



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

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

OCTOBER 24, 2023, 3:00 p.m.

Bill Wells, Mayor

Steve Goble, Deputy Mayor

Gary Kendrick, Councilmember

Michelle Metschel, 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 THE FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the October 10, 2023, Meeting and the Agenda of the October 24, 2023, Meeting in accordance to State Law and City Council/Housing Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- IT Professionals and GIS Day

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 October 10, 2023, 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. Fee Adjustment for Ambulance Transports

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, authorizing an update to the fee schedule to match the current ambulance rates charged by American Medical Response Ambulance Services, Inc. ("AMR").

5. Award of Bid No. 018-24 – Oakdale Alameda Street Beautification Project

RECOMMENDATION:

That the City Council:

1. Determines that the project is categorically exempt in accordance with section 15301 and 15304 of the California Environmental Quality Act (CEQA) Guidelines; and
2. Adopts the next Resolutions, in order, to:
 - a. Approve the Plans and Specifications for Oakdale Alameda Street Beautification Project, Bid No. 018-24; and
 - b. Waive the minor irregularity in the low bidder's bid response and award the bid to the lowest responsive, responsible bidder, Blue Pacific Engineering Construction, Inc. (BPECI) in the amount of \$6,438,650.00.

6. San Diego Cal-ID Remote Access Network (RAN) Board Funding Approval

RECOMMENDATION:

That the City Council takes the following actions:

1. Authorizes the City Manager, or designee, to accept the Cal-ID RAN Board-approved funding of \$104,041 to execute any documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends \$104,041 of Cal-ID RAN Board funding to purchase the RECOVER chemical processing device for the Police Forensic Lab.

7. Reject & Re-Bid of RFP No. 013-24 – Audio Visual Upgrades & As-Needed Support Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to reject all proposals and authorizes re-bidding of the project with revised specifications.

8. 2022 Operation Stonegarden Grant (OPSG) - Funded by the Office of Homeland Security

RECOMMENDATION:

That the City Council takes the following actions:

1. Authorizes the City Manager or designee to accept the 2022 Operation Stonegarden Grant (STNGRDN22) in the amount of \$89,000, and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends 2022 Operation Stonegarden Grant (STNGRDN22) funding in the amount of \$89,000 to reimburse the El Cajon Police Department for overtime (\$76,820), fringe benefits (\$3,180), and equipment costs (\$9,000), while participating in OPSG coordinated operations.

9. 2023-2024 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant

RECOMMENDATION:

That the City Council:

1. Authorizes the City Manager or his designee to accept the California Office of Traffic Safety STEP Grant in the amount of \$115,000 to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends California Office of Traffic Safety STEP Grant (OTS24 ALC/OTS24NOALC) funds in the amount of \$107,644 for overtime, \$2,266 for training and travel, and \$5,090 for supplies, for a total grant award of \$115,000.

10. Award of Bid No. 011-24 – Factory Loaded Ammunition

RECOMMENDATION:

That the City Council:

1. Determines that the purchase of ammunition is exempt in accordance with section 15378(b)(2) of the Guidelines for the California Environmental Quality Act (CEQA); and
2. Adopts the next Resolution, in order, to:
 - a. Find the first low bidder non-responsive to Item 11; and
 - b. Award the bid to the lowest responsive, responsible bidders for the initial term, in the following not-to-exceed (NTE) amounts with up to four additional one-year renewal options:
 - o San Diego Police Equipment, Inc. for Items 1-3, 9,10, and 14 - \$25,076;
 - o Miwall Corporation for Items 4, 5, 8, 12, and 13 - \$44,751; and
 - o Dooley Enterprises for Items 6, 7, and 11 - \$14,336.

11. Professional Services Agreement for Continued Jamacha Road Safety Improvements

RECOMMENDATION:

That the City Council:

1. Determines that the service is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 of the state CEQA Guidelines; and
2. Adopts the next Resolution, in order, to execute a Professional Services Agreement (PSA) with Chen Ryan Associates, Inc., for a one-year term in the not-to-exceed amount of \$52,750.

12. New Classification Specification and Salary Setting for Deputy Director of Parks and Recreation.

RECOMMENDATION:

That the City Council approves and authorizes the classification specification and salary setting for Deputy Director of Parks and Recreation.

13. Revision to the Project Assistant Classification Specification

RECOMMENDATION:

That the City Council approves and authorizes the proposed changes to the Project Assistant classification specification.

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:

14. Public Hearing and Second Reading of Ordinance to Amend Title 15 Buildings and Construction and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022 Edition by Reference

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony;
2. Closes the public hearing;
3. Adopts by reference an Ordinance to Amend Title 15 Buildings and Construction and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022; and
4. Requests the City Clerk to recite the title of the Ordinance.

ADMINISTRATIVE REPORTS:

15. Legislative Report - End of the 2023 Legislative Session

RECOMMENDATION:

This is an informational item. No action is required by the City Council.

16. Mayor and City Council Cafeteria Benefits Review

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, adjusting the cafeteria benefit allotment from \$1,350 per month to \$1,450 per month, effective January 2024, for Mayor and City Councilmembers.

17. Small Business Revolving Loan Program

RECOMMENDATION:

That the City Council provides feedback on the concept of a small business revolving loan program and its interest in allocating up to \$300,000 toward the fund.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

SANDAG (San Diego Association of Governments) Board of Directors.

18. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

19. **DEPUTY MAYOR 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.

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

21. **COUNCILMEMBER MICHELLE METSCHEL**
Harry Griffen Park Joint Steering Committee; METRO Commission/Wastewater JPA – Alternate; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

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

JOINT COUNCILMEMBER REPORTS:

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

ORDINANCES: SECOND READING AND ADOPTION

CLOSED SESSIONS:

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/ El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 24th day of October 2023, is adjourned to Tuesday, November 14, 2023, at 3:00 p.m.



City Council
Agenda Report

Agenda Item 1.

DATE: October 24, 2023

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 October 10, 2023, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

10-10-23DRAFTminutes - 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

October 10, 2023

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, October 10, 2023, was called to order by Mayor/Chair Bill Wells at 3:01 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:
Council/Agencymembers absent:
Deputy Mayor/Vice Chair present:
Mayor/Chair absent:
Other Officers present:

Kendrick, Metschel, and Ortiz
None
Goble
Wells
Mitchell, City Manager/Executive Director
DiMaggio, Assistant City Manager
Foley, City Attorney/General Counsel
Cortez, City Clerk/Secretary

**PLEDGE OF ALLEGIANCE TO THE FLAG led by Deputy Mayor Goble and
MOMENT OF SILENCE.**

POSTINGS: The City Clerk posted Orders of Adjournment of the September 26, 2023, meeting and the Agenda of the October 10, 2023, meeting in accordance with State Law and El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS:

- Proclamation: Fire Prevention Week
- Proclamation: HR Professionals Day
- Proclamation: National Community Planning Month
- Presentation: HauntFest on Main

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 7)

MOTION BY ORTIZ, SECOND BY METSCHEL, to APPROVE Consent Items 1 to 7.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

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

Approve Minutes of the September 26, 2023, 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.

CONSENT ITEMS: (Continued)

4. 2021 Operation Stonegarden Grant (OPSG) – Amendment No. 1, Increase in Funding Reallocation
 1. Authorize the City Manager or designee to accept the 2021 Operation Stonegarden Grant (OPSG) Amendment No. 1, allocating the additional funding of \$110,000, and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
 2. Appropriate \$110,000 of additional funding to reimburse the El Cajon Police Department for overtime (\$106,065) and fringe benefits (\$3,935) costs while participating in OPSG coordinated operations.

5. Contract Amendment for RFP No. 020-17, Interview Room Recording System & Consolidated Video Management System
 1. Determine that the contract amendment is exempt from the California Environmental Quality Act (CEQA) subject to section 15301 (Existing Facilities) of the State CEQA Guidelines; and
 2. Adopt Resolution, No. 090-23, to extend the current agreement and compensation for the Interview Room Recording System with Axon Enterprise, Inc., for one year and authorizes the City Manager to approve up to four additional one-year options, each in the annual not-to-exceed amount of \$17,168.10.

6. FY 2023 U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG23) Award
 1. Authorize the City Manager, or designee, to accept the FY 2023 U.S. Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG23) in the amount of \$44,545.00 and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
 2. Appropriate \$44,545.00 of the FY 2023 U.S. Department of Justice Assistance Grant (JAG23) to purchase Inspection, Training, and Personnel software, 2 E-bikes, 25 Red Dot Sight Optics & accessories, and 25 holsters.

CONSENT ITEMS: (Continued)

- 7. Professional Services Agreement for Continued Assessment of Existing Box Culverts
 - 1. Determine that the service is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15309 of the State CEQA Guidelines; and
 - 2. Adopt Resolution, No. 091-23, to execute a Professional Services Agreement (PSA) with Kleinfelder, Inc., for a one-year term in the not-to-exceed amount of \$25,000.

PUBLIC COMMENT:

Charlotte Kall invited the public to the Old Spanish Trail Centennial Celebration on November 2-5, 2023.

Michael Cartwright spoke about the City not providing a free place for Senior Citizens to meet monthly.

Todd Bleichwehl expressed concern about speeding traffic on Dorothy Street.

Brenda Hammond spoke about Ila Ruth Devine, a minister and professional clown.

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

- 8. Downtown El Cajon Business Partners Annual Financial Statement and Audit

RECOMMENDATION:

That the City Council receives the annual financial statement and audit, and provides feedback.

DISCUSSION

Assistant City Manager, Vince DiMaggio, introduced Mark Clifton and Cathy Zeman, Board Members for the Downtown El Cajon Business Partners, who provided detailed information of the Item.

ADMINISTRATIVE REPORTS: (Item 8 – Continued)

No public comment was received.

Discussion ensued among Council and Staff concerning events and programs organized by the Downtown El Cajon Business Partners.

MOTION BY ORTIZ, SECOND BY METSCHEL, to RECEIVE the Annual Financial Statement and Audit from the Downtown El Cajon Business Partners.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

9. Annual Report on the El Cajon Animal Shelter

RECOMMENDATION:

That the City Council receives the report from the San Diego Humane Society as an informational item.

DISCUSSION

Assistant City Manager, Vince DiMaggio, introduced Michael Lowry, the CFO for the San Diego Humane Society, who provided detailed information of the Item.

No public comment was received.

Discussion ensued among Council and Staff concerning the following:

- The amount of animals who have been microchipped;
- Stray El Cajon pets would have priority at the El Cajon Animal Shelter;
- Potential options to partner with the City to help homeless pets;
- Food and supplies that are provided to pet owners who cannot afford those items;
- Project Wildlife merging with the San Diego Humane Society;
- Healthy animals not being euthanized at the San Diego Humane Society, only animals with health or behavioral issues; and
- Coyotes being a concern within the City.

MOTION BY GOBLE, SECOND BY ORTIZ, to RECEIVE the Annual Financial Statement and Audit from the San Diego Humane Society.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

ADMINISTRATIVE REPORTS: (Continued)

10. Bonfire at Foothills Christian Church

RECOMMENDATION:

That the City Council considers the allowance of a bonfire at Foothills Christian Church on October 13, 2023.

DISCUSSION

City Manager Mitchell provided detailed information of the Item.

No public comment was received.

MOTION BY KENDRICK, to APPROVE a bonfire at Foothills Christian Church on October 13, 2023.

Deputy Mayor Goble suggested to include an indemnification or hold harmless clause.

Discussion ensued among Council and Staff concerning the following:

- Air quality concerns;
- Definition of a bonfire;
- Indemnification or Hold Harmless clause; and
- The dimensions of the bonfire.

MOTION BY KENDRICK, SECOND BY METSCHEL, to APPROVE a bonfire at Foothills Christian Church with an Indemnification and Hold Harmless clause.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors.

11. Council Activities Report/Comments

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

- 12. DEPUTY MAYOR 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.

Council Activities Report/Comments.

Report as submitted.

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

Council Activities Report/Comments.

Report as submitted.

- 14. COUNCILMEMBER MICHELLE METSCHEL
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate; METRO Commission/Wastewater JPA – Alternate.

Council Activities Report/Comments.

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

- 15. 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

16. First Reading of the proposed Ordinance Amending Title 15 (Buildings and Construction) and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022 Edition by Reference

RECOMMENDATION:

That the City Council:

1. Introduces the Ordinance and holds first reading;
2. Requests the City Clerk to recite the title of the Ordinance; and
3. Directs the City Clerk to schedule a public hearing for a second reading and adoption of the Ordinance on October 24, 2023.

DISCUSSION

City Attorney Foley, provided a summary of the Item.

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

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

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

AN ORDINANCE AMENDING SECTION 15.04.105 OF CHAPTER 15.04, AND SECTIONS 15.56.010, 15.56.070 AND 15.56.080 OF CHAPTER 15.56, OF TITLE 15 OF THE EL CAJON MUNICIPAL CODE; ADOPTING AMENDMENTS TO THE CALIFORNIA BUILDING CODE, 2022 EDITION AND THE CALIFORNIA FIRE CODE, 2022 EDITION BY REFERENCE

ORDINANCES: SECOND READING AND ADOPTION - None

CLOSED SESSIONS:

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

17. Closed Session - CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9:
One (1) potential case

MOTION BY ORTIZ, SECOND BY METSCHEL, to ADJOURN to Closed Session at 4:08 p.m.

MOTION CARRIED BY UNANIMOUS VOTE OF THOSE PRESENT (WELLS – Absent).

RECONVENED to Open Session at 4:35 p.m.

