby authorizes the City Manager, or such person as is designated by the City Manager, to execute the Agreement, with any such changes and refinements as may be necessary and approved by the City Manager.
4. The City Manager, or such person as is designated by the City Manager, is hereby authorized and directed to execute any subsequent amendments to the

Agreement, or other documents necessary, as may be approved by the City Manager, on behalf of the City of El Cajon.

04/26/22 CC Agenda
Reso – Approve Purchase of Fire Engine w-WEAP Grant 042022



City Council
Agenda Report

Agenda Item 5.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Purchase of Factory Loaded Ammunition

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to authorize the Purchasing Agent to waive bidding requirements in accordance with El Cajon Municipal Code (ECMC) section 3.20.010(C)(5), to execute a purchase agreement with Dooley Enterprises, Inc., for the purchase of factory loaded ammunition in the amount of \$24,784.30.

BACKGROUND:

The Chief of Police submitted the attached memorandum dated April 5, 2022, with sole source justification to purchase the specified ammunition from Dooley Enterprises, Inc., due to bullet and configuration performance, reputation, and availability.

The sole source request from the Chief of Police has been reviewed, and the Purchasing Division has confirmed that Dooley Enterprises, Inc. is the exclusive Winchester Law Enforcement Distributor for Southern California.

To date, Fiscal Year 2021-2022 purchases of ammunition from Dooley Enterprises total \$69,287.11 and sole source approvals were obtained from the City Manager in accordance with 3.20.010(C)(1)(a) for purchases not exceeding \$75,000.

As a result, this purchase is recommended as an exception to the City's competitive bidding requirement pursuant to ECMC section 3.20.010(C)(5), finding that: "The bidding procedures of this chapter may be waived, and an open market purchase pursuant to section 3.20.110 of this chapter may be authorized for all expenditures not involving a public project when the commodity or service can be obtained from only one source." The Purchasing Division, in concurrence with the Chief of Police, recommends this purchase be made from Dooley Enterprises, Inc., as being in the best interest of the City.

FISCAL IMPACT:

The fiscal impact is \$24,784.30. Sufficient funds are available in Fiscal Year 2021-22 Annual Budget: Police - Inspection Training & Personnel (130120) and Police – Ancillary & Auxiliary Units (130230).

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Mike Moulton, Police Chief
Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Memo - Ammunition 042622

RESOLUTION NO. ____-22

A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF EL CAJON APPROVING THE
PURCHASE OF FACTORY-LOADED AMMUNITION
AND AUTHORIZING THE EXECUTION OF
A PURCHASE AGREEMENT

WHEREAS, the Police Department (the "Department") of the City of El Cajon (the "City") has considered ballistics performances of factory-loaded ammunition from five (5) companies with long-standing reputations as providers of reliable ammunition; and

WHEREAS, utilizing ammunition from a reputable company reduces liability for the Department and increases safety for officers by minimizing the likelihood of misfires and other ammunition failures; and

WHEREAS, four (4) years ago, due to a surge in demand for ammunition by the general population, the Department began experiencing significant delays in receiving ammunition and continues to experience extended delays; and

WHEREAS, in order to ensure that the Department has timely access to required ammunition for training and duty use, it is critical that the selected supplier be able to fulfill the annual order within three (3) months of order placement, and maintain an adequate inventory supply on hand for immediate purchase if necessary; and

WHEREAS, after thorough review of the preferred companies, staff determined that the ammunition manufactured by Winchester will provide the best and most reliable performance based on the Department's weapons configuration, in addition to the ballistics data, testing, evaluation, and availability; and

WHEREAS, Dooley Enterprises, Inc. ("Dooley") is the exclusive Winchester Law Enforcement Distributor for Southern California, and staff therefore recommends a sole source purchase of ammunition as an exception to the City's competitive bidding requirement pursuant to El Cajon Municipal Code ("ECMC") section 3.20.010(C)(5); and

WHEREAS, to date in Fiscal Year 2021-2022, purchases of ammunition from Dooley have totaled \$69,287.11, and sole source approvals were obtained from the City Manager in accordance with 3.20.010(C)(1)(a) for purchases not exceeding \$75,000; and

WHEREAS, staff recommends that the City Council authorizes the City's Purchasing Agent to waive bidding requirements in accordance with ECMC section 3.20.010(C)(5), and to execute a purchase with Dooley (the "Agreement") for the purchase of factory loaded ammunition in the not-to-exceed amount of \$24,784.30; and

WHEREAS, sufficient funds are available in Fiscal Year 2021-22 Annual Budget: Police - Inspection Training & Personnel and Police – Ancillary & Auxiliary Units; and

WHEREAS, the City Council believes it to be in the City's best interest to waive the bidding requirements and enter into the Agreement with Dooley for the purchase of factory-loaded ammunition, in a not-to-exceed amount of \$24,784.30.

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 authorizes the City to waive bidding requirements in accordance with ECMC section 3.20.010(C)(5) and approves entering into the Agreement with Dooley Enterprises, Inc. for the not-to-exceed amount of \$24,784.30.
3. The City Council hereby authorizes the City Manager, or such person as is designated by the City Manager, to execute the Agreement, with any such changes and refinements as may be necessary and approved by the City Manager.
4. The City Manager, or such person as is designated by the City Manager, is hereby authorized and directed to execute any subsequent amendments to the Agreement, or other documents necessary, as may be approved by the City Manager, on behalf of the City of El Cajon.

04/26/22 CC Agenda
Reso – Approve Purchase of Factory-Loaded Ammo (Dooley Enterprises)(waive bid req) 042122

CITY OF EL CAJON



POLICE DEPARTMENT

MEMORANDUM

DATE: April 5, 2022

TO: Mara Romano, Purchasing Agent

FROM: Michael Moulton, Chief of Police

SUBJECT: Duty Ammunition Sole Source Request – Purchase Requisition 402241

In conjunction with Purchase Requisition 402241, the police department is requesting that the procurement of Winchester ammunition in FY2021-22 be sole sourced to Dooley Enterprises.

The police department has a dedicated Range Master/Armorer who is responsible for continuously reviewing and specifying ammunition for use by department personnel while on duty. There are several critical factors used in determining department authorized and provided ammunition, including how the ammunition functions in the weapon, bullet performance, (e.g. muzzle velocity, energy, etc.) how the weapon modifications, (such as armoring and other accessories,) effect bullet performance, and any recalls or issues that are reported concerning ammunition that might affect the department. The Armorer reviews published ballistic tables of various types of ammunition, which are made available to law enforcement agencies. This bullet performance data is then considered in conjunction with testing and evaluation with the firearms that are in department approved configurations, to ensure the ammunition performs at the level required of a law enforcement agency where there is no margin for error.

Although there are many companies that sell ammunition, the police department elects to consider five (5) sources that have a long-standing reputation as providers of reliable ammunition (in function, testing procedures and result reporting). Utilizing ammunition from a reputable company reduces liability for the department and increases safety for officers by minimizing the likelihood of misfires and other ammunition failures. The five companies currently considered are Winchester, Federal, Remington, Black Hills and Hornady.

Based on reviewing the ballistics performance of the five manufacturers, it was determined by the department's range master, Winchester ammunition will provide the best and most reliable performance based on the department's configuration of its weapons. In addition to the ballistics data and testing and evaluation that is done for determination of department-approved ammunition, availability is also a critical factor. Four years ago the department began experiencing significant delays in receiving ammunition that was ordered due to a surge in demand for ammo by the general population. The constricted ammunition market continues, lead times are estimated at 3-6 months. (Experience has shown there are often delays beyond what is initially promised). In order to ensure the police department has timely access to required ammunition for training and duty use, it is critical that the selected supplier be able to supply the annual order within three months of order placement, and maintain an adequate inventory supply on hand for immediate purchase if necessary.

The only ammunition and vendor that satisfies all ballistic and configuration performance, reputation and availability criteria is Winchester, which is sole sourced through Dooley Enterprises. The following Purchase Orders have been previously approved and processed as sole source purchases for FY2021-22.

Purchase Order 94831 - \$23,347.07

Purchase Order 94883 - \$24,821.09

Purchase Order 94928 - \$21,118.95

Based on the totality of factors considered and laid out above, the police department requests that the ammunition ordered in Purchase Requisition 402241 be purchased on a sole source basis from Dooley Enterprises, bringing the total amount spent for FY2021-22 to \$94,071.41.



City Council
Agenda Report

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Acceptance of Public Improvements for Tentative Subdivision Map (TSM) 661

RECOMMENDATION:

That the City Council accepts the improvements and authorizes the City Clerk to release the security guaranteeing the improvements in accordance with the subdivision agreement, and requires the developer to maintain current insurance in force until the release of all bonds for the project.

BACKGROUND:

On August 11, 2015, the City Council approved TSM 661 for a 12 lot subdivision with 11 residential lots and 1 common lot by Resolution No. 084-15, subject to conditions. The subdivision is located on the west side of Bostonia Street between Broadway and Greenfield Drive (APN: 484-321-01). The public improvements, as a condition of approval for TSM 661, are now complete. Bonds and a Subdivision Agreement guaranteed installation of the public improvements.

FISCAL IMPACT:

There is no fiscal impact as a result of this action.

Prepared By: Jaime Campos, Associate Civil Engineer
Reviewed By: Yazmin Arellano, Director of Public Works
Approved By: Graham Mitchell, City Manager



City Council Agenda Report

Agenda Item 7.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Michael James, Deputy Director of Special Projects/Operations
SUBJECT: Progress Report for Emergency Storm Damage Repairs

RECOMMENDATION:

That the City Council determines that there continues to be a State of Emergency to facilitate repairs to a sinkhole on Fanita Drive, and that necessity requires the immediate expenditure of public money to safeguard life, health, and property, per Public Contract Code section 22050.

BACKGROUND:

This report is intended to update the City Council on the status of the emergency repair project located on Fanita Drive. On April 12, 2022, the City Council established a Declaration of Emergency via Resolution No. 025-22, ratifying the City Manager's emergency declaration on March 30, 2022. The Declaration of Emergency authorized staff to move forward with retaining a contractor (SC Valley Engineering) to repair the storm drain pipe, backfill, and restore the area to pre-existing conditions.

SC Valley Engineering completed approximately 50 percent of the repairs to the project location, predominately located on the easterly side of the 8,000 block of Fanita Drive. The remaining work is anticipated to be completed in the next 1-2 weeks. There has been a delay in completion, primarily due to materials availability. Staff anticipates the final acceptance of the project work, done within the approved project budget of \$60,000, and the termination of the Declaration of Emergency to be presented to the City Council on May 10, 2022.

FISCAL IMPACT:

Funding in the amount of \$60,000 is available through Account 650720 (Wastewater Operations).

Prepared By: Michael James, Deputy Director of Public Works Operations

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

Agenda Item 8.

DATE: April 26, 2022

TO: Honorable Mayor and City Councilmembers

FROM: Deyanira Brito, Housing Specialist

SUBJECT: Adoption of FY 2022-2023 One-Year Action Plan (CDBG and HOME) and Fourth Amendment to FY 2019-2020 One-Year Action Plan (CDBG-CV)

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and accepts public testimony for the adoption of the FY 2022-2023 One-Year Action Plan and Fourth Amendment to FY 2019-2020 One-Year Action Plan;
2. Closes the public hearing;
3. Finalizes the allocations of CDBG and HOME funds as a part of the FY 2022-2023 One-Year Action Plan;
4. Adopts the next Resolution, in order, approving and adopting the FY 2022-2023 One-Year Action Plan in the form presented, with such monetary and non-monetary changes as approved by the City Manager, and authorizes the City Manager or designee to submit the Plan to the U.S. Department of Housing and Urban Development, to make any necessary or needed corrections or adjustments to allocations and to execute all affiliated documents; and
5. Adopts the next Resolution, in order, amending the FY 2019-2020 One-Year Action Plan to:
 - a. Re-allocate \$240,691 in available CDBG CARES Act (CDBG-CV) funds from completed projects to Outreach Support Services, the expansion of the Emergency Shelter Program and the expansion of the Home-Delivered Meal Service to continue to address the ongoing and long-term effects of the coronavirus pandemic; and
 - b. Make the necessary changes to the One-Year Action Plan, and submit all required documentation to the U.S. Department of Housing and Urban Development.

BACKGROUND:

This public hearing requests City Council action on, and provides El Cajon citizens with, the opportunity to comment on the adoption of the FY 2022-23 One-Year Action plan to allocate and appropriate CDBG and HOME funds. City Council action and public comments are also requested on the proposed Fourth Amendment to the FY 2019-20 One-Year Action Plan related to CDBG-CV funding.

FY 2022-2023 One-Year Action Plan (CDBG and HOME funds)

The U.S. Department of Housing and Urban Development (HUD) provides funding annually to eligible jurisdictions relative to the Community Development Block Grant (CDBG) and HOME

Investment Partnerships (HOME) programs through the One-Year Action Plan process.

In order to receive funding each year, the City must prepare and submit a One-Year Action Plan (annually) specifying how the anticipated CDBG and HOME resources will be allocated during the year to address the priorities established in the Five-Year Consolidated Plan. FY 2022-23 will be the fourth year of the FY 2019-2023 Consolidated Plan period.

On February 22, 2022, the City Council conducted the first of two required public hearings and allocated \$1,300,000 in CDBG and \$630,000 in HOME funds for the FY 2022-23 program year. Attachments 2 and 3 herein list the City Council's preliminary allocations for FY 2022-23 CDBG and HOME projects, and the modified allocations to reflect proportional decreases or increases in estimated funding for each project and category, as directed previously by the City Council to match actual allocation amounts received by HUD.

On March 17, 2022, a Notice of Public Hearing and Notice of Public Review and 30-Day Comment Period and a draft of the One-Year Action Plan were published in the East County Gazette, mailed to the two public libraries, posted on the City's website, posted in the City Hall Kiosk, and made available at the public counter on the first floor lobby of City Hall. A draft copy of the One-Year Action Plan is provided herein as Attachment 4. Please note that the One-Year Action Plan is a HUD-formatted document.

To date, no comments have been received. Any comments received as a result of the public review period and this public hearing will be incorporated into the final document. Once the Plan is submitted and approved by HUD, funds will become available on or after July 1, 2022.

Fourth Amendment to FY 2019-2020 One-Year Action Plan (CDBG-CV funds)

On March 27, 2020, the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") was signed into law. The CARES Act made additional CDBG Coronavirus funds available from HUD to prevent, prepare for, and respond to the short- and long-term impacts of coronavirus. The funds are limited to primarily serving low- and moderate-income residents. In April 2020, the City was allocated \$802,656 and in September 2020, the City was allocated an additional \$1,009,307, for a total of \$1,811,963 (referred to collectively as "CDBG-CV").

In May 2020, the City Council awarded CDBG-CV funding for a new rental housing and utility assistance program to assist individuals and families impacted by COVID-19, to keep them from losing their homes and falling into homelessness. A total of \$572,362 was awarded to three agencies (CSA San Diego County, Interfaith Shelter Network, and Home Start, Inc.) to provide the services. The three agencies operated the program continuously from May 2020 to February 2021.

In March 2021, the County of San Diego opened its emergency rental/utility assistance program ("ERAP") and later expanded it. The ERAP funds paid for much deeper assistance (covering up to 18 months of rent and utilities) and El Cajon residents were eligible to apply. The City's housing and utility assistance program was permanently suspended in August 2021. After payment of all outstanding expenses in the rental and utility assistance programs, \$238,259 remains available for re-programming. A residual amount of funding remaining from the original emergency hotel/motel stays program is also available for re-allocation, for a total of \$2,432. As of July 2021, the total balance available for re-allocation to another eligible project that prevents, prepares for or responds to the coronavirus pandemic is \$240,691.

On December 14, 2021, staff presented City Council with options for re-purposing the funds to another COVID-19-related service or need not currently being met. The City Council deferred its decision on re-allocation of the available funds until after its Safe-Parking workshop held in January of this year. Staff is now providing new recommendations for the purpose of re-allocating remaining CDBG-CV funds. Re-allocated CDBG-CV funds are available after agreement execution following adoption of Resolution and are to be expended by May 2023. Staff recommends allocating the remaining CDBG-CV funds available totaling \$240,691, as follows:

Fourth Amendment to the FY 2019-20 One Year Action Plan			
City Project Number	Agency - Project/Program	FY 2019-20 Balance	FY 2019-20 Re-Allocation Amount
C0754V	Interfaith Shelter Network - Rental/Utility Assistance	\$ <8,660>	-
C0755V	CSA San Diego County - Rental/Utility Assistance	\$ <9,766>	-
C0756V	Home Start, Inc. - Rental/Utility Assistance	\$ <219,833>	-
C0757V	Home Start, Inc. - Hotel/Motel Vouchers	\$ <2,432>	-
C0761V	Home Start, Inc. - Outreach Support Service	-	\$155,000
C0760V	East County Transitional Living Center - Emergency Shelter Program	-	\$75,691
C0759V	Mama's Kitchen Home-Delivered Meal Service: El Cajon	-	\$10,000
Total CDBG-CV Funds Re-Allocated:			\$240,691

Home Start, Inc. (Outreach Support Services) - this program is designed to bolster existing outreach efforts by providing street-based outreach and host weekly outreach events to individuals and families experiencing homelessness. These outreach services will provide connections to vital resources such as housing, food and employment. Staff recommends funding this activity for \$155,000.

East County Transitional Living Center (Emergency Shelter Program) - to continue to meet an increasing demand for emergency shelter for the homeless. ECTLC received an original allocation of \$100,000 from the regular annual CDBG allocation process and those funds were completely expended in February of this year. The program proposes to serve with emergency shelter beds (up to 28 days), as well as providing food and case management. Staff recommends funding this activity for \$75,691.

Mama's Kitchen (Home-Delivered Meals Program) - to deliver medically-tailored meals for

critically ill clients and their dependent children. These clients' health status puts them at higher risk of complications from COVID-19 if they were to become infected. Staff recommends funding this activity with CDBG-CV funds in the amount of \$10,000.

On April 14, 2022, a Notice of this Public Hearing and Minimum Five-Day Public Review and Comment Period was published in the Daily Gazette, posted online and in multiple locations, providing citizens with the opportunity to comment and to participate in the proposed fourth amendment to the FY 2019-20 One-Year Action Plan. The draft Fourth Amendment to the One-Year Action Plan was also posted online.

The reduced notice and comment period were provided in accordance with the emergency provisions of the City's adopted Citizen Participation Plan in order to assist the agencies in providing the services for residents as quickly as possible in response to the coronavirus pandemic. As of the publication date of this Agenda Report, no comments have been received. All comments will be taken into account until April 26, 2022.

To summarize, staff recommends that the City Council:

- a. Adopts the FY 2022-23 One-Year Action Plan allocating and appropriating the funding for the activities as outlined above; and
- b. Adopts the fourth amendment to the FY 2019-20 One-Year Action Plan re-allocating and appropriating the funding for the activities as outlined above.

FISCAL IMPACT:

All CDBG and HOME grant allocations will be used to fund project and program costs pursuant to Federal law. There is no impact to the General Fund. This action re-allocates the existing CDBG-CV appropriation of \$240,691 to the new Outreach Support Services project (C0761V) by \$155,000, increases the Emergency Shelter Program (C0760V) by \$75,691, and increases the Home-Delivered Service program (C0759V) by \$10,000.

Prepared By: Deyanira Pelayo-Brito, Housing Specialist

Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

Attachments

Resolution - Adoption of FY 2022-23 One Year Action Plan

Attachment 2 - FY 22-23 CDBG Allocations

Attachment 3 - FY 22-23 HOME Allocations

FY 2022-23 One Year Action Plan

Public Notice

Resolution - Fourth Amendment to FY 2019-20 One-Year Action Plan

Draft Fourth Amendment to FY 2019-20 One Year Action Plan

RESOLUTION NO. -21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
ADOPTING THE ONE YEAR ACTION PLAN
AND ALLOCATING CDBG AND HOME FUNDS FOR FY 2022-2023.

WHEREAS, the City of El Cajon anticipates receiving Community Development Block Grant ("CDBG") and HOME Investment Partnership Program ("HOME") entitlement grant funds from the U.S. Department of Housing and Urban Development ("HUD") over the next five years from FY 2019-2020 through FY 2023-2024, and has prepared a five year consolidated plan (the "Five Year Consolidated Plan") as required by the regulations for these grant sources; and

WHEREAS, the City of El Cajon is receiving \$1,300,000 in CDBG and \$630,000 in HOME entitlement grant funds from HUD for FY 2022-2023; and

WHEREAS, the City of El Cajon has identified an additional \$200,000 in unused CDBG prior year funds available for use in FY 2022-23 projects and programs; and

WHEREAS, the City duly advertised and held two public hearings on February 22, 2022, and April 26, 2022, respectively, during which it considered the funding priorities within the FY 2022-2023 One Year Action Plan (the "One Year Action Plan"); and

WHEREAS, the City has made the One Year Action Plan available for public review and comment for a minimum 30-day period between March 17, 2022, and April 26, 2022; and

WHEREAS, the City met the requirements of HUD set forth at 24 CFR 91, and found the CDBG and HOME allocations presented in the One Year Action Plan to be consistent with the Five Year Consolidated Plan.

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

1. The City Council of the City of El Cajon does hereby allocate CDBG and HOME funds for FY 2022-2023 as follows:

<u>CDBG FUNDS</u>			
City Project No.	Agency	Project/Program	2022-2023 ALLOCATION
CADMIN	City - Housing	CDBG Administration	\$ 235,000
C0715	CSA San Diego County	Fair Housing Services	\$ 25,000
C0704	City – Housing	Housing Rehabilitation Loan Program	\$ 200,000

<u>CDBG FUNDS</u>			
City Project No.	Agency	Project/Program	2022-2023 ALLOCATION
C0929	City – Public Works	Neighborhood Street Light Improvement Program (2022)	\$ 845,000
C0911	City – Police	Community Policing Program	\$ 49,107
C0713	East County Transitional Living Center	Emergency Shelter Program	\$ 100,000
C0712	Meals on Wheels Greater San Diego	Meals on Wheels El Cajon	\$ 25,000
C0745	Interfaith Shelter Network of San Diego	Rotational Shelter	\$ 10,893
C0740	ElderHelp of San Diego	Senior Care Coordination Program	\$ 10,000
TOTAL CDBG ALLOCATIONS:			\$ 1,500,000

<u>HOME FUNDS</u>			
City Project No.	Agency	Project/Program	2021-2022 ALLOCATION
HADMIN	City - Housing Division	HOME Administration	\$ 58,000
H0715	CSA San Diego County	Fair Housing Services	\$ 5,000
H0718	TBD	CHDO Set Aside Funds (2022)	\$ 94,500
H0720	City - Housing Division	Housing Programs Pool of Funds	\$ 472,500
TOTAL HOME ALLOCATIONS:			\$ 630,000

2. The HOME and CDBG Administration budgets are authorized to receive the maximum percentages of Program Income received during the year as allowed by the regulations adopted by HUD (10% of eligible Program Income for HOME Administration and 20% for CDBG Administration). Further, the HOME Housing Program Pool of Funds (H0720) and the CDBG Housing Rehabilitation Loan Program (C0704) are authorized to be allocated all other program income received during the year that is generated from prior activities under these programs for continuation of program services and activities.

3. The City Manager is hereby authorized to further transfer all or part of HOME funds from the Housing Programs Pool of Funds (H0720) to any or all of (1) the Single-Family (H0722), (2) the Mobile Home and Multi-Family Rehabilitation Loan (H0721), and (3) the First Time Homebuyer (H0719) programs, on an as-needed basis due to market conditions and demands.

4. The City Manager or such person designated by the City Manager is hereby authorized to execute appropriate contracts and agreements for the use of the CDBG and HOME funds with the agencies as listed above consistent with City and federal policies and guidelines.

5. The City Council hereby adopts the One Year Action Plan, with funding allocations and as presented above, and authorizes the City Manager or designee to submit the Plan to the HUD, to make any necessary or needed corrections or adjustments required by HUD to allocations as outlined above, and to execute all affiliated documents.

FY 2022-23 CDBG ALLOCATIONS WORKSHEET

ATTACHMENT "2"

ESTIMATED CDBG FUNDS AVAILABLE FY 2022-23	
Est FY 2022-23 CDBG Grant Allocation:*	\$ 1,300,000
PLUS PRIOR YEARS FUNDS AVAILABLE (for Housing Rehab only):	\$ 200,000
Est Total FY 2022-23 CDBG Funds Available:	\$ 1,500,000
Less Prior Years Funds Reserved for Housing Rehab:	\$ (200,000)
Less 20% (MAX) for ADMIN:	\$ (260,000)
Less 15% (MAX) for PUBLIC SERVICES:	\$ (195,000)
Remaining Funds Available for Capital projects:	\$ 845,000

*Assumes level funding over current year

ADMINISTRATION - 20% CAP (estimated \$260,000 available)							
City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	AMOUNT AWARDED 2/22/22
CADMIN	City - ADMIN	CDBG Administration (1)	CDBG	Admin	\$ 237,621	\$ 235,000	\$ 235,000
C0715	CSA San Diego County	Fair Housing Services	CDBG	Admin or PS	\$ 25,000	\$ 40,000	\$ 25,000
(1) When the actual final allocation from HUD is determined, CDBG Administration is authorized to be allocated any excesses or decreases in CDBG funds for Planning/Administration, to the maximum allowed (20%).					sub-total:	\$ 275,000	\$ 260,000

PUBLIC FACILITIES/CAPITAL/OTHER - NO CAP (estimated \$845,000 available)							
City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR(S)	AMOUNT REQUESTED	AMOUNT AWARDED 2/22/22
C0704	City - Housing	Housing Rehabilitation Loan Program	CDBG	Capital	\$ -	\$ 200,000	\$ 200,000
C0929	City - Public Works	Neighborhood Street Light Improvement Program (2022) (2)	CDBG	Capital	\$ 288,519	\$ 850,000	\$ 845,000
(2) When the actual final allocation from HUD is determined, and after adjusting for the maximum Planning/Admin allocation, the Neighborhood Street Light Improvement Program is authorized to receive any excesses or decreases in CDBG funds awarded by HUD.					sub-total:	\$ 1,050,000	\$ 1,045,000

PUBLIC SERVICES - 15% CAP (estimated \$195,000 available)							
City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	AMOUNT AWARDED 2/22/22
C0911	City - Police Services	Community Policing (Crime-Free Multi-Housing Program)	CDBG	Pub Svc	\$ 49,107	\$ 49,107	\$ 49,107
C0713	East County Transitional Living Center	Emergency Shelter Program	CDBG	Pub Svc	\$ 100,000	\$ 100,000	\$ 100,000
C0740	Elderhelp of San Diego	Senior Care Coordination Program	CDBG	Pub Svc	\$ 12,859	\$ 15,000	\$ 10,000
C0745	Interfaith Shelter Network	Rotational Shelter Program	CDBG	Pub Svc	\$ 10,000	\$ 15,000	\$ 10,893
--	Mama's Kitchen	Home-Delivered Meal Program	CDBG	Pub Svc	\$ -	\$ 10,000	\$ -
C0712	Meals on Wheels Greater San Diego	Meals on Wheels El Cajon	CDBG	Pub Svc	\$ 25,000	\$ 32,500	\$ 25,000
--	Voices of Children	Court Appointed Special Advocate (CASA) Program	CDBG	Pub Svc	\$ -	\$ 15,000	\$ -
subtotal:						\$ 236,607	\$ 195,000

FY 2022-23 HOME ALLOCATIONS WORKSHEET

ATTACHMENT "3"

ESTIMATED HOME FUNDS AVAILABLE FY 2022-23:	
Est. FY 2022-23 HOME Grant Allocation:	\$ 630,000
Less 10% Reserved for Admin:	\$ (63,000)
Less 15% Required for CHDO Set-Aside:	\$ (94,500)
Total HOME available to allocate:	\$ 472,500

City Project No.	Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	AMOUNT AWARDED 2/22/22
ADMINISTRATION - 10% CAP (estimated \$63,000 available)							
HADMIN	City - Housing	HOME Administration (1)	HOME	Admin	\$ 55,405	\$ 58,000	\$ 58,000
H0715	CSA San Diego County	Fair Housing Services	HOME	Admin	\$ 5,000	\$ 5,000	\$ 5,000
(1) HOME Administration is authorized to be allocated excesses or decreases in HOME funds when the actual final allocation from HUD is determined, to the maximum allowed (10%).						sub-total:	\$ 63,000

REQUIRED CHDO RESERVE - 15% MINIMUM (estimated \$94,500 available)							
--	TBD	CHDO Set Aside Funds (2)	HOME	CHDO	\$ 90,607	\$ 94,500	\$ 94,500
(2) CHDO Reserve amount is authorized to be adjusted automatically to 15% of the total HOME allocation when the actual final allocation of HOME funds from HUD is determined.						sub-total:	\$ 94,500

ENTITLEMENT PROGRAMS - NO CAP (estimated \$472,500 available)							
H0719	City - Housing Division	American Dream First-Time Homebuyer (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0722	City - Housing Division	Single-Family Rehabilitation Program (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0721	City - Housing Division	Mobilehome Rehab/Replacement Program (3)	HOME	Entitlement	\$ -	\$ -	\$ -
H0720	City - Housing Division	Housing Programs Pool of Funds	HOME	Entitlement	\$ 453,037	\$ 472,500	\$ 472,500
(3) These programs are continuing City Council-authorized housing programs, and the City Manager is authorized to move funds from the Housing Programs Pool of Funds (H0720) to these authorized programs (H0719, H0722, H0721) on an as-needed basis, based on market conditions and demand.						sub-total:	\$ 472,500
FY 2022-23 Grand Totals:						\$ 630,000	\$ 630,000

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City's process for development of the FY 2022-2023 Action Plan included coordinating with local non-profit service providers, other City departments, the Regional Task Force on the Homeless (RTFH), non-profit housing developers, adjacent governmental agencies, and the public, to identify emerging trends and needs, and to seek information about services that are available to East County residents that address the priority needs of the Action Plan.