City Attorney Foley reported the following actions:

- Direction was given to the City Attorney

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 10th day of October, 2023, at 5:35 p.m., to Tuesday, October 24, 2023, at 3:00 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Bent Koch, Fire Chief
SUBJECT: Fee Adjustment for Ambulance Transports

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, authorizing an update to the fee schedule to match the current ambulance rates charged by American Medical Response Ambulance Services, Inc. (“AMR”).

BACKGROUND:

The City of El Cajon and AMR have an agreement for Emergency Medical Services, in conjunction with the ongoing operations of the El Cajon Fire Department. This agreement became effective on May 11, 2016 for a term of five (5) years. The agreement was approved by the City Council on April 26, 2016, by Resolution No.037-16. This agreement was renewed (effective on May 11, 2021) for an additional four years and may be extended for two additional periods of four years each. The current fee schedule rates have been in place since July 2020 (over three years ago), and were not modified when the renewed contract between AMR and the City of El Cajon was executed on May 11, 2021.

On July 12, 2022, AMR made a request to increase ambulance rates. The reasons necessitating the rate adjustments were increased labor costs, fuel prices, low payor mix reimbursements, and increased cost in their supply chain. AMR’s rate increase went into effect August 31, 2022. Below is a table showing the current fee schedule rate, new rate charged to patients, and the overall increase.

TYPE OF TRANSPORT	CURRENT RATE	NEW RATE	OVERALL INCREASE	PERCENT INCREASE
Basic Life Support Transportation	\$1,478.19	\$1,590.43	\$112.24	7.6%
Advanced Life Support Transportation	\$2,606.18	\$2,764.08	\$157.90	6.1%
Advanced Life Support Transportation 2	\$2,894.12	\$3,073.89	\$179.77	6.2%
Mileage	\$51.72	\$55.65	\$3.93	7.6%
Oxygen	\$227.55	\$244.82	\$17.27	7.6%

The Fire department is requesting the fee schedule be updated to reflect the "NEW RATE" charged to patients at this time.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(5). It will not result in any direct or indirect physical change in the environment because it is an administrative action of government.

FISCAL IMPACT:

There is no fiscal impact to the City's general fund.

Prepared By: Barbara Watkins, Senior Management Analyst

Reviewed By: Bent Koch, Fire Chief

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. __-23

RESOLUTION OF THE EL CAJON CITY COUNCIL AUTHORIZING AN UPDATE TO THE FEE SCHEDULE FOR AMBULANCE TRANSPORTS

WHEREAS, the City of El Cajon and American Medical Response Ambulance Services, Inc. ("AMR") have an agreement for Emergency Medical Services, in conjunction with the ongoing operations of the El Cajon Fire Department; and

WHEREAS, the agreement was approved by City Council on April 26, 2016 for a term of five (5) years, a four-year renewal term was approved by the City Council on April 27, 2021, (effective on May 11, 2021) and the agreement may be extended for two (2) additional periods of up to four (4) years each; and

WHEREAS, the current fee schedule rates for ambulance transport services have been in place since July 2020, and were not modified by City Council Resolutions 036-21, 033-22 and 025-23 even though the renewed contract between AMR and the City of El Cajon was executed on May 11, 2021; and

WHEREAS, on July 12, 2022, AMR submitted to the Fire Department its proposed increases in ambulance transport rates due to increased labor costs, fuel prices, low payor mix reimbursements, and increased cost in supply chain, to be effective August 31, 2022; and

WHEREAS, these new rates charged to patients transported by AMR were inadvertently omitted from Resolutions 033-22 and 025-23, and should be included in the City's Schedule of Miscellaneous Fees, last updated effective July 1, 2023; and

WHEREAS, this action is exempt from the California Environmental Quality Act ("CEQA") in accordance with CEQA Guidelines section 15378(b)(5) in that it will not result in any direct or indirect physical change in the environment because it is an administrative action of government; and

WHEREAS, at this properly noticed and public meeting, 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 update the Fee Schedule for the services provided by AMR.

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 AMR's services pursuant to the table showing the current fee schedule rate, new rate charged to patients, and the overall increase, attached hereto as Exhibit "A" and made a part hereof by this reference.

2. The Schedule of Fees for AMR services, as initially established by Resolution No. 037-16 and amended as set forth in the recitals above, is hereby amended to include said fee adjustments, amending the entries under the heading for "FIRE;

“Emergency Medical Services – EMS; Transport”. Except as otherwise provided herein, any fees described on the Fee Schedule 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.

10/24/23 CC Agenda
Reso - 2023 Amendment Fee Schedule for AMR Services 101123

TABLE - AMR RATE CHANGES
(Amended by Resolution No. -23)

TYPE OF TRANSPORT	CURRENT RATE	NEW RATE	OVERALL INCREASE
Basic Life Support Transportation	\$1,478.19	\$1,590.43	\$112.24
Advanced Life Support Transportation	\$2,606.18	\$2,764.08	\$157.90
Advanced Life Support Transportation 2	\$2,894.12	\$3,073.89	\$179.77
Mileage	\$51.72	\$55.65	\$3.93
Oxygen	\$227.55	\$244.82	\$17.27



City Council Agenda Report

Agenda Item 5.

DATE: October 24, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Mara Romano, Purchasing Agent

SUBJECT: Award of Bid No. 018-24 – Oakdale Alameda Street Beautification Project

RECOMMENDATION:

That the City Council:

1. Determines that the project is categorically exempt in accordance with section 15301 and 15304 of the California Environmental Quality Act (CEQA) Guidelines; and
2. Adopts the next Resolutions, in order, to:
 - a. Approve the Plans and Specifications for Oakdale Alameda Street Beautification Project, Bid No. 018-24; and
 - b. Waive the minor irregularity in the low bidder's bid response and award the bid to the lowest responsive, responsible bidder, Blue Pacific Engineering Construction, Inc. (BPECI) in the amount of \$6,438,650.00.

BACKGROUND:

The Oakdale Alameda Street Beautification Project is partially funded by Coronavirus State & Local Fiscal Recovery (American Rescue Plan Act) and Clean California (CalTrans) Grant Funds. The project will revitalize and enhance the existing City right-of-way (along Oakdale Avenue and Madison Avenue and Walter Way, between Madison Avenue and Main Street) to vibrant, safe, and green spaces. The work entails new curbs, gutters, and sidewalks; irrigation and landscaping; street lighting; signal modification; street paving; and alley reconstruction and is consistent with City Council's goals to beautify City entryways.

The bid was advertised on August 10, 2023. The City received two bids on September 27, 2023 and all responses were evaluated. A bid summary is attached and proposals are on file in the Purchasing Division.

The bid included an Experience Statement form to be signed and submitted by bidders with a minimum of three references for work of a similar nature performed within the last three years. BPECI did not sign the form and provided references, however, only one reference was for work within the last three years. City staff requested BPECI provide projects focused on the last three years and BPECI responded within the timeframe given. City staff reviewed the bid and considers this a minor irregularity since the failure to sign the experience form/provide a concentrated list did not materially change their bid response and provided no advantage to the low bidder.

Staff recommends the City Council adopts resolutions to (1) approve the plans and specifications for the project, (2) waive the minor irregularity in the low bidder's bid response, and (3) award the bid to the lowest responsive, responsible bidder, Blue Pacific Engineering Construction, Inc., in the amount of \$6,438,650.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed Oakdale Alameda Street Beautification Project is categorically exempt from the California Environmental Quality Act (CEQA) in accordance with sections 15301 and 15304 of the State CEQA Guidelines.

FISCAL IMPACT:

The fiscal impact is \$6,438,650. Sufficient funds are included in the proposed Fiscal Year 2023-24 Oakdale Alameda Gateway Beautification (233785PWCP) budget.

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Reso - Plans & Specs

Resolution

Bid Summary - 018-24

RESOLUTION NO. __ -23

RESOLUTION APPROVING PLANS AND SPECIFICATIONS FOR
OAKDALE ALAMEDA STREET BEAUTIFICATION PROJECT
(Bid No. 018-24)

WHEREAS, the Director of Public Works has submitted plans and specifications for the Oakdale Alameda Street Beautification project (the "Project"); and

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

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

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

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

RESOLUTION NO. __-23

RESOLUTION AWARDDING BID FOR
OAKDALE ALAMEDA STREET BEAUTIFICATION PROJECT
(Bid No. 018-24)

WHEREAS, the Oakdale Alameda Street Beautification project (the "Project") will revitalize and enhance the existing City of El Cajon (the "City") right-of-way along Oakdale Avenue and Madison Avenue and Walter Way between Madison Avenue and Main Street (the "Project Area") by constructing new curbs, gutters, sidewalks, irrigation and landscaping, street lighting, signal modification, street paving, alley reconstruction, in various locations within the Project Area and is consistent with City's goals to beautify City entry ways; and

WHEREAS, Bid No. 018-24 was advertised on August 10, 2023, and two (2) responses were received and evaluated on September 27, 2023; and

WHEREAS, the bid included an Experience Statement form to be submitted by bidders with a minimum of three references for work of a similar nature performed within the last three years; and

WHEREAS, Blue Pacific Engineering Construction, Inc. ("BPECI") provided references but only one of the references related to work performed within the last three years and BPECI did not sign the form; and

WHEREAS, upon City's request, BPECI provided a timely response to address the omissions in its bid; and

WHEREAS, City staff considers the above to be a minor irregularity since the failure to sign the experience form or provide a collected list of referenced work experience did not materially change their bid response and provided no advantage to the low bidder; and

WHEREAS, after evaluation of the bids, staff recommends the City Council adopts resolutions to (1) waive the minor irregularity in the low bidder's bid response and (2) award the bid to the lowest responsive, responsible bidder, Blue Pacific Engineering Construction, Inc., in the amount of \$6,438,650.00; and

WHEREAS, the proposed Oakdale Alameda Street Beautification Project is categorically exempt from the California Environmental Quality Act ("CEQA") in accordance with sections 15301 and 15304 of the State CEQA Guidelines.

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 finds that the failure of the bidder, Blue Pacific Engineering Construction, Inc., to include a complete collection of a minimum of three references for work within the prior three (3) years at the time of its bid is a minor irregularity and is hereby waved. The City Council has determined that the bidder's subsequent delivery of the list of referenced experience following the submittal of its bid does not materially change their bid response and does not provide an advantage to the bidder.

3. The City hereby awards the bid for the Project to the lowest responsive, responsible bidder:

Blue Pacific Engineering Construction, Inc.

in an amount not to exceed \$6,438,650.00.

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



City of El Cajon – Purchasing Division

BID EVALUATION

(To be included as an attachment to the agenda report.)

Bid No. 018-24	Bid Name: Oakdale Alameda Street Beautification Project
Solicitation Due Date/Time: September 27, 2023/ 2:00 p.m.	Initial Date of Advertisement: August 10, 2023
Number of Responses Received: 2	Bid Estimate: \$6,000,000

SUMMARY OF BIDS (INCLUDE ANY ADD. ALTS.):

Vendor	Vendor Type	Bid Amount	Format	Submit Date	Status
Blue Pacific Engineering		\$6,438,650.00	Electronic	09/27/2023 1:04:21 PM	Submitted
Griffith Company	CADIR	\$6,806,806.00	Electronic	09/27/2023 1:56:16 PM	Submitted

BID EVALUATION (TOP THREE LOWEST RESPONSES):

Bidder	Bid Responsiveness	Notes
Blue Pacific Engineering Construction, Inc.	Yes	Did not sign Experience Statement but did provide project experience on separate pages. This is a minor irregularity since it does not materially change their bid response and provides no advantage.
Griffith Company	Yes	

LEGAL REVIEW REQUIRED: YES NO IF YES, DATE LEGAL REVIEW COMPLETED: **September 29, 2023**

RENEWAL OPTIONS: YES NO IF YES, SPECIFY TERM W/RENEWAL OPTIONS: _____

LOWEST, RESPONSIVE, RESPONSIBLE BIDDER NAME AND AMOUNT: BLUE PACIFIC ENGINEERING CONSTRUCTION, INC., \$6,438,650.

PURCHASING DIVISION:

Review Completed By: Mara Romano

Date: October 2, 2023



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mike Moulton, Chief of Police
SUBJECT: San Diego Cal-ID Remote Access Network (RAN) Board Funding Approval

RECOMMENDATION:

That the City Council takes the following actions:

1. Authorizes the City Manager, or designee, to accept the Cal-ID RAN Board-approved funding of \$104,041 to execute any documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends \$104,041 of Cal-ID RAN Board funding to purchase the RECOVER chemical processing device for the Police Forensic Lab.

BACKGROUND:

On May 8, 2023, the City of El Cajon Police Department submitted a request for funding to the Cal-ID RAN Board to purchase the RECOVER device for \$104,041. The RECOVER device is a chemical processing device used for cartridge cases for latent prints. On August 29, 2023, the San Diego Cal-ID RAN Board approved the El Cajon Police Department's request of \$104,041 to purchase the RECOVER device.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(2). It will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment.

FISCAL IMPACT:

The City of El Cajon has been awarded \$104,041 in funding from the Cal-ID RAN Board. Approval of this action will increase Police Department - Forensic Lab (101321) appropriations by this amount. This action will not directly impact the City's General Fund.

Prepared By: Jennifer Lytle, Management Analyst
Reviewed By: Mike Moulton, Police Chief
Approved By: Graham Mitchell, City Manager

Attachments

RAN Board Approval - Recover



San Diego County CAL-ID/Remote Access Network (RAN) Board

May 8, 2023 | 11:30 a.m.

San Diego County Sheriff's Department Crime Laboratory
5590 Overland Avenue, San Diego, CA 92123
Multipurpose Conference Room 101 – 1st floor

MEETING MINUTES

1. Call to Order – Sheriff Kelly A. Martinez

Sheriff Martinez called the meeting to order at 1132 and called the roll.

a. Roll Call

Board Members Present:

Kelly Martinez, Sheriff (Chair)
Mike Moulton, Chief of Police, City of El Cajon
Joel Anderson, Supervisor, County of San Diego
Brent Williams for David Nisleit, Chief of Police, City of San Diego
Don Holmes for Summer Stephan, District Attorney
Esther Sanchez, Mayor, City of Oceanside

Board Members Absent:

None

Also Present:

Jennifer Harmon, Crime Lab Director, Sheriff's Dept.
Monica Stanton-Torres, Assistant Crime Lab Director, Sheriff's Dept.
Erica Dobecki, Cal-ID Analyst, Sheriff's Dept.
James Walker, Cal-ID Rehire, Sheriff's Dept.
Janine Miller, Program Coordinator, San Diego Police Dept.
Stacey Houg, Program Coordinator, San Diego Police Dept.
Shelley Webster, Crime Lab Manager, El Cajon Police Dept.
Matthew Phy, Policy Advisor, County of San Diego
Jacqui Riley, Senior IT Engineer, Sheriff's Dept.
Courtney Hayes, Latent Print Examiner, Oceanside Police Dept.
Towanda Flee-Sauer, Sheriff's Operations Supervisor, Sheriff's Dept.
Jesse Sebastian, Admin Analyst, Sheriff's Dept.
Jim Willis, Sergeant, Carlsbad Police Dept.
Kristine Duran, Fingerprint & Evidence Specialist, Carlsbad Police Dept.

Diane Do, Senior Latent Print Examiner, Sheriff's Dept.
Adam Houg, Senior Latent Print Examiner, Sheriff's Dept.
Bill Weese, Lieutenant, Oceanside Police Dept.
Eunice Ramos, Chief Financial Officer, Sheriff's Dept.
Arkan Somo
John McKean, Captain, Oceanside Police Dept.
Elizabeth Bunn, Senior Forensic Evidence Tech, Oceanside Police Dept.
Tara Lytle, Latent Print Examiner, El Cajon Police Dept.
Katie Boyd, Senior Latent Print Examiner, San Diego Police Dept.
Bryanna Toussaint, Forensic Services Supervisor, Escondido Police Dept.

b. Confirmation of Quorum: (5 present at this time)

2. Standard Business

a. Approval of Minutes

Approval of May 6, 2022, RAN Board minutes.

Motion to approve: Anderson
Motion seconded: Moulton

Motion passed unanimously with all board members present voting aye.

3. CAL-ID Program Updates

Jennifer Harmon presented the following:

Overview of Cal-ID Program Updates - Vlad Atabekyan was the Cal-ID Administrator for nearly ten years, and he has now moved on to a position in Data Services. Cal-ID will have a new Cal-ID Administrator starting on May 19th and her name is Jessica Turner. Anthony DeMaria, our Assistant Director who oversaw Cal-ID, retired in March after 29 years with the Department and Assistant Director Monica Stanton-Torres has taken over the Cal-ID program. This is her first RAN Board Meeting.

Vehicle Code 9250.19 Fee Increase - The County Board of Supervisors approved increasing the fee for vehicle registrations in 2021. This was to raise \$15 million to replace Mobile ID and AFIS systems. The fee has now been in effect since January 1st, 2023. The trust fund balance is currently reflecting the increase, with an increase of around \$200,000 from the previous fiscal year and there is still two months left to collect in this fiscal year.

Future project needs - There are no additional funds needed. Jacqui Riley, the Senior IT Engineer, is working on projects to expand the Cal-ID network to future sites and continuing the general refresh of network equipment that is end of life within the approved budget. She is currently working to leverage the SDLaw environment for MobileID authentication.

Equipment List – There is a new process to request funding for equipment. At the last meeting, the RAN Board approved the adoption of a preapproved equipment list that will not require presentations. All agencies that receive RAN Board funding nominated a Subject Matter Expert (SME) to participate in the development of the preapproved equipment list. The group met in February to begin the process. Once the list is finalized, agencies will need to request funding for equipment on the list, but a presentation will not be required.

Mobile Identification System - The iOS version used by the Sheriff's Department is currently being re-coded by Thales engineers. Once complete, users will connect through VPN to Mobile ID, much like the Android users. There has been some progress made by Thales and the Sheriff's Department engineers to fix the iOS application. Cal-ID currently has a draft Request for Proposal (RFP) in place with the Data Services group. The Cal-ID ability to pursue an RFP was approved by the Board of Supervisors in December. Cal-ID is hopeful that the new system supports iOS and Android. An additional option is to have a new Mobile ID system that is an all-in-one unit that is not dependent on the phone software, so it will not require the constant upgrades from the phone platforms. There is a meeting scheduled on May 11 with Data Services to get a status on the draft RFP.

LiveScans in the Medical Examiner's Office - Cal-ID is still pending the purchase of three LiveScans for the Medical Examiner's Office. Administration is working directly with the Chief Medical Examiner in implementing the changes that have been requested by Sheriff's CLETS Coordinator in order for them to submit their application to the Department of Justice. This will be a huge upgrade to their current system because they are currently using ink prints. The LiveScans have been postponed to Fiscal Year 2024 – 2025.

The Relocation of the Cal-ID Ten-Print Unit - At the beginning of the year, the relocation of Cal-ID Ten-Print to the Crime Lab was approved. There is a pending date of July 14th to move to the Crime Lab. They will be overseen by a Supervising Latent Print Examiner that is also pending approval by the Board of Supervisors. The goal of moving the Ten-Print Unit to the Crime Lab is to centralize operations and gain accreditation for the unit. The Lab was able to create a new classification to oversee these operations in order to have continuity between the Ten-Print and Latent Print units. Cal-ID Administration had to purchase computers and monitors. The Lab is currently waiting to receive the furniture to reconfigure the workspace. The goal is to give the examiners their own independent desk, which is something that they have not had. All of the funds for the move have been encumbered.

Cal-ID Specialists - Cal-ID currently has two Cal-ID Specialists, Kirk Terrell and Jimmy Walker. Jimmy is the primary on Mobile ID, so if there are any questions on Mobile ID, go to Jimmy first. Kirk is the primary on LiveScans, so if there are any questions on LiveScans, go to Kirk first. They do back each other up, as they do work different times. Cal-ID is trying to consolidate the duties.

RAN Board Funding - Administration would like to propose that each RAN Board funded program be required to present an annual report on their program. This is primarily to address the fiscal health of the program. We are hoping that by December each one of the programs that is receiving funding from the RAN Board will be able to provide an annual report on the funds and the work being conducted using those funds. We would like to see a total amount of cases received and completed by the RAN funded positions to continuously demonstrate a need for position. There is great work being done and would like to see that being highlighted as well as any equipment that is being used or purchased during the year.

4. Action Items

a. Request Board Vote on Vacant Member-At-Large Position.

Jennifer Harmon presented the following:

Cal-ID Administration is requesting a Board vote on the vacant Member-At-Large position. We are very fortunate that Supervisor Anderson provided a recommendation to us. Our Member-At-Large nominee is Arkan Somo. He is the co-founder of Neighborhood Market Association and served as president and CEO from 1996 to 2003. He is currently the Director of Government and Public Relations. He received the Life Achievement Award from there. He has served on the Board of Directors of the San Diego County

Crime Commission for 21 years, as the Chairman of the Infrastructure and Land Use Committee for the East County Regional Chamber of Commerce, on the GCCCD Proposition R Citizens' Oversight Committee, and on the Heartland Human Relations and Fair Housing Association, amongst other non-profits.

Arkan Somo presented the following:

Thank you, Supervisor Anderson for nominating me. You all know a good friend of mine, Stephen Zollezzi, which him and I started our non-profit 27 years ago. I know he served on this Board for quite a bit and he was the one who told about it. I am so happy to be here.

Motion to approve: Anderson
Motion seconded: Sanchez

Motion passes with all board members present voting aye.

b. Request Board Approval for Increase in Funds for RECOVER (El Cajon PD; Escondido PD)

Jennifer Harmon presented the following:

El Cajon and Escondido Police Departments are requesting an increase in funds for the RECOVER device previously approved for purchase. The RECOVER device is a chemical processing device used for cartridge cases for latent prints. The RECOVER device was approved by the RAN Board for purchase by five agencies: San Diego Police Department, San Diego Sheriff's Department, El Cajon Police Department, Escondido Police Department, and Chula Vista Police Department back in 2020. The purchase was put on hold while a downstream effects to subsequent forensic testing was conducted by the Sheriff's Department. There were some concerns because this is a chemical process and it could destroy DNA and could change the condition of a cartridge case. Due to this, there are now recommended guidelines that agencies must follow if they are using the RECOVER and submitting evidence to the Sheriff's Crime Laboratory for further testing. We will be publishing those guidelines once these are in use.

El Cajon Police Department was originally approved for an individual total of \$86,605.94. Due to the time lapse, the price has now increased. El Cajon is requesting the same device and add-ons as previously approved by the RAN Board for \$104,040.46, an increase of \$17,234.52.

Escondido Police Department was originally approved for an individual total of \$75,911.70. Due to the time lapse, the price has now increased. Escondido is requesting the same device and add-ons as previously approved by the RAN Board for \$86,563.56, an increase of \$10,651.86.

We must come to the Board any time there is an increase over \$10,000 in what was originally funded by the Board, so that is why these increases are coming to you. If it was less than \$10,000 then we would not have to come to you to ask for these increases to the budget.

Cost: \$27,886.38

Motion to approve: Sanchez
Motion seconded: Moulton

Motion passes with all board members present voting aye.

c. Request Board Approval for Funding for Five New CAFIS Stations (San Diego Sheriff's Dept.)

Jennifer Harmon presented the following:

San Diego Sheriff's Department is requesting Board approval for funding for five new CAFIS stations. At the last RAN Board Meeting, the Board approved the Ten-Print move to the Crime Lab. Currently at Ridgehaven, the Fingerprint Examiners share desks and the plan for the move to the Lab is for them to have their own desks. They will be bringing over six CAFIS stations, which leaves a need for six more CAFIS stations at the Lab. The Lab has saved money by repurposing a testing CAFIS station into a ten-print workstation. However, the Lab still requires five more CAFIS stations. They are priced at \$20,000 per station and maintenance per workstation is \$2,880 per year. This is the primary tool the examiners have to do their job.

Cost: \$100,000

Total Yearly Maintenance Increase: \$14,400

Motion to approve: Sanchez

Motion seconded: Anderson

Motion passes with Sheriff Kelly Martinez abstaining and all other board members present voting aye.

d. Request Board Approval to Renew Latent Print Examiner Position (Oceanside PD)

Lieutenant Billy Weese presented the following:

Oceanside Police Department is requesting Board approval to renew the Latent Print Examiner position. The RAN Board approved a five-year contract for 2019 to 2024. We have had a few minor hurdles but with Courtney, we have made great progress and we would like to continue that. After an extensive search and multiple job bulletins, Oceanside Police Department was able to hire an Examiner in March of 2021. Due to the time it took to hire an Examiner, Oceanside lost the first two years of the contract. Also since that time, we have gone through a lot of transitions and that is through all ranks: sergeants, lieutenants, and in the last three years, we have had three different Police Chiefs. Chief Sadler was just sworn in a few weeks ago. Obviously, this moves a lot of people around to different positions and unfortunately, the latent print examiner has had several supervisors since then. Oceanside Police Department also just completed an organizational assessment, which put a hold on several changes, and we're still in the process of implementing a lot of those changes.

Regardless of the hurdles over the past two years, Courtney has accomplished quite a bit for our Department and our unit. She has successfully obtained IAI certification as a certified Latent Print Examiner, completed 173 hours of IAI approved fingerprint training courses, and has worked on approximately 240 cases, many of which were then forwarded to the Crime Lab for comparison. She has been a great asset to our Department. We acquired a Mideo in February of this year, which was approved in 2020. Training on one portion of the software has been completed as of this March. Oceanside will now begin the process of final training and implementing the use of this software into the Field Evidence Technician program. Now that the Examiner is IAI Certified, Oceanside is working on a plan to move towards verification only by the Crime Lab. In doing so, this will reduce the amount of work placed on the Crime Lab. We are in the process of bringing on board a second Latent Print Examiner who is also IAI certified. Once this occurs, we will be able to keep everything in house and be able to accomplish the examinations on our own.

Oceanside has made great progress and we are respectfully requesting an additional contract renewal for the Latent Print Examiner position for five more years. The total cost for renewing the Latent Print Examiner position for Fiscal Year 2024-25 is \$149,809.

Cost: \$149,809

Motion to approve: Moulton
Motion seconded: Anderson

Motion passes with Mayor Esther Sanchez abstaining and all board members present voting aye.

5. Fiscal Year 2023-24 Budget

Jennifer Harmon presented the following:

We did send out the budget to everyone prior to the meeting. The reason why we present the budget at the end is because we've added items to the budget, so when we vote on the budget, you're voting on agreeing to those requests. A couple of things about the budget: the total amount of salaries is just under \$4.3 million of the budget. This includes the ten-print unit along with Cal-ID Administration which is \$1.4 million in user fees, and the remaining is all coming from the trust fund. For those that have been at this meeting, you have heard us talk about the burden of positions on the budget. We have put a stay on adding new positions. I think people are thinking about how they're going to repurpose some of those positions, too. Right now, the total percentage of the budget that we are spending on salaries is 60%. It's going to continue to go up. The trust fund is bringing in about \$275,000 less than the budgeted costs and the approved budgetary items. Today, CAFIS and RECOVER, are in the budget under capital asset hardware. Even the increase in funds for RECOVER, because the other agencies have opted to not pursue buying the RECOVER equipment, we are saving almost \$208,000, so the budget will get that money back. Are there any questions about the budget specifically?