In addition, the City published a "Notice of Funding Availability and Request for Comments" (as well as mailing out the Notice and Request to more than 100 interested parties) seeking applications for community development projects and comments for FY 2022-2023. Technical assistance was provided to agencies and individuals with questions about the application and the Action Plan process. Two public meetings were held at which citizen input was sought and a 30-day public comment period was available. The Notice of the Funding Availability, the Notices of the Public Hearings and the comment period were advertised multiple times in the local newspaper, and all Notices of the Hearings and other activities were placed on the City's website, posted in the kiosk at City Hall, mailed to the two public libraries, and made available at public counters at City Hall. The Notices included the contact information for City staff available to answer questions.

The City also met with representatives from the RTFH (the regional Continuum of Care-designated Collaborative Applicant for HUD's CoC Program funding), the County of San Diego, and other CDBG and HOME entitlement jurisdictions in San Diego on a regular basis to share resources, and to identify and address common issues.

As part of this Action Plan development, the City conducted outreach to nonprofit agencies, affordable housing providers, and government agencies. The outreach program has been summarized in the Executive Summary and Citizen Participation sections of this Action Plan.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City has extensive housing and community development needs. CDBG and HOME funds alone are not enough to address the many needs identified during the public outreach process. Recognizing the national objectives of the CDBG and HOME programs and specific program regulations, the City intends to use CDBG and HOME funds to coordinate programs, services, and projects to create a decent and suitable living environment to benefit low and moderate income households and those with special needs. Use of

CDBG and HOME funds will focus on some of the most critical needs in El Cajon, based on the following goals and priority needs:

Goal: Provide Decent and Affordable Housing

- Priority: Conserve and Improve Existing Affordable Housing
 - Assistance to aid in the rehabilitation of single-family, mobile home, and multi-family housing units.
 - Acquisition, with or without rehabilitation, of multi-family projects.
- Priority: Provide Homeownership Assistance
 - Assistance to qualifying low and moderate-income households to achieve homeownership.
 - Assistance to developers for the acquisition and re-sale of housing units (with or without rehabilitation) to low and moderate income homebuyers.
- Priority: Assist in the Development of Affordable Housing
 - Assistance to developers in the development of affordable housing, including acquisition, land assemblage, construction, conversion, purchase of affordability covenants, or other mechanisms.
 - Assistance to housing developers for the acquisition and new construction of housing units to low and moderate income homebuyers.

Goal: Support Continuum of Care System for the Homeless

- Priority: Support Continuum of Care for the Homeless.
 - Participate in the San Diego County Regional Task Force on the Homeless (RTFH) to assess needs and coordinate efforts to address needs.

Goal: Provide Community Facilities and Infrastructure

- Priority: Provide for Community Facilities and Infrastructure
 - Upgrading existing park facilities.
 - ADA concrete projects, including new and retrofitted curb ramps, streets, sidewalks and gutters.
 - Improvements to streets and streetscapes in residential neighborhoods, such as neighborhood trails, lighting and other safety/security improvements.
 - Assistance to service providers for necessary improvements to public facilities serving special

needs populations.

- Periodically assess the need for and (when determined to be warranted) pursue Section 108 loans for large-scale public improvement and revitalization projects.

Goal: Provide Community and Supportive Services

- Priority: Provide Community and Supportive Services
- Provide for a variety of community and supportive services, with special emphasis on crime awareness and prevention programs, services for the homeless, seniors, at-risk youth, the disabled, and other persons with special needs.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

A comprehensive review and evaluation of the FY 2020-2021 CDBG and HOME programs and performance is provided in the City's Consolidated Annual Performance and Evaluation Report (CAPER) for that year which is available for public review at the City of El Cajon public counter in the lobby on the first floor of City Hall, 200 Civic Center Way, El Cajon, CA, as well as on the City's web page, located at <http://www.cityofelcajon.us/housing>.

Programs and projects are currently underway for FY 2021-2022 Action Plan period, including additional CDBG programs related to City's CDBG-CV and CDBG-CV3 allocations. A CAPER will be prepared and made available for public review once complete.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Citizen participation is one of the most important components of the Consolidated Plan process. To solicit public input during the development of the Consolidated Plan and the Annual Action Plan, the City conducted a published Application/Notice of Funding Availability process and two public hearings.

Applications for Funding: A "Notice of Funding Availability and Request for Comments" was published in the local newspaper on November 1, 2021, mailed to an outreach list of over 100 agencies and interested parties, posted in the City's kiosk outside of City Council Chambers, mailed to the two El Cajon libraries for posting, and posted on the City's website. Applications and technical assistance for FY 2022-2023 CDBG funding were available between November 11, 2021 and December 16, 2021. Proof of publication of the Notices and signed verifications are included in Appendix A of this report.

Public Hearings: A Public Hearing before the City Council was held on February 22, 2022 to review eligible applications received for the FY 2022-2023 Action Plan and to accept public input on the proposed Action Plan. A second Public Hearing was held on April 26, 2022 before the City Council to review and adopt the

final Action Plan. Public Notices for these hearings were published at least twice beginning at least 14 days prior to the Public Hearings in the East County Gazette, mailed to the two public libraries, posted in the City's kiosk outside of City Council Chambers, made available in the lobby of City Hall, and posted on the City's website. Proof of publication of the Notices and signed verifications are included in Appendix A of this report.

Public Review of Draft Documents: A Notice of Public Hearing and Notice of Public Review and 30-Day Comment Period, along with a summary of the One Year Action Plan with a full listing of the activities tentatively approved at the public hearing of February 22, 2022, were published in the East County Gazette on March 17, 2022. These documents were also posted on the City's website, mailed to the two El Cajon libraries for posting, posted in the City's kiosk outside of City Council Chambers, and made available in the lobby of City Hall. The public review period began on March 17, 2022 for a minimum 30-day review period, to and including April 26, 2021 (39 days). Proof of publication of the Notices and signed verifications are included in Appendix A of this report.

The final One Year Action Plan, any amendments to the Plan, and annual performance reports will be available for five years at El Cajon City Hall. Residents affected by the Plan's implementation have access to the City's Plans. El Cajon is committed to minimizing displacement and assisting those displaced, if any, as a result of the Plan's activities.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

A summary of the public comments received is provided in Appendix A.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were accepted.

7. Summary

The City of El Cajon has undertaken diligent and good faith efforts in outreaching to all segments of the community that may benefit from the CDBG and HOME programs.

As a part of the release of the new funding CDBG-CV, on April 16, 2020, HUD granted the City Waivers of certain CPD Grant Program and Consolidated Plan requirements to prevent the spread of COVID-19 and mitigate economic impacts caused by COVID-19. Specifically, the City may utilize the following waivers:

8. Consolidated Planning Requirements – CDBG, HOME – Citizen Participation Public Comment Period for Amendment to Con Plan/Action Plan

9. Consolidated Planning Requirements – CDBG, HOME – Citizen Participation Reasonable Notice and Opportunity to Comment

The effective date for utilizing waivers was April 30, 2020. The City did not utilize these waivers in the preparation of the FY 2020-2021 Action Plan, the FY 2021-2022 Action Plan, nor has it utilized the waivers for the FY 2022-2023 Action Plan.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	El Cajon	Community Development Dept - Housing
HOME Administrator	El Cajon	Community Development Dept - Housing

Table 1 – Responsible Agencies

Narrative (optional)

The City’s CDBG and HOME programs are administered by the City of El Cajon, Community Development Department - Housing.

Consolidated Plan Public Contact Information

Questions about the City's Consolidated Plan Programs should be directed to Jose Dorado at jdorado@elcajon.gov (619-441-1786) or Deyanira Pelayo-Brito at dbrito@elcajon.gov (619) 441-1567.

AP-10 Consultation – 91.100, 91.200(b), 91.215(l)

1. Introduction

The City's process for development of the FY 2022-2023 One Year Action Plan included coordinating with local non-profit service providers, other City departments, the Regional Task Force on the Homeless, the East County Regional Homeless Task Force, non-profit housing developers, adjacent governmental agencies, and the public, to identify emerging trends and needs, and to seek information about services that are available to East County residents that address the priority needs of the Consolidated Plan.

In addition, the City published a "Notice of Funding Availability and Request for Comments" (as well as mailing out the Notice and Request to more than 100 interested parties) seeking applications and comments on the development of the Action Plan for FY 2022-2023. Technical assistance was provided to agencies and individuals with questions about the application and annual Action Plan process. Two public meetings were held at which citizen input was sought and a minimum 30-day public comment period was available. The Notice of the Funding Availability and Notices of the Public Hearings and comment period were advertised in the local newspaper. All of the Notices were published in the East County Gazette, mailed to the two public libraries for posting, posted on the City's website, posted in the lobby of City Hall, and posted in kiosks at City Hall. The Notices included the contact information for staff available to answer questions.

Throughout FY 2021-2022, the City consulted with housing developers for potential development opportunities (including affordable housing opportunities). The City also met with representatives from other CDBG and HOME entitlement jurisdictions, the County of San Diego, and the San Diego Regional Alliance for Fair Housing (SDRAFFH) in San Diego on a regular basis to share resources, and to identify and address common issues.

As part of this Action Plan development, the City conducted outreach to nonprofit agencies, affordable housing providers, the Regional Task Force on the Homeless and government agencies. The outreach program is summarized in the Executive Summary and Citizen Participation sections of this Action Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l))

To outreach to various agencies and organizations, the City compiled an outreach list consisting of more than 100 agencies, including:

- Nonprofit service providers that serve the needs of low and moderate income households and persons with special needs, including persons with disabilities;
- Affordable housing providers;
- Housing advocates;
- Housing professionals;
- Public agencies (such as school districts, health services, public works, the County of San Diego); and
- Economic development and employment organizations.

The complete outreach list is included in Appendix A. These agencies were mailed Notice of Funding Availability and Request for Comments, which included links to the City's CDBG Program Guidelines and FY 2022-2023 applications. Comments on the development of the One Year Action Plan were requested. Notices of the public hearings and 30-day comment period seeking public and agency input were advertised in the local newspaper, and all Notices of the hearings and other activities were placed on the City's website, made available in the lobby at City Hall, mailed to the two public libraries for posting, and posted in kiosks at City Hall. The Notices also included the contact information for staff available to answer questions.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

In FY 2021-2022, the City of El Cajon was an active member of the RTFH, attending regular membership meetings, and coordinating with East County agencies and the County of San Diego to address the needs of homeless persons. Significant focus was provided during the year in bringing available resources to chronically homeless individuals and families via targeted outreach. During the year, the City extended the emergency shelter program and implemented a new, refined emergency scatter-site motel program (using CDBG-CV3 funds) to assist families and individuals experiencing homelessness during the coronavirus pandemic. The three Rental/Utility Assistance Programs to assist families from becoming homeless were operated continuously from May 2020 to February 2021 and permanently suspended as of August 2021. This was due to the County of San Diego opening its own emergency rental/utility assistance program ("ERAP") with much deeper assistance in funding for households throughout the county, including residents of El Cajon. The remaining funds from the El Cajon Rental/Utility Assistance Program were available for re-allocation to another eligible project to prepare for, prevent and respond to COVID-19. These funds were re-allocated to continue services for the homeless including, Outreach Support Services, an extension to the existing emergency shelter program and an extension to the existing home-delivered meal service to the critically ill. The City also entered into new agreements for services for the homeless including a dedicated Homeless Outreach/Housing Navigator and a reunification program. Furthermore, City Council allocated FY 2022-2023 CDBG funds to East County Transitional Living Center for its emergency shelter program, and to Interfaith Shelter Network for a rotational emergency shelter.

The CDBG outreach list includes homeless service agencies who are members of the RTFH. The RTFH was consulted to provide information on homelessness and resources available and to coordinate efforts with the City to provide the services, including funding for shelter services and the Homeless Outreach/Housing Navigator to address the needs of homeless persons. Several agencies that provide housing and supportive services for the homeless and those at risk of becoming homeless are included on the outreach list and a few submitted applications and/or provided comments. These included Home Start, Inc., East County Transitional Living Facility, and Interfaith Shelter Network.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Not applicable. The City's allocation from HUD for entitlement grants currently does not include ESG funds. However, the City does coordinate with and support agencies located within its jurisdiction that seek a portion of the County's ESG funds in support of their applications for those funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	CSA San Diego County
	Agency/Group/Organization Type	Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency attends San Diego Regional Alliance for Fair Housing (SDRAFFH) regularly and provides input on needs for fair housing services. Agency received technical assistance and provided input on housing needs. Agency submitted application for CDBG funding describing the continued need for fair housing services.
2	Agency/Group/Organization	East County Transitional Living Center
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency regularly provides input on needs for homeless services and funding for homeless shelters. Agency submitted application for CDBG funding.
3	Agency/Group/Organization	Interfaith Shelter Network of San Diego
	Agency/Group/Organization Type	Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provided input on needs for homeless services and funding for homeless shelters. Agency submitted application for CDBG funding.
4	Agency/Group/Organization	Elder Help/Senior Case Management
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provided input on care and coordination services for the elderly. Agency submitted application for CDBG funding.
5	Agency/Group/Organization	Meals on Wheels Greater San Diego
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency regularly provides input on needs through discussions with staff. Agency submitted application for CDBG funding.
6	Agency/Group/Organization	Home Start, Inc.
	Agency/Group/Organization Type	Services - Housing Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency received technical assistance and provided input on needs for youth and homeless services and funding for homeless shelters. Agency submitted application for CDBG funding.
7	Agency/Group/Organization	Mama's Kitchen, Inc.
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provided input on food needs for disabled and seriously ill adults. Agency submitted application for CDBG funding.

8	Agency/Group/Organization	Voices for Children
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Agency provided input on advocacy needs of foster youth. Agency submitted application for CDBG funding.

Identify any Agency Types not consulted and provide rationale for not consulting

The City strived to conduct a comprehensive outreach program. The City utilized a variety of outreach methods to solicit participation from a wide range of agencies and organizations involved in providing housing and community development services. No specific types of relevant agencies were excluded from the process.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	San Diego Regional Continuum of Care (Regional Task Force on the Homeless)	Through the outreach process, the City has identified homelessness and homelessness prevention services as a priority for the CDBG program. These services will complement the regional Continuum of Care Strategy.
Housing Element	City of El Cajon	The Housing Element focuses on the provision of a variety of housing options for all income groups, with special attention for lower and moderate income households. The Consolidated Plan housing goals and objectives are consistent with the Housing Element.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Refer to Appendix A for a complete outreach list, proofs of all publications, and minutes of public hearings. No other written comments were received.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

As described earlier, the City of El Cajon conducted an extensive citizen participation process to help develop the Consolidated Plan. The process involved the following components:

- Funding Application Process;
- Public Hearings; and
- Public Review of Draft Documents

Results of these outreach activities were carefully considered by the City to affirm or adjust priorities and objectives in the One Year Action Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Nine (9) eligible applications for CDBG funding were received. Key issues were identified in the application submittals and included the need for: 1) fair housing services, 2) street light improvements to neighborhoods 3) emergency shelter for homeless individuals and families 5) outreach, education and training in crime-reduction strategies for multi-family housing 6) care and services for the elderly and critically ill and 7) advocacy for foster youth.	Nine (9) applications for CDBG funding were received. No other comments were received.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Notice of public hearing for February 22, 2022 City Council meeting was published on February 3 and February 10, 2022.</p>	<p>Two (2) comments were received prior to the public hearing. Comments received at the hearing are outlined below and provided in Appendix A.</p>	<p>All comments were accepted.</p>	
3	Public Hearing	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Public hearing February 22, 2022 at City Council, two (2) persons provided written comments at the Public Hearing relative to the One Year Action Plan. See Minutes of February 22, 2022 public hearing (Appendix A).</p>	<p>Two (2) persons provided written comments for the Public Hearing in favor of programs seeking funding. See Minutes of February 22, 2022 public hearing (Appendix A).</p>	<p>All comments were accepted.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Notice of Public Hearing and Notice of Public Review and 30-day Comment Period, with full listing of projects and programs tentatively approved by City Council, was published in the East County Gazette on March 17, 2022.</p>	<p>No comments were received.</p>	<p>All comments were accepted.</p>	
5	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p> <p>All citizens, business organizations, interested parties</p>	<p>Notice of Public Hearing for April 26, 2022 public hearing published on April 7 and April 14, 2022.</p>		<p>All comments were accepted.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public hearing April 26, 2022 at City Council no comments received. See Minutes of April 26, 2022 public hearing (Appendix A).	No comments received. See Minutes of April 26, 2022 public hearing and comments received (Appendix A).	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Annual allocations: The City of El Cajon is a CDBG entitlement and HOME participating jurisdiction. The City expects to receive \$1,300,000 in CDBG funds and \$630,000 in HOME funds for FY 2022-2023. El Cajon does not receive funding under the Emergency Solutions Grant (ESG) or Housing Opportunities for Persons with AIDS (HOPWA) programs

Program Income: The City does not anticipate a steady stream of program income over the course of the Five Year Consolidated Plan. During the past ten years, the level of CDBG program income received has varied widely, from \$1 in one year to \$1,060,000 in another, while the HOME program income has varied from \$3,500 in one year to over \$1,130,000 in another. In both programs, program income received during the year from the repayment of prior rehabilitation and First Time Homebuyer loans is authorized by City Council to automatically be re-programmed for additional housing program activities in those same or similar programs from which the funds were originally provided, to the extent possible (Housing Rehabilitation Loan Program for CDBG and Housing Programs Pool of Funds for HOME).

Program income that results from activities other than housing program activities will be re-programmed once a project or projects are identified and/or a Notice of Funding Availability will be issued. Any proposed allocations to eligible projects will be brought for public review in a Public Hearing and a substantial amendment to the Action Plan following the City's adopted Citizen Participation Plan. Taking a conservative approach,

the City anticipates no program income in the HOME or CDBG programs for FY 2022-2023.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,300,000	0	0	1,300,000	1,300,000	A steady funding level of approximately \$1.3 million per year is expected to continue.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	630,000	0	0	630,000	630,000	A steady funding level of approximately \$630,000 per year is expected to continue.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The extent of needs in El Cajon far exceeds the available funding from the CDBG and HOME programs. Most activities to be pursued by the City with CDBG and HOME funds will be leveraged with a variety of funding sources, including: grants from State, Federal, and local governments; private foundations; capital development funds; general funds; private donations of funds or services; and other various funding sources. For example, the City actively pursues funding under the CalHome program, when staffing resources allow, to expand affordable homeownership for low and moderate income households. The City will seek SB-2 funds from the State of California for the development of affordable housing and/or to address homeless concerns and it will pursue HOME-American Rescue Plan (HOME-ARP) funds to further address homelessness. For new construction, substantial rehabilitation, and acquisition of affordable housing, the City encourages the use of Low Income Housing Tax Credits.

Federal match requirements apply to the City's HOME funds. The HOME program requires that for every HOME dollar spent, the City must provide a 25 percent match with non-federal dollars. In FY 2021, the City was granted a 100 percent match reduction such that its match requirement is waived. Nevertheless, the City still maintains an excess in match requirements from previous fiscal years of more than \$6.6 million. This excess match will be sufficient to fulfill the City's HOME match requirements for years to come, if not waived in the future.

Given the limited annual allocations in CDBG and HOME funds, the City may consider pursuing Section 108 loan(s) within the five-year Consolidated Plan period in order to support large-scale public improvements or housing projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City owns and maintains multiple parks and recreation facilities throughout the city that may be used or improved to address needs identified in the plan. In addition, the City owns and maintains rights-of-way throughout the City which may be improved as needs are identified as a part of the Plan.

The El Cajon City Council established and activated the El Cajon Housing Authority in March 2011, a new agency, and adopted a resolution to become the Successor Agency for all housing assets and functions acquired or assisted with Low and Moderate Income Housing Funds in January 2012. Although no new Low and Moderate Income Housing funds will be available, the El Cajon Housing Authority has accepted responsibility for the physical housing assets and housing loan portfolio which may continue to generate income as loans are repaid. The El Cajon Housing Authority will have responsibility for determining the direction and focus of any income generated from original Low and Moderate Income Housing Funds, now known as the Low and Moderate Income Housing Asset Funds (LMIHAF).

Discussion

See discussions above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent and Affordable Housing	2019	2023	Affordable Housing	City-wide	Conserve and Improve Existing Affordable Housing Provide Homeownership Assistance Assist in Development of Affordable Housing Support Continuum of Care for the Homeless Provide for Community Facilities & Infrastructure Provide Needed Community and Supportive Services Planning and Administration	CDBG: \$0 HOME: \$630,000	Homeowner Housing Rehabilitated: 1 Household Housing Unit Direct Financial Assistance to Homebuyers: 4 Households Assisted
2	Support Continuum of Care System for the Homeless	2019	2023	Homeless	City-wide	Support Continuum of Care for the Homeless	CDBG: \$110,893 HOME: \$0	Homeless Person Overnight Shelter: 315 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Provide Community and Supportive Services	2019	2023	Provide Community and Supportive Services	City-wide	Provide Needed Community and Supportive Services	CDBG: \$109,107	Public service activities other than Low/Moderate Income Housing Benefit: 52430 Persons Assisted
4	Provide Community Facilities and Infrastructure	2019	2023	Non-Housing Community Development	City-wide	Provide for Community Facilities & Infrastructure	CDBG: \$845,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 51,805 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent and Affordable Housing
	Goal Description	<p>This goal is achieved through a variety of programs and activities, including, but not limited to:</p> <ul style="list-style-type: none"> • Rehabilitation assistance to property owners to improve single family, mobile homes, and multi-family housing; • Acquisition and/or rehabilitation of multi-family housing projects; • Lead-based paint hazard reduction efforts; • Homeownership assistance; • Assistance with land assemblage; • New construction of affordable housing (renter-occupied and ownership); • Conversion of existing uses to affordable housing; and • Purchase of affordability covenants to expand affordable housing inventory.

2	Goal Name	Support Continuum of Care System for the Homeless
	Goal Description	The City will continue to participate in the San Diego County Regional Task Force on the Homeless (RTFH) to assess needs and coordinate efforts to address needs. The City continues to prioritize funding emergency services to assist those in crisis situations and supportive services to help homeless transition to self-sufficiency. SB2 and HOME-ARP funding may also be utilized to assist with homeless services and the City is actively evaluating new and creative ways to use its available funding to best address the homeless population's unique needs.
3	Goal Name	Provide Community and Supportive Services
	Goal Description	The City will provide for a variety of community and supportive services, with special emphasis on senior services, crime awareness and prevention programs.
4	Goal Name	Provide Community Facilities and Infrastructure
	Goal Description	Through Capital Improvement Planning, the City will provide for new and improved existing community facilities and infrastructure. These include, but are not limited to, the following: <ul style="list-style-type: none"> • Improvements to residential neighborhoods through the installation of street lights, and other improvements.

Table 7 – Goals Descriptions

Projects

AP-35 Projects – 91.220(d)

Introduction

The FY 2022 One-Year Action Plan implements the fourth year of the FY 2019-2023 Five-Year Consolidated Plan and addresses HUD consolidated planning requirements for the Community Development Block Grant (CDBG) and HOME Investment Partnership Act (HOME) programs for El Cajon. The plan includes a listing of activities that the City will undertake during FY 2022 (July 1, 2022 through June 30, 2023) using CDBG and HOME funds. The City is receiving \$1,300,000 in CDBG funds and \$630,000 in HOME funds.

Projects

#	Project Name
1	CDBG Administration
2	Fair Housing Services
3	Housing Rehabilitation Loan Program (2022)
4	Neighborhood Street Light Program (2022)
5	Community Policing - Crime-Free Multi-Housing Program
6	Emergency Shelter Program
7	ElderHelp Senior Care Coordination Program
8	Rotational Shelter Program
9	Meals on Wheels El Cajon
10	HOME Administration
11	CHDO Reserve (2022)
12	Housing Program Pool of Funds (2022)

Table 8 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The major obstacle to addressing the underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and Federal funding levels, the City's ability to address the extensive needs in the community is seriously compromised.

AP-38 Project Summary

Project Summary Information

1	Project Name	CDBG Administration
	Target Area	City-wide
	Goals Supported	Provide Decent and Affordable Housing Support Continuum of Care System for the Homeless Provide Community Facilities and Infrastructure Provide Community and Supportive Services
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$235,000
	Description	Funding to the City's Community Development - Housing for continued administration of both the CDBG and HOME Programs, including internal and external costs.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A for administration
	Location Description	No target area has been identified.
	Planned Activities	The City will undertake a number of planning and administration activities, including program delivery, monitoring and reporting.
2	Project Name	Fair Housing Program
	Target Area	City-wide
	Goals Supported	Provide Decent and Affordable Housing Support Continuum of Care System for the Homeless Provide Community Facilities and Infrastructure Provide Community and Supportive Services
	Needs Addressed	Planning and Administration
	Funding	CDBG: \$25,000 HOME: \$5,000
	Description	Funding to CSA San Diego County for provision of fair housing services. An additional \$5,000 in HOME Admin funds was awarded for a total contract of \$30,000. The contract objective is to serve 400 people with fair housing services.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	CSA San Diego County will provide fair housing services to 400 El Cajon residents or which at least 85% will be low income.
	Location Description	City-wide. Program site address is 327 Van Houten Avenue, El Cajon, CA 92020.
	Planned Activities	Fair Housing activities include outreach and education, counseling, mediation, advocacy, investigation or fair housing complaints and referrals to enforcement agencies.
3	Project Name	Housing Rehabilitation Loan Program (2022)
	Target Area	City-wide

	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Conserve and Improve Existing Affordable Housing
	Funding	CDBG: \$200,000
	Description	The Housing Rehabilitation Loan Program assists low-income homeowners of mobile homes with major repairs, including ADA modifications, to help them preserve their homes. This project allocation supports the direct costs of program management and administration of both the CDBG and HOME rehab programs, as well as providing loans for the repairs in the CDBG Mobile Home Rehab Program.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This program will benefit 8 low-income homeowners of mobile homes in need of repairs.
	Location Description	The HRLP program serves low-income households city-wide.
	Planned Activities	The City currently provides loans of up to \$20,000 to rehabilitate or replace aging mobile homes located in eight (8) eligible mobile home parks in the City of El Cajon. The project allocation will support the direct costs of program management and administration of both the CDBG (mobile home) and HOME (single-family) rehab programs, as well as providing loans for the repairs in the CDBG Mobile Home Rehab Program.
4	Project Name	Neighborhood Street Light Program (2022)
	Target Area	City-wide
	Goals Supported	Provide Community Facilities and Infrastructure
	Needs Addressed	Provide for Community Facilities & Infrastructure
	Funding	CDBG: \$845,000
	Description	Funding will provide the installation of an estimated 63 new street lights in eligible residential neighborhoods.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	All residents in low-income neighborhoods where street lights are installed.
	Location Description	Eligible low income census tracts.
	Planned Activities	City staff will prepare plans, contract specifications, cost estimates, and manage the installation of street lights. This project will undergo a bidding process and a contract will be awarded by the City Council to the lowest responsible and responsive bidder. Final product will be installation of street lights in eligible census tracts.
5	Project Name	Community Policing - Crime-Free Multi-Housing Program
	Target Area	City-wide
	Goals Supported	Provide Community and Supportive Services

	Needs Addressed	Provide Needed Community and Supportive Services
	Funding	CDBG: \$49,107
	Description	Funds will be used for the provision of the Crime Free Multi-Family Housing program, which serves residents city-wide by reducing crime and increasing safety in neighborhoods.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This program serves residents throughout the City through reduced crime. More than 90% of the complexes certified and receiving training through this program are located in low- and moderate-income census tracts. Those census tracts contain approximately 71,890 residents, 72.06% of whom are LMI persons (approximately 51,805).
	Location Description	City-wide.
	Planned Activities	Program activities include outreach, education and training in crime prevention techniques and practices for owners, managers and residents of multi-family complexes.
6	Project Name	Emergency Shelter Program
	Target Area	City-wide
	Goals Supported	Support Continuum of Care System for the Homeless
	Needs Addressed	Support Continuum of Care for the Homeless
	Funding	CDBG: \$100,000
	Description	Funds will be used to provide emergency shelter for the homeless.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This program anticipates serving 300 homeless persons.
	Location Description	City-wide. The shelter is located at 1527 E Main St. El Cajon, CA.
	Planned Activities	This program includes the provision of overnight shelter for approximately 300 homeless persons and families. Individuals/families can stay up to 28 days.
7	Project Name	ElderHelp Senior Care Coordination Program
	Target Area	City-wide
	Goals Supported	Provide Community and Supportive Services
	Needs Addressed	Provide Needed Community and Supportive Services
	Funding	CDBG: \$10,000
	Description	Funds will be used to implement a care coordination program to deliver in-home assistance options to seniors.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Anticipate providing care coordination to 35 unduplicated, low-income El Cajon seniors.
	Location Description	Services will be provided to seniors city-wide.