Motion to approve: Holmes
Motion seconded: Sanchez

Motion passes with all board members present voting aye.

6. Public Communication

No one from the public was present.

7. Next Meeting Information

Sheriff Kelly Martinez presented the following:

The next meeting is tentatively set for December 2023. The agenda will be available on the website.

MEETING CONCLUDED AT 1155



San Diego County SHERIFF'S DEPARTMENT

MEMORANDUM/ROUTE SLIP

From: Erica Dobecki	Bureau/Division, or Section: Cal-ID/Crime Lab	Date: 8/29/2023
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Subject:
Request for funding to purchase the Foster and Freeman RECOVER for \$190,700 for El Cajon Police Department and Escondido Police Department as approved by the San Diego Cal-ID Remote Access Network (RAN Board) on May 8, 2023.

To: <u>(PLEASE INITIAL AND ROUTE IN ORDER INDICATED BELOW)</u>		Information Only	Approval	Your Recommendation	Action	Prepare Reply	Written Report To Me	See Me	Signature Needed	Return to Me	Copy for You	File	Other (See Below)
1. Jennifer Harmon, Crime Lab Director			X										
2. Karla Menzies, Commander			X										
3. Charles Cinnamo, Asst. Sheriff			X										
4. Rich Williams, Undersheriff			X										
5. Kelly Martinez, Sheriff			X										
6.			X										
7.			X										
8.			X										
9.			X										
10.			X										

COMMENTS:
Please contact Jessica Turner, Cal-ID Program Manager at (858) 285-6139 for any questions.
Thank you.



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Reject & Re-Bid of RFP No. 013-24 – Audio Visual Upgrades & As-Needed Support Services

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to reject all proposals and authorizes re-bidding of the project with revised specifications.

BACKGROUND:

The Audio Visual Upgrades & As-Needed Support Services project consists of technical support, installation, and maintenance services for audio visual equipment located in various council and conference spaces within City of El Cajon-owned facilities.

The Request for Proposal was advertised on August 3, 2023 and two proposals were received on September 11, 2023.

Once the proposals were reviewed, City staff determined the responses lacked sufficient "Description of Proposed Solution" information in order for the evaluation committee to assess the offers. Therefore, staff concluded it would be in the City's best interest to reject the bids and re-bid the services with revised specifications.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Rejection of the bid is not subject to the California Environmental Quality Act (CEQA) since there is no project.

FISCAL IMPACT:

None.

Prepared By: Mara Romano, Purchasing Agent
Reviewed By: Sara Diaz, Director of Information Technology
Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. -23

RESOLUTION REJECTING PROPOSALS FOR
AUDIO VISUAL UPGRADES & AS-NEEDED SUPPORT SERVICES
(RFP No. 013-24)

WHEREAS, the Request for Proposals 013-24 ("RFP") for Audio Visual Upgrades & As-Needed Support Services at various locations in City-owned facilities was advertised by the City of El Cajon (the "City") on August 3, 2023 and the City received two (2) proposals on September 11, 2023; and

WHEREAS, staff determined the responses lacked sufficient "Description of Proposed Solution" information in order for the evaluation committee to assess the offers and therefore, staff concluded it would be in the City's best interest to reject the bids and re-bid the services with revised specifications; and

WHEREAS, rejection of the bids is not subject to the California Environmental Quality Act ("CEQA") since there is no project; and

WHEREAS, the City Council believes it to be in the best interest of the City to reject all proposals, and re-bid the RFP with revised bid specifications as recommended by staff.

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

1. The foregoing recitals are true and correct and are the findings of the City Council.
2. The City Council hereby rejects all proposals received and authorizes re-bidding of the RFP for Audio Visual Upgrades & As-Needed Support Services with revised specifications, as approved by the City Manager.
3. The City Manager is hereby authorized to approve the final plans and revised specifications prior to re-bidding for and on behalf of the City of El Cajon.



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mike Moulton, Chief of Police
SUBJECT: 2022 Operation Stonegarden Grant (OPSG) - Funded by the Office of Homeland Security

RECOMMENDATION:

That the City Council takes the following actions:

1. Authorizes the City Manager or designee to accept the 2022 Operation Stonegarden Grant (STNGRDN22) in the amount of \$89,000, and to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends 2022 Operation Stonegarden Grant (STNGRDN22) funding in the amount of \$89,000 to reimburse the El Cajon Police Department for overtime (\$76,820), fringe benefits (\$3,180), and equipment costs (\$9,000), while participating in OPSG coordinated operations.

BACKGROUND:

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

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

Multi-agency operations, funded through OPSG) will saturate areas known to be used by transnational drug and smuggling groups. The large law enforcement presence will serve as a criminal deterrent and help to maintain secure borders. These operations promote cooperation in the region and lead to drug and vehicle seizures and arrests. These multi-agency operations include target-based, intelligence-led operations, high-profile saturation patrols, undercover operations, and interdiction details. The primary focus areas will be the I-8 egress and the surrounding feeder roads and areas. In order to participate in these coordinated operations, the El Cajon Police Department will utilize \$80,000 of the 2022 OPSG funding for overtime and fringe benefit costs. In addition, the City was awarded \$9,000 to purchase two sets of night vision goggles.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(2). It will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment and funds additional personnel costs.

FISCAL IMPACT:

The 2022 Stonegarden Grant (STNGRDN22) will provide \$89,000 in funding, and will not impact the General Fund. No matching funds are required for this grant. These funds will be used by the El Cajon Police Department for the projects listed above or as modified in the grant workbook and approved by the granting agency.

Prepared By: Jennifer Lytle, Management Analyst

Reviewed By: Mike Moulton, Police Chief

Approved By: Graham Mitchell, City Manager



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mike Moulton, Chief of Police
SUBJECT: 2023-2024 Office of Traffic Safety (OTS) Selective Traffic Enforcement Program (STEP) Grant

RECOMMENDATION:

That the City Council:

1. Authorizes the City Manager or his designee to accept the California Office of Traffic Safety STEP Grant in the amount of \$115,000 to execute any grant documents and agreements necessary for the receipt and use of these funds; and
2. Accepts, appropriates, and expends California Office of Traffic Safety STEP Grant (OTS24 ALC/OTS24NOALC) funds in the amount of \$107,644 for overtime, \$2,266 for training and travel, and \$5,090 for supplies, for a total grant award of \$115,000.

BACKGROUND:

The California Office of Traffic Safety STEP grant provides funding to local law enforcement agencies for the administration of special details aimed at improving traffic safety. The 2023-2024 STEP Grant will provide reimbursement to the El Cajon Police Department in the amount of \$115,000 to be used for overtime and DUI checkpoint supplies. These items will be used to conduct the following details: DUI checkpoints and DUI saturation patrols, bike/pedestrian safety operations, traffic enforcement operations, motorcycle operations, and distracted driving operations. Additionally, the grant will fund staff attendance at conferences and training events supporting goals and objectives for traffic safety.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(2). It will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment, to fund training, and implement details aimed at improving traffic safety.

FISCAL IMPACT:

This grant will provide \$115,000 for the STEP 24 OTS Alcohol / No Alcohol Grant (OTS24 ALC / OTS24NOALC). No matching funds are required for this grant. These funds will only be used by the Police Department for the projects listed above or as indicated by approved modifications to the grant.

Prepared By: Jennifer Lytle, Management Analyst

Reviewed By: Mike Moulton, Police Chief

Approved By: Graham Mitchell, City Manager

Attachments

OTS24 Award

1. GRANT TITLE Selective Traffic Enforcement Program (STEP)	
2. NAME OF AGENCY El Cajon	3. Grant Period From: 10/01/2023 To: 09/30/2024
4. AGENCY UNIT TO ADMINISTER GRANT El Cajon Police Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving alcohol and other primary crash factors. The funded strategies may include impaired driving enforcement, enforcement operations focusing on primary crash factors, distracted driving, night-time seat belt enforcement, special enforcement operations encouraging motorcycle safety, enforcement and public awareness in areas with a high number of bicycle and pedestrian crashes, and educational programs. These strategies are designed to earn media attention thus enhancing the overall deterrent effect.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$115,000.00	
<p>7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement:</p> <ul style="list-style-type: none"> • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access <p>*Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto.</p> <p>These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov.</p> <p>We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions.</p> <p>IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.</p>	
8. Approval Signatures	
<p>A. GRANT DIRECTOR</p> <p>NAME: Eric Thornton TITLE: Supervisor EMAIL: ethornton@elcajon.gov PHONE: (619) 938-5641 ADDRESS: 100 Civic Center Way El Cajon, CA 92020</p> <p><u><i>Eric Thornton</i></u> <small>Eric Thornton (Oct 9, 2023 07:58 PDT)</small></p> <p style="text-align: right;">Oct 9, 2023</p> <p>_____ (Signature) _____ (Date)</p>	<p>B. AUTHORIZING OFFICIAL</p> <p>ADDRESS: Michael Moulton Chief mmoulton@cityofelcajon.us (619) 579-3311 100 Civic Center Way El Cajon, CA 92020</p> <p>_____ (Signature) _____ (Date)</p>
<p>C. FISCAL OFFICIAL</p> <p>ADDRESS: Jennifer Lytle Management Analyst jlytle@cityofelcajon.us (619) 579-3311 100 Civic Center Way El Cajon, CA 92020</p> <p><u><i>Jennifer Lytle</i></u> <small>Jennifer Lytle (Oct 10, 2023 07:39 PDT)</small></p> <p style="text-align: right;">Oct 10, 2023</p> <p>_____ (Signature) _____ (Date)</p>	<p>D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY</p> <p>ADDRESS: Barbara Rooney Director barbara.rooney@ots.ca.gov (916) 509-3030 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p> <p>_____ (Signature) _____ (Date)</p>

<p>E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY</p> <p>NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758</p>	<p>9. SAM INFORMATION</p> <p>SAM #: GUANBKQWK6J3 REGISTERED ADDRESS: 200 Civic Center Way CITY: El Cajon ZIP+4: 92020-3916</p>
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
402PT-24.1	20.600	0521-0890-101	2022	43/22	BA/22	\$23,800.00
164AL-24.1	20.608	0521-0890-101	2022	43/22	BA/22	\$15,300.00
164AL-24	20.608	0521-0890-101	2023	12/23	BA/23	\$29,700.00
402PT-24	20.600	0521-0890-101	2023	12/23	BA/23	\$46,200.00
					AGREEMENT TOTAL	\$115,000.00
					AMOUNT ENCUMBERED BY THIS DOCUMENT	\$115,000.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>					PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	\$ 0.00
					OTS ACCOUNTING OFFICER'S SIGNATURE	

1. PROBLEM STATEMENT

The City of El Cajon has seen numbers in several crash categories increase or remain consistent over the past several years. Based on OTS Crash Ranking Results, the City of El Cajon is banded in the 'B' Group based on population. In 2019 El Cajon was ranked 5/59 for total number of victims injured or killed in crashes and in 2020 El Cajon was ranked 6/61 for the same category. The City of El Cajon was within the top 6 for motorcycle and pedestrian injury crashes in 2019 and 2020. In 2020, El Cajon was #1 for pedestrian injury crash, # 6 for motorcycle injury crashes, and #12 for composite ranking.

In 2019, OTS Crash Ranking Results listed the City of El Cajon as 2/59 for pedestrian related injuries/fatalities. This is validated by internal records which show a general increase in pedestrian fatalities since 2013. In 2020 there were 7 pedestrian fatalities. In 2021 there were 5. There was a decrease in 2022 and there were only 2 pedestrian fatalities. The cause for the decrease in 2022 is not known.

While more data would need to be studied, the continuous high ranking for a majority of crash types seems to be partially due to the design of the city and the large population in a small area. The city is dense, with only 14.5 square miles but with a population of 106,000. The neighboring city on our northern border is Santee, which is similar in size with 16.7 square miles but almost half the population at 59,000. In 2020, Santee was ranked 94/106 in the Composite ranking for C group cities with only 73 total injury crashes compared to 651 in the City of El Cajon.

The OTS STEP Grant has enabled the El Cajon Police Department to conduct pro-active enforcement details. With the additional funding, the Department will continue to focus on primary crash factors (speed/right of way violations), impaired driving, motorcycle safety, and pedestrian/bicycle safety. We will continue our efforts to educate both school aged children and adults on a wide range of traffic safety issues to include pedestrian safety and general traffic safety.

Alcohol/drugs have also proven to be a factor in many of our serious crash. In 2017 there was 1 fatal crash where the driver was under the influence and subject to prosecution. In 2018 there were 2 fatal crashes where the drivers were under the influence, and both have been prosecuted successfully with guilty verdicts. In 2019, 2020, and 2021 there has been 1 fatal crash for each year respectively. In each, impairment was the primary factor, and both have been forwarded to the District Attorney for prosecution. 2022 saw an increase in drug and alcohol related crashes. 3 total cases from 2022 were sent to the District Attorney for prosecution. Impairment is also believed to be a factor in 4 other fatal crashes but each of these only had one person involved and will not be prosecuted because the driver is deceased.

The El Cajon Police Department works hand in hand with our school districts. We have four School Resource Officers assigned to each of our four high schools. We have 14 elementary and middle schools in our city as well and there is no assigned School Resource Officer for them. Most of our schools were designed and built several decades ago and they have not grown in physical size even though the city population has grown, and the total number of students has increased. Every year, there are continued traffic congestion problems which lead to crashes on or near campus during student pick up and drop off. The El Cajon Police Department plans to use grant funding to purchase safety patrol/crossing guard kits and work with each school site in the city to set up a crossing guard patrol to encourage families to have their students walk to school in a safe manner. The kits will be distributed to staff at participating schools.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of bicyclists killed in traffic crashes.
6. Reduce the number of bicyclists injured in traffic crashes.
7. Reduce the number of persons killed in alcohol-involved crashes.
8. Reduce the number of persons injured in alcohol-involved crashes.

9. Reduce the number of persons killed in drug-involved crashes.
10. Reduce the number of persons injured in drug-involved crashes.
11. Reduce the number of persons killed in alcohol/drug combo-involved crashes.
12. Reduce the number of persons injured in alcohol/drug combo-involved crashes.
13. Reduce the number of motorcyclists killed in traffic crashes.
14. Reduce the number of motorcyclists injured in traffic crashes.
15. Reduce hit & run fatal crashes.
16. Reduce hit & run injury crashes.
17. Reduce nighttime (2100 - 0259 hours) fatal crashes.
18. Reduce nighttime (2100 - 0259 hours) injury crashes.

B. Objectives:	Target Number
1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov, and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	1
2. Participate and report data (as required) in the following campaigns; Quarter 1: National Walk to School Day, National Teen Driver Safety Week, NHTSA Winter Mobilization; Quarter 3: National Distracted Driving Awareness Month, National Motorcycle Safety Month, National Bicycle Safety Month, National Click it or Ticket Mobilization; Quarter 4: NHTSA Summer Mobilization, National Child Passenger Safety Week, and California's Pedestrian Safety Month.	10
3. Develop (by December 31) and/or maintain a "DUI BOLO" program to notify patrol and traffic officers to be on the lookout for identified repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. Updated DUI BOLOs should be distributed to patrol and traffic officers monthly.	12
4. Conduct DUI/DL Checkpoints. A minimum of 1 checkpoint should be conducted during the NHTSA Winter Mobilization and 1 during the Summer Mobilization. To enhance the overall deterrent effect and promote high visibility, it is recommended the grantee issue an advance press release and conduct social media activity for each checkpoint. For combination DUI/DL checkpoints, departments should issue press releases that mention DL's will be checked at the DUI/DL checkpoint. Signs for DUI/DL checkpoints should read "DUI/Driver's License Checkpoint Ahead." OTS does not fund or support independent DL checkpoints. Only on an exception basis and with OTS pre-approval will OTS fund checkpoints that begin prior to 1800 hours. When possible, DUI/DL Checkpoint screeners should be DRE- or ARIDE-trained.	3
5. Conduct DUI Saturation Patrol operation(s).	4
6. Conduct Traffic Enforcement operation(s), including but not limited to, primary crash factor violations.	5
7. Conduct highly publicized Distracted Driving enforcement operation(s) targeting drivers using hand held cell phones and texting.	4
8. Conduct highly publicized Motorcycle Safety enforcement operation(s) in areas or during events with a high number of motorcycle incidents or crashes resulting from unsafe speed, DUI, following too closely, unsafe lane changes, improper turning, and other primary crash factor violations by motorcyclists and other drivers.	4
9. Conduct highly publicized pedestrian and/or bicycle enforcement operation(s) in areas or during events with a high number of pedestrian and/or bicycle crashes resulting from violations made by pedestrians, bicyclists, and drivers.	4
10. Conduct Traffic Safety educational presentation(s) with an effort to reach community members. Note: Presentation(s) may include topics such as distracted driving, DUI, speed, bicycle and pedestrian safety, seat belts and child passenger safety.	2
11. Distribute safety patrol/crossing guard kits at no costs to schools and train students/staff to run a Safety Patrol program. Safety Patrol activities may include safely crossing students and families onto school premises and implementing	5

orderly drop off and pick up procedures to increase student safety when arriving to and leaving from school.

3. METHOD OF PROCEDURE

A. Phase 1 – Program Preparation (1st Quarter of Grant Year)

- The department will develop operational plans to implement the “best practice” strategies outlined in the objectives section.
- All training needed to implement the program should be conducted in the first quarter.
- All grant related purchases needed to implement the program should be made in the first quarter.
- In order to develop/maintain the “DUI BOLOs,” research will be conducted to identify the “worst of the worst” repeat DUI offenders with a suspended or revoked license as a result of DUI convictions. The DUI BOLO may include the driver’s name, last known address, DOB, description, current license status, and the number of times suspended or revoked for DUI. DUI BOLOs should be updated and distributed to traffic and patrol officers at least monthly.
- Implementation of the STEP grant activities will be accomplished by deploying personnel at high crash locations.

Media Requirements Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.

B. Phase 2 – Program Operations (Throughout Grant Year)

- The department will work to create media opportunities throughout the grant period to call attention to the innovative program strategies and outcomes.

Media Requirements

The following requirements are for all grant-related activities:

- Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator.
- Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.
- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the

OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.

- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)

2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)

- Collect and report quarterly, appropriate data that supports the progress of goals and objectives.
- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT		
402PT-24	20.600	State and Community Highway Safety	\$70,000.00		
164AL-24	20.608	Minimum Penalties for Repeat Offenders for Driving While Intoxicated	\$45,000.00		
COST CATEGORY		FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS					
<u>Straight Time</u>					
					\$0.00
<u>Overtime</u>					
DUI/DL Checkpoints	164AL-24	\$10,200.00	3	\$30,600.00	
DUI Saturation Patrols	164AL-24	\$2,765.00	4	\$11,060.00	
Benefits for 164AL - OT @ 4.20%	164AL-24	\$41,660.00	1	\$1,750.00	
Traffic Enforcement	402PT-24	\$3,605.00	5	\$18,025.00	
Distracted Driving	402PT-24	\$3,605.00	4	\$14,420.00	
Motorcycle Safety	402PT-24	\$3,605.00	4	\$14,420.00	
Pedestrian and Bicycle Enforcement	402PT-24	\$3,605.00	4	\$14,420.00	
Traffic Safety Education	402PT-24	\$180.00	2	\$360.00	
Benefits for 402PT - OT @ 4.20%	402PT-24	\$61,645.00	1	\$2,589.00	
Category Sub-Total					\$107,644.00
B. TRAVEL EXPENSES					
In State Travel	402PT-24	\$2,266.00	1	\$2,266.00	
					\$0.00
Category Sub-Total					\$2,266.00
C. CONTRACTUAL SERVICES					
					\$0.00
Category Sub-Total					\$0.00
D. EQUIPMENT					
					\$0.00
Category Sub-Total					\$0.00
E. OTHER DIRECT COSTS					
DUI Checkpoint Supplies	164AL-24	\$1,590.00	1	\$1,590.00	
Safety Patrol/Crossing Guard Kits	402PT-24	\$3,500.00	1	\$3,500.00	
Category Sub-Total					\$5,090.00
F. INDIRECT COSTS					
					\$0.00
Category Sub-Total					\$0.00
GRANT TOTAL					\$115,000.00

BUDGET NARRATIVE
PERSONNEL COSTS
DUI/DL Checkpoints - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
DUI Saturation Patrols - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Benefits for 164AL - OT @ 4.20% - Benefits breakdown: Worker's Comp - 2.75% Medicare - 1.45%
Traffic Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Distracted Driving - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Motorcycle Safety - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Pedestrian and Bicycle Enforcement - Overtime for grant funded law enforcement operations conducted by appropriate department personnel.
Traffic Safety Education - Overtime for grant funded traffic safety presentations or campaigns conducted by appropriate department personnel.
Benefits for 402PT - OT @ 4.20% - Benefits breakdown: Worker's Comp - 2.75% Medicare - 1.45%
TRAVEL EXPENSES
In State Travel - Costs are included for appropriate staff to attend conferences and training events supporting the grant goals and objectives and/or traffic safety. Local mileage for grant activities and meetings is included. Anticipated travel may include the OTS Traffic Safety Law Enforcement Forum and the California Traffic Safety Summit. All conferences, seminars or training not specifically identified in the Budget Narrative must be approved by OTS. All travel claimed must be at the agency approved rate. Per Diem may not be claimed for meals provided at conferences when registration fees are paid with OTS grant funds.
CONTRACTUAL SERVICES
-
EQUIPMENT
-
OTHER DIRECT COSTS
DUI Checkpoint Supplies - On-scene supplies needed to conduct sobriety checkpoints. Costs may include 28" traffic cones, MUTCD compliant traffic signs, MUTCD compliant high visibility vests (maximum of 10), traffic counters (maximum of 2), generator, gas for generators, lighting, reflective banners, electronic flares, PAS Device/Calibration Supplies, heater, propane for heaters, fan, anti-fatigue mats, and canopies. Additional items may be purchased if approved by OTS. The cost of food and beverages will not be reimbursed. Each item must have a unit cost of less than \$5,000 (including tax and shipping).
Safety Patrol/Crossing Guard Kits - Costs may include reflective vests, whistles, and traffic controls such as handheld stop signs, portable crosswalk signage, traffic cones, barricades, bollards/chains, and pick up/drop off signage. Additional items may be purchased if approved by OTS.
INDIRECT COSTS
-
STATEMENTS/DISCLAIMERS
There will be no program income generated from this grant.

Nothing in this “agreement” shall be interpreted as a requirement, formal or informal, that a particular law enforcement officer issue a specified or predetermined number of citations in pursuance of the goals and objectives here under.

The OTS grant funded activities must be separate from the CHP Cannabis Tax Fund Grant Program activities and maintained under separate accounting/tracking/other codes (example: the same DUI checkpoint may not be funded by both the CHP and the OTS).

Benefits for personnel costs can only be applied to straight time or overtime hours charged to the grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination (“Federal Nondiscrimination Authorities”). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the “Acts” and “Regulations,” respectively.

GENERAL ASSURANCES

10/6/2023 2:25:34 PM

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA.”

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each “activity,” “facility,” or “program,” as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an “activity”) facilitated, or will be (with regard to a “facility”) operated, or will be (with regard to a “program”) conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source:
“The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.”
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review

upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., “grassroots”) lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled “Instructions for Lower Tier Participant Certification” including the “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction,” provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov>).
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

INSTRUCTIONS FOR ADDING OR UPDATING GEMS USERS

1. Each agency is allowed a total of **FIVE (5) GEMS Users**.
2. GEMS Users listed on this form will be authorized to login to GEMS to complete and submit Quarterly Performance Reports (QPRs) and reimbursement claims.
3. Complete the form if adding, removing or editing a GEMS user(s).
4. The Grant Director must sign this form and return it with the Grant Agreement.

GRANT DETAILS	
Grant Number:	PT24060
Agency Name:	El Cajon Police Department
Grant Title:	Selective Traffic Enforcement Program (STEP)
Agreement Total:	\$115,000.00
Authorizing Official:	Michael Moulton
Fiscal Official:	Jennifer Lytle
Grant Director:	Eric Thornton

CURRENT GEMS USER(S)

1. Julie Cotton

Title: Administrative Secretary

Phone: (619) 441-1520

Email: jcotton@cityofelcajon.us

Media Contact: No

2. Jennifer Lytle

Title: Management Analyst

Phone: (619) 579-3311

Email: jlytle@cityofelcajon.us

Media Contact: No

3. Eric Thornton

Title: Supervisor

Phone: (619) 938-5641

Email: ethornton@elcajon.gov

Media Contact: Yes

Complete the below information if adding, removing or editing a GEMS user(s)

GEMS User 1 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 2 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 3 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 4 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
GEMS User 5 Add/Change <input type="checkbox"/> Remove Access <input type="checkbox"/>	Add as a media contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name	Job Title
Email address	Phone number
Form completed by: <u>Eric Thornton</u> <small>Eric Thornton (Oct 9, 2023 07:37 PDT)</small>	Date: Oct 9, 2023
As a signatory I hereby authorize the listed individual(s) to represent and have GEMS user access.	
<u>Eric Thornton</u> <small>Eric Thornton (Oct 9, 2023 07:38 PDT)</small>	Eric Thornton
Signature	Name
Oct 9, 2023	Grant Director
Date	Title



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Award of Bid No. 011-24 – Factory Loaded Ammunition

RECOMMENDATION:

That the City Council:

1. Determines that the purchase of ammunition is exempt in accordance with section 15378(b)(2) of the Guidelines for the California Environmental Quality Act (CEQA); and
2. Adopts the next Resolution, in order, to:
 - a. Find the first low bidder non-responsive to Item 11; and
 - b. Award the bid to the lowest responsive, responsible bidders for the initial term, in the following not-to-exceed (NTE) amounts with up to four additional one-year renewal options:
 - o San Diego Police Equipment, Inc. for Items 1-3, 9,10, and 14 - \$25,076;
 - o Miwall Corporation for Items 4, 5, 8, 12, and 13 - \$44,751; and
 - o Dooley Enterprises for Items 6, 7, and 11 - \$14,336.

BACKGROUND:

On June 13, 2023, City Council approved the purchase of practice and duty rounds for the El Cajon Police Department (ECPD). The ECPD would like to establish as-needed purchase orders for an initial term through June 30, 2024, with four one-year renewal options to expedite ammunition procurements due to shortages and long lead times. Funds for the renewal terms will be in accordance with the approved budget for each fiscal year.

This bid was advertised on September 5, 2023. The City received five bids on September 28, 2023, and all responses were evaluated.