	Planned Activities	Provide care coordination program that gives seniors in-home assistance options to address the health and logistical challenges they face. Seniors are paired with a care coordinator who will provide an evaluation and implement a coordinated care plan. Care coordinators will connect the client with appropriate resources, provide physician advocacy and coordinate all in home services.
8	Project Name	Rotational Shelter Program
	Target Area	City-wide
	Goals Supported	Support Continuum of Care System for the Homeless
	Needs Addressed	Support Continuum of Care for the Homeless
	Funding	CDBG: \$10,893
	Description	Funding will be provided for this program providing emergency shelter for the homeless on a rotational basis at East County area churches. Each church agrees to provide beds, food and shower facilities for two weeks at a time during the winter months.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	Anticipate serving 15 homeless individuals from El Cajon.
	Location Description	Program will service homeless individuals city-wide. Shelters services will be provided at various church facilities in East County.
Planned Activities	Funds will be provided for staffing and administration of this program that provides a rotational emergency shelter for homeless individuals at area churches, including minor costs for case management and transportation for clients.	
9	Project Name	Meals on Wheels El Cajon
	Target Area	City-wide
	Goals Supported	Provide Community and Supportive Services
	Needs Addressed	Provide Needed Community and Supportive Services
	Funding	CDBG: \$25,000
	Description	Funds will be used for the provision of nutritious meals delivered to low-income, homebound seniors within the City.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	This program anticipates serving 165 unduplicated homebound seniors living in the City of El Cajon.
	Location Description	Meals are delivered to seniors city-wide. Program operates from 165 Chambers St., El Cajon CA.
Planned Activities	Funds will be used to purchase food and to provide nutritious meals for low-income, homebound seniors throughout the City.	

10	Project Name	HOME Administration
	Target Area	City-wide
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Conserve and Improve Existing Affordable Housing Provide Homeownership Assistance Assist in Development of Affordable Housing Planning and Administration
	Funding	HOME: \$58,000
	Description	Funding to Community Development - Housing for administration of the HOME Program, including internal and external costs.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	No target area has been identified.
	Planned Activities	Planning and administration activities include program management and delivery, monitoring and reporting.
11	Project Name	CHDO Reserve (2022)
	Target Area	City-wide
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Conserve and Improve Existing Affordable Housing Provide Homeownership Assistance Assist in Development of Affordable Housing
	Funding	HOME: \$94,500
	Description	15 percent of HOME allocation to be reserved for future allocation to one or more CHDOs. Staff will return with recommendations for a specific CHDO and project at a later time once a specific project has been identified.
	Target Date	6/30/2023
	Estimate the number and type of families that will benefit from the proposed activities	A specific project has not yet been identified for the use of these CHDO funds. Furthermore, multi-year CHDO funding will be necessary to pursue a meaningful project. Overall, the Consolidated Plan has a goal of achieving 12 affordable units over five years, or an average of two to three units per year.
	Location Description	City-wide.
	Planned Activities	A specific project has not yet been identified. Eligible CHDO activities could include new construction, acquisition/rehabilitation, or substantial rehabilitation.
12	Project Name	Housing Program Pool of Funds (2022)
	Target Area	City-wide
	Goals Supported	Provide Decent and Affordable Housing
	Needs Addressed	Conserve and Improve Existing Affordable Housing Provide Homeownership Assistance Assist in Development of Affordable Housing

Funding	HOME: \$472,500
Description	Funding is allocated to this activity for continuing authorized housing programs including the First-Time Homebuyer Program (H0719), the Single-Family Rehabilitation (H0722), and the Mobile Home Rehabilitation/Replacement (H0721) programs. Funds may be moved between the Housing Programs Pool of Funds and these authorized programs on an as-needed basis, based on market conditions and demand.
Target Date	6/30/2023
Estimate the number and type of families that will benefit from the proposed activities	The City anticipates assisting in the rehabilitation of one (1) single-family home during the year, as well as providing first-time homebuyer assistance to four (4) low-income homebuyers to achieve homeownership.
Location Description	City-wide.
Planned Activities	City Council-authorized programs currently include the HOME-funded rehabilitation programs (both single-family and mobile home programs), and the American Dream First Time Homebuyer (FTHB) Program.

Table 9 - Project Summary Information

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City has not established specific target areas to focus the investment of CDBG funds. In terms of specific geographic distribution of investments, infrastructure improvements and public facilities will be focused primarily in areas with concentrations of low and moderate-income population. Appendix C contains a map and a list of block groups illustrating the low and moderate-income areas in the City (defined as a block group where at least 51 percent of the population with incomes not exceeding 80 percent of the Area Median Income).

It should also be noted that the City of El Cajon’s overall low- and moderate-income percentage is 63.97 percent, as set forth in the estimates of the number of low- and moderate-income individuals (LMISD) based on the 2011-2015 American Community Survey (ACS) associated with the FY 2021 Entitlement CDBG Grantees. Investments in public facilities and services serving special needs populations and primarily low and moderate-income persons will be made throughout the City. Housing assistance will be available to income-qualified households citywide.

Geographic Distribution

Target Area	Percentage of Funds
City-wide	100

Table 10 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The majority of the City of El Cajon qualifies as a low and moderate-income area. Therefore, given the extensive needs in the community, the City has not targeted any specific neighborhood for investment of CDBG and HOME funds. Instead, projects are evaluated on case-by-case, based on emergency needs, cost-effectiveness, feasibility, and availability of other funding to address the needs or leverage federal funds.

Discussion

See discussion above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The City plans to utilize both HOME and CDBG funds to support its authorized housing activities, including the Housing Rehabilitation Loan Programs and the First-Time Homebuyer program.

CDBG funds allocated in prior years will be used to fund the continuing Housing Rehabilitation Loan Program for mobile homes. This activity provides loans of up to \$20,000 for major repairs including health & safety items. This fund also covers direct program costs for administration of both the HOME and CDBG Rehab programs.

HOME Funds allocated in the current year and in prior years will be used to fund the continuing First Time Homebuyer and Housing Rehabilitation programs authorized (single-family, mobile home and multi-family programs) on an as-needed basis, based on market conditions and demand. The HOME funds are initially allocated to the Housing Programs Pool of Funds, and the City Manager is authorized to move the funds to/between authorized activities as needed.

In FY 2020, both Housing Rehabilitation Loan Programs were temporarily suspended, principally due to coronavirus pandemic, as well as other reasons. The City reopened the Rehab programs during FY 2021. These City programs continue to target the rehabilitation of four (4) mobile homes (using prior year funds) and one (1) single-family home, along with the provision of homebuyer assistance to four (4) first time homebuyers annually.

Lastly, the City will use HOME funds for an as-yet unidentified CHDO project in FY 2022-2023. CHDO funds reserved in the current year and in the prior year will be combined for the future allocation to one or more certified CHDOs in the City, for one or more specific projects. The project(s) could be acquisition/rehabilitation of existing single-family homes (homeownership), or multi-family complexes (rental) for affordable housing purposes, staff will return to City Council with a recommendation for a specific CHDO and specific project at a later time once a specific project has been identified. The City may also commit excess Program Income for this or any other project, if such excess is determined to be available.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	9
Special-Needs	0
Total	9

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	4
Total	9

Table 12 - One Year Goals for Affordable Housing by Support Type

Discussion

To summarize, Table 10 goals above include:

CDBG - MH Rehab (City): 4 units

HOME - FTHB (City): 4 units

HOME - SF Rehab (City): 1 unit

In order to utilize HOME funds for homebuyer and rehabilitation assistance, the City must use the Homeownership Value Limits established annually by HUD. This Value Limit is based on HUD's calculation of 95 percent of the median purchase for the San Diego Metropolitan Statistical Area (MSA). However, in lieu of the limits provided by HUD, the City may determine its own maximum Homeownership Value Limits by conducting a survey using the methodology prescribed in the HOME regulations at 24 CFR 92.254(a)(2)(iii). The survey methodology must be reviewed and approved by HUD before the new limits may take effect.

In FY 2021, the City conducted its own survey that was approved by HUD on November 16, 2021. For FY 2022-2023, the City will again conduct its own survey and will use the Value Limits calculated therein in its homebuyer and rehabilitation assistance programs. The City's completed survey and housing data used will be forwarded to HUD on or before September 1, 2022, with a request for approval. Once approved, these new limits will be in effect for approximately one year, until the next survey is conducted and the resulting value limits are approved.

AP-60 Public Housing – **91.220(h)**

Introduction

There is no public housing located within the City of El Cajon.

Actions planned during the next year to address the needs to public housing

The needs of public housing are addressed by the Housing Authority of the County of San Diego.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable to the City of El Cajon.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not applicable to the City of El Cajon.

Discussion

See discussions above.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Homeless and homeless prevention services are identified as a high priority need in the FY 2019 - FY 2023 Consolidated Plan. The City anticipates spending approximately 56 percent of its public service cap on homeless services in FY 2022-2023. Further, in FY 2020-2021, the City allocated 99.4% of its CDBG-CV allocations to assist the homeless, and those at risk for homelessness, with programs to prevent, prepare for and respond to the coronavirus pandemic. The City has also allocated significant staff time and other non-federal, local funding to address homelessness and other special needs.

As a service hub in the East County area, El Cajon participates in the Regional Task Force on the Homeless, comprised of 18 cities and the County of San Diego, non-profit service providers, and stakeholders. The RTFH has the mission to provide comprehensive data and trusted analysis that empowers the entire region to identify, implement, and support efforts to prevent and alleviate homelessness. The RTFH is comprised of the Continuum of Care (COC), Coordinated Entry System (CES), and Homeless Management Information System (HMIS).

The City also actively participates in the East County Homeless Task Force, which meets regularly to identify solutions to homelessness problems by working collaboratively with all sectors of the East County community.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City uses its CDBG funds to complement the RTFH strategy. For FY 2022-2023, the City has allocated funding for the East County Transitional Living Center's Emergency Shelter Program, and Interfaith Shelter Network's Rotational Shelter Program. Together, these programs are expected to serve approximately 315 homeless persons in FY 2022-2023.

Addressing the emergency shelter and transitional housing needs of homeless persons

For FY 2022-2023, the City plans to allocate funding for the East County Transitional Living Center's (ECTLC) Emergency Shelter Program and the Interfaith Shelter Network's Rotational Shelter Program. The ECTLC program serves the homeless population through direct case management services, shelter beds, the provision of motel vouchers, referrals to other agencies or other direct assistance. The Emergency Shelter Program expects to serve 300 persons. The Interfaith Shelter Network expects to assist 15 persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals

and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

El Cajon participates in the RTFH's efforts to end chronic and other categories of homelessness. The RTFH coordinates services and funding for the homeless to move people from homelessness to permanent housing. Chronically homeless persons often require rehabilitation services, employment training and placement, health services, and case management to move from homelessness to transitional housing, and then to supportive/permanent housing. The Continuum of Care Strategy coordinated by the RTFH coordinates a full range of services and facilities to address the needs of families with children, veterans and their families, and unaccompanied youth. The City supports the RTFH's strategy for constructing housing facilities that help transition homeless persons to a stable housing situation and to receive supportive services that would improve their employment skills.

For FY 2022-2023, the City has allocated funding for the East County Transitional Living Center's Emergency Shelter Program and Interfaith Shelter Network's Rotational Shelter Program. Together these programs expect to serve approximately 315 homeless persons. Furthermore, the City also entered into agreements using outside funds for services for the homeless, including a dedicated Homeless Outreach/Navigator and a reunification program.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City works diligently to expand and conserve its affordable housing inventory, especially affordable rental housing that benefits the extremely low and low income households who are most at risk of becoming homeless. In addition, the County of San Diego in collaboration with the RTFH maintains Discharge Coordination Policies for the systems of care it administers, such as discharge from the Corrections System, the Foster Care system and the Mental Health systems. The City supports the joint planning efforts of the County, the RTFH and the PTECH to advocate for development of consistent policy implementation by hospital administrators for best practices such as recuperative care, and co-location of health services near affordable housing developments.

Further, in 2020, the City utilized CDBG-CV and CDBG-CV3 funds to provide a brand-new rental and utility assistance program in response to the coronavirus pandemic and to keep individuals and families from becoming homeless. During that time, 103 households received assistance. However, new federal and state funding became available through the County of San Diego for the same program, which provided deeper assistance than the City's program. The City program closed on February 2021 and the City

continues to refer residents to the County program.

Discussion

See discussion above.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of El Cajon works to remove barriers to affordable housing and the financial impact of efforts to protect public health and safety by taking actions to reduce costs or provide off-setting financial incentives to assist in the production of safe, high quality, affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

For FY 2022-2023, the City has allocated \$472,500 in HOME funds for the Housing Programs Pool of Funds (H0720) for continuing authorized housing activities including the HOME-funded Rehabilitation Programs and the First Time Homebuyer Program. Funds may be moved from the Housing Programs Pool of Funds to these HOME Entitlement programs on an as-needed basis based on market conditions and demand.

The City will also use CDBG funds carried over from prior year(s) for the Housing Rehabilitation Loan Program for continued housing activities benefitting low income mobile home owners. These programs will assist the City with meeting the goals and objectives as adopted in the Five-Year Consolidated Plan and Housing Element for the City of El Cajon. In addition, for FY 2022-2023, approximately \$94,500 in HOME funds will be set-aside for future allocation to one or more CHDOs.

Furthermore, the City's 2013-2021 Housing Element identifies a number of steps the City has or will take during the period to facilitate the development of affordable housing, including:

- Continue to streamline the environmental review process for housing developments, using available state categorical exemptions and federal categorical exclusions, when applicable.
- Annually allocate designated affordable housing funds to increase the supply of safe, decent, affordable housing in El Cajon for lower income households (including extremely low income households), such as seniors, disabled, the homeless, and those at risk of homelessness.
- Annually pursue State, Federal and other funding opportunities to increase the supply of safe, decent, affordable housing in El Cajon for lower income households (including extremely low income households), such as seniors, disabled, the homeless, and those at risk of homelessness.
- Amend the Zoning Code to provide zoning incentives for affordable housing projects, such as increases in density, height and/or lot coverage by June 30, 2015.
- Expand the City's affordable housing inventory by 20 units over the next eight years.

Discussion:

See discussion above.

AP-85 Other Actions – 91.220(k)

Introduction:

Priority needs established in the FY 2019-2023 Five-Year Consolidated Plan, which form the basis for establishing objectives and outcomes in the FY 2022 Action Plan are as follows:

- Provide Decent and Affordable Housing;
- Conserve and Improve Existing Affordable Housing
- Provide Homeownership Assistance
- Assist in Development of Affordable Housing
- Support Continuum of Care for the Homeless;
- Provide Community and Supportive Services; and
- Provide Community Facilities and Infrastructure.

Actions planned to address obstacles to meeting underserved needs

The major obstacle to addressing the underserved needs is the lack of adequate funding, especially for affordable housing activities. With the dissolution of redevelopment in California and reduced State and Federal funding levels, the City's ability to address the extensive housing needs in the community is seriously compromised.

The City's 2013-2021 Housing Element includes a commitment to annually pursue State, Federal and other funding opportunities to increase the supply of safe, decent, affordable housing in El Cajon for lower income households (including extremely low income households), such as seniors, disabled, the homeless, and those at risk of homelessness. In addition, the leveraging of available funds, to the greatest extent possible, will continue.

Actions planned to foster and maintain affordable housing

The City of El Cajon works to remove barriers to affordable housing and the financial impact of efforts to protect public health and safety by taking actions to reduce costs or provide off-setting financial incentives to assist in the production of safe, high quality, affordable housing.

For FY 2022-2023, the City has allocated approximately \$472,500 in HOME funds to the Housing Programs Pool of Funds (H0720) for continuing authorized housing activities including the HOME-funded Rehabilitation Programs and the First Time Homebuyer Program. Funds may be moved from the Housing Programs Pool of Funds to these HOME Entitlement programs on an as-needed basis based on market conditions and demand.

In addition, for FY 2022-23, approximately \$94,500 in HOME funds will be set-aside for future allocation

to one or more CHDOs.

Actions planned to reduce lead-based paint hazards

The City will continue to inform all residents applying for loans or grants through the Housing Rehabilitation Programs about the hazards of lead-based paint. Code enforcement and building inspectors will continue to identify lead-based paint hazards as part of their ongoing activities, if the scope of the complaint allows them into the unit, or if it is a part of an ongoing investigation. The Building Division will continue to be alert to units that may contain lead-based paint. They will inform tenants and landlords as part of their inspections.

For the First Time Homebuyer Program, lead abatement is the responsibility of the seller, and the City will not participate in down payment/closing cost assistance on any house containing lead.

Actions planned to reduce the number of poverty-level families

The City of El Cajon works with a wide range of public and community social service agencies to meet and address the various needs of the community. In FY 2022, City staff will continue to collaborate internally, as well as with local non-profit advocacy group and other County, State and Federal organizations. Specifically, the City participates in various regional efforts that involve the collaboration of local jurisdictions, private organizations, and other public and quasi-public agencies to address homelessness, fair housing, and affordable housing issues.

Actions planned to develop institutional structure

The City of El Cajon works with a wide range of public and community social service agencies to meet and address the various needs of the community. In FY 2022, City staff will continue to collaborate internally, as well as with local non-profit advocacy groups and other County, State and Federal organizations. Specifically, the City participates in various regional efforts that involve the collaboration of local jurisdictions, private organizations, and other public and quasi-public agencies to address homelessness, fair housing, and affordable housing issues.

Actions planned to enhance coordination between public and private housing and social service agencies

The City maintains a contact list of over 100 interested parties/potential applicants. Letters or notices announcing the availability of funds are mailed to these interested agencies at least annually, in addition to notices being published multiple times in the local newspaper and the posting of notices at the City's public kiosk and on the City's website. Applications for public service and public facility projects are accepted after notification for a minimum of a 30-day availability period. In addition, staff attends several local and regional meetings, which include service providers, neighboring agencies and elected officials to keep abreast of issues impacting the quality of life for El Cajon's low-income residents. The City maintains a web presence and is pro-active in providing technical assistance throughout the year to assist interested citizens and agencies in understanding and applying for El Cajon's CDBG and HOME funds.

In addition, the City is developing enhancements and strengthening its coordination and consultation

processes with other agencies, including State and local public agencies, the Regional Task Force on the Homeless, the East County Homeless Task Force and others, to ensure that needed services and funding for homeless and other services are directed to the East County region and to El Cajon residents specifically. The City will continue to work with these and other agencies and organizations to strengthen coordination, assess gaps in the delivery of services, develop strategies to overcome those gaps, and to carry out the goals and objectives of the Annual Action Plan.

Discussion:

See discussions above.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

The following sections present information on other program-specific requirements.

For Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan: 2022

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

HOME Investment Partnership Program (HOME)

Reference 24 CFR 91.220(l)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

None.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of El Cajon will invest its HOME funds in accordance with the forms of assistance listed in §92.205(b)(1). The City will use its HOME funds to assist income eligible single-family, mobile home and/or multi-family owners with loans for rehabilitation (or replacement) of their units to conserve and improve existing affordable housing. The assistance will be in the form of deferred payment, non-interest-bearing loan(s) with provisions for recapture of the principal amount upon non-owner occupancy of the unit for a specified affordability period. The City will also use its HOME funds to assist first time homebuyers to purchase a new or existing single-family or condominium home in the City.

In the First Time Homebuyer Program, assistance provided by the City will be in the form of deferred payment, non-interest-bearing loan(s) with provisions for recapture of the principal amount and equity-sharing in lieu of interest upon non-owner occupancy of the unit for the specified affordability period. The principal amount is never forgiven and must be repaid upon non-owner occupancy.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

To ensure affordability, the City imposes recapture requirements on the borrower in order to recoup all or a portion of the HOME assistance provided, along with a share of any equity as outlined above, should the housing unit not continue to be the borrower's principal place of residence for the duration of the period of affordability. The following is reprinted directly from the HOMEOWNER'S REGULATORY AGREEMENT FOR HOME PROGRAM PARTICIPATION, which is recorded against the

property at the close of escrow when HOME funds have been used to assist with the purchase.

“Pursuant to 24 CFR 92.254(a)(ii), the City of El Cajon requires that HOME funds be recaptured if the housing does not continue to be the principal residence of the family for the duration of the Period of Affordability. If all or any part of the Property or any interest in it is sold, rented, refinanced, conveyed or transferred (or if a beneficial interest in Borrower is sold, rented, refinanced, conveyed or transferred and Borrower is not a natural person), the Equity, as hereafter defined, in the Property shall be shared between the Borrower and the City on the following basis. The maximum equity to be shared by the City shall not exceed the amount equal to the percentage of the value of the residence financed by the CalHome and HOME Program Loan(s). That is, if the loan equals twenty percent of the Original Purchase Price of the residence, a maximum of twenty percent of the Net Appreciation may be charged by the City.”

In the event that no Net Appreciation exists at the time of transfer or sale, the CalHome and HOME/ADDI funds will still be due and payable. In the event that a negative Net Appreciation situation exists, and the full amount of the HOME/ADDI funds are not available to be recaptured, the amount of HOME/ADDI funds required to be repaid to the City will be as set forth in 24 CFR 92.254(a)(ii)(A)(3). The formulas are as follows:

HOME/ADDI Investment X Net Proceeds = HOME/ADDI amount to be recaptured

HOME/ADDI Investment + Homeowner Investment

Homeowner Investment X Net Proceeds = Amount to Homeowners

HOME/ADDI Investment + Homeowner Investment

Provided that the Borrower is not in default under the terms of the Note, the Note interest, equity share shall be forgiven in its entirety and interest in the equity of the Property shall be relinquished by the City THIRTY (30) years from the date of the execution of the Note, as provided by the loan documents.

Under no circumstances can the City (American Dream FTHB Program) recapture more than is available from the Net Proceeds of the sale.”

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

None.

See discussion above.



PO BOX 697., El Cajon, CA 92022
270 E. Douglas Ave., El Cajon, CA, 92020
Phone: (619) 444-5774 0 Fax: (619) 444-5779
e-mail: legals@ecgazette.com

PROOF OF PUBLICATION

**CITY OF EL CAJON
COMMUNITY DEVELOPMENT
NOTICE OF PUBLIC HEARING AND NOTICE OF PUBLIC
REVIEW AND 30-DAY COMMENT PERIOD**

(State of California)County of San Diego) SS
Adjudicated on: March 10, 2006
Case#GLE-030790

Notice Type: LEGAL

Ad Description: EAST COUNTY GAZETTE

I am a citizen of the United States and a resident of the State of California: I am over the age of eighteen years. I am the owner and publisher of the EAST COUNTY GAZETTE, a newspaper published in the English language in the City of El Cajon, County of San Diego and distributed in: (but not limited to) Alpine, Jamul, Ramona, Julian, Pine Valley, Lakeside, El Cajon, Rancho San Diego, Santee, La Mesa, Spring Valley, Lemon Grove, San Diego, Escondido, Vista. The notice, of which the annexed is a printed copy, has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

03/17/2022
Executed on: 03/17/2022
At San Diego County, California

I certify (or declare) under penalty of perjury that the foregoing is true and correct.

Signature

Debbie Norman

Debbie Norman



CITY OF EL CAJON

NOTICE OF PUBLIC HEARING AND
NOTICE OF PUBLIC REVIEW AND 30-DAY COMMENT PERIOD

DRAFT FY 2022-2023 ONE YEAR ACTION PLAN

NOTICE IS HEREBY GIVEN that the El Cajon City Council will hold a public hearing on **Tuesday, April 26, 2022 at 3:00 P.M. in the El Cajon Council Chambers at 200 Civic Center Way, El Cajon, CA 92020** to accept and consider public testimony regarding the adoption of the FY 2022-2023 One Year Action Plan, including the specific projects and activities the City will undertake using Community Development Block Grant (CDBG) and HOME Investment Partnership Funds (HOME) during the year, which is the fourth year of the Five Year Consolidated Plan period (FY 2019-2023).

NOTICE IS FURTHER GIVEN that the draft FY 2022-2023 One Year Action Plan is available for **public review and comment beginning March 17, 2022, for a minimum 30-day period**. The draft Action Plan is summarized below. In addition, copies of the draft Action Plan may be reviewed at the City of El Cajon Project Assistance Center public counter (First Floor) located at 200 Civic Center Way, El Cajon; at the El Cajon branch of the San Diego County Public Library located at 201 E. Douglas Avenue, El Cajon; and on-line at - www.elcajon.gov/housing. Written comments will be accepted through April 26, 2022, and should be mailed to City of El Cajon Community Development - Housing, 200 Civic Center Way, El Cajon, CA 92020 (for receipt by April 26, 2022) or emailed to housing@elcajon.gov. All comments received as a result of the 30-day public review period and the April 26, 2022 public hearing will be incorporated into the final One Year Action Plan to be submitted to HUD on or about May 12, 2022.

DRAFT FY 2022-2023 ONE YEAR ACTION PLAN

As a condition of the funding each year, the City must prepare and submit a One Year Action Plan which describes the projects and activities the City will undertake during the year to address the priorities and goals set forth in the Five Year Consolidated Plan. For FY 2022-2023, the City anticipates receiving \$1,300,000 in Community Development Block Grant (CDBG) funding and \$630,000 in HOME Investment Partnerships (HOME) funding.

The CDBG funds must be utilized to meet one of three national objectives to qualify for funding: 1) benefit low and moderate income persons in the community; 2) aid in the elimination of slum and blight; or 3) meet other community development needs having a particular urgency because existing conditions pose a serious threat. The HOME funds must be used "to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition, new construction, reconstruction, or rehabilitation with suitable amenities, including real property acquisition, site improvement, conversion, demolition and other expenses." CDBG and HOME funds may also be used to provide for the payment of reasonable administrative and planning costs, among other things. Each participating jurisdiction is required to set aside 15% of their HOME entitlement for CHDOs.