The first low bidder, International Cartridge Corporation (ICC), submitted an alternate to Item 11 which was listed as a “No Substitute”. Consequently, ICC’s bid submittal is considered non-responsive to this line item.

As stated in the bid specifications, the City reserves the right to make the award to the overall low bidder, or split the award amongst the bidders. For the purpose of evaluating bids for multiple awards, the sum of \$175.00 is considered to be the administrative cost to the City for issuing and administering each contract awarded. As a result, this split award will result in the lowest aggregate price to the City.

Additionally, the specifications state: the estimated quantities in the specifications are for comparison purposes only. During the evaluation process, the estimated quantities were reduced due to the City's revised needs. As a result, the total bid award amount is less than the bid responses received.

Staff recommends the City Council adopts resolutions to (1) Find the first low bidder non-responsive to Item 11, and (2) award the bid to the lowest responsive, responsible bidders for the initial term through June 30, 2024, in the following NTE amounts with up to four additional one-year renewal options: San Diego Police Equipment, Inc. for Items 1-3, 9, 10, and 14 - \$25,076; Miwall Corporation for Items 4, 5, 8, 12, and 13 - \$44,751; and Dooley Enterprises for Items 6, 7, and 11 - \$14,336 for a total NTE amount of \$84,163 (includes sales tax). The summary of bids is attached, and complete proposals are on file in the Purchasing Division.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(2). It will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment.

FISCAL IMPACT:

The fiscal impact for the initial term through June 30, 2024 is \$84,163. Sufficient funds are available for this service in Fiscal Year 2023-24 Annual Budget PD Inspect – Operating Supplies (101301) and PD Aux – Operating Supplies (101340). Subsequent 4-year costs are estimated to total \$409,936.

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Mike Moulton, Police Chief

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Bid Summary - 011-24

RESOLUTION NO. __-23

RESOLUTION AWARDING BID FOR
FACTORY LOADED AMMUNITION
(Bid No. 011-24)

WHEREAS, on June 13, 2023, City Council approved the purchase of practice and duty rounds for the El Cajon Police Department ("ECPD"); and

WHEREAS, the ECPD recommends that the City utilize as-needed purchase orders for an initial term through June 30, 2024 with four one-year renewal options for Bid No. 011-24 to expedite ammunition procurements due to shortages and long lead times; and

WHEREAS, Bid No. 011-24 was advertised on September 5, 2023, and five (5) responses were received and evaluated on September 28, 2023; and

WHEREAS, the first low bidder, International Cartridge Corporation ("ICC"), submitted an alternate to Item 11 which was listed as a "No Substitute," and consequently, ICC's bid submittal is considered non-responsive to this line item; and

WHEREAS, the City reserves the right to make the award to the overall low bidder, or split the award among any combination of the bidders in order to obtain the best pricing for the ammunition; and

WHEREAS, the estimated quantities in the specifications are for bid comparison purposes only; the estimated quantities have been reduced due to the City's revised needs, resulting in a total bid award amount that is less than the bid responses received; and

WHEREAS, the award of Bid No. 011-24 is exempt the California Environmental Quality Act ("CEQA") in accordance with section 1537(b)(2) of the State CEQA Guidelines as it will not result in any direct or indirect physical change in the environment because it solely provides authorization for the purchase of equipment; and

WHEREAS, the City Council believes it to be in the best interests of the City to find the first low bidder non-responsive to Item 11, and award the bid to the lowest responsive, responsible bidders for the initial term through June 30, 2024 in the following not-to-exceed ("NTE") amounts with up to four additional one-year renewal options, for a total NEE in fiscal year 2023-2024, as hereinafter set forth.

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 bid of ICC for item 11 is found and determined to be non-responsive as it lists an alternative product.

3. The City Council hereby awards the bids for Bid No 011-24 to the lowest responsive, responsible bidders for the following bid items and in the following approximate amounts:

San Diego Police Equipment, Inc. for Items 1-3, 9, 10, and 14

in an amount not to exceed \$25,076 for the initial one-year term; and

Miwall Corporation for Items 4, 5, 8, 12, and 13

in an amount not to exceed \$44,751 for the initial one-year term; and

Dooley Enterprises for Items 6, 7, and 11

in an amount not to exceed \$14,336 for the initial one-year term.

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



City of El Cajon – Purchasing Division

BID EVALUATION

(To be included as an attachment to the agenda report.)

Bid No. 011-24	Bid Name: Factory Loaded Ammunition
Solicitation Due Date/Time: September 28, 2023/ 2:00 p.m.	Initial Date of Advertisement: September 5, 2023
Number of Responses Received: 5	Bid Estimate: \$90,000

SUMMARY OF BIDS (INCLUDE ANY ADD. ALTS.):

Vendor	Vendor Type	Bid Amount	Format	Submit Date	Status
International Cartridge Corporation		\$75,226.84	Electronic	09/13/2023 10:04:20 AM	Submitted
Miwall Corp		\$96,371.00	Electronic	09/13/2023 10:02:29 AM	Submitted
San Diego Police Equipment Co. Inc.		\$99,532.55	Electronic	09/28/2023 12:55:40 PM	Submitted
Dooley Enterprises, Inc.		\$105,866.00	Electronic	09/25/2023 5:56:27 PM	Submitted
DEESE FIREARMS LLC		\$157,371.35	Electronic	09/19/2023 5:48:59 PM	Submitted

BID EVALUATION (TOP THREE LOWEST RESPONSES):

Bidder	Bid Responsiveness	Notes
International Cartridge Corporation	Yes*	*Non-responsive to Item #11 as an alternate product was bid.
Miwall Corp. (MC)	Yes	
San Diego Police Equipment Co., Inc. (SDPECI)	Yes	
Dooley Enterprises, Inc. (DEI)	Yes	
Deese Firearms, LLC	Yes	

LEGAL REVIEW REQUIRED: YES NO **IF YES, DATE LEGAL REVIEW COMPLETED:**

RENEWAL OPTIONS: YES NO **IF YES, SPECIFY TERM W/RENEWAL OPTIONS:** INITIAL TERM
EFFECTIVE THROUGH JUNE 30, 2024 WITH THE OPTION TO RENEW FOR FOUR ADDITIONAL ONE-YEAR TERMS

LOWEST, RESPONSIVE, RESPONSIBLE BIDDER NAME AND AMOUNT: MC \$64,788.71/SDPECI \$39,210.64/DEI
\$19,351.85 = \$123,351.20**

**NOTE: DUE TO REDUCED QUANTITIES, THE AWARD AMOUNT IS LESS THAN THE BID AMOUNT.

PURCHASING DIVISION:

Review Completed By: Mara Romano

Date: October 9, 2023



City Council Agenda Report

Agenda Item 11.

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Mara Romano, Purchasing Agent
SUBJECT: Professional Services Agreement for Continued Jamacha Road Safety Improvements

RECOMMENDATION:

That the City Council:

1. Determines that the service is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301 of the state CEQA Guidelines; and
2. Adopts the next Resolution, in order, to execute a Professional Services Agreement (PSA) with Chen Ryan Associates, Inc., for a one-year term in the not-to-exceed amount of \$52,750.

BACKGROUND:

On August 11, 2020, the City Council authorized the City Manager to negotiate/execute a civil engineering PSA with Chen Ryan Associates, Inc. (CRAI) to perform the design of safety improvements along Jamacha Road. The agreement expired August 16, 2023. However, the Public Works Department requires the continued services of CRAI to perform topographic field surveying, right-of-way and utility mapping, prepare construction documents, revise Storm Water Mitigation Plan, and bid/construction period services.

While reviewing the expired contract, it was discovered that two of the numbers in the amount requested and approved were transposed. Instead of the requested contract amount of \$204,446, the actual amount proposed by the consultant and approved by staff was \$240,446, a difference of \$36,000. The purchase order that followed, in fact, used the correct amount as the compensation to be paid. The attached resolution ratifies the changed amount in the purchase order.

To complete the work, the continuation of services in the amount of \$52,750 is necessary, which (when combined with the original scope of work in the amount of \$240,446) will result in a total services cost of \$293,196.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval of the proposed professional services agreement for roadway safety improvements is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15301(c) of the state CEQA Guidelines.

FISCAL IMPACT:

Approval of the not-to-exceed amount of \$52,750 will address the remaining work. Funds are available in Fiscal Year 2023-24 Annual Budget – Jamacha Road Safety Improvements (203688PWCP).

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Yazmin Arellano, Director of Public Works

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. ____-23

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
APPROVING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT
FOR CONTINUED JAMACHA ROAD SAFETY IMPROVEMENTS

WHEREAS, on August 11, 2020, the City Council authorized the City Manager to negotiate/execute a civil engineering Professional Services Agreement ("PSA") with Chen Ryan Associates, Inc. ("CRAI") to perform continued safety improvements along Jamacha Road; and

WHEREAS, the agreement expired August 16, 2023, however, the Public Works Department requires the continued services of CRAI to perform topographic field surveying, right-of way and utility mapping, prepare construction documents, revise Storm Water Mitigation Plan, and bid/construction period services; and

WHEREAS, when staff reviewed the expired contract, it was discovered that the amount requested in the agenda report and approved in the resolution adopted on August 11, 2020, contained a transposition of numbers and instead of the approved amount of \$204,446, the purchase order was correctly issued at \$240,446; and

WHEREAS, the continuation of services in the amount of \$52,750, combined with the original scope of work in the amount of \$240,446, will result in a total services in a total cost of \$293,196; and

WHEREAS, City Council approval of the proposed professional services agreement for roadway safety improvements is exempt from the California Environmental Quality Act ("CEQA") in accordance with section 15301 of the state CEQA Guidelines; and

WHEREAS, the City Council believes it to be in the City's best interest to approve the not-to-exceed amount of \$52,750 for a one-year term to address the remaining work.

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 approve entering into the PSA with CRAI to address the remaining work, in the not-to-exceed amount of \$52,750. for a one-year term, and to ratify the purchasing agent's original purchase order issued in the amount of \$240,446.

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.

10/24/23 CC Agenda

Reso – Approve PSA w/Chen Ryan – (Cont. Jamacha Rd. Safety Impvts.) 101723



City Council Agenda Report

Agenda Item 12.

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Marisol Thorn, Director of Human Resources
SUBJECT: New Classification Specification and Salary Setting for Deputy Director of Parks and Recreation.

RECOMMENDATION:

That the City Council approves and authorizes the classification specification and salary setting for Deputy Director of Parks and Recreation.

BACKGROUND:

As part of the upcoming City's Fiscal Year 2023-24 Annual Budget first quarter changes, staff recommends reclassifying a Parks and Recreation Manager position to a Deputy Director of Parks and Recreation. This reclassification aligns with the department's strategy for succession planning as well as the skill set and expertise needed for the effective delivery of services.

Specifically, this new classification (which will replace an existing Parks and Recreation Manager position) will be responsible for leading a major department component, overseeing the administration of the one-hundred plus hourly staff, and assuming the role of acting director in the absence of the department director. The new classification is an at-will position, covered under City Council Policy A-29. As such, the proposed classification specification does not require union review nor approval. The proposed annual salary of \$137,832.66 - \$167,536.30 aligns with comparable classifications within the City as well as outside comparable agencies. The salary difference is approximately 35 percent or \$35,700 higher than the current Manager position.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval of the proposed classification specification and salary is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15378(b)(2) of the state CEQA Guidelines because it is a personnel-related action and is therefore not a project.

FISCAL IMPACT:

The fiscal impact will be addressed in the Fiscal Year 2023-24 Annual Budget first quarter changes.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By:

Approved By: Graham Mitchell, City Manager

Attachments

Proposed Classification Specification

CITY OF EL CAJON

DEPUTY DIRECTOR OF PARKS AND RECREATION

(Non-Classified)

CLASSIFICATION DESCRIPTION

Function: Under general direction, plans, organizes and directs a major component of the Parks & Recreation Department; and performs related work as required.

Class Characteristics: Incumbents are responsible for directing one of three divisions of the Parks & Recreation Department: Instructional Services, Community Services, Development Services; serves as acting director in the absence of the Director of Parks & Recreation as assigned.

Representative Duties:

- Plans, organizes, directs and coordinates the work of subordinate professional and technical staff;
- Assists the director in formulating and achieving strategic goals for the Parks & Recreation Department;
- Plans and assigns work;
- Evaluates employee performance;
- Resolves difficult and sensitive inquiries and complaints;
- Represents the City at community and professional meetings as assigned;
- Evaluates the operations and programs of assigned division and formulates short and long range plans to provide appropriate service levels;
- Coordinates division activities with other City departments and other public and private agencies as needed;
- Prepares and administrates general accounting;
- Represents the City in regional working groups related to parks, open space, trails, recreation and regional infrastructure needs.

Contacts and Relationships: Employees have contact with a variety of individuals representing public and private agencies and businesses. Employees are the primary City contact on division programs and serve as spokespersons for the City in matters pertaining to the department's/assigned division's policies, plans and objectives. Many of the contacts involve sensitive matters requiring exercise of the highest degree of discretion and good judgment.

Accountability: Employees are accountable for the efficiency of division personnel and quality of services provided by the division. Employees handle major technical problems which may arise as a result of the assigned division's activities. Innovative ideas for the improvement of services are expected. In the absence of the Director of Parks & Recreation, serves as acting director as assigned.

Working Conditions: Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites or parks and recreational facilities. The noise level in the work environment is usually quiet to moderate.

QUALIFICATIONS GUIDELINES

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 occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance; stoop, kneel, crouch or crawl; talk or hear; and smell. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Experience: At least eight years progressively responsible experience in planning, development, programming and implementation of parks and recreation services, including at least five years' experience at the managerial and/or supervisory level.