In the public hearing on February 22, 2022, the El Cajon City Council approved tentative FY 2022-2023 allocations for projects and activities in the development of the One Year Action Plan, allocating a total of \$1,500,000 in CDBG funds, including \$200,000 of prior year funding, and \$630,000 in HOME funds as follows:

Proposed CDBG Projects for FY 2022-2023:

Local Project No.	Agency Name Project Title Project Site Address (Brief description of project)	Type of project and project eligibility according to 24 CFR section as shown. Eligibility citations and type of allocation (loan/grant/CHDO set-aside funds).	Amount Allocated
CADMIN	City of El Cajon CDBG Administration 200 Civic Center Way, El Cajon (Administration of the CDBG and HOME programs)	21A – General Program Administration 24 CFR 570.206 – Grant	\$235,000
C0715	CSA San Diego County Fair Housing Services 327 Van Houten Avenue, El Cajon (Fair housing services and activities)	21D – Fair Housing Activities 24 CFR 570.206 – Grant	\$25,000

C0704	City of El Cajon Housing Rehabilitation Loan Program Administration/CDBG Mobile Home Rehab Program Eligible mobile home parks: 410 S. First Street, 1430 E. Lexington Avenue, 1285 E. Washington Avenue, 1313 E. Main Street, 212 S. Second Street, 1174 E. Main Street, 1345 E. Madison Avenue and 1440 S. Orange Avenue (Housing rehabilitation loans for mobile homes in eligible parks and Administration of both the HOME and CDBG Rehabilitation Programs)	14A – Rehabilitation: Single Unit Residential and 14H – Rehabilitation: Administration of both HOME and CDBG Rehabilitation Programs 570.202(a)(5) – Rehabilitation Assistance L/M Clientele – 24 CFR 570.208(a)(2)(i)(B)	\$200,000
C0929	City of El Cajon Neighborhood Street Light Improvement Program (Installation of street lights in CDBG eligible residential areas)	03K – Other Public Facilities/Improvements 570.201(c) – Capital Expenditure Grant L/M Area – 24 CFR 570.208(a)(1)	\$845,000
C0911	City of El Cajon Community Policing Program / CFMH 100 Civic Center Way, El Cajon (Community Policing activities, including continuation of Crime-Free Multi-Housing Program (CFMH))	O5I – Crime Awareness 570.201(e) – Public Services Grant L/M Area – 24 CFR 570.208(a)(1)	\$49,107
C0713	East County Transitional Living Center Emergency Shelter Program 1527 E. Main Street, El Cajon (Provides emergency vouchers, food and case management assistance for the homeless)	03T – Operating Costs of Homeless Program 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208(a)(2) (Presumed benefit)	\$100,000
C0740	Elder Help Senior Care Coordination Program Various addresses City-wide, El Cajon (Provides care coordination program and referrals for seniors)	05A – Senior Services 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208 (a)(2)	\$10,000
C0745	Interfaith Shelter Network of San Diego Rotational Shelter Program Various addresses (Provides seasonal emergency shelter at area churches for homeless families and individuals)	03T – Operating Costs of Homeless Program 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208(a)(2) (Presumed benefit)	\$10,893
C0712	Meals-On-Wheels Greater San Diego Meals-On-Wheels El Cajon Various addresses City-wide, El Cajon (Provides two meals per day for homebound elderly and disabled persons)	05A – Senior Services 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208 (a)(2)	\$25,000

Proposed HOME Projects for FY 2022-2023:

Local Project No.	Agency Name Project Title Project Site Address (Brief description of project)	Type of project and project eligibility according to 24 CFR section as shown. Eligibility citations and type of allocation (loan/grant/CHDO set-aside funds).	Amount Allocated
HADMIN	City of El Cajon HOME Administration 200 Civic Center Way (Administration of the HOME program)	21A – General Program Administration 24 CFR 92.207 – Grant	\$58,000
H0715	CSA San Diego County Fair Housing Services 327 Van Houten Avenue (Fair housing services and activities)	21D – Fair Housing Activities 24 CFR 570.206 – Grant	\$5,000

H0718	TBD 15% CHDO Reserve (Allocation of 15% of HOME Grant set-aside for a qualified CHDO for housing development activities. CHDO to be identified at a later time)	TBD 24 CFR 92.300(a)(1) – Required CHDO Set-Aside	\$94,500
H0720	City of El Cajon Housing Program Pool of Funds (for Use in HOME Rehabilitation Programs and/or First-time Homebuyers Program as market conditions and demand are known) Various locations throughout the City. (Loans to homeowners for rehabilitation of single family and/or rehabilitation/replacement of mobile homes, and/or First-time Homebuyer Assistance; including direct project costs incurred in those programs)	13B – Direct Homeownership Assistance; 14A – Rehabilitation: Single Unit Residential 24 CFR 92.205(a) and (b) – Loans	\$472,500

Comments and requests for additional information about the draft One Year Action Plan should be mailed or delivered to Deyanira “Yani” Pelayo-Brito, Housing Specialist, Community Development – Housing, City of El Cajon, 200 Civic Center Way, El Cajon, CA 92020, (619) 441-1710. Comments may also be sent to housing@elcajon.gov. Comments received as a result of the 30-day public review period and this public hearing will be incorporated into the One Year Action Plan which will be submitted to HUD on or about May 12, 2022.

The City of El Cajon is endeavoring to be in total compliance with the Americans with Disabilities Act. This material is available in alternate formats such as large print or computer disk for individuals with disabilities, and will also be made available in Spanish upon request. If you are a non-English speaking resident or a citizen with speech or hearing impairments, and wish to review the documents or comment at the Public Hearing or require any other form of assistance or auxiliary aids in order to participate at Public Hearings, please contact the City Clerk’s Office at (619) 441-1763, as far in advance of the meeting as possible.

RESOLUTION NO.____-21

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
ADOPTING A FOURTH AMENDMENT TO THE
FY 2019-2020 ONE YEAR ACTION PLAN

WHEREAS, the City of El Cajon (the "City") has received Cares Act Community Development Block Grant ("CDBG-CV") entitlement grant funds from the U.S. Department of Housing and Urban Development ("HUD") for FY 2019-20, in the amount of \$1,811,963; and

WHEREAS, the City duly advertised and held a public hearing April 26, 2022, as required by HUD for public review and comment period, at which time the City considered public comments and the funding priorities identified to assist with coronavirus relief; and

WHEREAS, the City has made the proposed Fourth Amendment to the FY 2019-20 One-Year Action Plan available for public review for a minimum five-day emergency period between April 14, 2022 and April 26, 2022 in accordance with the emergency provisions of the City's adopted Citizen Participation Plan; and

WHEREAS, the City has met the requirements set forth at 24 CFR 91, and found the CDBG allocations presented in the Fourth Amendment to the FY 2019-20 One-Year Action Plan to be consistent with the Five Year Consolidated Plan and that reasonable benefits will accrue to the residents of City of El Cajon.

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

1. The City Council of the City of El Cajon does hereby adopt the Fourth Amendment to the FY 2019-20 One-Year Action Plan to re-allocate CDBG-CV funds for FY 2019-20 as follows:

Fourth Amendment to the FY 2019-2020 One-Year Action Plan			
City Project Number	Agency - Project/Program	FY 2019-20 Balance	FY 2019-20 Re-Allocation Amount
C0754V	Interfaith Shelter Network – Rental/Utility Assistance	\$ <8,660>	-
C0755V	CSA– Rental/Utility Assistance	\$ <9,766>	-
C0756V	Home Start, Inc. - Rental/Utility Assistance	\$ <219,833>	-
C0757V	Home Start, Inc. – Hotel/Motel Vouchers	\$ <2,432>	-
C0761V	Home Start, Inc. – Outreach Support Services	-	\$ 155,000

C0760V	East County Transitional Living Center – Emergency Shelter Program	-	\$ 75,691
C0759V	Mama’s Kitchen – Home-Delivered Meal Service	-	\$ 10,000
Total CDBG-CV Funds Re-Allocated:			\$ 240,691

2. The City Manager, or such person designated by the City Manager, is hereby authorized to execute appropriate contracts and agreements for the use of the CDBG-CV funds with the agencies as listed above consistent with City and federal policies and guidelines.

3. The City Council hereby adopts the Fourth Amendment to the One Year Action Plan, with funding allocations and as presented above, and authorizes the City Manager, or designee, to submit the One Year Action Plan, as amended, to HUD, and to make any necessary or needed corrections or adjustments to allocations as outlined above, or as required by HUD, and to execute all affiliated documents.



CITY OF EL CAJON

FOURTH AMENDMENT TO FY 2019-2020 ONE YEAR ACTION PLAN (CDBG-CV FUNDS)

The City is proposing a fourth amendment to the FY 2019-2020 One Year Action Plan to re-allocate available CDBG-CV funds totaling \$240,690.52 to continue to prevent, prepare for and respond to the coronavirus pandemic. These funds will be re-allocated directly from the CDBG-CV unused funds from the Rental and Utility Assistance programs and the Hotel/Motel Voucher program to Home Start, Inc. for homeless outreach support services, to East County Transitional Living Center for emergency shelter and to Mama's Kitchen for a home-delivered meal service. The public review and comment period begins Thursday, April 14, 2022 for a minimum 5-day period in accordance with the emergency provisions of the City's adopted Citizen Participation Plan. A public hearing will be held on **Tuesday, April 26, 2022 at 3:00 P.M. in the El Cajon Council Chambers at 200 Civic Center Way, El Cajon, CA 92020.**

The following activities are recommended by staff for funding:

Proposed CDBG-CV Projects for Fourth Amendment to FY 2019-2020 One Year Action Plan:

Local Project No.	Agency Name Project Title Program/Project Site Address (Brief description of project)	Type of project and project eligibility according to 24 CFR section as shown. Eligibility citations and type of allocation (loan/grant/CHDO set-aside funds).	Amount Recommended for Allocation
C0761V	Home Start, Inc. Outreach Support Services 333 E. Main Street, El Cajon (Provide weekly street-based outreach events to include vital resources such as housing placement, food resources and hygiene kits and transportation assistance)	03T – Operating Costs of Homeless Program 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208(a)(2) (Presumed benefit)	\$155,000
C0760V	East County Transitional Living Center Emergency Shelter Program 1527 E. Main Street, El Cajon (Provides emergency shelter, food and case management assistance for the homeless)	03T – Operating Costs of Homeless Program 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208(a)(2) (Presumed benefit)	\$75,690.52
C0759V	Mama's Kitchen Home-Delivered Meal Service: El Cajon 3960 Home Ave., San Diego (Provides home-delivered medically-tailored meals for critically ill)	05B – Services for Persons with Disabilities 570.201(e) – Public Services Grant L/M Clientele – 24 CFR 570.208(a)(2)	\$10,000
Total:			\$240,690.52



City Council Agenda Report

Agenda Item 9.

DATE: April 26, 2022
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

RECOMMENDATION:

That the City Council:

- Opens the Public Hearing and receives testimony;
- Closes the Public Hearing; and
- 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 of El Cajon (the "City") staff annually reviews existing fees and charges, and if needed, proposes changes to the City's Schedule of Miscellaneous Fees (the "Fee Schedule") based on the reasonable anticipation of actual costs to provide City services. The current Fee Schedule was most recently amended by Resolution No. 036-21 on April 27, 2021.

The following generally describes changes in fees recommended by the City Clerk's Office ("City Clerk"); the Building Safety ("Building") and the Planning ("Planning") divisions of Community Development; the Finance Department ("Finance"); the Fire Department ("Fire"); the Parks and Recreation Department ("Parks and Recreation"); the Police Department ("Police"); and the Public Works Department ("Public Works"). If approved, all fees will take effect on July 1, 2022, sixty-five (65) days following adoption by the City Council on April 26, 2022.

The City's fees for public records requests and subpoenas, formerly listed under Fire, have been moved to City Clerk as that department is now facilitating those requests through the Destiny Software, Inc. online public records portal. Additionally, the option of receiving copies of recordings, etc. on a USB flash drive has also been added to the DVD/CD option.

Currently, the Fee Schedule includes plumbing, electrical and mechanical issuance fees varying from \$10 to \$47, which have not been modified since 2009. Building has proposed establishing a flat issuance fee of \$45 for all Building and Fire permits, which now, with the implementation of the EnerGov permit system module by Tyler Technologies, will include the processing time for resubmittals and revisions to permits. In addition, the State fees for mobile home permits have been added to the Fee Schedule, and the Planning Division Plan Check Miscellaneous – Pool / Spa / PV / Retaining Walls / Freestanding Fence and Wall / EV Charging Station / Trash

Enclosure fee has been modified to include State Exempt Accessory Dwelling Unit and Junior Accessory Dwelling Unit. Lastly, the minimum hours charged for inspections outside of normal business hours (extension of workday or on a weekend) has been changed from two to four to cover the consultant cost for after-business hours.

Planning entitlement applications and development fees are based on the staff cost to process, and in many cases, entitlement application fees are significantly less than the actual cost – an average of more than 40%. However, where appropriate and applicable, application fees are increased, but only incrementally. This year, Planning is recommending fee increases of no more than 5% for most planning entitlements.

Finance has reduced the demand processing fee per statement in order to comply with State law.

Fire has recommended that the fees listed in the Fee Schedule for public records requests and subpoenas be moved to City Clerk as that office is now facilitating those requests. Staff has also suggested additional simplification and clarification of the fire inspection-related fees that were transferred from Building to Fire last year. A grading fee has been added for review and final fire clearance on Public Works grading permits. In addition, Fire is requesting a fire permit fee be included to indicate that a 2nd Fire inspection would be zero cost (as a courtesy), with a fee of \$155 for the 3rd and each inspection thereafter.

Parks & Recreation has proposed changes to update classifications to match the most current E-2 and E-7 Policies. Open Play Gym Fees have been adjusted to eliminate the Daily Use Fee and increase the Annual Fee in order to meet the community need of not paying a daily drop-in fee to access our gymnasiums. In addition, a Complete Party Package Option has been added to increase the rentals of Recreation Centers and provide new rental offerings for the community.

Police has eliminated the fees for Animal Control due to the transfer of animal control services to the San Diego Humane Society, effective October 4, 2020.

The only change for Public Works is to correct transposed figures in the fee for Special Event – Prepare Traffic Plan (Minor).

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.

Prepared By: Holly Savage, Executive Assistant to the City Attorney

Reviewed By: Morgan Foley, City Attorney
Approved By: Graham Mitchell, City Manager

Attachments

Resolution (clean w-changes accepted)

Schedule of Misc Fees (redlined)

RESOLUTION NO. __-22

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 April 26, 2022, 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. 036-21, 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 will take effect on July 1, 2022.

04/26/22 CC Agenda
Reso - 2022 Amendment of Schedule of Miscellaneous Fees 040422

SCHEDULE OF MISCELLANEOUS FEES

Effective 07/01/22

(Amended by Resolution No. 0__-22)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
CITY CLERK		
	Attestation fee	\$10.00
	Certification of documents	\$10.00
	Conformed copy of Recorded Document	County Recorder fee
	Copies (Standard size paper)	\$.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 / USB flash drive (copies of hearings, etc.)	\$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)
	<u>Records Requests:</u>	
	Public Records Request to include NFIRS, Patient Care Report (if available), and Fire Investigation Narrative	\$.04 per page (plus actual cost of employee's time to copy records) for paper copies only
	Individual photographs (if available)	Actual cost
	Photographs on CD (if available)	\$10.00 per incident
	<u>Subpoenas:</u>	
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – All employees (per day)
COMMUNITY DEVELOPMENT		
Building Safety		
	<u>Copies:</u>	
	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	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	<u>Housing Permit Fee:</u>	\$6.00/unit (<25)
		\$5.75/unit (26-50)
		\$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
	<u>Building Permit Fees:</u>	
	Issuance fee for all permits	\$45.00
	Intake fee for paper plan submittal	\$45.00
	Valuation (based on the amended and adjusted 2020 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
	<u>Plan Check Fee:</u>	
	65% of Building Permit Fee	
	Technology Maintenance Fee	\$25.00 surcharge on each permit processed

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	<u>Allocated Fees:</u>	
	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
	\$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
	Over \$468,000	\$1,500.00
	Planning Division Plan Check	
	Residential Addition / Remodel / Accessory Structure / Patio	\$60.00
	Miscellaneous – Pool / Spa / PV / Retaining Walls / Freestanding Fence and Wall / EV Charging Station / Trash Enclosure / State Exempt ADU and JADU	\$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
	<u>Electrical Fees:</u>	
	Issuance Fee	\$45.00
	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 st circuit	\$34.00
	Additional Sign Circuit	\$7.00
	Meter Upgrade / Services to 200 Amp	\$43.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	<u>Plumbing Fees:</u>	
	Issuance Fee	\$45.00
	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
	Grease / Oil Interceptor	\$36.00
	Water Pipe / Fill Line	\$17.00
	Drains / Vents / Sewer Cap	\$17.00
	Lawn Sprinkler System	\$17.00
	Vacuum Breaker	\$12.00
	Backflow Prevention Device	\$17.00
	<u>Mechanical Fees:</u>	
	Issuance Fee	\$45.00
	FAU to 100,000 BTU	\$21.00
	FAU over 100,000 BTU	\$26.00
	Wall Heater / Prefab / Ventless Fireplace	\$21.00
	Residential Air Conditioner / Mini-Split / Heat Pump	\$39.00
	Commercial RTU's / Heat Pump / Package Units btu's	\$52.00
	Mechanical Gas System / Medical	\$13.00
	New / Alter Duct	\$16.00
	Commercial Hood Type I or II	\$52.00
	Boiler / Chiller	\$52.00
	Make-up Air System	\$52.00
	Radiant Heater	\$26.00
	Cooling Tower	\$26.00
	Residential Kitchen / Bath Exhaust Fans	\$16.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Coil / Miscellaneous Mechanical	\$16.00
	Variable Air Volume	\$22.00
	Evaporative Cooler	\$16.00
	Air Handling Unit	\$21.00
	Ventilation Fan (Single Duct) / Clothes Dryer	\$10.00
	<u>Fire / Building Permit Fee Schedule – see fees listed under Fire</u>	
	<u>Building Safety Additional Fees:</u>	
	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 st unit \$90.00/additional units
	Building Demolition Permit Fee	Based on Valuation
	Building Permit Extension / Change of Contractor	\$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 four hours at 1.5 times fully burdened hourly rate.	
	Re-inspection fees (normal business hours) – fully burdened hourly rate.	
	Request for Alternate Methods and Material	1 hour minimum plan check hourly fee
	Temporary Certificate of Occupancy	\$179.00
	Pool Demolition	\$142.00
	Plan Retrieval	\$179.00
	Heartland Fire and Rescue Permit/Plan Review Processing Services	\$45.00
	State Energy Regulations Plan Check fee	10% of plan check fee
	State Accessibility Plan Check fee	10% of plan check fee
	State Cal Green Plan Check fee	10% of plan check fee
	Additional plan review at 4 th submittal or revisions	Minimum 1 hour at fully burdened rate.
	General Business Fire Inspection	\$30.00
	<u>Mobile Home Permits:</u>	
	2-19 lots	State Fee: \$40.00
	20-49 lots	State Fee: \$75.00
	50-99 lots	State Fee: \$175.00
	100-249 lots	State Fee: \$400.00
	250-499 lots	State Fee: \$800.00
	500 or more lots	State Fee: \$1,600.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
COMMUNITY DEVELOPMENT		
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
COMMUNITY DEVELOPMENT		
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	\$360.00 (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	\$2,600.00
	Annexation	\$2,120.00 per acre
	Annual Alcohol Sales Regulatory Fee (Resolution 98-13)	\$0.00
	Appeal to Planning Commission	\$350.00
	Appeal to City Council	\$1,050.00
	Certificate of Compliance	\$1,250.00
	Certificate of Modification	\$1,240.00
	Conditional Use Permit (CUP)	\$5,525.00
	Conditional Use Permit (Minor)	\$2,280.00
	Development Agreement	\$Cost (\$10,000.00 deposit required)
	Director's Determination	\$150.00
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	General Plan Amendment (GPA)	\$3,680.00
	Historic Resource Designation	\$1,200.00
	Landscape Documentation Package Review	\$414.00
	Lot Line Adjustment	\$1,550.00
	Minor Amendment	\$1,325.00
	Minor Use Permit	\$1,325.00
	Mitigated Negative Declaration / Initial Study	\$5,620.00 + \$263.00 for each required report (up to two reviews)
	Negative Declaration / Initial Study	\$5,620.00 + \$263.00 for each required report (up to two reviews)
	Notice of Determination	\$145.00 + 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	\$543.00
	Planning Commission	\$1,328.00
	Staff	\$115.00
	Site Development Plan (SDP)	\$4,095.00
	Specific Plan (SP)	\$6,573.00
	Substantial Conformance Review	\$367.00
	Temporary Use Permit (TUP)	\$195.00
	Tentative Parcel Map (TPM)	\$3,885.00 + \$26.00/lot
	Tentative Subdivision Map (TSM)	\$6,672.00 + \$74.00/lot
	Temporary Subdivision Sign Application	\$53.00 application fee + \$105.00 refundable deposit / sign
	Tobacco License Fee	\$709.00
	Variance	\$1,128.00
	Zoning Letter	\$147.00
	Zoning Reclassification (ZR) (including rezoning)	\$4,335.00
FINANCE		
	Payoff Demand processing fee	\$30.00 per statement
	Returned check fee	\$25.00
	Lien Release processing fee	\$13.00 + County Recorder lien release 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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>	
	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	
FIRE			
	<u>Fire Permit Fee Schedule</u>		
	<u>Description</u>	<u>Current Fee/Unit Basis</u>	<u>Contracted Services</u>
	A.G. Tank Installation	\$202.00	Actual cost +20%
	A.G. Tank Removal	\$202.00	Actual cost +20%
	Business (General) Fire Inspection	\$155.00	Actual cost +20%
	Fire Alarm System <25 devices	\$393.00	Actual cost +20%
	Fire Alarm System 25-75 devices	\$433.00	Actual cost +20%
	Fire Alarm System >75 devices	\$512.00	Actual cost +20%
	Fire Sprinkler <25 heads New	\$393.00	Actual cost +20%
	Fire Sprinkler 25-75 heads New	\$433.00	Actual cost +20%
	Fire Sprinkler >75 heads New	\$512.00	Actual cost +20%
	Fire Sprinkler <25 heads TI	\$274.00	Actual cost +20%
	Fire Sprinkler 25-75 heads TI	\$352.00	Actual cost +20%
	Fire Sprinkler >75 heads TI	\$430.00	Actual cost +20%
	Fire Extinguisher System (hood)	\$202.00	Actual cost +20%
	Fire Extinguisher System (other)	\$202.00	Actual cost +20%
	Install Compressed Gas System	\$239.00	Actual cost +20%
	Miscellaneous Clearance	\$152.00	Actual cost +20%
	Miscellaneous Review / Inspection	\$152.00	Actual cost +20%
	Standpipe / Riser / Fire Pump	\$239.00	Actual cost +20%
	Tent and Subsequent	\$22.00	Actual cost +20%
	U.G. Tank Installation	\$190.00	Actual cost +20%
	U.G. Water Supply / Private Hydrant	\$202.00	Actual cost +20%

<u>Department</u>	<u>Fee Description</u>		<u>Current Fee/Unit Basis</u>	
	<u>Fire Review and Final Fire Clearance of Building and Public Works Permit Applications</u>			
	<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
	Fire Final for Residential Care Facilities – Elderly	\$60.00	\$60.00	\$120.00
	Miscellaneous Review	\$76.00	\$76.00	\$152.00
	Miscellaneous Clearance	\$76.00	\$76.00	\$152.00
	Grading	\$114.00	\$114.00	\$228.00
	<u>Permit to Operate under California Fire Code</u>			
	<u>Description</u>	<u>Fee</u>		
	Aerosol Products	\$146.00		
	Amusement Buildings	\$109.00		
	Aviation Facilities	\$146.00		
	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 Cleaners	\$146.00		
	Exhibit & Trade Shows	\$146.00		
	Explosives	\$159.00		
	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		
	Hot Work Operations	\$146.00		
	Industrial Ovens	\$146.00		
	Liquefied Petroleum Gas	\$146.00		
	Liquid or Gas Vehicles or Equipment in Assembly Building	\$146.00		

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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	\$146.00
	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
	<u>State Mandated Annual Inspections</u>	
	<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
	Fire Clearance Pre-Inspection 25 or fewer people	\$50.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Fire Clearance Pre-Inspection 26 or more people	\$100.00
	High Rise	\$291.00
	High-Rise (Over 75')	\$291.00
	Institutional Occupancies	\$146.00
	Large Family Day Care	\$73.00
	Medical / Hospital Inspection	\$1,800.00
	<u>Expedited Plan Check Fee:</u>	
	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.	
	<u>Weed Abatement:</u>	
	The fee for abatement shall be the actual cost of the abatement which may include, but is not limited to, city staff abatement (supplies/resources) and/or contractor costs.	
	<u>Fire Permit Fee:</u>	
	The fee for re-inspection on any Fire Permit shall be zero cost upon 2 nd inspection. Upon the 3 rd and each subsequent inspection the fee shall be \$155.00.	
	<u>Emergency Responses:</u>	
	False Alarm - Upon 3 rd and each subsequent false Fire response at the same address within a twelve-month period, as defined in Title 8 Health and Safety Code	\$225.00 upon 3 rd (plus processing fee, if applicable) \$75.00 each subsequent (4 th , 5 th , etc.) (plus processing fee, if applicable)
	<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
	Pre-Hospital Medical Supplies	Varies
	<u>Processing and Payment Fees:</u>	
	Payment processing fee (online payment fee for Fire Inspection and Permit Fee collection system – Fire Recovery USA or similar	Processing fee set by contract, if applicable

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
PARKS & RECREATION		
Recreation Center / Park / Field Fee Schedule		
I. Center / Park Basic Use Fees		
All "per hour" fees are charged per hour or fraction thereof.		
The following fee schedule shall in all instances apply to <u>all</u> classifications except Class 1.		
	a. Center Meeting Room	\$14.00 per hour, minimum 3 hours. Private Parties: \$24.00 per hour, minimum 3 hours.
	b. Center Kitchen	\$20.00 per use, must be in conjunction with room rental.
	c. Center Gymnasium	\$50.00 per hour, minimum 2 hours. Use must be compatible with normal gymnasium use.
	d. Fletcher Hills Center Backyard	\$15.00 per hour, minimum 3 hours.
	e. Fletcher Hills Swimming Pool	\$80.00 per hour, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two City certified lifeguards on deck at all times.
	f. Kennedy Skatepark	\$30.00 per hour, 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	\$30.00 per hour, minimum 3 hours.
	h. Wells Park Mini-Pitch Soccer Court	\$75.00 per hour, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two staff required. Light use is an additional \$16.00 per hour.
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. Extra City Staff Services (Applies to all Classifications except Class 1)	\$25.00 per hour per staff member required, minimum 2 hours.
	c. Commercial Uses (Class 5)	\$35.00 per hour, minimum 4 hours.
	d. Cancellation / Damage / Cleaning Deposits Recreation Centers / Parks	\$50.00 minimum - \$150.00 maximum.
	e. Concession Stand	\$125.00 per month.
	f. Complete Party Package (including, but not limited to, food and decorations)	Actual Cost + 20%
III. Field Basic Use Fees		
Applies to Classes 2, 3, 4 and 5 for fields controlled by the Parks & Recreation Department.		
	a. Field reservation (baseball, softball, football, soccer)	\$20.00 per hour, minimum 2 hours.
	Supported Youth League *	No fee.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	b. Light Use Fee	\$16.00 per hour, minimum 2 hours.
	c. Field preparation (dragging, wetting down and marking)	\$100.00 per prep.
	d. Ball field bases fee	\$30.00 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		
	a. Open Play Annual Card (basketball, volleyball, pickleball)	\$20.00 for annual card. \$10.00 Senior / Teen discount fee.
	b. Replacement for any Open Play Annual Card	\$5.00 for remainder of annual card.
Leasable Park Spaces Fee Schedule (Judson Park / Renette Plaza / Kennedy Park North Lawn / Hillside Upper Park / Wells Park Unlit Field)		
All "per hour" fees are charged per hour or fraction thereof.		
I. Basic Use Fees		
	a. Small Event (50 or fewer people)	\$100.00 per event. Private Parties: \$150.00 per event.
	b. Large Event (51 – 250 people)	\$250.00 per event. Private Parties: \$300.00 per event.
	c. Festivals or Community Events (over 250 people)	\$500.00 per day.
II. Special Use Fees		
All Special Use Fees are in addition to Basic Use Fees.		
	a. Cancellation / Damage / Cleaning Deposit	\$100.00 minimum - \$500.00 maximum.
	b. Musical Presentations	
	1. Single event	\$200.00 flat fee.
	2. Series	\$300.00 per day.
	c. Commercial Use	\$35.00 per hour minimum 8 hours.
	d. Extra City Staff Services	\$25.00 per hour per staff member, minimum 2 hours.
	e. Security Personnel (per security person)	See Current Schedule
Prescott Promenade Fee Schedule		
All "per hour" fees are charged per hour or fraction thereof.		
I. Basic Use Fees		
	a. Small event (50 or fewer people)	\$100.00 per event. Private Parties: \$150.00 per event.
	b. Large event (51 to 250 people)	\$250.00 per event. Private Parties: \$300.00 per event.
	c. Festivals or Community Events	
	1. Small (251-500 people per day)	\$500.00 per day.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	2. Large (more than 500 people per day)	\$1,000.00 per day.
II. Special Use Fees		
All Special Use Fees are in addition to Basic Use Fees.		
	a. Alcohol Use(ABC license, security, and certificate of insurance required)	\$25.00 per hour, minimum 4 hours.
	b. Commercial use	\$35.00 per hour, minimum 8 hours.
	c. Extra City Staff Services	\$25.00 per hour per staff member, minimum 2 hours.
	d. Alley Closure "Simple"	\$150.00 per day.
	e. Cancellation/Damage/Cleaning Deposit	\$100.00 minimum - \$500 maximum.
	f. Power Use	\$50.00 per day.
	g. Security Personnel (per security person)	See Current Schedule.
	h. Steam Cleaning Deposit *	
	1. Small Event/Festival	\$250.00 per day.
	2. Large Event/Festival	\$850.00 per day.