Education: Equivalent to at least a Bachelor's degree in Parks & Recreation, Recreation Administration, Public Administration or a closely related field. Graduate Recreation, Parks & Tourism Management, Public Administration or closely related field is highly desirable.

License or Certification: Registration as a Certified Parks & Recreation Professional/Executive, American Red Cross Instructor Trainer (in various capacities), Certified Evacuation Shelter Manager, Aquatic Facility Operator/Certified Pool Operator, Certified Therapeutic Recreation Specialist, and/or Certified Playground Safety Inspector are highly desirable.

Possession of or ability to obtain, prior to employment, a valid class C California driver's license with a safe driving record.

Abilities/Skills/Knowledge:

- Ability to plan, organize and direct projects and programs in assigned functional area;
- Ability to develop and implement comprehensive plans for assigned functional areas;
- Ability to evaluate safety needs and establish training programs;
- Ability to deal effectively with the public, community stakeholders, other City departments and public agencies in coordinating activities and resolving problems;
- Managerial and administrative ability;
- Extensive knowledge of recreational programming and special events;
- Extensive knowledge of modern principles, methods, solutions, terminology, equipment and materials in the parks and recreation field;
- Thorough knowledge of laws and regulations relating to special events, parks and recreation services;
- Ability to communicate effectively, orally and in writing.

Established: 10/2023
Reviewed by City Manager: 10/2023
Approved by City Council: 10/2023



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Marisol Thorn, Director of Human Resources
SUBJECT: Revision to the Project Assistant Classification Specification

RECOMMENDATION:

That the City Council approves and authorizes the proposed changes to the Project Assistant classification specification.

BACKGROUND:

The City periodically conducts analysis of job classification requirements, along with industry standards, and the sample pool of available applicants. Recently, staff reviewed the classification specification for Project Assistant within the Public Works Department. In doing so, it was determined that the Project Assistant, which is intended to be an entry level position, was not appropriately described in the classification specification. As a result, staff recommends clean-up language as attached and changes to the current minimum requirements as described in the aforementioned section.

Current and Proposed Minimum Qualifications

Current: *Educational achievement equivalent to graduation from high school. Two years of college level courses in engineering, mathematics, surveying, or a related field is preferred. At least three years of technical engineering experience with one year of experience in design, field survey, private development project reviews, or traffic engineering assignments. Two years of experience may be substituted by a Civil Engineering or related field degree.*

Proposed: *Educational achievement equivalent to graduation from high school. Two years of college level courses in engineering, mathematics, surveying, or a related field. Technical engineering experience in design, field survey, private development project reviews, or traffic engineering assignments desired.*

These changes reflect the level of work currently performed by existing Project Assistants as well as the ideal education and experience that will attract a broader applicant pool. Specifically, the changes will allow the department to hire either applicants with experience, and/ or applicants with appropriate educational backgrounds that may not have experience but can be trained.

The Project Assistant classification is represented by the Municipal Employee Association (MEA) bargaining group. As such, the City had a duty to discuss the changes with the bargaining group. MEA reviewed the proposed changes and subsequently concurred on September 22, 2023.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval of the proposed classification specification revision is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15378(b)(2) because it is a personnel-related action and is therefore not a project.

FISCAL IMPACT:

There are no fiscal impacts identified.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By:

Approved By: Graham Mitchell, City Manager

Attachments

Proposed Classification Specification

Current Classification Specification Track Changes

CITY OF EL CAJON

Project Assistant

CLASSIFICATION DESCRIPTION:

Function: Under general supervision, performs engineering support work in the field or office; performs related work as required.

In the Capital Improvement Projects (CIP) Assignment:

- Prepares layouts, drawings, and supporting data for preliminary and final engineering plans and specifications;
- Produces exhibits, detailed plots, maps, and other drawings as required;
- Calculates bid quantities, drainage, sewer systems, horizontal and vertical street grades;
- Supports project managers with plan reviews, drafting and compiling of specifications, construction documents, and planning/feasibility studies;
- Assists with engineer's estimates, both in the preparation and review of prepared documents;
- Utilizes computer-aided drafting (CAD) software, geographic information systems (GIS), and other software pertinent to the section.

In the Private Development Assignment:

- Reviews legal descriptions, maps, plats, and deeds;
- Verifies the need for public improvements in building permit applications;
- Reviews construction plans, maps, and specifications;
- Checks ownership and location of property for lien contracts and grant deeds;
- Utilizes the City's electronic permitting and development review software;
- Issues permits, processes fees, and monitors overall intake and production;
- Responds to inquiries from the public pertaining to engineering records, procedures, and policies;
- Operates software utilized in the section, including GIS;
- Processes Planning Actions for Department of Public Works comments;
- Conducts basic research related to the issuance of encroachment permits, preparation of deeds and proper descriptions and related documents;
- Answers questions and provides information to the public concerning permits and encroachments.

In the Traffic Engineering Assignment:

- Assists in the preparation and analysis of traffic engineering studies;
- Assists with routine design of traffic signal systems;
- Prepares layouts, drawings, and supporting data for the preparation of Preliminary and final engineering plans and specifications;
- Draws plats and maps;
- Assists in the layout of street striping and completes various other traffic engineering assignments;
- Maintains general files;
- Answers questions from the public regarding engineering records, procedures, and policies;

- Prepares written reports;
- Operates computer-aided drafting and design software.

CONTACTS AND RELATIONSHIPS:

Employees have contact with private developers, contractors, engineers, vendors, utility company representatives, other governmental agencies and departments, and the public in general.

ACCOUNTABILITY:

Employees are accountable for completing assignments and tasks effectively and efficiently, including thorough research of projects and accurate written reports. The employee is expected to be familiar with related specifications, ordinances, uniform traffic control standards, and inspection practices.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Working Conditions: The work involves office and fieldwork; fieldwork is subject to typical construction hazards.

Physical Condition:

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

Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and office equipment. Employees are occasionally required to stand, walk, use their hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

QUALIFICATION GUIDELINES:

Education: Educational achievement equivalent to graduation from high school. Two years of college-level courses in engineering, mathematics, surveying, or a related field.

Experience: Technical engineering experience in design, field survey, private development project reviews, or traffic engineering assignments is desired.

Special Requirements: Possession of, or ability to obtain before employment, a valid Class C California driver's license with a safe driving record.

ABILITIES/SKILLS/KNOWLEDGE:**In All Assignments:**

- Ability to read and interpret plans, specifications, and standards;
- Ability to detect deviations from approved plans and specifications;
- Ability to perform quantity calculations and prepare estimates.
- Ability to identify defective construction materials and workmanship;

- Ability to make accurate computations;
- Ability to follow oral and written instructions;
- Ability to establish and maintain effective working relationships with members of the construction industry, property owners, the public, utility agencies and stakeholders, and other City employees;
- Considerable knowledge and ability to apply work area traffic control and standard safety requirements;

CITY OF EL CAJON

Project Assistant

CLASSIFICATION DESCRIPTION:

Function: Under general supervision, performs ~~journey-level~~ engineering support work in the field or office; performs related work as required.

In the Capital Improvement Projects (CIP) Assignment:

- Prepares layouts, drawings, and supporting data for ~~the preparation of~~ preliminary and final engineering plans and specifications;
- Produces exhibits, detailed plots, maps, and other drawings as required;
- Calculates bid quantities, drainage, sewer systems, horizontal and vertical street grades;
- Supports project managers with plan reviews, drafting and compiling of specifications, construction documents, and planning/feasibility studies;
- Assists with ~~e~~Engineer's ~~e~~Estimates, both in the preparation and review of prepared documents;
- Utilizes computer-aided drafting (CAD) software, geographic information systems (GIS), and other software pertinent to the section.

In the Private Development Assignment:

- Reviews legal descriptions, maps, plats, and deeds;
- Verifies the need for public improvements ~~in~~with building permit applications;
- Reviews construction plans, maps, and specifications;
- Checks ownership and location of property for lien contracts and grant deeds;
- Utilizes the City's electronic permitting and development review software;
- Issues permits, processes fees, and monitors overall intake and production;
- Responds to inquiries from the public pertaining to engineering records, procedures, and policies;
- Operates software utilized in the section, including ~~permitting software~~, GIS ~~and~~;
- Processes Planning Actions for Department of Public Works comments;
- Conducts basic research related to the issuance of encroachment permits, preparation of deeds and proper descriptions and related documents;
- Answers questions and provides information to the public concerning permits and encroachments.

In the Traffic Engineering Assignment:

- Assists in the ~~Conducts, prepares, and analyzes~~ preparation and analysis of traffic engineering studies;
- Assists with ~~Performs~~ routine design of traffic signal systems;
- Prepares layouts, drawings, and supporting data for the preparation of Preliminary and final engineering plans and specifications;
- Draws plats and maps;
- Assists in the layout of street striping and completes various other traffic engineering assignments;
- Maintains general files;

- Answers questions from the public regarding engineering records, procedures, and policies;
- Prepares written reports;
- ~~Performs traffic checks for Building and Planning actions;~~
- ~~Prepares, reviews, directs, and participates in roadway signing and striping plans;~~
- ~~Conducts traffic census surveys, traffic counts, signal operation studies, radar speed checks, and traffic movement studies;~~
- Operates computer-aided drafting and design software.

CONTACTS AND RELATIONSHIPS:

Employees have contact with private developers, contractors, engineers, vendors, utility company representatives, other governmental agencies and departments, and the public in general.

ACCOUNTABILITY:

Employees are accountable for completing assignments and tasks effectively and efficiently, including thorough research of projects and accurate written reports. The employee is expected to ~~maintain familiarity with related specifications, standards~~ be familiar with related specifications, ordinances, uniform traffic control standards, and inspection practices.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Working Conditions: The work involves office and fieldwork; fieldwork is subject to typical construction hazards.

Physical Condition:

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

Hand-eye coordination is necessary to operate drafting instruments, survey equipment, computers, and ~~various pieces of~~ office equipment. Employees are occasionally required to stand, walk, use their hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

QUALIFICATION GUIDELINES:

Education: Educational achievement equivalent to graduation from high school. Two years of college-level courses in engineering, mathematics, surveying, or a related field is preferred.

Experience: ~~At least three years of~~ technical engineering experience ~~with one year of experience~~ in design, field survey, private development project reviews, or traffic engineering assignments. ~~Two years of experience may be substituted by a Civil Engineering or related field degree.~~ is desired.

Special Requirements: Possession of, or ability to obtain before employment, a valid Class C California driver's license with a safe driving record.

ABILITIES/SKILLS/KNOWLEDGE:

In All Assignments:

- Ability to read and interpret plans, specifications, and standards;
- Ability to detect deviations from approved plans and specifications;
- Ability to perform quantity calculations and prepare estimates.
- Ability to identify defective construction materials and workmanship;
- Ability to make accurate computations;
- Ability to follow oral and written instructions;
- Ability to establish and maintain effective working relationships with members of the construction industry, property owners, the public, utility agencies and stakeholders, and other City employees;
- Considerable knowledge and ability to apply work area traffic control and standard safety requirements;

~~Revised: 6/94, 11/98, 06/08, 04/22~~

~~Approved Personnel Commission: 07/24/08~~

~~Approved City Council: 08/12/08~~



City Council
Agenda Report

Agenda Item 14.

DATE: October 24, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Andre Sanchez, Building Official

SUBJECT: Public Hearing and Second Reading of Ordinance to Amend Title 15 Buildings and Construction and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022 Edition by Reference

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony;
2. Closes the public hearing;
3. Adopts by reference an Ordinance to Amend Title 15 Buildings and Construction and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022; and
4. Requests the City Clerk to recite the title of the Ordinance.

BACKGROUND:

Every three years, the California Building Standards Commission updates the California Building Codes for local adoption and implementation. The City Council last adopted applicable ordinances on November 8, 2022. Typically, in accordance with state law, local jurisdictions incorporate additional regulations that address special circumstances in the community. Such special regulations are based on geographical, topographical, climatic, or environmental findings. Local amendments to the model codes are proposed by amending Title 15, and adopting amendments to the California Building Code, 2022 Edition and the California Fire Code, 2022 Edition by Reference with the following:

1. Appendix O of the California Building Code makes reference to Emergency Sleeping Cabins, which was moved to a new location in Appendix P.
2. Appendix D of the California Fire Code limits the Fire Marshal's ability to approve infill developments. With the removal of Appendix D, the Fire Marshal will be able to incorporate fire access with flexibility while remaining compliant with the California Fire Code.
3. Assorted clean up edits aligning Building Code and Fire Code sections with those referenced in Title 15.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed Ordinance is exempt from environmental review, in accordance with the provisions of section 15061(b)(3) of the California Environmental Quality Act ("CEQA"), as amended. The proposed Ordinance does not have the potential to cause a significant effect on the environment because the Building Codes ensure that property improvements meet the State of California's health and safety requirements. New property improvements undergo their own environmental clearance when proposed.

Prepared By: Andre Sanchez, Building Official

Reviewed By: Anthony Shute, Director of Community Development

Approved By: Graham Mitchell, City Manager

Attachments

Ordinance

ORDINANCE NO. ____

AN ORDINANCE AMENDING SECTION 15.04.105 OF CHAPTER 15.04, AND SECTIONS 15.56.010, 15.56.070 AND 15.56.080 OF CHAPTER 15.56, OF TITLE 15 OF THE EL CAJON MUNICIPAL CODE; ADOPTING AMENDMENTS TO THE CALIFORNIA BUILDING CODE, 2022 EDITION AND THE CALIFORNIA FIRE CODE, 2022 EDITION BY REFERENCE

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

SECTION 1. The purpose of this ordinance is to update the minimum requirements for the protection of life, limb, health, property, safety and welfare of the general public, and of the owners and occupants of residential buildings in the City of El Cajon (the "City"); maintenance of all buildings and structures within the city; and incidental matters relating thereto through the adoption of the California Building Code, 2022 Edition, with such modifications as set forth in Chapter 15.04 and Chapter 15.56 of the El Cajon Municipal Code.