* 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)	\$100.00 per hour. Private Parties: \$125.00 per hour.
	b. East auditorium; includes one (1) patio (2 hours minimum use)	\$75.00 per hour. Private Parties: \$100.00 per hour.
	c. West auditorium; includes one (1) patio (2 hours minimum use)	\$50.00 per hour. Private Parties: \$75.00 per hour.
	d. Kitchen	\$75.00 per use, must be in conjunction with hall rental.
	e. Bridal Suite	\$50.00 per use, must be in conjunction with hall rental.
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	\$25.00 per hour per staff person, minimum 2 hours.
	b. Alcohol use (ABC license may be required)	\$25.00 per hour, minimum 4 hours.
	c. Non-Operations Use (holidays, weekends, weekdays before/after hours, etc.)	\$50.00 per hour.
	d. Commercial use	\$35.00 per hour, minimum 4 hours.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	e. Non-resident fee (Class 4 and 5 users)	\$30.00 per hour.
	f. Security personnel (per security person)	See current schedule.
	g. Coffee service	See current schedule.
IV. Special Equipment Use		
	a. Bar	\$30.00 each per day.
	b. Piano	\$50.00 per day.
	c. Stage/Backdrops (6 ft. x 8 ft. – includes drapes)	\$50.00 per day.
	d. Dance floor	\$80.00 per day.
	e. Audio Visual / Presentation Equipment	\$125.00 per day.
	f. Portable Patio Heaters	\$40.00 each per day.
V. Cleaning/Security/Reservation Deposit		
	a. Non-alcohol use	\$250.00.
	b. Alcohol use	\$500.00.
Recreation Special Revenue Fund		
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. 2022 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
Community Services		
Signs to be purchased by the public		
I. No Trespass / Lodging signs	a. Vinyl Window Cling	\$5.00
	b. Corrugated Cardboard with window suction cups	\$10.00
	c. 12 x 18 Metal Sign	\$15.00
	d. 18 x 24 Metal Sign	\$25.00
POLICE		
	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	\$225.00 upon 3 rd (plus processing fee, if applicable)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	(Upon 3 rd and each subsequent false Police or Fire alarm at the same address within a twelve-month period)	\$75.00 each subsequent (4 th , 5 th , etc.) (plus processing fee, if applicable)
	Fingerprint Fee (Inked)	\$20.00
	Fingerprint (LIVESCAN Fee)	\$35.00
	Massage License Fee	\$300.00
	Parking Citation – online payment	\$3.50 processing fee
	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
	Photograph Reproduction:	
	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
PUBLIC WORKS		
	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
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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 st five (5) lots)	\$7,325.00
	Final Subdivision Map Check (each additional lot)	\$200.00
	GIS Fees	Actual cost of employees' time
	Grading/Drainage Plan Review (including precise grading plans for new structures)	5% of 1 st \$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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</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 st \$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)	\$495.00
	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
	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	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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

SCHEDULE OF MISCELLANEOUS FEES

Effective 07/01/22

(Amended by Resolution No. 0__-22)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
CITY CLERK		
	Attestation fee	\$10.00
	Certification of documents	\$10.00
	Conformed copy of Recorded Document	County Recorder fee
	Copies (Standard size paper)	\$.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 / USB flash drive (copies of hearings, etc.)	\$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)
	Records Requests:	
	Public Records Request to include NFIRS, Patient Care Report (if available), and Fire Investigation Narrative	\$.04 per page (plus actual cost of employee's time to copy records) for paper copies only
	Individual photographs (if available)	Actual cost
	Photographs on CD (if available)	\$10.00 per incident
	Subpoenas:	
	Civil Subpoena – Business Records	\$15.00
	Civil Subpoena – Employee Witness Fee	\$275.00 – All employees (per day)
COMMUNITY DEVELOPMENT		
Building Safety		
	<u>Copies:</u>	
	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)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	<u>Housing Permit Fee:</u>	\$6.00/unit (<25)
		\$5.75/unit (26-50)
		\$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
	<u>Building Permit Fees:</u>	
	Issuance fee for all permits	\$45.00
	Intake fee for paper plan submittal	\$45.00
	Valuation (based on the amended and adjusted 2020 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
	<u>Plan Check Fee:</u>	
	65% of Building Permit Fee	
	Technology Maintenance Fee	\$25.00 surcharge on each permit processed

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	<u>Allocated Fees:</u>	
	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
	\$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
	Over \$468,000	\$1,500.00
	Planning Division Plan Check	
	Residential Addition / Remodel / Accessory Structure / Patio	\$60.00
	Miscellaneous – Pool / Spa / PV / Retaining Walls / Freestanding Fence and Wall / EV Charging Station / Trash Enclosure / State Exempt ADU and JADU	\$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
	<u>Electrical Fees:</u>	
	Issuance Fee without Plans	\$36.00
	Issuance Fee with Plans	\$10.00
	Issuance Fee	\$45.00
	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 st circuit	\$34.00
	Additional Sign Circuit	\$7.00
	Meter Upgrade / Services to 200 Amp	\$43.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	<u>Plumbing Fees:</u>	
	Issuance Fee without Plans	\$47.00
	Issuance Fee with Plans	\$23.00
	<u>Issuance Fee</u>	<u>\$45.00</u>
	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
	Grease / Oil Interceptor	\$36.00
	Water Pipe / Fill Line	\$17.00
	Drains / Vents / Sewer Cap	\$17.00
	Lawn Sprinkler System	\$17.00
	Vacuum Breaker	\$12.00
	Backflow Prevention Device	\$17.00
	<u>Mechanical Fees:</u>	
	Issuance Fee without Plan	\$36.00
	Issuance Fee with Plan	\$10.00
	<u>Issuance Fee</u>	<u>\$45.00</u>
	FAU to 100,000 BTU	\$21.00
	FAU over 100,000 BTU	\$26.00
	Wall Heater / Prefab / Ventless Fireplace	\$21.00
	Residential Air Conditioner / Mini-Split / Heat Pump	\$39.00
	Commercial RTU's / Heat Pump / Package Units btu's	\$52.00
	Mechanical Gas System / Medical	\$13.00
	New / Alter Duct	\$16.00
	Commercial Hood Type I or II	\$52.00
	Boiler / Chiller	\$52.00
	Make-up Air System	\$52.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Radiant Heater	\$26.00
	Cooling Tower	\$26.00
	Residential Kitchen / Bath Exhaust Fans	\$16.00
	Coil / Miscellaneous Mechanical	\$16.00
	Variable Air Volume	\$22.00
	Evaporative Cooler	\$16.00
	Air Handling Unit	\$21.00
	Ventilation Fan (Single Duct) / Clothes Dryer	\$10.00
	<u>Fire / Building Permit Fee Schedule – see fees listed under Fire</u>	
	<u>Building Safety Additional Fees:</u>	
	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 st unit \$90.00/additional units
	Building Demolition Permit Fee	Based on Valuation
	Building Permit Extension / Change of Contractor	\$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 four hours at 1.5 times fully burdened hourly rate.	
	Re-inspection fees (normal business hours) – fully burdened hourly rate.	
	Request for Alternate Methods and Material	1 hour minimum plan check hourly fee
	Temporary Certificate of Occupancy	\$179.00
	Pool Demolition	\$142.00
	Plan Retrieval	\$179.00
	Heartland Fire and Rescue Permit/Plan Review Processing Services	10% of HF&R fee or \$50.00 maximum \$45.00
	State Energy Regulations Plan Check fee	10% of plan check fee
	State Accessibility Plan Check fee	10% of plan check fee
	State Cal Green Plan Check fee	10% of plan check fee
	Additional plan review at 4 th submittal or revisions	Minimum 1 hour at fully burdened rate.
	General Business Fire Inspection	\$30.00
	<u>Mobile Home Permits:</u>	
	2-19 lots	State Fee: \$40.00
	20-49 lots	State Fee: \$75.00
	50-99 lots	State Fee: \$175.00
	100-249 lots	State Fee: \$400.00
	250-499 lots	State Fee: \$800.00
	500 or more lots	State Fee: \$1,600.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
COMMUNITY DEVELOPMENT		
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
COMMUNITY DEVELOPMENT		
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 <u>360.00</u> (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 <u>2,600.00</u>
	Annexation	\$2,120.00 per acre
	Annual Alcohol Sales Regulatory Fee (Resolution 98-13)	\$0.00
	Appeal to Planning Commission	\$325.00 <u>350.00</u>
	Appeal to City Council	\$1,000.00 <u>1,050.00</u>
	Certificate of Compliance	\$1,210.00 <u>1,250.00</u>
	Certificate of Modification	\$1,185.00 <u>1,240.00</u>
	Conditional Use Permit (CUP)	\$5,525.00
	Conditional Use Permit (Minor)	\$2,180.00 <u>2,280.00</u>
	Development Agreement	\$Cost (\$10,000.00 deposit required)
	Director's Determination	\$145.00 <u>150.00</u>
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Historic Resource Designation	\$1,160.00 <u>1,200.00</u>
	Landscape Documentation Package Review	\$395.00 <u>414.00</u>
	Lot Line Adjustment	\$1,500.00 <u>1,550.00</u>
	Minor Amendment	\$1,265.00 <u>1,325.00</u>
	Minor Use Permit	\$1,265.00 <u>1,325.00</u>
	Mitigated Negative Declaration / Initial Study	\$5,355.00 <u>5,620.00</u> + \$263.00 for each required report (up to two reviews)
	Negative Declaration / Initial Study	\$5,355.00 <u>5,620.00</u> + \$263.00 for each required report (up to two reviews)
	Notice of Determination	\$140.00 <u>145.00</u> + 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 <u>543.00</u>
	Planning Commission	\$1,265.00 <u>1,328.00</u>
	Staff	\$115.00
	Site Development Plan (SDP)	\$4,095.00
	Specific Plan (SP)	\$6,260.00 <u>6,573.00</u>
	Substantial Conformance Review	\$350.00 <u>367.00</u>
	Temporary Use Permit (TUP)	\$195.00
	Tentative Parcel Map (TPM)	\$3,885.00 + \$26.00/lot
	Tentative Subdivision Map (TSM)	\$6,355.00 <u>6,672.00</u> + \$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 <u>1,128.00</u>
	Zoning Letter	\$140.00 <u>147.00</u>
	Zoning Reclassification (ZR) (including prezoning)	\$4,335.00
FINANCE		
	Escrow <u>Payoff</u> Demand processing fee	\$50.00 <u>30.00 per statement</u>
	Returned check fee	\$25.00
	Lien Release processing fee	\$13.00 + County Recorder lien release 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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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

FIRE					
Fire Permit Fee Schedule					
<u>Description</u>	<u>PC/Admin</u>	<u>Permit Fee</u>	<u>Total Current Fee/Unit Basis</u>	<u>Contracted Services</u>	
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 Inspection	\$0	\$155.00	\$155.00	Actual cost +20%	
Fire Alarm System <25 devices	\$167.00	\$226.00	\$393.00	Actual cost +20%	
Fire Alarm System 25-75 devices	\$207.00	\$226.00	\$433.00	Actual cost +20%	
Fire Alarm System >75 devices	\$249.00	\$263.00	\$512.00	Actual cost +20%	
Fire Sprinkler <25 heads New	\$167.00	\$226.00	\$393.00	Actual cost +20%	
Fire Sprinkler 25-75 heads New	\$207.00	\$226.00	\$433.00	Actual cost +20%	
Fire Sprinkler >75 heads New	\$249.00	\$263.00	\$512.00	Actual cost +20%	
Fire Sprinkler <25 heads TI	\$84.00	\$190.00	\$274.00	Actual cost +20%	
Fire Sprinkler 25-75 heads TI	\$126.00	\$226.00	\$352.00	Actual cost +20%	
Fire Sprinkler >75 heads TI	\$167.00	\$263.00	\$430.00	Actual cost +20%	
Fire Extinguisher System (hood)	\$84.00	\$118.00	\$202.00	Actual cost +20%	
Fire Extinguisher System (other)	\$84.00	\$118.00	\$202.00	Actual cost +20%	
Install Compressed Gas System	\$84.00	\$155.00	\$239.00	Actual cost +20%	

<u>Department</u>	<u>Fee Description</u>		<u>Current Fee/Unit Basis</u>		
	Miscellaneous Clearance	\$0	\$152.00	\$152.00	Actual cost +20%
	Miscellaneous Review / Inspection	\$0	\$152.00	\$152.00	Actual cost +20%
	Standpipe / Riser / Fire Pump	\$84.00	\$155.00	\$239.00	Actual cost +20%
	Tent and Subsequent	\$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 Hydrant	\$84.00	\$118.00	\$202.00	Actual cost +20%
Fire Review and Final Fire Clearance of Building <u>and Public Works</u> Permit Applications					
	<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	
	Fire Final for Residential Care Facilities – Elderly	\$60.00	\$60.00	\$120.00	
	Miscellaneous Review	\$76.00	\$76.00	\$152.00	
	Miscellaneous Clearance	\$76.00	\$76.00	\$152.00	
	<u>Grading</u>	<u>\$114.00</u>	<u>\$114.00</u>	<u>\$228.00</u>	
Permit to Operate under California Fire Code					
	<u>Description</u>	<u>Fee</u>			
	Aerosol Products	\$146.00			
	Amusement Buildings	\$109.00			
	Aviation Facilities	\$146.00			
	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 Cleaners	\$146.00			
	Exhibit & Trade Shows	\$146.00			
	Explosives	\$159.00			
	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			

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Fumigation & Thermal Insecticides Fogging	\$73.00
	Hazardous Materials	\$291.00
	HPM Facilities	\$146.00
	High Piled Storage	\$146.00
	Hot Work Operations	\$146.00
	Industrial Ovens	\$146.00
	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	\$146.00
	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
	<u>State Mandated Annual Inspections</u>	
	<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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	Fire Clearance Pre-Inspection 25 or fewer people	\$50.00
	Fire Clearance Pre-Inspection 26 or more people	\$100.00
	High Rise	\$291.00
	High-Rise (Over 75')	\$291.00
	Institutional Occupancies	\$146.00
	Large Family Day Care	\$73.00
	Medical / Hospital Inspection	\$1,800.00
	<u>Expedited Plan Check Fee:</u>	
	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.	
	<u>Weed Abatement:</u>	
	The fee for abatement shall be the actual cost of the abatement which may include, but is not limited to, city staff abatement (supplies/resources) and/or contractor costs.	
	<u>Fire Permit Fee:</u>	
	The fee for re-inspection on any Fire Permit shall be zero cost upon 2nd inspection. Upon the 3rd and each subsequent inspection the fee shall be \$155.00.	
	<u>Emergency Responses:</u>	
	False Alarm - Upon 3 rd and each subsequent false Fire response at the same address within a twelve-month period, as defined in Title 8 Health and Safety Code	\$225.00 upon 3 rd (plus processing fee, if applicable) \$75.00 each subsequent (4 th , 5 th , etc.) (plus processing fee, if applicable)
	<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
	Pre-Hospital Medical Supplies	Varies

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	<u>Processing and Payment Fees:</u>	
	Payment processing fee (online payment fee for Fire Inspection and Permit Fee collection system – Fire Recovery USA or similar)	Processing fee set by contract, if applicable
	<u>Records Requests:</u>	
	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
	<u>Subpoenas:</u>	
	Civil Subpoena—Business Records	\$15.00
	Civil Subpoena—Employee Witness Fee	\$275.00—All employees (per day)

PARKS & RECREATION

Recreation Center / Park / Field Fee Schedule

I. Center / Park Basic Use Fees

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

The following fee schedule shall in all instances apply to all classifications except Class 1.

a. Center Meeting Room	\$14.00 per hour, minimum 3 hours. Private Parties: \$24.00 per hour, minimum 3 hours.
b. Center Kitchen	\$20.00 per use, must be in conjunction with room rental.
c. Center Gymnasium	\$50.00 per hour, minimum 2 hours. Use must be compatible with normal gymnasium use.
d. Fletcher Hills Center Backyard	\$15.00 per hour, minimum 3 hours.
e. Fletcher Hills Swimming Pool	\$80.00 per hour, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two City certified lifeguards on deck at all times.
f. Kennedy Skatepark	\$30.00 per hour, 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	\$30.00 per hour, minimum 3 hours.
h. Wells Park Mini-Pitch Soccer Court	\$75.00 per hour, minimum 2 hours, plus Extra City Staff Services fee. Minimum of two staff required. Light use is an additional \$16.00 per hour.

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.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	a. Dog shows (AKC sanction or practice, but not to include business meetings where dogs are not present)	\$120.00 per event.
	b. Extra City Staff Services (Applies to <u>all</u> Classifications 2, 3, 4, 5, 6, 7 and 8 <u>except Class 1</u>)	\$25.00 per hour per staff member required, minimum 2 hours.
	c. Commercial Uses (Class 8 <u>5</u>)	\$35.00 per hour, minimum 4 hours.
	d. Cancellation / Damage / Cleaning Deposits Recreation Centers / Parks	\$50.00 minimum - \$150.00 maximum.
	e. Concession Stand	\$125.00 per month.
	<u>f. Complete Party Package (including, but not limited to, food and decorations)</u>	<u>Actual Cost + 20%</u>

III. Field Basic Use Fees

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

	a. Field reservation (baseball, softball, football, soccer) Supported Youth League *	\$20.00 per hour, minimum 2 hours. No fee.
	b. Light Use Fee	\$16.00 per hour, minimum 2 hours.
	c. Field preparation (dragging, wetting down and marking)	\$100.00 per prep.
	d. Ball field bases fee	\$30.00 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

	a. Open Play Annual Card (basketball, volleyball, pickleball)	\$10.00 <u>20.00</u> for annual card. \$5.00 <u>10.00</u> Senior / Teen discount fee.
	b. Daily Open Play Use Fee	\$2.00 per day. \$1.00 Senior discount fee. No charge for Teens.
	c. Replacement for any Open Play Annual Card	\$5.00 for remainder of annual card.

Leasable Park Spaces Fee Schedule

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

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

I. Basic Use Fees

	a. Small Event (50 or fewer people)	\$100.00 per event. Private Parties: \$150.00 per event.
	b. Large Event (51 – 250 people)	\$250.00 per event. Private Parties: \$300.00 per event.
	c. Festivals or Community Events (over 250 people)	\$500.00 per day.

II. Special Use Fees

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

	a. Cancellation / Damage / Cleaning Deposit	\$100.00 minimum - \$500.00 maximum.
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<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	b. Musical Presentations	
	1. Single event	\$200.00 flat fee.
	2. Series	\$300.00 per day.
	c. Commercial Use	\$35.00 per hour minimum 8 hours.
	d. Extra City Staff Services	\$25.00 per hour per staff member, minimum 2 hours.
	e. Security Personnel (per security person)	See Current Schedule

Prescott Promenade Fee Schedule

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

I. Basic Use Fees

	a. Small event (50 or fewer people)	\$100.00 per event. Private Parties: \$150.00 per event.
	b. Large event (51 to 250 people)	\$250.00 per event. Private Parties: \$300.00 per event.
	c. Festivals or Community Events	
	1. Small (251-500 people per day)	\$500.00 per day.
	2. Large (more than 500 people per day)	\$1,000.00 per day.

II. Special Use Fees

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

	a. Alcohol Use(ABC license, security, and certificate of insurance required)	\$25.00 per hour, minimum 4 hours.
	b. Commercial use	\$35.00 per hour, minimum 8 hours.
	c. Extra City Staff Services	\$25.00 per hour per staff member, minimum 2 hours.
	d. Alley Closure "Simple"	\$150.00 per day.
	e. Cancellation/Damage/Cleaning Deposit	\$100.00 minimum - \$500 maximum.
	f. Power Use	\$50.00 per day.
	g. Security Personnel (per security person)	See Current Schedule.
	h. Steam Cleaning Deposit *	
	1. Small Event/Festival	\$250.00 per day.
	2. Large Event/Festival	\$850.00 per day.

* 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)	\$100.00 per hour. Private Parties: \$125.00 per hour.
	b. East auditorium; includes one (1) patio (2 hours minimum use)	\$75.00 per hour. Private Parties: \$100.00 per hour.
	c. West auditorium; includes one (1) patio (2 hours minimum use)	\$50.00 per hour. Private Parties: \$75.00 per hour.

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	d. Kitchen	\$75.00 per use, must be in conjunction with hall rental.
	e. Bridal Suite	\$50.00 per use, must be in conjunction with hall rental.
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	\$25.00 per hour per staff person, minimum 2 hours.
	b. Alcohol use (ABC license may be required)	\$25.00 per hour, minimum 4 hours.
	c. Non-Operations Use (holidays, weekends, weekdays before/after hours, etc.)	\$50.00 per hour.
	d. Commercial use	\$35.00 per hour, minimum 4 hours.
	e. Non-resident fee (Class 6-4 and 7-5 users)	\$30.00 per hour.
	f. Security personnel (per security person)	See current schedule.
	g. Coffee service	See current schedule.
IV. Special Equipment Use		
	a. Bar	\$30.00 each per day.
	b. Piano	\$50.00 per day.
	c. Stage/Backdrops (6 ft. x 8 ft. – includes drapes)	\$50.00 per day.
	d. Dance floor	\$80.00 per day.
	e. Audio Visual / Presentation Equipment	\$125.00 per day.
	f. Portable Patio Heaters	\$40.00 each per day.
V. Cleaning/Security/Reservation Deposit		
	a. Non-alcohol use	\$250.00.
	b. Alcohol use	\$500.00.
Recreation Special Revenue Fund		
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. 2021-2022 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
Community Services		
Signs to be purchased by the public		
I. No Trespass / Lodging signs	a. Vinyl Window Cling	\$5.00
	b. Corrugated Cardboard with window suction cups	\$10.00

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	c. 12 x 18 Metal Sign	\$15.00
	d. 18 x 24 Metal Sign	\$25.00
POLICE		
	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 rd and each subsequent false Police or Fire alarm at the same address within a twelve-month period)	\$225.00 upon 3 rd (plus processing fee, if applicable) \$75.00 each subsequent (4 th , 5 th , etc.) (plus processing fee, if applicable)
	Fingerprint Fee (Inked)	\$20.00
	Fingerprint (LIVESCAN Fee)	\$35.00
	Massage License Fee	\$300.00
	Parking Citation – online payment	\$3.50 processing fee
	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>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
POLICE		
Animal Control		
	Adoption Fees (Not including Spay/Neuter Fee):	
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
	Spay or Neuter Refundable Deposit (if animal cannot be spayed/neutered at time of adoption)	
	Dog	\$40.00
	Cat	\$40.00
	License Fees (Altered Animals)	(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
	License Fees (Unaltered Animals)	
	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
	Impound Fees (Altered/Unaltered):	
	First Impound	\$40.00
	Second Impound	\$60.00
	Third and Subsequent Impounds	\$80.00
	Mandatory State Fines — Unaltered Dogs and Cats (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	

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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
PUBLIC WORKS		
	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
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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 st five (5) lots)	\$7,325.00
	Final Subdivision Map Check (each additional lot)	\$200.00
	GIS Fees	Actual cost of employees' time
	Grading/Drainage Plan Review (including precise grading plans for new structures)	5% of 1 st \$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 st \$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)

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	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)	\$459.00 495.00
	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
	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

<u>Department</u>	<u>Fee Description</u>	<u>Current Fee/Unit Basis</u>
	Utility Permit - Level Three	\$850.00 + additional inspection hours



City Council
Agenda Report

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: Homeless Services Memorandum of Understanding

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving a Memorandum of Understanding between cities in east San Diego County and the County of San Diego, and authorizing the City Manager to execute said Memorandum of Understanding or other instrument substantially in the form as presented, with such changes as may be approved by the City Manager.

BACKGROUND:

During its 2022 priority-setting workshop, the City Council developed several goals to address the issue of homelessness. One of those goals is identified in the City Council Action Plan, stating that the City will “coordinate homeless services and housing with cities in the East County region so that all jurisdictions in the region share the responsibility of providing housing and services to individuals experiencing homelessness.” One of the tasks associated with this goal is the adoption of an agreement or similar instrument for cooperation and coordination of services and tasks to be approved by the East San Diego County jurisdictions.

For the past year, the staff from the cities of El Cajon, La Mesa, Lemon Grove, and Santee and the staff of the County of San Diego (County) have been meeting for the purpose of developing an appropriate vehicle for the establishing the collective methods for a multi-jurisdictional approach to homeless issues, and a memorandum of understanding (MOU) has been drafted, which is attached. The MOU has been reviewed and finalized by the four cities. Specific language is currently being worked on by County Counsel and will be coordinated with the cities. The modified language being proposed does not impact the premise of the MOU. Staff recommends that at this time, in order to keep the parties focused and interested, the City Council review and approve the MOU included with this report and provide staff with the authority to work with the County and the other cities on any revisions appropriate including, if appropriate, incorporating the terms into an agreement among the parties.

The MOU provides for a term of five years and establishes the participants (i.e., the entities mentioned above). It also requires each city to perform the following:

1. Identify potential locations for the siting of low-barrier emergency housing and facilities for associated on-site services.
2. Seek out the establishment of permanent, and permanent supportive, housing within

each city in sufficient numbers to house persons identified as experiencing unsheltered or sheltered homelessness.

All projects, programs, efforts, budgeting, and entitlement actions shall be subject to the final approval or concurrence of the El Cajon City Council so that no party (or group of parties) can obligate another to any course of action, location of facilities, commitment of funds, or otherwise remove a jurisdiction's control over the program.

The County of San Diego agrees to:

1. Identify potential locations for the siting of low-barrier emergency housing and facilities for associated on-site services.
2. Seek out the establishment of permanent and permanent supportive housing within the city in sufficient number to house persons identified as experiencing unsheltered or sheltered homelessness.
3. Coordinate with other parties on determining the equitable financial share of any joint costs to develop services and housing through appropriate contracts with consultants based on formula of persons experiencing homelessness in each jurisdiction, availability of external state/federal resources, and other non-monetary contributions.
4. Collaborate on homeless outreach and social work street outreach services by engaging, connecting, and referring persons experiencing homelessness for the purpose of providing assessment, support, and housing appropriate for the individual's needs.
5. Work collaboratively with parties to the MOU to identify behavioral health service needs for those experiencing homelessness.
6. Administer federal, state, and local funded housing programs that are awarded to the County, throughout the region as dictated by each funding source in a manner consistent with the MOU.
7. Consider making surplus property in the unincorporated area available for the production of low barrier emergency housing and facilities and consider means to streamline processes for zoning and/or General Plan Amendment(s) when possible.

Once the MOU is in place, the County and cities can more effectively address joint plans, share resources, and develop separate agreements to jointly fund and operate shelter facilities.

Prepared By: Graham Mitchell, City Manager

Reviewed By: N/A

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

East San Diego County Homeless MOU

RESOLUTION NO. ____-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON APPROVING THE MEMORANDUM OF UNDERSTANDING OR OTHER AGREEMENT AMONG THE CITIES OF EL CAJON, LA MESA, LEMON GROVE, SANTEE, AND THE COUNTY OF SAN DIEGO, FOR HOMELESS SERVICES

WHEREAS, during its 2022 priority-setting workshop to approve the City Council Action Plan, the El Cajon City Council (the "City Council") developed several goals to address the issue of homelessness; and

WHEREAS, one of those goals identified in the City Council Action Plan is that the City of El Cajon (the "City") will "coordinate homeless services and housing with cities in the East County region so that all jurisdictions in the region share the responsibility of providing housing and services to individuals experiencing homelessness" (the "Goal"); and

WHEREAS, one of the tasks associated with the Goal is the adoption of a Memorandum of Understanding (the "MOU") or other agreement among east San Diego County jurisdictions, which include the cities of El Cajon ("El Cajon"), La Mesa ("La Mesa"), Lemon Grove ("Lemon Grove"), Santee ("Santee") (collectively, the "Cities"), and the County of San Diego (the "County"); and

WHEREAS, during the past months staff from the Cities have reviewed and finalized a proposed MOU from the County; and

WHEREAS, County counsel is still currently finalizing their review of specific language, in coordination with the Cities; however, the modified language being proposed does not impact the premise of the MOU; and

WHEREAS, City staff recommends that the City Council reviews and approves the MOU, or such other agreement based upon the MOU, and provides staff the authority to work with the County on revised language; and

WHEREAS, the term of the MOU is for five (5) years, and commits each city to (1) identify potential locations for the siting of low-barrier emergency housing and facilities for associated on-site services, and (2) seek the establishment of permanent and permanent-supportive housing within the city in sufficient number to house persons identified as experiencing unsheltered or sheltered homelessness; and

WHEREAS, all projects, programs, efforts, budgeting, and entitlement actions shall be subject to the final approval or concurrence of the City Council so that no party can obligate another party; and

WHEREAS, the County agrees to (1) identify potential locations for the siting of low-barrier emergency housing and facilities for associated on-site services, (2) seek the establishment of permanent and permanent-supportive housing within the city in sufficient number to house persons identified as experiencing unsheltered or sheltered

homelessness, (3) coordinate with other parties on determining the equitable financial share of RFP contributions based on formula of persons experiencing homelessness in each jurisdiction, availability of external state/federal resources, and other non-monetary contributions, (4) collaborate on homeless outreach and social work street outreach services by engaging, connecting, and referring persons experiencing homelessness for the purpose of providing assessment, support, and housing appropriate for the individual's needs, (5) work collaboratively with MOU parties to identify behavioral health service needs for those experiencing homelessness, (6) administer federal, state, and local funded housing programs that are awarded to the County, throughout the region as dictated by each funding source in a manner consistent with the MOU, and (7) consider making surplus property in the unincorporated area available for the production of low-barrier emergency housing and facilities, and consider means to streamline processes for zoning and/or General Plan Amendment(s) when possible; and

WHEREAS, once the MOU is in place, the County and the Cities can more effectively address joint plans, share resources, and develop separate agreements to jointly fund and operate shelter facilities; and

WHEREAS, the City Council believes it to be in the City's best interest to approve the MOU between the County and the Cities, and authorizes the City Manager to execute the MOU, or such other suitable instrument consistent with the MOU, in any event, with such changes as may be deemed necessary by the City Manager.

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 terms of the MOU among the Cities and the County. The City Council hereby also approves such instrument approved by the parties and finally adopted to incorporate the terms of the MOU, if necessary.
3. The City Council hereby authorizes the City Manager, or such person as is designated by the City Manager, to execute the MOU, or any other suitable instrument consistent with the MOU, with any such changes and refinements as may be necessary and approved by the City Manager.
4. The City Manager, or such person as is designated by the City Manager, is hereby authorized and directed to execute any subsequent amendments to the MOU, or such other suitable instrument consistent with the MOU, as selected by the parties, as well as such other documents necessary to address the Goal, as may be approved by the City Manager, on behalf of the City of El Cajon.

Memorandum of Understanding
Among the Cities of El Cajon, La Mesa, Lemon Grove, and Santee, and the County of San Diego

Parties

This Memorandum of Understanding ("MOU") is made among the Cities of El Cajon, La Mesa, Lemon Grove, and Santee (collectively, the "Cities"), as well as the County of San Diego ("County") through its Health and Human Services Agency ("HHSA"). The parties to this MOU may be referred to herein collectively as the "MOU Parties" or individually as a "Party."

Recitals

WHEREAS, the County provides a broad range of health and social services to its clients promoting wellness, self-sufficiency, and a better quality of life for all individuals and families in San Diego County;

WHEREAS, the Cities provide a range of local government services to residents within their jurisdictions;

WHEREAS, the MOU Parties desire to increase access to low barrier emergency housing and facilities, and permanent housing solutions for people experiencing homelessness within the municipal boundaries of the Cities and/or unincorporated areas of the County;

WHEREAS, the MOU Parties desire to establish a shared network of housing solutions for people experiencing homelessness through mutual collaborative efforts; and

WHEREAS, the MOU Parties desire to memorialize their understanding of each Party's conduct in working toward such solutions and, where appropriate, enter into agreements for the responsibility for the operation, maintenance, capital improvement, and ongoing services of multiple low barrier emergency housing and facilities locations, permanent housing and/or permanent supportive housing within the municipal boundaries of El Cajon, La Mesa, Lemon Grove, and Santee and unincorporated areas of East San Diego County.

THEREFORE, based on the foregoing recitals, the MOU Parties hereto understand that the success of their collaborative efforts to achieve the above-mentioned objectives is better achieved if the MOU Parties cooperate with one another as follows:

1. Incorporation of Recitals. The Recitals set forth above are incorporated herein by this reference.

2. Administration of MOU. Each Party identifies the following individual to serve as the authorized administrative representative for that Party. Any Party may change its administrative representative by notifying the other Party in writing of such change. Any such change shall become effective upon the receipt of such notice by the other Party to this MOU. Notice of the authorized representative shall be sent to each Party as follows:

<u>City of El Cajon</u>	<u>City of La Mesa</u>
City Manager City of El Cajon	City Manager City of La Mesa
<u>City of Lemon Grove</u>	<u>City of Santee</u>
City Manager City of Lemon Grove	City Manager City of Santee
<u>County of San Diego</u>	
<insert name> Community Operations Officer County of San Diego, Health and Human Services Agency, Department of Homeless Solutions and Equitable Communities	

3. Program Service Delivery Elements.

3.1. All programs shall embrace the following practices:

- 3.1.1 The MOU Parties agree that it is beneficial for all of them to pursue efforts that align with Housing First principles as defined by The U.S. Department of Housing and Urban Development.
- 3.1.2 To be most effective, the programs should participate in and utilize the 2-1-1 database and Community Information Exchange ("CIE"), which is a multidisciplinary network of community-based organizations that provide information to individuals in need regardless of their current homeless status to help prevent new or recurring homeless experiences, to the maximum extent possible that aligns with a program's objectives and services and is appropriate for the model of service delivery.
- 3.1.3 The MOU Parties recognize the importance of collaborating with each other and the Regional Task Force on the Homeless ("RTFH"), to be advised of performance standards and requirements, including recommendations from the RTFH regional planning process for creation of a Homeless Crisis Response System.
- 3.1.4 The MOU Parties or their contracted agencies understand that as a part of their collective efforts it is important for each of them to participate in the RTFH's Homeless Management Information System ("HMIS") and Coordinated Entry System ("CES"), or successor system(s) of HMIS or CES, for the purpose of enabling emergency housing and facilities provider(s) to find permanent housing options for individuals experiencing homelessness.

- 3.1.5 The MOU Parties recognize that each Party has a preference for non-congregate emergency housing and facilities that provides individuals or families with their own personal space, at the discretion of the individual MOU Party. Potential sites identified for non-congregate emergency housing and facilities should be supported by all MOU Parties.
- 3.1.6 The MOU Parties acknowledge that successfully establishing and operating appropriate emergency housing and facilities services is a multi-faceted endeavor that requires varied involvement by different entities, depending on the location of such emergency housing and facilities. The MOU Parties recognize that:
- 3.1.6.1 The MOU Party where facilities are proposed to be located ("Host Jurisdiction") should support priority efforts to seek all necessary land use approvals for the authority to locate appropriate emergency housing and facilities within its jurisdictional boundaries through its staff and permit and approval processes.
- 3.1.6.2 The Host Jurisdiction should, as part of its efforts in this MOU, work with MOU Parties to determine the appropriate number of emergency housing and facilities beds, rooms, or other units based on the needs of the Host Jurisdiction, other MOU Parties, and other local constraints specific to the Host Jurisdiction.
- 3.1.6.3 The Host Jurisdiction should use best efforts to lead all community outreach, process of any necessary amendments or revisions to local ordinances, and the identification of sites within its jurisdictional boundaries.
- 3.1.7 The MOU Parties understand that it is important that each of them work together to identify resources provided by federal, state, and local resources for the initial acquisition, rehabilitation, construction, and/or ongoing operations and maintenance of the emergency housing and facilities, interim or permanent housing, and/or permanent supportive housing, as well as any applicable community engagement or public process needs.
- 3.1.8 In some instances, MOU Parties will find it most advantageous to work collaboratively in joint solicitation processes to identify and procure provider(s) for the purposes of supporting programs, including property management, operations, and behavioral health support services, especially where their individual strengths in programs and experiences can benefit any one or all of the MOU Parties.
- 3.1.9 The MOU Parties are expected to monitor programmatic outcomes of their respective contractors to ensure compliance with The U.S. Department of Housing and Urban Development ("HUD") regulations, statutes, guidelines, best practices and other relevant state and local requirements to ensure program integrity and continuous quality improvement.
- 3.1.10 The MOU Parties each recognize that they should seek broad options for permanent and permanent supportive housing opportunities including but not limited to making surplus property available in compliance with state laws; streamlining processes for zoning, land use and/or General Plan Amendments(s)(GPA) when possible; whenever possible, explore expediting environmental review processes; and reducing other barriers which

may limit housing opportunities.

- 3.1.11 The MOU Parties intend to collaborate to identify housing which may have expiring long-term covenants.
- 3.1.12 The MOU Parties commit to work together to increase outreach and community engagement in each respective jurisdiction whenever possible.

4. Miscellaneous.

- 4.1 **Governing Law:** This MOU shall be governed, interpreted, construed, and enforced in accordance with the laws of the State of California.
- 4.2 **Information Privacy and Security Provisions:** The MOU Parties agree to follow all federal, state, and local laws related to privacy of protected information and security of data, and to keep individual(s) information confidential, in the performance of any programs undertaken in collaboration with one or all of the MOU Parties.
- 4.3 **Third Party Beneficiaries Excluded:** This MOU is intended solely for the benefit of the MOU Parties. Any benefit to any third party is incidental and does not confer on any third party to this MOU any rights whatsoever regarding the performance of this MOU. Any attempt to enforce provisions of this MOU by third parties is specifically prohibited.
- 4.4 **Amendments to MOU:** Any Party may propose amendments to this MOU by providing written notice of such amendments to the other MOU Parties. This MOU may only be amended by a written amendment signed by all MOU Parties.
- 4.5 **Severability:** If any terms or provisions of this MOU or the application thereof to any person or circumstance shall, to any extent, be held invalid or unenforceable, the remainder of this MOU, or the application of such term and provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby and every other term and provision of this MOU shall be valid and enforced to the maximum extent permitted by law.
- 4.6 **Full Agreement:** This MOU represents the full and entire agreement between the Parties and supersedes any prior written or oral agreements that may have existed.
- 4.7 **Scope of MOU:** This MOU only applies as programs and responsibilities described herein and does not set forth any additional current or future obligations or agreements between the parties, except that the parties may by written amendment may amend the scope of this MOU. Nothing herein contained shall be interpreted as a commitment or obligation on the part of a Party; each of the MOU Parties understand that this MOU makes no binding obligations to perform any of the programs where funding has not been approved by its legislative body, and that none of the MOU Parties can commit to legislative actions in the performance of its collaborative efforts described in this MOU.
- 4.8 **Term:** This MOU shall become effective from the effective date that the MOU is signed

by all MOU Parties. This MOU should be used to support and provide interpretation in any resulting contracts among the MOU Parties, which contracts will take effect only upon express written approval signed by all MOU Parties.

- 4.9 Termination For Convenience: Any Party, by written notice stating the extent and effective date, may terminate this MOU for convenience in whole or in part, with a 30-day advance notice by contacting the representative point(s) of contact (as provided in Section 2 of this MOU). An individual Party's notice of termination shall not invalidate the MOU with respect to all remaining MOU Parties, which shall remain in effect with respect to the remaining MOU Parties.
- 4.10 Counterparts: This MOU may be executed in any number of separate counterparts, each of which shall be deemed an original but all of which when taken together shall constitute one and the same instrument.
- 4.11 Reporting: All MOU Parties shall provide outcome reports as agreed upon or as appropriate.
- 4.12 **Schedule A** is attached hereto and made a part of this MOU, as it outlines the specific commitments of the MOU Parties.

Remainder of this page is intentionally left blank

IN WITNESS WHEREOF, this MOU is entered into by the MOU Parties, by and through the signature of the parties' authorized representative(s), all as set forth below.

CITY OF EL CAJON:

By: _____ Date: _____
Graham Mitchell
City Manager

CITY OF LA MESA:

By: _____ Date: _____
Greg Humora
City Manager

CITY OF LEMON GROVE:

By: _____ Date: _____
Lydia Romero
City Manager

CITY OF SANTEE:

By: _____ Date: _____
Marlene Best
City Manager

COUNTY OF SAN DIEGO:

By: _____ Date: _____
Nick Macchione, Agency Director
Health and Human Services Agency

Schedule A

Specific Objectives of MOU Parties

City of El Cajon, City of La Mesa, City of Santee, City of Lemon Grove, and the County of San Diego

Through the MOU, the MOU Parties have established goals and objectives that include guidelines to collectively work together to secure low barrier, housing-placement focused emergency housing and facilities, and associated supportive services for people experiencing homelessness within the MOU Partners' jurisdictions. These goals and objectives may include the development of low-barrier emergency housing and facilities, transitional/interim housing, permanent housing, permanent supportive housing and such other housing and services as identified by the MOU Parties, as well as coordination of data gathering and street outreach efforts.

1. The MOU Parties agree, as indicated according to jurisdiction, to the following initial Phase I objectives through the MOU:
 - 1.1 All MOU Parties desire to support the siting of low barrier emergency housing and facilities within each jurisdiction (i.e., be a Host Jurisdiction) to be reserved for people experiencing homelessness within their particular jurisdictions.
 - 1.2 Support the development of Requests for Proposals to solicit suitable providers(s) or operator(s) of low barrier emergency housing and facilities, and to identify staff who will review proposals and participate on a Source Selection Committee for the selection of such emergency housing and facilities provider(s) or operator(s). It is anticipated that one or more operator(s) will be selected through open and competitive process and that all MOU Parties will consider the contribution of resources as outlined in specific program agreements among the participating MOU Parties. Nothing in this MOU and these objectives shall prevent any of the MOU Parties, together or individually, from seeking to establish facilities or housing to address needs within one or more Host Jurisdiction.
 - 1.3 The development and siting of low barrier emergency housing and facilities, transitional housing, bridge housing, permanent housing and permanent supportive housing should be, to the greatest extent permissible by applicable laws, reserved for individuals experiencing homelessness within the MOU Partner jurisdictions. Each Host Jurisdiction shall retain the right to reserve emergency or other homeless facilities, subject to applicable laws, within its municipal boundaries.
 - 1.4 To participate in ongoing data coordination efforts, including but not limited to developing and identifying legally appropriate modifications to single or multi-party authorizations for release of information; coordinating submittal of data to the County of San Diego on a frequency to be determined by the MOU Parties; and to allow or permit the public sharing of de-identified data regarding the coordinated information in such fashion; all as shall be reasonably calculated to communicate with members of the public and elected and appointed decision-makers within the MOU Partners' jurisdictions.
2. City of La Mesa Objectives:

- 2.1 To identify potential locations within the municipal boundaries of the City of La Mesa for the siting of low barrier emergency housing and facilities, either as a single building, individual rooms or units, or other suitable emergency housing and facilities for associated on site services. Site approval, along with any required entitlement actions, shall be subject to the final approval or concurrence of the La Mesa City Council.
 - 2.2 To seek the establishment of permanent and permanent supportive housing within the municipal boundaries of the City of La Mesa in sufficient number to house persons identified as experiencing unsheltered or sheltered homelessness within the MOU Partner jurisdictions.
 - 2.3 Project the needs of low barrier emergency housing and facilities according to the data available for this jurisdiction.
3. City of El Cajon Objectives:
- 3.1 To identify potential locations within the municipal boundaries of the City of El Cajon for the siting of low barrier emergency housing and facilities, either as a single building, individual rooms or units, or other suitable emergency housing and facilities for associated on site services. Site approval, along with any required entitlement actions, shall be subject to the final approval or concurrence of the El Cajon City Council.
 - 3.2 To seek the establishment of permanent and permanent supportive housing within the municipal boundaries of the City of El Cajon in sufficient number to house persons identified as experiencing unsheltered or sheltered homelessness within the MOU Partner jurisdictions.
 - 3.3 Project the needs of low barrier emergency housing and facilities according to the data available for this jurisdiction.
4. City of Santee Objectives:
- 4.1 To identify potential locations within the municipal boundaries of the City of Santee for the siting of low barrier emergency housing and facilities, either as a single building, individual rooms or units, or other suitable emergency housing and facilities for associated on site services. Site approval, along with any required entitlement actions, shall be subject to the final approval or concurrence of the Santee City Council.
 - 4.2 To seek the establishment of permanent and permanent supportive housing within the municipal boundaries of the City of Santee in sufficient number to house persons identified as experiencing unsheltered or sheltered homelessness within the MOU Partner jurisdictions.
 - 4.3 Project the needs of low barrier emergency housing and facilities according to the data available for this jurisdiction.
5. City of Lemon Grove Objectives:
- 5.1 To identify potential locations within the municipal boundaries of the City of Lemon Grove for the siting of low barrier emergency housing and facilities, either as a single building, individual

rooms or units, or other suitable emergency housing and facilities for associated onsite services. Site approval, along with any required entitlement actions, shall be subject to the final approval or concurrence of the Lemon Grove City Council.

- 5.2 To seek the establishment of permanent and non-permanent supportive housing within the municipal boundaries of the City of Lemon Grove in sufficient number to house persons identified as experiencing unsheltered and sheltered homelessness within the MOU Partner jurisdictions.
- 5.3 Project the needs of low barrier emergency housing and facilities according to the data available for this jurisdiction.

6. County of San Diego Objectives:

- 6.1 To identify locations within the unincorporated areas of the County of San Diego for the siting of low barrier emergency housing and facilities, either as a single building, individual rooms or units, or other suitable emergency housing and facilities for associated on site services and to site such emergency housing and facilities in the unincorporated area covered by this MOU in the East County communities of the County of San Diego.
- 6.2 To coordinate with other MOU Parties on determining the equitable financial share of RFP contributions based on formula of persons experiencing homelessness in each jurisdiction, availability of external state/federal resources, and other non-monetary contributions.
- 6.3 To continue to collaborate on homeless outreach and social work street outreach services by engaging, connecting, and referring persons experiencing homelessness in the MOU Partner jurisdictions for the purpose of providing assessment, support, and housing appropriate for the individual's needs.
- 6.4 To work collaboratively with MOU Partners' jurisdictions upon identification of need for behavioral health services within the participating jurisdictions to maximize efficient availability of, and connection to, appropriate services for people experiencing homelessness.
- 6.5 To seek the establishment of permanent and permanent supportive housing within the unincorporated areas of the County of San Diego in sufficient number to house persons identified as experiencing unsheltered homelessness within the MOU Partner jurisdictions.
- 6.6 Project the needs of low barrier emergency housing and facilities according to the data available for this jurisdiction.
- 6.7 Administer federal, state, and local funded housing programs that are awarded to the County, throughout the region as dictated by each funding source in a manner consistent with the MOU.
- 6.8 As funding is available, solicit proposals from qualified housing developers for the creation of affordable housing, permanent housing, and permanent supportive housing in a manner consistent with the MOU.
- 6.9 In accordance with applicable state laws, consider making surplus property in the unincorporated area available for the production of low barrier emergency housing and facilities, and in

accordance with applicable laws and ordinances, consider means to streamline processes for zoning and or General Plan Amendment(s) when possible.

DRAFT



City Council
Agenda Report

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Chelsea Pullen, Human Resources Analyst
SUBJECT: New Classification Specification & Salary Setting for the Marketing & Engagement Manager Classification

RECOMMENDATION:

That the City Council approves the classification specification and salary setting for the Marketing & Engagement Manager classification.

BACKGROUND:

As part of City Council's direction to increase branding, marketing, and engagement for the City and the community, staff requests establishing a classification and salary for a Marketing & Engagement Manager position. The major functions of this new job classification (attached) will be to develop, implement and manage audience-centric marketing strategic plans to promote the image of the City to its citizens, business community, media industry, and the region. This classification is in line with the City Council's vision to take the City's image to the next level.

This classification is unique in that it is beyond the typical Public Information Officer government job. The job description was developed after studying both the private and the public sectors. The position includes focuses such as marketing, social media management, project budgeting, graphic design, and overall brand management. The Marketing & Engagement Manager classification specification was reviewed by subject matter experts in the field and provided feedback on job duties, minimum years of requirement for similar jobs, and comparable salary.

The proposed classification will be covered by the revised City Council Policy A-29 (attached) and will be an "at-will" classification serving at the direction of the City Manager. The salary is established at a range of \$56.91 - \$69.34 per hour.

The proposed classification specification and salary setting is included for review and approval by the City Council.

FISCAL IMPACT:

There is *no* fiscal impact; sole purpose of agenda item is to establish the classification specification and salary setting for the Marketing & Engagement Manager.

Prepared By: Chelsea Pullen, Human Resources Analyst
Reviewed By: Marisol Thorn, Director of Human Resources

Approved By: Graham Mitchell, City Manager

Attachments

Marketing & Engagement Manager Classification
A-29 Track Changes Version

CITY OF EL CAJON

Marketing and Engagement Manager

CLASSIFICATION DESCRIPTION

Function: Develops, leads, and manages the City's efforts in promoting and marketing the City and the community to build and retain strong relationships with all stakeholders, through engagement and branding, person-to-person outreach, and other marketing techniques; manages projects and oversees project budgets; performs high level creative administrative and research analysis connected with the management and improvement of government operations; plans, coordinates and participates in various activities having a City-wide impact; and performs related work as required.

Class Characteristics: This is an experienced high profile professional in the City Manager's Office. The incumbent reports directly to the City Manager and works in partnership with executive and management staff.

Representative Duties:

- Develop, implement, and manage audience centric marketing strategic plans to promote the image of the City of El Cajon to its citizens, business community, media industry, and the region.
- Manage consultants, contractors, and/or staff to complete projects.
- Develop and oversee project budgets.
- Oversee the City's social media content and communication by posting original content, coordinating with City departments for content, analyzing social media metrics, and at times supervising a content developer.
- Produce and oversee the production of content for short-form and long-form that includes video, photography, and narrative.
- Coordinate and consult with City departments in the development of social media and marketing content, including outreach efforts on City projects.
- Conduct stakeholder focus groups to engage the community on government issues, especially with members of the City's minority communities.
- Assist the City's Public Information Officer with preparing press releases and coordinating interviews between City officials and media representatives.
- Assist with developing materials, design, and distribution of the City's community magazine, monthly e-newsletters, and other City-produced information publications.
- Lead the City's civic engagement efforts such as responding to citizen questions, organizing civic and school group tours of City facilities, and participate in outreach at community events.
- Other duties may be assigned.

Contacts and Relationships: Contacts are City staff, executive staff, the general public, vendors, contractors, citizen committees, and other stakeholders.

Accountability: Employee is accountable for thoroughness in administrative and research work and completion of analyses, studies and reports in an accurate and timely manner.

Working Conditions: The major part of the employee's work is performed in the office; however, field work with various departments, citizens or other agencies may occur. Employees may be required to attend periodic City Council and other after business hour meetings, as well as periodic weekend events.

QUALIFICATIONS GUIDELINES

Experience: A minimum of three years (ideally five years) of full-time experience in managing public relations, marketing, and branding campaigns and/or experience in media communications.

Education: Bachelor's degree from an accredited college or university in public relations, marketing, communications, film production, art, graphic design, advertising, or a major that is equivalent to the degrees listed.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handles, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Abilities/Skills/Knowledge:

- Ability to develop and implement a clear marketing strategy related to City priorities and needs.
- Experience managing marketing or brand campaigns.
- Ability to be a catalyst for transforming digital practices within the organization by fostering innovation in digital marketing strategies and tactics.
- Ability to supervise consultants, contractors, and staff.
- Ability to execute a project, including the preparation and management of a project budget.
- Exercise good judgment, political acumen and sensitivity when responding to questions, social media posts, situations, and releasing information.
- Highly collaborative style; experience developing and implementing marketing and communications strategies.

- Ideally, experience working with graphic and website design, photography, and video content.
- Possess an entrepreneurial approach and passion for local communities with a strategic thinking mindset and a desire to bring about meaningful changes to the community.
- Ability to effectively present information and respond to questions from internal and external customers including executive staff, City Council Members, and the general public.
- Ability to conduct productive meetings and present clear, concise and complete written and oral reports.
- Function calmly in situations which require a high degree of sensitivity, tact, and diplomacy.
- Ability to maintain current technology and trends in the profession, such as latest web trends including social media and networking web sites.
- Ability to develop and implement innovative ideas and approaches to solving problems.
- Exceptional written, interpersonal, and verbal communication skills with the ability to present complex information clearly and concisely.
- Excellent attention to detail and proven ability to manage multiple, competing priorities simultaneously.
- Ability to work independently and under City Manager's direction.

SPECIAL REQUIREMENTS

Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record, with access to personal vehicle for business use.

Proposed
**CITY OF EL CAJON
 CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
 A-29

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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 12, 2021

REQUIRED EDUCATION FOR BASE HOURLY RATE:

1. Required education for Unrepresented Management pay ranges
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.
2. Required education for Fire Division Chief pay ranges
Level II must possess the following:
 - Bachelor’s degree in any related field.

EXECUTIVE MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Assistant City Manager	143.5	\$98.72 - \$120.27
City Clerk	121.2	\$56.91 - \$69.34
Director of Community Development	133.5	\$77.12 - \$93.96

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Director of Finance/City Treasurer	132.3	\$74.86 - \$91.21
Director of Human Resources	129.9	\$70.56 - \$85.98
Director of Information Technology	131.6	\$73.58 - \$89.65
Director of Parks and Recreation	129.8	\$70.39 - \$85.76
Director of Public Works	132.8	\$75.80 - \$92.36
Fire Chief	139.4	\$89.21 - \$108.69
Police Chief	146.8	\$107.10 - \$130.50

UNREPRESENTED MANAGEMENT CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Administrative Analyst I (City Manager and Human Resources)	89.4	\$25.96 - \$31.62
Administrative Analyst II (City Manager and Human Resources)	91.4	\$27.27 - \$33.23
Assistant to the City Manager I	113.0	\$46.48 - \$56.63
Assistant to the City Manager II	115.0	\$48.83 - \$59.50
Building Official I	119.5	\$54.58 - \$66.50
Building Official II	121.5	\$57.34 - \$69.86

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
City Engineer/Deputy Director of Public Works I	124.5	\$61.75 - \$75.24
City Engineer/Deputy Director of Public Works II	126.5	\$64.88 - \$79.04
Deputy City Clerk I	95.5	\$30.18 - \$36.77
Deputy City Clerk II	97.5	\$31.70 - \$38.63
Deputy Director of Community Development I	119.7	\$54.85 - \$66.83
Deputy Director of Community Development II	121.7	\$57.63 - \$70.21
Deputy Director of Public Works I	120.6	\$56.08 - \$68.33
Deputy Director of Public Works II	122.6	\$58.92 - \$71.79
Deputy Director – Special Projects <i>(can only be used for six months)</i>	124.6	\$61.90 - \$75.42
Financial Operations Manager I	121.2	\$56.91 - \$69.34
Financial Operations Manager II	123.2	\$59.79 - \$72.85
Fire Division Chief I	126.5	\$64.88 - \$79.04
Fire Division Chief II	128.5	\$68.16 - \$83.05
Human Resources Analyst I	101.0	\$34.56 - \$42.11
Human Resources Analyst II	103.0	\$36.31 - \$44.24

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<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>SALARIED POSITIONS TO BE PAID AT EQUIVALENT HOURLY RATE</u>
Information Technology Analyst I	99.4	\$33.23 - \$40.48
Information Technology Analyst II	101.4	\$34.91 - \$42.53
Management Analyst I (City Manager and Human Resources)	99.5	\$33.31 - \$40.58
Management Analyst II (City Manager and Human Resources)	101.5	\$34.99 - \$42.64
<u>Marketing and Engagement Manager I</u>	<u>121.2</u>	<u>\$56.91 - \$69.34</u>
<u>Marketing and Engagement Manager II</u>	<u>123.2</u>	<u>\$59.79 - \$72.85</u>
Network Administrator I	106.6	\$39.69 - \$48.36
Network Administrator II	108.6	\$41.70 - \$50.81
Parks and Recreation Manager I	112.9	\$46.37 - \$56.50
Parks and Recreation Manager II	114.9	\$48.72 - \$59.36
Planning Manager I	116.8	\$51.06 - \$62.21
Planning Manager II	118.8	\$53.64 - \$65.36
Senior Human Resources Analyst I	108.2	\$41.29 - \$50.31
Senior Human Resources Analyst II	110.2	\$43.38 - \$52.85
Senior Management Analyst I (City Manager and Finance)	108.2	\$41.29 - \$50.31
Senior Management Analyst II (City Manager and Finance)	110.2	\$43.38 - \$52.85

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Senior Risk Management Analyst I 108.2 \$41.29 - \$50.31

Senior Risk Management Analyst II 110.2 \$43.38 - \$52.85

CONFIDENTIAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Confidential Secretary (CM, HR and Police Chief Administration)	87.0	\$24.46 - \$29.80
Executive Assistant to the City Manager/City Attorney	97.1	\$31.39 - \$38.25
Executive Assistant to the Police Chief	91.9	\$27.61 - \$33.64
Information Technology Specialist	92.2	\$27.81 - \$33.89
Senior Accounting Technician	87.3	\$24.64 - \$30.03

UNREPRESENTED GENERAL CLASSIFICATION PAY RANGES ARE AS FOLLOWS:

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Police Recruit	98.0	\$32.09 - \$39.10

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.

Retired Annuitants Only: *The salary for a Retired Annuitant must be an hourly pay rate that falls within the regular salary schedule for the position being filled. Per California Public Employee Retirement Law, a Retired Annuitant cannot receive any other compensation or*

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benefits in addition to the hourly pay rate. Without exception, a maximum of 960 hours may be worked within a fiscal year (July 1 to June 30). Nonpaid or volunteer hours cannot be used in order to exceed 960 hours in a fiscal year. A Retired Annuitant cannot accrue service credit or any additional retirement rights or benefits.

All PST step increases are 2.5% unless noted otherwise.

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Administrative Intern	72.9	\$17.27 - \$21.04
Public Safety Aide	67.0	\$15.00 - \$18.28
Retired Annuitant	-	<i>Hourly pay rate that falls within the regular salary schedule for the position being filled</i>

<u>CLASSIFICATION</u>	<u>RANGE</u>	<u>HOURLY RATE</u>
Weed Abatement Inspector	90.3	\$26.54 - \$32.33

Effective January 1, 2022 (Recreation PSTs Only)
Increases are not automatic and reviewed on an annual basis.

Job Class	Range @ 2.5%	Step A	Step A'	Step B	Step B'	Step C	
RS I	67.2	\$ 15.00	\$ 15.38	\$ 15.76	\$ 16.16	\$ 16.56	
RS II	72.2	\$ 16.97	\$ 17.40	\$ 17.83	\$ 18.28	\$ 18.74	
RS III	77.2	\$ 19.20	\$ 19.68	\$ 20.18	\$ 20.68	\$ 21.20	
RS IV	82.2	\$ 21.73	\$ 22.27	\$ 22.83	\$ 23.86	\$ 25.07	80
RS V	88.9	\$ 25.64	\$ 26.93	\$ 28.30	\$ 29.73	\$ 31.23	88.9
			Step B	Step C	Step D	Step E	Range

B. HEALTH AND WELFARE BENEFITS

1. Cafeteria Plan

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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 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.

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From July 1, 2021 through December 31, 2021, the allotment for the cafeteria plan, excluding Police Recruit, shall be \$1,250 per month. Effective January 1, 2022, the amount will increase to \$1,300 per month. For Police Recruit, the cafeteria plan allotment shall be \$1,300 per month from July 1, 2021 through December 31, 2021, then will increase to \$1,350 per month effective January 1, 2022.

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:

Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</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]

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E. Additional Service Credit 2 Years (§20903)	E. [Reserved]
Miscellaneous Employees <i>"Classic" Members</i>	Safety Employees <i>"Classic" Members Hired on or before March 10,</i>
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)
	Local Safety Employees <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)

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:

Miscellaneous Employees <i>"New" Members Hired on or after January 1, 2013</i>	Safety Employees <i>"New" Members Hired on or after January 1, 2013</i>
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)

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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.

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 benefitted employees in the amount of \$25,000.

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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 36th month;
- b. 4.60 hours of vacation accrued and credited bi-weekly following completion of the 36th month through the 108th month;
- c. 5.52 hours of vacation accrued and credited bi-weekly following completion of the 108th month through the 156th month;
- d. 6.14 hours of vacation accrued and credited bi-weekly following completion of the 156th 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 (excludes Police Chief, Fire Chief, and Fire Division Chief) employees receive eighty (80) hours administrative leave per year accrued as vacation leave. The Police Chief, Fire Chief and Fire Division receive one hundred forty (140) hours administrative leave per year accrued as vacation. Unrepresented Management employees receive sixty (60) hours administrative leave per year accrued as vacation leave.

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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 Hall will be closed between the observed Christmas Eve holiday in 2021 and the observed New Years' Day holiday in 2022. Employee who take this time off must use paid leave for December 27, 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.

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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.

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.

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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 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

Proposed
**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
A-29

REFERENCE:

EFFECTIVE
April 26, 2022

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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.

E. TUITION AND BOOK REIMBURSEMENT

The City provides an allowance of \$750 per fiscal year for Executive, Unrepresented and

Proposed
**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
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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. Bilingual Pay

Positions designated by the department director shall receive Bilingual Pay in the amount of \$120/month if he/she is certified by a language professional, designated by the City, as having suitable skills to provide translation service.

3. 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.

4. 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.

Proposed
**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
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5. 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.

6. 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 2021 and one-half issued on the first paycheck in December 2021.

G. RELOCATION ALLOWANCE

The City Manager may authorize an allowance up to \$10,000 for relocation expenses to the San Diego area.

Proposed
**CITY OF EL CAJON
CITY COUNCIL POLICY**

SUBJECT: Compensation Plan for Executive and Unrepresented Employees

POLICY
A-29

REFERENCE:

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Approved by City Council 12/14/2021

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City Council
Agenda Report

Agenda Item 12.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Vince DiMaggio, Assistant City Manager
SUBJECT: Legislative Update

RECOMMENDATION:

Attachments

Legislative Update

CITY COUNCIL MEMORANDUM

DATE: April 26, 2022
TO: City Council
FROM: Vince DiMaggio, Assistant City Manager
SUBJECT: LEGISLATIVE UPDATE

AB 292 (Stone - D)

Extends the credit for incarceration of violent offenders from 20% to 50%. Crimes eligible for the credit include: rape, murder, robbery, kidnapping, and crimes against children. (Status: Signed by Governor/Chaptered).

AB 655 (Kalra-D) Requires that local agencies investigate candidates for peace officer positions for participation in groups classified as “hate groups.” Requires local agencies to terminate the employment of peace officers found to have participated in activities of “hate groups.” (Status: Passed Assembly/In Senate)

AB 989 (Gabriel-D) Establishes a state appeals panel with the power to overturn city councils denial of housing projects consisting of 5 units or more. (Status: Inactive)

AB 1599 (Republican caucus) Places the repeal of Proposition 47 (which reduced penalties for a host of crimes) before the voters. (In Assembly committee).

AB 1603 – (Salas - D) – Places before the voters a reduction in the threshold amount for petty theft and shoplifting from \$950 to \$400. (Status: In Assembly committee).

ACA 1 – (Gonzalez/Chiu– D) – Places before the voters a partial repeal of Proposition 13, allowing a city or county to levy an ad valorem tax to service bonded indebtedness for public infrastructure or affordable housing with 55% voter approval (as opposed to the 2/3 requirement). (Status: In Assembly committee).

SB 6 – (Caballero – D) – Subject to a number of qualifying conditions, generally allows housing on any lot zoned commercial in any city or county, and requires the developer of said housing to pay prevailing wage during construction of the project. (Status: In Senate committee)

SB 15 (Portantino – D) – Provides grants to local governments that agree to rezone idle “big box commercial” sites to residential zoning. Requires annual appropriation by the legislature. (Status: In Assembly, held).

SB 81 – (Skinner – D) – Requires judges to give great weight to dismissing a sentencing enhancement if the defendant can demonstrate that they have mental illness, childhood trauma, the firearm that was used was broken, or result in a “discriminatory racial impact.” (Status: Signed by Governor/Chaptered).

SB 300 (Cortese - D) - This bill repeals the provision of law requiring punishment by death or imprisonment for life without the possibility of parole (LWOP) for a person convicted of murder in the first degree who is not the actual killer, but acted with reckless indifference for human life as a major participant in specified dangerous felonies. (Status: Passed Assembly/In Senate – Held).

SB 358 (Jones - R) – This bill, amended from its original iteration last session, expands the crime of mail theft to include not only USPS mail delivery, but private mail carriers as well, i.e., Amazon, UPS, etc...(Status: Passed Senate/In Assembly – Held in committee).

SB 519 (Wiener – D) – Legalizes the “possession, obtaining, giving away, or transportation of hallucinogenic drugs, including LSD (“acid”), psychedelic mushrooms, and MDMA (“molly” “Ecstasy”). (Status: Passed Senate/In Assembly – in committee).

AB 481 (Chiu – D) – Requires that local agencies draft and maintain a policy relating to the acquisition and use of military vehicles and equipment prior to obtaining such equipment and that the policy be reviewed and annually recertified. (Status: Signed by Governor/Chaptered).

Initiative No. 21-0042A1 – The Taxpayer Protection and Government Accountability Act – Ballot initiative that seeks to allow certain taxes to pass electorate by simple majority, and sets new restrictions on how much local governments can charge utility companies, garbage companies, etc...in franchise fees. See attached briefing from League of California Cities. LCC opposes.

SB 1369 (Wieckowski – D) – Allows that any commercial or industrial building with less than 25 percent capacity may be converted, by right, into a housing project. LCC opposes. (Status: In Senate committee; first hearing canceled by author).

AB 1748 (Seyarto – R) – Allows certain publically owned lands to be exempt from the Surplus Lands Act if it can be shown that a city is actively meeting its regional housing requirements. (Status: In Assembly committee).

AB 2705 (Quirk-Silva – D) - Prohibits the legislative body of a city or county from approving a discretionary entitlement that would result in a new residential development project being located within a very high fire hazard severity zone, unless the city or county finds that the residential development project will meet specified standards intended to address wildfire risks. (Status: In Assembly committee).

AB 2062 (Salas – D) – Establishes \$50M in grants for police officers to work in underserved communities or live in the communities they work in, if the homicide rate in said community has been higher than the state average for the past five years. (Status: In Assembly committee).

SB 1186 (Weiner – D) - This bill would enact the Medicinal Cannabis Patients' Right of Access Act, which would prohibit a local jurisdiction from adopting or enforcing any regulation that prohibits the sale of, or otherwise imposes unreasonable restrictions on the safe and affordable sale of, medicinal cannabis to medicinal cannabis patients or their primary caregivers by medicinal cannabis businesses. (Status: In Senate committee).

AB 1951 (Archuleta – D) - This bill would establish a review and approval process at the CEC for local requirements that mandate the replacement of fossil fuel appliances with electric appliances in existing buildings. (Status: In Senate committee).

SB 852 (Dodd – D) – Provides for creating “tax increment financing” districts for projects that address various climate change impacts. (Status: In Senate/No hearings scheduled).

SB 891 (Hertzberg – D) – Requires local agencies to confirm a business’s compliance with stormwater discharge permit requirements when issuing either a business license or any other type of license or permit for the sole purpose of raising revenue. (Status: In Senate committee).

SB 932 (Portantino – D) - This bill would require the legislative body, upon the next substantive revision of the Circulation Element, on or before June 30, 2024, to develop or update the Plan for a balanced, multimodal transportation network and to ensure that the Plan includes bicycle and pedestrian plans and traffic calming plans for any urbanized area within the scope of the city’s General Plan. This bill would also allow a person injured within the right-of-way in a collision with a motor vehicle to have a cause of action for failure to comply with these provisions. LCC opposed. (Status: In Senate committee).

AB 2953 (Salas – D) - The bill would require, beginning January 1, 2024, a local agency that has jurisdiction over a street or highway, to the extent feasible and cost effective, to use advanced technologies and material recycling techniques that reduce the cost of maintaining and rehabilitating streets and highways and that exhibit reduced levels of greenhouse gas emissions through material choice and construction method. (Status: In Assembly/Referred to committee).

AB 1737 (Holden – D) – Creates a new framework for children’s camps, including registration, emergency action plans, background checks for employees of the camps, and unannounced inspections by State officials. (Status: In Assembly committee).

AB 2631 (O’Donnell – D) - This bill would provide that a city is liable for injury relating to the effects of that city’s homelessness policies on another city or county. (In Assembly, referred to committee).

SB 1338 (Umberg & Eggman – D) – Allows for certain specified individuals to petition a civil court in order to create a conservatorship on behalf of other adults suffering from mental illness and who lack decision making capacity. Provides for mental health treatment by the county. (Status: In Senate committee).

AB 1944 (Lee & Garcia – D) - This bill would specify that if a member of a legislative body elects to teleconference from a location that is not public, the address does not need to be identified in the notice and agenda or be accessible to the public when the legislative body has elected to allow members to participate via teleconferencing. This bill would require all open and public meetings of a legislative body that elects to use teleconferencing to provide a video stream accessible to members of the public and an option for members of the public to address the body remotely during the public comment period through an audio-visual or call-in option. (Status: In Assembly, referred to committee).

SB 897 (Wieckoski – D) – This bill requires that local agencies allow ADU’s with a 25 foot height limit. (In Senate committee).

AB 2237 (Friedman – D) - This bill seeks to address this disconnection by incorporating the following recommendations from the AB 285 report into the SCS process: • Align transportation funding to sustainability performance. This bill requires ARB, in consultation with OPR, to determine an RTIP’s consistency with an SCS and the state’s climate goals. • Focus MPO plans on funding VMT-reducing projects. This bill prohibits an RTPA from funding a project or program determined to be inconsistent with its most recently prepared SCS or the state’s climate goals. • Revisit MPO governing structures. This bill creates a task force to review the roles and responsibilities of MPOs.



**City Council
Agenda Report**

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Public of Works
SUBJECT: Approve the 2022 El Cajon Active Transportation Plan Final Report

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, approving the 2022 El Cajon Active Transportation Plan Final Report.

BACKGROUND:

The El Cajon Active Transportation Plan (Plan) combines a comprehensive update of the 2011 Bicycle Master Plan and the development of a new Pedestrian Master Plan. In compliance with the City's Complete Streets Policy and the Complete Streets Act (AB 1358), new policies were developed to provide a framework for developing the City's bicycle and pedestrian network, making El Cajon eligible for local, State, and Federal Active Transportation funding. The Plan's goal is to build a functional and convenient bicycle and pedestrian network as an integral part of the City's transportation system and make cycling and walking viable options for commuting, shopping, and exercising.

The Active Transportation Plan was developed through an extensive outreach and review process with community input. The proposed system includes the addition of approximately 37 miles of new bikeway facilities, the identification of approximately 74.5 miles of missing sidewalks, and intersection improvements to enhance pedestrian safety. The planned system builds upon existing facilities in the City through enhancements to overall connectivity, additional and enhanced support facilities, and safety programs for residents. The anticipated increase in residents who will choose to ride bicycles or walk offers benefits in health, the environment, and cost savings versus driving. The Plan will endeavor to transform the City of El Cajon into a healthier, greener, and more sustainable community.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The Active Transportation Plan is categorically exempt from environmental review according to State CEQA Guidelines section 15301, as activities such as restriping for bicycle facilities and sidewalk construction involve minor alterations to existing facilities that will result in negligible or no expansion of use.

FISCAL IMPACT:

The development and preparation of the El Cajon Active Transportation Plan were funded with a \$207,000 SANDAG Smart Growth Incentive Program grant with an in-kind staff time matching fund of \$23,000.

Prepared By: Mario Sanchez, City Engineer

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Staff Report

RESOLUTION NO. ____-22

RESOLUTION OF THE CITY EL CAJON APPROVING
THE 2022 EL CAJON ACTIVE TRANSPORTATION PLAN

WHEREAS, the 2022 Active Transportation Plan serves as an update to the 2011 Bike and Pedestrian Master Plan, with a goal to promote and upgrade pedestrian and bicycle transportation connectivity within the City in accordance with complete streets principles; and

WHEREAS, in March 2018, the City applied for and later received Active Transportation Grant Program funds through SANDAG's competitive grant program, and in order to receive regional and federal/state funding for roadway improvements, it is desirable to have an approved Active Transportation Plan; and

WHEREAS, the Circulation Element of the General Plan requires the City to continue to implement and maintain a comprehensive pedestrian and bicycle route system; and

WHEREAS, the objective of the 2022 Active Transportation Plan is to review and make recommendations on how the current bikeway/pedestrian network within the City can be updated to best suit the needs of the City in the future; and

WHEREAS, the main components of the Plan are identifying and analyzing existing conditions, public input/community involvement, preferred pedestrian and bicycle network, and implementation/prioritization strategies; and

WHEREAS, the general public and project stakeholders provided input on the Active Transportation Plan over the course of two years via virtual and in-person meetings, and at public events.

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

1. The project is categorically exempt from environmental review pursuant to the following Sections of the Guidelines to the California Environmental Quality Act (CEQA): Section 15301, "Existing Facilities."
2. The proposed Active Transportation Plan will provide new and improved bicycle and pedestrian facilities which furthers existing General Plan policies and objectives to complete a network of safe and convenient bikeways and walkways that connect neighborhoods with major activity centers and routes outside of the City.
3. Find the Active Transportation Plan is categorically exempt from environmental review pursuant to State CEQA Guidelines Sections 15301, as activities such as restriping for bicycle facilities and sidewalk construction involves minor alterations to existing facilities that will result in negligible or no expansion of use.



Staff Report

2022 Active Transportation Plan

City Council Meeting: April 26, 2022

Background:

The City of El Cajon's Active Transportation Plan (ATP) focuses on enhancing the safety and comfort of existing pedestrian and bicycle facilities, identifying needed improvements to the system, as well as increasing connectivity to key attracting land uses such as schools, employment centers, retail districts, and recreational facilities. The El Cajon Active Transportation Plan is the combination of a comprehensive update of the 2011 Bicycle Master Plan and development a new Pedestrian Master Plan. In compliance with the City's Complete Streets Policy and the Complete Streets Act (AB 1358), new policies were developed which provides a framework for the future development of the City's bicycle and pedestrian network and makes the City eligible for local, State, and Federal active transportation funding. The goal of the plan is to build a functional and convenient bicycle and pedestrian network as an integral part of the City's transportation system and to make cycling and walking viable options for commuting, shopping, and exercising.

Existing Conditions:

The identification of existing issues and opportunities relied on the review of infrastructure, land use, demographic, census, and collision data. This information was analyzed and documented the state of existing pedestrian and bicycle demand, network connectivity, facility quality, and user safety in the City. Key constraints that were identified in this process includes gaps in the sidewalk network (i.e. missing sidewalks), gaps in the bicycle network and high speed roadways. The high speed roadways act as a deterrent for walking and biking due to the discomfort they cause for pedestrians and cyclists. Additionally, locations with high pedestrian and bicycle collisions were identified as well as areas that have a relatively higher propensity for walking and biking.

Community Engagement:

The ATP was developed during the Covid-19 pandemic, resulting in the reliance on digital media engagement methods. Various methods and communication channels, such as an interactive project website, were utilized to reach the El Cajon community members and invite their participation. A total three project stakeholder working group meetings, three community workshops, and one pop-up meeting at a City special event were held to solicit input for this plan.

Project Goals:

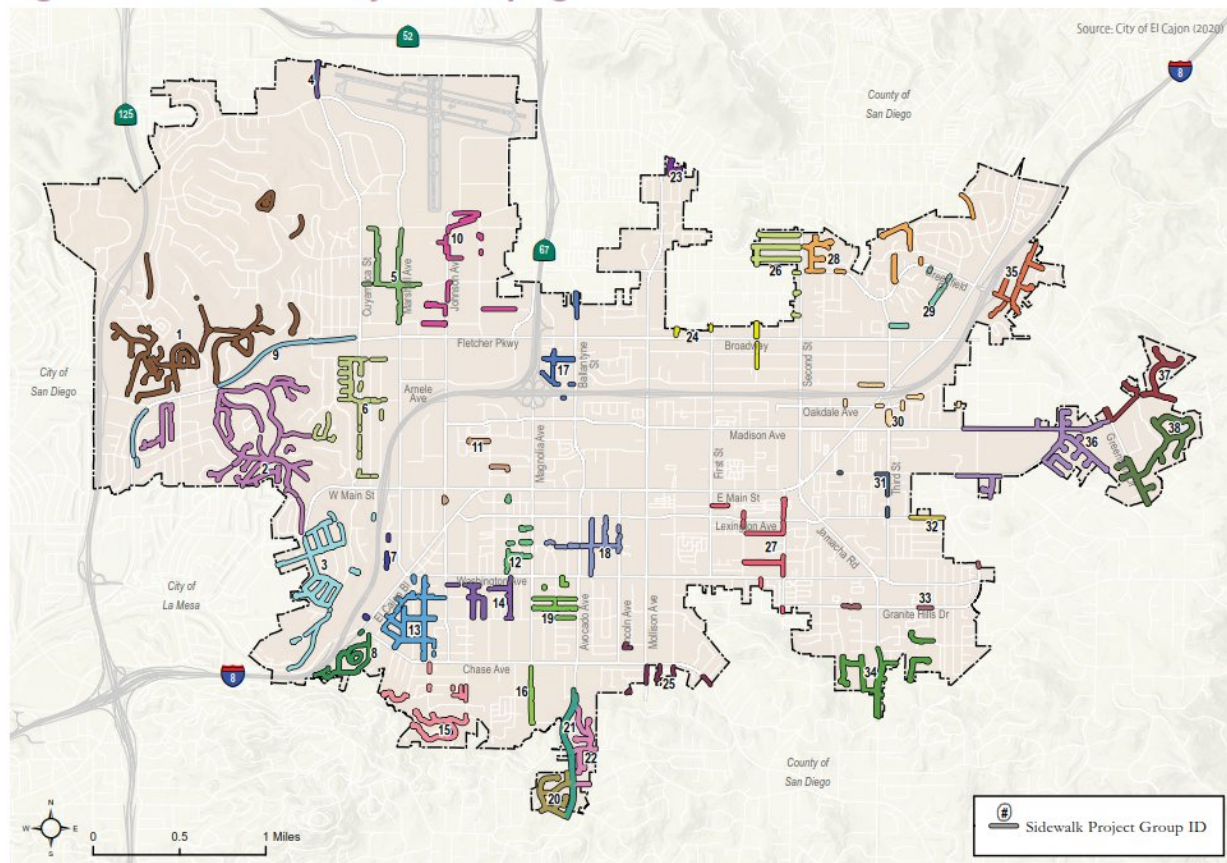
The ATP is governed by three overarching goals each shored up by objectives, policies, and performance measures. The Plan’s three goals are as follows:

- **Goal 1:** To create a circulation system to include all modes of transportation organized to ensure the safe, efficient movement of people and goods.
- **Goal 2:** Reduce vehicle miles traveled by increasing alternative means of transportation for all trip types within El Cajon including work commute, school commute, errands, and recreation.
- **Goal 3:** An environment that allows and encourages school-aged children to walk and ride their bicycles to school safely and comfortably.

Recommendations:

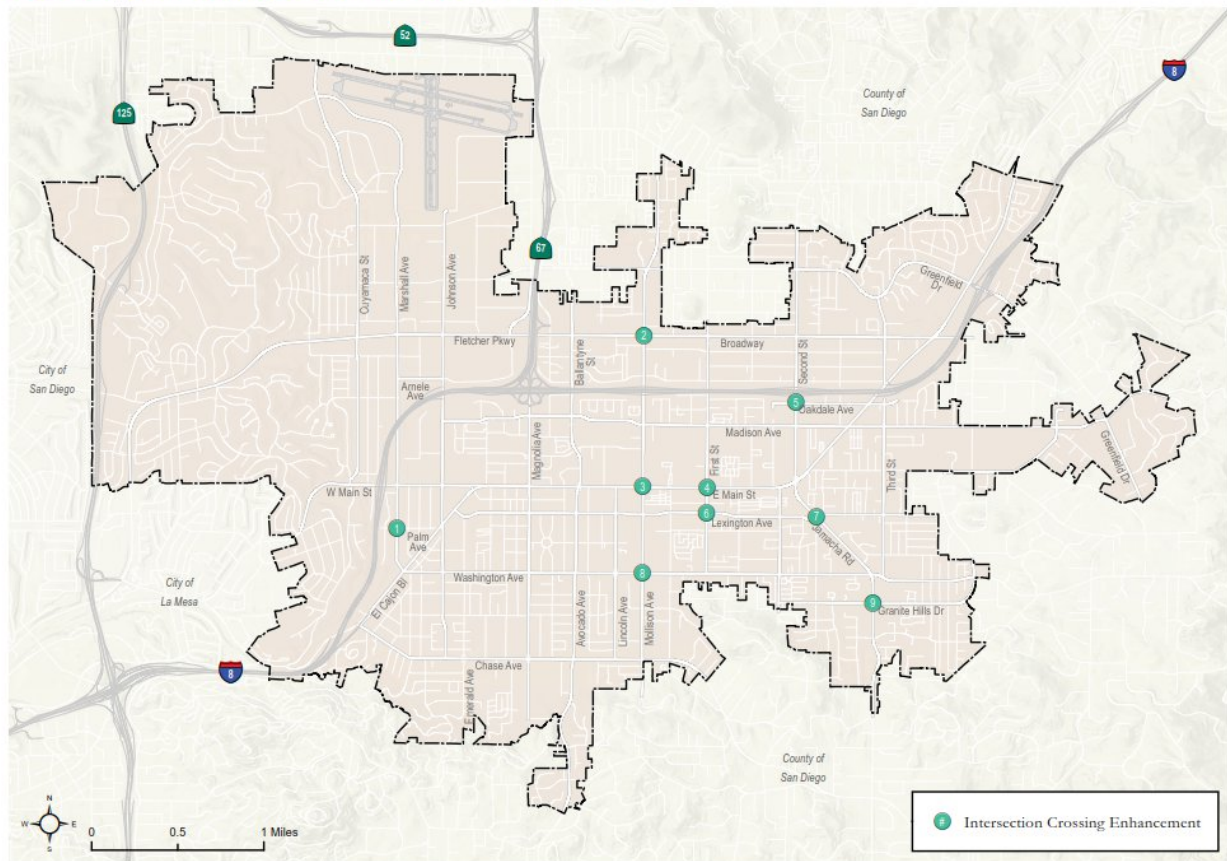
A citywide sidewalk inventory process was undertaken as part of the existing conditions analysis. Approximately 74.5 miles of existing missing sidewalks were then reviewed, categorized, and grouped together to form sidewalk infill projects. The sidewalk project groupings are shown in the following figure:

Figure ES.1 Sidewalk Project Groupings



In addition to the sidewalk groupings, intersection crossing enhancements were considered at intersections that experienced three or more collisions over a five-year time period. Nine (9) intersections, shown in the figure below, were identified to install high visibility crosswalks that consists of advance stop bars (limit lines), curb extensions, pedestrian signal timing adjustments, and additional pedestrian signage.

Figure 4.3 Intersection Enhancement Locations



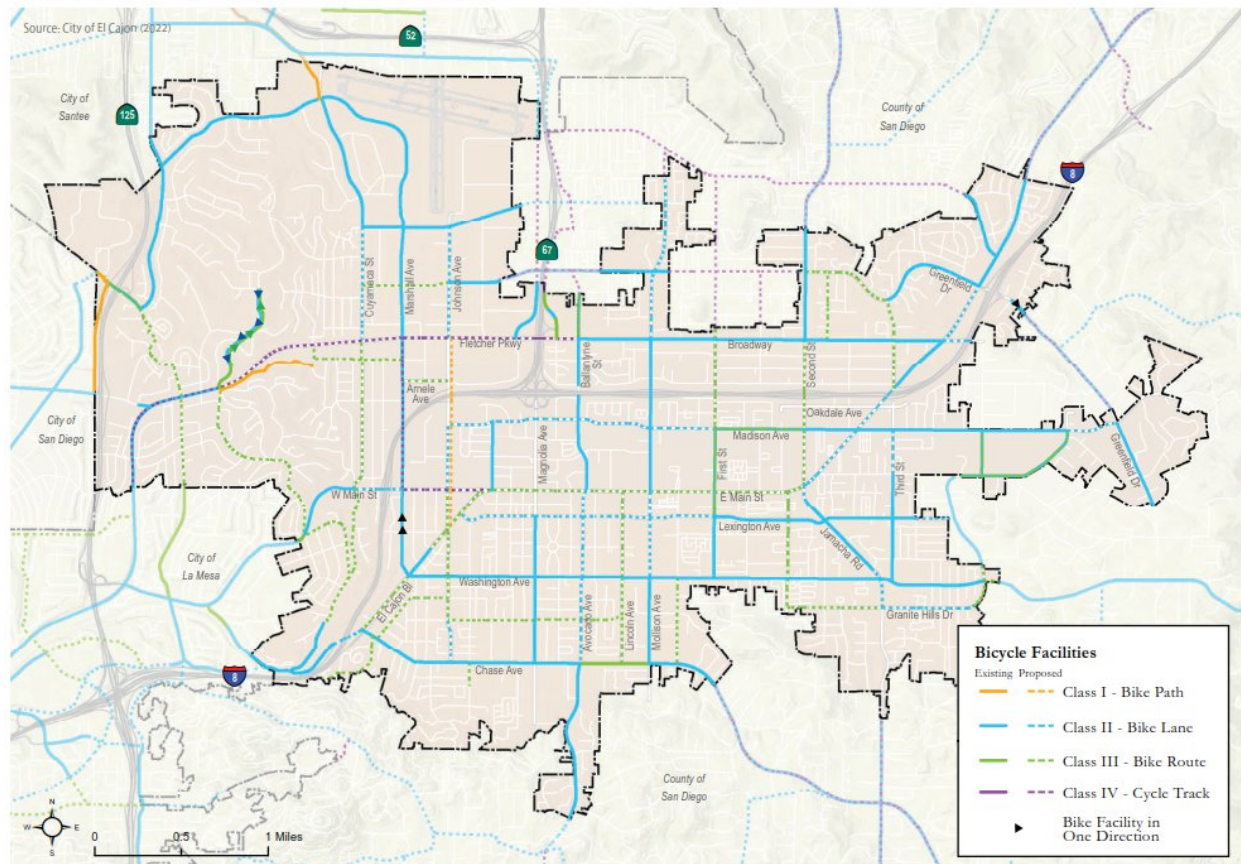
The bicycle network recommendations were developed based upon key findings from the existing conditions analysis and the public engagement activities conducted over the course of the project. These recommendations are intended to create a complete network of context sensitive bicycle facilities that can serve commuter and recreational needs, while also balancing vehicular needs and right-of-way limitations. The bicycle network development process focused on the desire to improve connectivity, create facilities that are comfortable for all riders, and improve safety. The following table shows the number of existing and proposed mileage for the type of bicycle facilities:

Table 4.2 Mileage (Centerline) by Facility Type

Classification	Existing Mileage (mi)	Proposed Mileage (mi)	Total Network Mileage (mi)
Class I Multi-Use Path	1.6	1.1	2.7
Class II Bike Lane	26.3	13.5	39.8
Class III Bike Route	4.0	17.6	21.6
Class IV Cycle Track	-	4.4	4.4
Total	31.9	36.7	68.6

The following figure shows the existing and proposed bicycle facilities planned for the City:

Figure 4.4 Planned Bicycle Network





City Council
Agenda Report

DATE: April 26, 2022

TO: Honorable Mayor and City Councilmembers

FROM: Yazmin Arellano, Director of Public of Works

SUBJECT: Discussion - East County Advanced Water Purification Update Preparation

RECOMMENDATION:

That the City Council provides feedback on questions or topics to be researched by staff before the May 10, 2022 meeting.

BACKGROUND:

The City of El Cajon (City) is a member agency of the Metropolitan Wastewater Joint Powers Authority (Metro), a coalition of municipalities and special districts that share in the use of the City of San Diego's regional wastewater facilities. All wastewater from the City is transported, treated, and disposed of by Metro facilities.

Since 2014, the City has participated with Padre Dam Municipal Water District (Padre Dam), San Diego County Sanitation District (San Diego County), and Helix Water District (Helix Water) to explore the feasibility of the East County Advanced Water Purification Program (Program). The Program will divert wastewater flows from Metro and create a new, local, sustainable, and drought-proof drinking water supply by treating wastewater from member agencies. This Program will provide up to 30 percent of East County's drinking water demands while reducing wastewater discharge into the ocean.

On November 5, 2019, the three agencies providing wastewater services, including the City, Padre Dam, and San Diego County Sanitation District (Member Agencies), established the East County Advanced Water Purification Joint Powers Authority (ECAWP JPA) as a separate public entity for the purpose of planning for, designing, constructing, owning, and operating wastewater treatment and advanced water purification facilities (Project). The ECAWP JPA will be the owner and operator of the Program.

Construction of the facilities to implement the Program is anticipated to be completed and fully operational by 2025. Funding for procurement, construction, and commissioning will be provided through state and federal loans, grants, and debt financing issued by the JPA. These funding sources will be secured and repaid through revenue collected for the provision of wastewater services and the sale of treated water produced by the Program after it is operational. Padre Dam will administer and manage the Program development work.

Padre Dam, Program Administrator, will provide a Program update at the May 10, 2022, City Council Meeting. The update will include the latest cost projection and project completion

schedule.

Staff would like to request City Council feedback on questions or topics to be researched by staff before the May 10, 2022 meeting.

FISCAL IMPACT:

None at this time.

Prepared By: Yazmin Arellano, Director of Public Works

Reviewed By: Vince DiMaggio, Assistant City Manager

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

Agenda Item 15.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Wells
SUBJECT: Council Activity Report

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:

April 11, 2022 – Meeting with H. Toma
April 18, 2022 – Meeting with A. Shaw
April 19, 2022 – Meeting with S. Hermes
April 20, 2022 – Home of Guiding Hands Breakfast Meeting
April 22, 2022 – SANDAG Board of Directors Meeting
April 26, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council
Agenda Report

Agenda Item 16.

DATE: April 26, 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.

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:

- April 9, 2022 - Attend ECPD Citizens Academy
- April 11, 2022 - Email with Allen C. re: AWP JPA item on El Cajon agenda
- April 14, 2022 - Emails with John C re: Downtown Business Partnership meeting
- April 14, 2022 - Emails with Yolanda A re: resident inquiry on medical scam
- April 14, 2022 - Attend MTS Board Meeting
- April 16, 2022 - Participate in Amikas Cabin Building at Meridian
- April 19, 2022 - Emails with Lynn R re: group home on Lily Ave.
- April 25, 2022 - Meeting with City Manager
- April 26, 2022 - Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council
Agenda Report

Agenda Item 17.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Councilmember Kendrick
SUBJECT: COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications;
Heartland Fire Training JPA.

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:

April 14, 2022 – Metro Wastewater JPA Ad Hoc Committee Meeting
April 14, 2022 – Heartland Fire Training Meeting
April 26, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Mayor Pro Tem



City Council
Agenda Report

Agenda Item 18.

DATE: April 26, 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.

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:

- April 21, 2022 – ECPD Promotion and Retirement Ceremony
- April 22, 2022 – San Diego Sharks Basketball Game Chamber Event
- April 26, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember



City Council
Agenda Report

Agenda Item 19.

DATE: April 26, 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.

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:

April 20, 2021 – East County Economic Development Council Board of Directors Meeting

April 21, 2022 – ECPD Promotion and Retirement Ceremony

April 26, 2022 – Attend City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember



City Council
Agenda Report

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Angela Cortez, City Clerk
SUBJECT: An Ordinance to Adopt a District Map for Council Member Elections in El Cajon

RECOMMENDATION:

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

An Ordinance of the City Council of the City of El Cajon, California, Approving Four Council Districts Following the 2020 Decennial Federal Census, and Adopting a New Map Describing the Boundaries of Each of the Districts.

Attachments

Ord 5118

ORDINANCE NO. 5118

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAJON, CALIFORNIA, APPROVING FOUR COUNCIL DISTRICTS FOLLOWING THE 2020 DECENNIAL FEDERAL CENSUS, AND ADOPTING A NEW MAP DESCRIBING THE BOUNDARIES OF EACH OF THE DISTRICTS

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1. Section 201 of the El Cajon Charter states that not later than December 31st of the year following the year in which the decennial federal census is taken the City Council shall adopt an ordinance to divide the City into four Council districts. The 2020 decennial federal census was not published until August 12, 2021, due to delays caused by the COVID-19 pandemic; the federal census data was thereafter adjusted by the California Statewide Database, which was published in its final version on September 27, 2021.

SECTION 2. As a result of delays in publishing the decennial federal census (including delays caused by the adjustments made by the California Statewide Database) the City was unavoidably precluded from meeting the deadline to adopt the Council district map by December 31, 2021, as required by Section 201 of the Charter. These delays were further compounded by the need to follow new public hearing processes as required by California Elections Code sections 21620 et seq., which were originally added to California law by the Fair and Inclusive Redistricting for Municipalities and Political Subdivisions Act, adopted in 2019 (the "FAIR MAPS Act").

SECTION 3. Following the guidelines established by the FAIR MAPS Act, as well applicable City Council resolutions and Section 201, the City has conducted such public hearings and other proceedings to develop draft maps of Council districts that fully comply with State and federal voting rights laws for consideration by the City Council.

SECTION 4. The City Council makes the following findings:

1. The City of El Cajon has conducted a series of public meetings and held at least four (4) properly noticed and conducted public hearings, each in one of the current Council districts, and all in compliance with the FAIR MAPS Act, specifically: on Wednesday, July 14, 2021, at 6:30 p.m., at the Hillside Recreation Center; on Wednesday, September 8, 2021, at 6:30 p.m., at the Renette Recreation Center; on Thursday, November 4, 2021, at 7:00 p.m., at the Kennedy Recreation Center; and on Saturday, January 22, 2022, at 10:30 a.m., at the El Cajon Valley High School. The first and second meetings (each a pre-draft map hearing) were to obtain public testimony identifying "neighborhoods," "community of interests," and "secondary areas," as well as to inform the public on the use of mapping tools on the

City's website in order to assist the public in the drafting of potential Council district maps. The third meeting, following the first submission of maps, was to hold a public hearing to present, discuss, and revise draft maps available for review, and to identify focus maps (i.e., those that the City Council identifies as eligible for a final determination). The fourth and final meeting, at which the City Council held a public hearing to review the focus maps, was to identify a map from that group preferred by the City Council to be approved by this ordinance.

2. During each public hearing and public meeting involved in the process, the City Council encouraged the public to participate and assist in the development of Council district maps.
3. The City of El Cajon has provided the public with demographic and voting information, and website tools allowing the public the opportunity to create their own maps for consideration by the City Council. Such information and tools were made available in English, Spanish, Arabic, Somali, Dari, and Pashto, and translators for those languages, if requested, were provided at each public hearing.
4. The El Cajon City Council has listened to and reviewed public testimony and comments, both oral and written, and considered districting plans reflected in a total of thirteen proposed maps (identified as Maps 100 through 112). Maps 100 through 112 were created by either the City's consultants or members of the public.
5. That upon consideration of the staff report and all public testimony presented, both oral and written, the City Council finds that the proposed Council districts reflected in the districting plan in Map 100, as set forth in Exhibit A, comply with the criteria set forth in Chapter 1.18 of the El Cajon Municipal Code; Resolution No. 006-17; are as equal as practicable in population as shown by the United States 2020 Census; were drawn to comply with the federal Voting Rights Act, the California Voting Rights Act, and the FAIR MAPS Act; are geographically contiguous ; were drawn with respect for the geographic integrity of neighborhoods and communities of interest; are easily identifiable and understandable by residents; drawn to encourage compactness, were not drawn for the purposes of favoring or discriminating against any race; and were not drawn for the purpose of favoring or discriminating against an incumbent, political candidate, or political party.
6. Delays in publishing the decennial federal census (including delays caused by the adjustments made by the California Statewide Database), which were further compounded by the need to follow new public hearing processes as required by the FAIR MAPS Act, made it legally impossible for the City Council to adopt the Council district map by December 31, 2021,

as required by Section 201 of the Charter. The City Council hereby finds that the deadline established by Section 201 is merely advisory; therefore, the City Council hereby waives any failure to meet the deadline for the Council district map as set forth Section 201.

SECTION 5. The City of El Cajon is hereby divided into four Council districts, and the boundaries of the districts are more particularly depicted in Exhibit A, which is attached hereto and incorporated herein by this reference.

SECTION 6. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion.

SECTION 7. As of the effective date of this ordinance, all ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

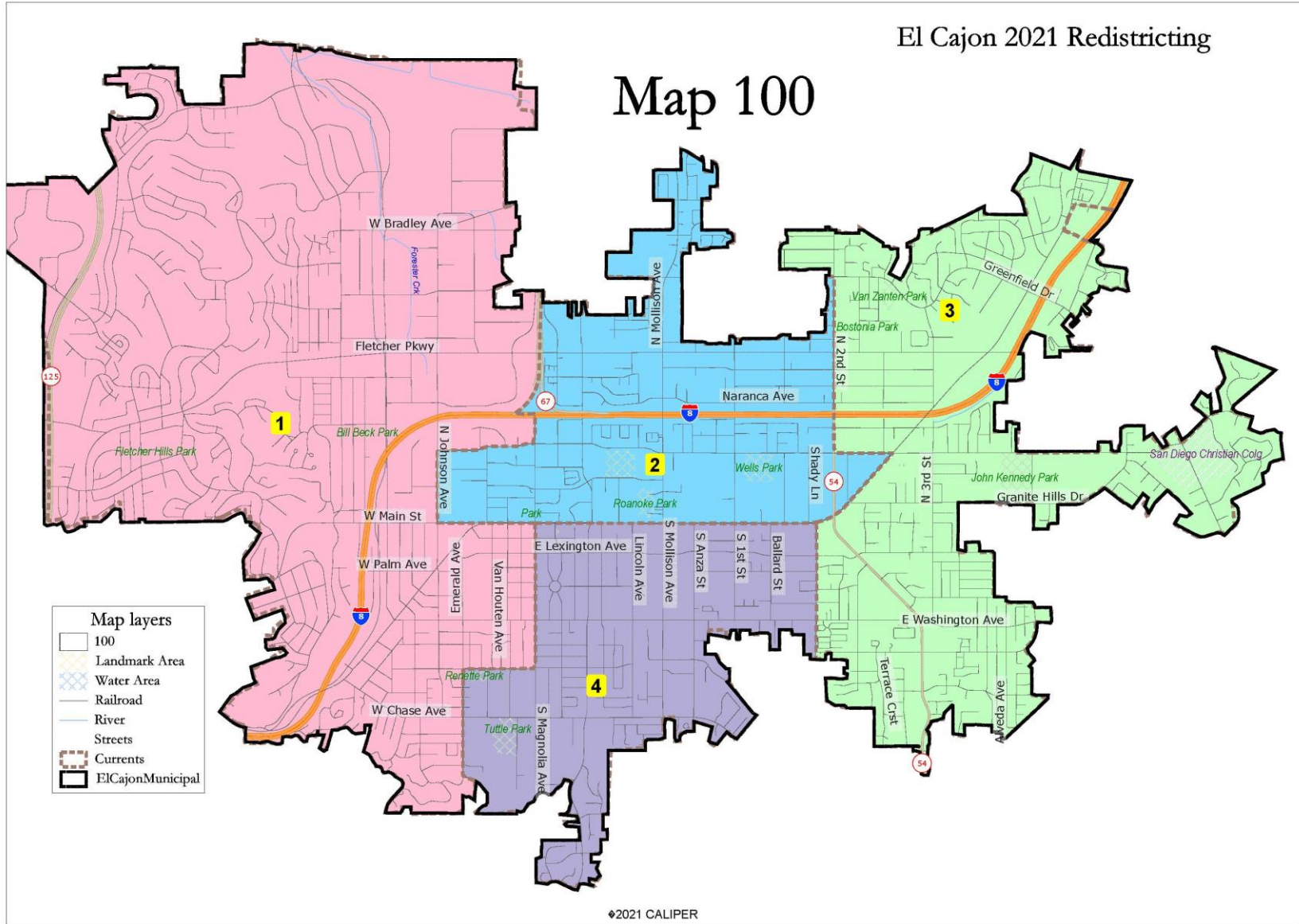
SECTION 8. This ordinance shall go into effect thirty (30) days following its passage and adoption.

SECTION 9. The City Clerk is hereby directed to certify the passage of this ordinance and to cause the same or a summary to be published in a newspaper of general circulation, printed, and published in the City of El Cajon.

04/12/22 CC Agenda – 1st Reading
04/26/22 CC Agenda – 2nd Reading

Ord - Adopt District Map of El Cajon 032922

Map 100



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EXHIBIT A



City Council
Agenda Report

Agenda Item 21.

DATE: April 26, 2022
TO: Honorable Mayor and City Councilmembers
FROM: Angela Cortez, City Clerk
SUBJECT: An Ordinance to Amend ECMC Ch. 3.20 - Bidding and Written Contracts

RECOMMENDATION:

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

An Ordinance to amend Sections 3.20.005, 3.20.010, 3.20.020, 3.20.120 and 3.20.130 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code to Restrict the City Manager's Powers and Duties Relating to Purchases of Military Equipment, Supplies, or Other Property for Law Enforcement Use

Attachments

Ord 5119

ORDINANCE NO. 5119

AN ORDINANCE TO AMEND SECTIONS 3.20.005 3.20.010, 3.20.020, 3.20.120 AND 3.20.130 OF CHAPTER 3.20 OF TITLE 3 OF THE EL CAJON MUNICIPAL CODE TO RESTRICT THE CITY MANAGER'S POWERS AND DUTIES RELATING TO PURCHASES OF MILITARY EQUIPMENT, SUPPLIES, OR OTHER PROPERTY FOR LAW ENFORCEMENT USE

THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1. That certain military equipment use policy, as defined in section 3.20.005 of this chapter is hereby adopted as Policy 706 Military Equipment Use ("Policy"), effective April 26, 2022. Such military equipment use policy may be updated from time to time with such additions or changes as may be necessary to maintain the accuracy of the inventory of military equipment or supplies; their acquisition dates; their quantities; their uses; until a complete annual review can be performed and approved by the city council in an open and public meeting.

SECTION 2. Section 3.20.005 of Chapter 3.20 of Title 3 of the ECMC is hereby repealed.

SECTION 3. A new section 3.20.005 is hereby added to read as follows:

3.20.005 Terms defined.

For the purposes of this chapter:

"Bid" or "sealed bid" means offers submitted via the city's approved secure online purchasing system, in sealed envelopes, or otherwise secured to prevent the contents from being known prior to the submission deadline. This procedure is appropriate for higher-value purchases when exact specifications can be determined and the only significant variable is price.

"Competitive solicitation" means any process, including a bid, quote or proposal, whether used alone or in combination, which provides all interested vendors a fair and equal opportunity to compete for the city's business.

"Department" means, for the purposes of this chapter, the city's police department.

"Military equipment" means the following:

- (1) Unmanned, remotely piloted, powered aerial or ground vehicles.

- (2) Mine-resistant ambush-protected vehicles or armored personnel carriers. However, police versions of standard consumer vehicles are specifically excluded from this subdivision.
- (3) High mobility multipurpose wheeled vehicles, commonly referred to as Humvees, two and one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached. However, unarmored all-terrain vehicles and motorized dirt bikes are specifically excluded from this subdivision.
- (4) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.
- (5) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.
- (6) Weaponized aircraft, vessels, or vehicles of any kind.
- (7) Battering rams, slugs, and breaching apparatuses that are explosive in nature. However, items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded from this subdivision.
- (8) Firearms of .50 caliber or greater. However, standard issue shotguns are specifically excluded from this subdivision.
- (9) Ammunition of .50 caliber or greater. However, standard issue shotgun ammunition is specifically excluded from this subdivision.
- (10) Specialized firearms and ammunition of less than .50 caliber, including assault weapons as defined in sections 30510 and 30515 of the Penal Code, with the exception of standard issue service weapons and ammunition of less than .50 caliber that are issued to officers, agents, or employees of a law enforcement agency or a state agency.
- (11) Any firearm or firearm accessory that is designed to launch explosive projectiles.

- (12) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.
- (13) Taser Shockwave, microwave weapons, water cannons, and the Long Range Acoustic Device.
- (14) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition weapons.
- (15) Any other equipment as determined by a governing body or a state agency to require additional oversight.
- (16) Notwithstanding paragraphs (1) through (15), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

"Military equipment use policy" means a publicly released, written document governing the use of military equipment by the department that addresses, at a minimum, all of the following:

- (1) A description of each type of military equipment, the quantity sought, its capabilities, expected lifespan, and product descriptions from the manufacturer of the military equipment.
- (2) The purposes and authorized uses for which the department proposes to use each type of military item.
- (3) The fiscal impact of each type of military equipment, including the initial costs of obtaining the equipment and estimated annual costs of maintaining the equipment.
- (4) The legal and procedural rules that govern each authorized use.
- (5) The training, including any course required by the Commission on Peace Officer Standards and Training, that must be completed before any officer, agent, or employee of the department is allowed to use each specific type of military equipment to ensure the full protection of the public's welfare, safety, civil rights, and civil liberties and full adherence to the military equipment use policy.

- (6) The mechanisms to ensure compliance with the military equipment use policy, including which independent persons or entities have oversight authority, and, if applicable, what legally enforceable sanctions are put in place for violations of the military equipment use policy.
- (7) For the department, the procedures by which members of the public may register complaints or concerns or submit questions about the use of each specific type of military equipment, and how the department will ensure that each complaint, concern, or question receives a response in a timely manner.

"Proposal" means an offer at set prices and terms or an offer to enter into a negotiated contract. This process is appropriate when the specification is for an end result rather than a specific product or process. Proposals are to be structured to present suggested processes, services or solutions that best serve the needs and interests of the city.

"Public project" means a public works project as defined in section 20161 of Article 4 of the Public Contract Code, as that section may be amended, moved, or re-numbered from time to time.

"Quote" means offers that are not required to be sealed or secured under this chapter. Such offers may be made by phone, fax, email, postal mail or other suitable means, as specified in the request for quotes or other solicitation for proposals, quotes, or similar responses. This procedure is appropriate for lower-value purchases and for obtaining budget estimates.

SECTION 4. Section 3.20.010 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code is hereby repealed.

SECTION 5. A new section 3.20.010 is hereby added to Chapter 3.20 of Title 3 of the El Cajon Municipal Code to read as follows:

3.20.010 Bidding and written contracts—When required.

The city council hereby provides that the city is exempt from the application of section 20162 the California Public Contract Code, and said section shall not apply to requirements and procedures for bids, sealed bids, quotes, proposals, or competitive solicitation, in the purchasing of equipment, services, supplies, or other property, or for expenditures involving a public project, except as otherwise provided in this chapter.

- A. Sealed bids shall be obtained for all purchases of equipment, services, supplies or other personal property in excess of seventy-five thousand dollars, for the purchase of any military

equipment, and for all expenditures involving a public project in excess of the limits established in subsections (A)(1) through (3) below.

1. Public projects of fifty thousand dollars or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
 2. Public projects of more than fifty thousand dollars and up to two hundred thousand dollars may be let by contract or purchase order after receiving not less than three written quotes.
 3. Public projects of more than two hundred thousand dollars must, except as otherwise provided in this chapter, be let to contract by formal bidding procedure.
- B. Sales and purchases of equipment, services, supplies or other personal property shall be by written contract with the lowest (in the case of purchases), or highest (in the case of sales), responsible bidder pursuant to the procedure prescribed by this chapter, unless waived pursuant to subsection (C) of this section.
- C. Except as otherwise provided in subsection (D), the bidding procedures of this chapter may be waived, and an open market sale or purchase pursuant to section 3.20.110 of this chapter may be authorized by:
1. The city manager, or his or her designee, for all purchases and sales not exceeding seventy-five thousand dollars, when:
 - a. The commodity or service can be obtained from only one source;
 - b. The commodity or service is required to match or be compatible with other furnishings, material or equipment presently on hand, and is to be purchased from the supplier of such on-hand items;
 - c. The city manager or city council has ordered a standardized type or make of commodity; or
 - d. The city manager, or his or her designee, determines that due to special circumstances, it is in the city's interest to waive the bidding requirement;

2. The city manager, or his or her designee, for all expenditures not involving a public project, when an emergency requires that the commodity be obtained from the nearest available source;
 3. The city manager, or his or her designee, when supplies or equipment may be acquired from or in cooperation with another governmental agency that is acquiring or has acquired supplies or equipment in a process that accomplishes the purposes of this chapter;
 4. The city manager, or his or her designee, when supplies or equipment may be acquired under a competitively-bid California state contract;
 5. The city council, for all expenditures not involving a public project when any of the circumstances stated in subsections (C)(1) through (C)(4) of this section exist, or when the city council determines that due to special circumstances it is in the city's interest to waive the bidding requirement; or
 6. The city council, for all expenditures involving a public project over the limits established in subsections (A)(1) through (A)(3) of this section, or if authorized by the Public Contract Code, the Government Code, or by the courts of this state.
- D. The waiver of bidding procedures set out in subsections (C)(1) through (C)(4) are not applicable to the purchase of military equipment as that term is defined in this chapter.
- E. Notwithstanding subsections (A) through (D), military items classified as "consumable ammunition or munitions" under the military equipment use policy, which were previously authorized by the city council, the city council gives the Department prior approval to purchase such items without returning to the city council in the following circumstance:

When stocks of consumable ammunition or munitions previously authorized by the city council have reached significantly low levels or are exhausted, the Department may resupply the consumable items in that calendar year without prior city council approval in order to maintain safe levels of essential and necessary availability of said ammunition or munitions.

SECTION 6. Section 3.20.020 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code is hereby repealed.

SECTION 7. A new section 3.20.020 is hereby added to Chapter 3.20 of Title 3 of the El Cajon Municipal Code read as follows:

3.20.020 Notices soliciting bids—Required—Publication—Posting.

- A. When a public project in excess of two hundred thousand dollars is involved, notice inviting bids shall be published in accordance with section 20164 of the California Public Contract Code.
- B. When public expenditures in any dollar amount relate to the acquisition of military equipment for department purposes, as those terms are defined in this chapter, the notice inviting bids shall be published in accordance with section 20164 of the California Public Contracts Code.
- C. Other than contracts for public projects, and unless the bidding process is waived pursuant to section 3.20.010(C) of this chapter, notice inviting bids shall be made in accordance with applicable law and in the form and manner specified in this chapter. If the bidding process is waived pursuant to section 3.20.010(C)(1) of this chapter, or by the city council based on those circumstances listed in section 3.20.010(C)(5), the purchasing agent shall notify all qualified prospective bidders registered with the city no fewer than ten calendar days prior to the date set for submission of quotes or proposals.

SECTION 8. Section 3.20.120 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code is hereby repealed.

SECTION 9. A new section 3.20.120 is hereby added to Chapter 3.20 of Title 3 of the El Cajon Municipal Code to read as follows:

3.20.120 Authority of the city manager to sign nonpublic contracts of seventy-five thousand dollars or less.

- A. Except as provided in section 3.20.010(D), the city council authorizes the city manager, or his or her designee, to sign non-public contracts pursuant to section 40602 of the Government Code, when said contracts do not exceed the sum of seventy-five thousand dollars for the initial term of the contract. The city manager, or his or her designee, is also authorized to sign any amendments to non-public contracts to extend, or renew, additional terms that do not exceed a period of one year each, and do not exceed the sum of seventy-five thousand dollars each.

- B. Except as provided in section 3.20.010(D), and within the same dollar amount set out in subsection (A) of this section, the city manager, or his or her designee, is authorized to participate in joint and cooperative nonpublic works contracts with the state of California, the county of San Diego, school districts, water districts, and such other agencies as the council may direct.
- C. The city manager, or his or her designee, may sign contracts for all expenditures not involving a public project, when an emergency requires that the commodity or services be obtained from the nearest available source.

SECTION 10. Section 3.20.130 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code is hereby repealed.

SECTION 11. A new section 3.20.130 is hereby added to Chapter 3.20 of Title 3 of the El Cajon Municipal Code to read as follows:

3.20.130 Authority to award bid.

- A.
 - 1. All contracts for public projects for more than the dollar amount established by subsection (A)(3) of section 3.20.010 must be awarded by the city council in accordance with applicable law.
 - 2. Provided that all procedures and conditions to acquire military equipment as set forth in the approved military equipment use policy have been conducted and met, all contracts for the acquisition of military equipment may be awarded by the city council in accordance with applicable law.
- B. Except as provided in subsection (A) of this section and section 3.20.010(D), above, all contracts for public projects and purchases of equipment, services, supplies, or other personal property up to seventy-five thousand dollars, may be awarded by the purchasing agent to the lowest responsive, responsible bidder in accordance with section 3.20.010 of this chapter, provided that all of the following conditions are met:
 - 1. The items to be purchased were approved by council in the adopted budget.
 - 2. The award is within the amount allocated by council for the purchase.
 - 3. There are at least three responsive bidders.
 - 4. The award is being made to the low bidder.

5. There has been no protest against the proposed award lodged with the city within five days of the bid opening.

SECTION 12. This ordinance shall go into effect thirty (30) days following its passage and adoption.

04/12/22 CC Agenda – 1st Reading
04/26/22 CC Agenda – 2nd Reading

Ord - Amend ECMC 3.20 – Bidding and Written Contracts 031122