SECTION 2. Pursuant to Health and Safety Code sections 17958.5 and 17958.7, the City Council makes the following finding: Local climatic, geographical and topographical conditions, specifically the terrain, excessively high temperatures during summer months, and parts of the spring and autumn months, rate of population growth, housing and occupancy conditions and needs, and the environment existing in the City constitute conditions which require that the California Building Code be modified as set forth herein.

SECTION 3. Section 15.04.105 of Chapter 15.04 of Title 15 of the El Cajon Municipal Code hereby repealed.

SECTION 4. A new section 15.04.105 is hereby added to Chapter 15.04 of Title 15 of the El Cajon Municipal Code to read as follows:

15.04.105 Appendix P "Emergency Housing."

Appendix P of the CBC, "Emergency Housing," including sections P101 through P110 and each and every subsection contained therein, is hereby included in the building code for the city and is hereby adopted by reference as if fully set forth in this chapter.

SECTION 5. Section 15.56.010 of Chapter 15.56 of Title 15 of the El Cajon Municipal Code is hereby repealed.

SECTION 6. A new section 15.56.010 is hereby added to Chapter 15.56 of Title 15 of the El Cajon Municipal Code to read as follows:

15.56.010 California Fire Code, 2022 Edition—Adopted by reference.

The California Fire Code, 2022 Edition, excluding sections 111 and 113.4 of Chapter 1, but including Appendix Chapters 4, B, BB, C, CC, H, and O, as published by the International Code Council, is adopted by reference as the fire code of the city (the "fire code"), for protecting the interests of health, life, and safety as they relate to the use or occupancy of buildings or premises. All of the regulations, provisions, penalties, conditions and terms of the California Fire Code, 2022 Edition, are referred to, adopted and made a part of this chapter as though fully set out in this chapter, excepting such portions as are added, deleted, modified or amended by this chapter. The California Fire Code is referred to in this chapter as the "CFC," and one copy is on file in the office of the city clerk.

SECTION 7. Section 15.56.050 of Chapter 15.56 of Title 15 of the El Cajon Municipal Code is hereby repealed.

SECTION 8. A new section 15.56.050 is hereby added to Chapter 15.56 of Title 15 of the El Cajon Municipal Code to read as follows:

15.565.050 Section 111 amended—Board of Appeals.

Section 111 of the CFC is amended to read as follows:

Appeals Board. Appeals to the decisions or determinations made by the building official/fire marshal, or fire code official relative to the application and interpretation of the fire code adopted by the City, shall be heard in accordance with the board of appeals procedure as outlined in the California Building Code as amended by Chapter 15.04 of the El Cajon Municipal Code.

SECTION 9. Section 15.56.070 of Chapter 15.56 of Title 15 of the El Cajon Municipal Code is hereby repealed.

SECTION 10. A new section 15.56.070 is hereby added to Chapter 15.56 of Title 15 of the El Cajon Municipal Code read as follows:

15.56.070 Section 503.2.1 amended—Dimensions.

Section 503.2.1 of the CFC is amended to read as follows:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed improved width of not less than 20 feet, except that single family residential driveways not exceeding 150 feet in length from the public right-of-way and serving no more than two single family dwellings, shall have a minimum of 16 feet unobstructed improved width. Any of the following, which have separated lanes of

one-way traffic: gated entrances with card readers; guard stations or center medians, are allowed, provided that each lane is not less than 14 feet wide. All fire apparatus access roads shall have an unobstructed vertical clearance of not less than thirteen feet six inches (13'6"). Vertical clearance or road widths shall be increased when, in the opinion of the fire code official, vertical clearances or road widths are not adequate to provide fire apparatus access.

SECTION 11. Section 15.56.080 of Chapter 15.56 of Title 15 of the El Cajon Municipal Code is hereby repealed.

SECTION 12. A new section 15.56.080 is hereby added to Chapter 15.56 of Title 15 of the El Cajon Municipal Code to read as follows:

15.56.080 Section 5.03.2.2 added—Fire Lane Designation.

Section 503.3.2.2 of the CFC is added to read as follows:

503.2.2 Fire lane designation. Where the fire code official determines that it is necessary to ensure adequate fire access, the fire code official may designate existing roadways as fire access roadways as provided by Vehicle Code section 22500.1 (public) or 22658(a) (private).

SECTION 13. This ordinance shall go into effect thirty (30) days following its passage and adoption.

10/10/23 CC Agenda – 1st Reading
10/24/23 CC Agenda – 2nd Reading

Ord - Amend ECMC Title 15 – Chapters 15.04 & 15.56 (CBC & CFC) 101923



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Vince DiMaggio, Assistant City Manager
SUBJECT: Legislative Report - End of the 2023 Legislative Session

RECOMMENDATION:

This is an informational item. No action is required by the City Council.

BACKGROUND:

The 2023 California Legislative Session ended on September 15, 2023. The Governor had until October 15 to sign, veto, or take no action on all bills approved by both the Assembly and Senate and submitted to his office. During this session, a total of 3,036 bills were filed; the largest number of bills considered by the Legislature in over a decade. The Governor signed over 400 of these bills.

The Assembly and Senate are both controlled by a super-majority of one party. In the Assembly, there are 62 Democrats and 18 Republicans. In the Senate, there are 32 Democrats and 8 Republicans. The legislature continues to pursue legislation aimed at removing local land use authority in favor of centralized, State-wide land use regulations; reducing criminal penalties and incarceration times; and feigning attempts to effectively deal with homelessness and the fentanyl epidemic.

Attached are the bills that staff has tracked throughout the legislative session. This is not an all-inclusive list, and there are no doubt bills that have escaped the attention of staff. However, staff has done its best to focus on those that may be most impactful to local government operations.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This is an informational item. Therefore, it is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines. It is an organizational or administrative activity of government that will not result in a direct or indirect physical change in the environment.

Prepared By: Vince DiMaggio, Assistant City Manager

Reviewed By: Graham Mitchell, City Manager

Approved By: Graham Mitchell, City Manager

Attachments

Legislative Report

LEGISLATIVE UPDATE

End of Session – 2023

Highlighted in **Green** = Signed by Governor

Highlighted in **Red** = Vetoed

Not Highlighted = Legislation Died

AB 12 – Haney – Rental Security Deposits: Caps security deposits for rental properties at the equivalent to one-month's rent. (Status: Approved/Signed by Governor)

AB 24 – Haney – Opioid Antagonist Kits: Would require businesses such as bars, restaurants, gas stations and residential hotels, among others to maintain an opioid rescue kit. (Status: Dead)

AB 28 – Gabriel – Firearm taxes: This measure imposes an 11% tax on firearm and ammunition purchases. (Status: Approved/Signed by Governor)

AB 33 – Bains – Fentanyl Task Force: Establishes a fentanyl abuse task force chaired by the Attorney General. (Approved/Signed by Governor)

AB 67 – Muratsuchi – Homeless Courts Pilot Program: Establishes the Homeless Courts Pilot Program, to be administered by the Judicial Council as a grant program for the purpose of providing comprehensive community-based services for homeless individuals who are involved with the criminal justice system. (Status: Dead)

AB 93 – Bryan – Consensual Searches: Prohibits a law enforcement's officer from conducting warrantless searches of a person, their effects, or their vehicle based solely on their consent. (Status: Failed in Assembly)

AB 334 – Rubio – Public Contracts: The bill would authorize a public agency to enter into a contract with an independent contractor for a later phase of the same project if the independent contractor did not engage in or advise on, as specified, the making of the subsequent contract. (Approved/Signed by Governor).

AB 335 – Alanis – Retail Theft: Requires 1) the "Little Hoover" Government Organization and Economy Commission submit a report to the Legislature on the epidemic of retail thefts; and 2) require local governments to maintain data on retail thefts. (Status: Dead)

AB 367 – Maienshein – Fentanyl Penalty Enhancements: Makes the sale, distribution, giving away, furnishing, or administering of fentanyl subject to either a 3 or 5 year sentencing enhancement. (Status: Dead)

AB 550 – Shiavo – Homeless, Point in Time Counts: This bill would require a city, county, and city and county, within 60 days after the release of the results of a local point-in-time count for a city to agendaize the point-in-time count results at a meeting of the city council present the steps the city is taking to prevent and end homelessness, including, but not limited to, consideration of specified actions. (Status: Dead)

AB 701 – Villapudua – Sentencing Enhancements for Fentanyl: Provides a sentencing enhancement of 3 years for possessing, distributing, or dealing of 1 kilogram or more of fentanyl or any substances containing fentanyl (1.5 million doses of fentanyl). (Approved/Signed by Governor)

AB 742 – Jackson – Police Canines: This bill would prohibit the use of an unleashed police canine by law enforcement to apprehend a person. (Status: Dead)

AB 793 – Bonta – Reverse Key Word Searches: Prohibits government entities from complying with a “reverse key word” search demand. (Status: Approved by Assembly/Died in Senate)

AB 799 – Luz-Rivas, et. al – Homelessness Financing Plan: Requires California Interagency Council on Homelessness, through specified working groups, to establish and regularly update a financing plan to solve homelessness by 2035, including funding necessary to create enough housing to meet the unmet housing needs of people experiencing homelessness. (Status: Approved by Assembly/Died in Senate).

AB 1058 – Patterson – Sentencing Enhancements, Fentanyl - Increases the penalties for drug trafficking of fentanyl, an analog of fentanyl, or a substance containing fentanyl or an analog of fentanyl by one year, if the amount of fentanyl weighs more than 28.35 grams (a little over 50 doses). (Status: Dead)

AB 1078 – Jackson – School Textbooks: The bill would prohibit the governing board of a school district, a county board of education, or the governing body of a charter school from refusing to approve or prohibiting the use of any textbook, instructional material, or other curriculum or any book or other resource in a school library on the basis that it includes a study of the role and contributions of any individual or group consistent with the above-described requirements relating to instruction in social sciences and the adoption of instructional materials that accurately portray the cultural and racial diversity of our society. (Status: Approved/Signed By Governor)

AB 1490 – Lee – Affordable Housing; Adaptive Reuse: This bill would make the adaptive reuse of existing buildings to 100% affordable housing projects an allowable use, even if such a use conflicted with any local plans, zoning ordinances, or regulations. Additionally, this bill requires that any local source of funding that can be used for the development of affordable housing must include adaptive reuse as an eligible project. (Status: Approved/Signed by Governor)

AB 1708 – Muratsuchi – Amending Prop 47: Require a person convicted of petty theft or shoplifting, with two or more prior convictions for specified theft-related offenses, to be punished by imprisonment in county jail for up to one year. (Status: Died in Committee)

SB 4 – Weiner – YIGBY: The bill, known as “Yes In God’s Backyard,” makes affordable housing projects a by-right use on land owned by religious institutions and institutions of higher education. (Status: Approved/Signed by Governor)

SB 50 – Bradford – Moving violations/enforcement: This bill would prohibit a peace officer from stopping or detaining the operator of a motor vehicle or bicycle for a low-level infraction, as defined, unless a separate, independent basis for a stop exists or more than one low-level infraction is observed. (Status: Approved by Senate/Died in Assembly)

SB 81 – Skinner – Parole: The bill would establish that a parole candidate who has reached their minimum eligible parole date has made a case for relief that should be accepted as correct unless proved otherwise and that the reviewing court may not deny a petition based on that fact without a hearing. The bill would require a court reviewing a petition for habeas relief based on a parole denial to uphold a decision to deny parole only if the court finds, by a preponderance of the evidence, that the person presents a current, unreasonable risk of danger to others, as specified. (Status: Approved/Vetoed)

SB 94 – Cortese – Resentencing: This bill would authorize an individual serving a sentence of life imprisonment without the possibility of parole for a conviction in which one or more special circumstances were found to be true to petition for recall and resentencing if the offense occurred before June 5, 1990, and the individual has served at least 25 years in custody. (Status: Approved in Senate/Died in Assembly)

SB 234 – Portantino – Opioid Antagonists: Requires stadiums, concert venues, and amusement parks to maintain Narcan on site. (Status: Approved/Signed by Governor)

SB 237 – Grove, Dahl, Nguyen – Sentencing Enhancement; Fentanyl (Republican version) – Increases minimum sentence for possession, dealing, etc., of fentanyl from a minimum of 3 years (current) to a minimum of 7 years. (Status: Died in Committee)

SB 252 – Gonzalez, Stern, Weiner – PERS Divestments: This bill would prohibit the boards of the Public Employees' Retirement System and the State Teachers' Retirement System from making new investments or renewing existing investments of public employee retirement funds in a fossil fuel company, as defined. The bill would require the boards to liquidate investments in a fossil fuel company on or before July 1, 2031. (Status: Passed in Senate/Died in Assembly)

SB 325 – Grove – Sentencing Enhancement; Fentanyl: Increases the minimum sentence for possessing, dealing, etc...fentanyl when it is packaged to look like candy or food. (Status: Failed in Committee)

SB 363 – Eggman – Mental Health Facilities: Creates an internet database of statewide facilities of available beds in mental health treatment and substance abuse treatment facilities. (Status: Passed in Senate/Died in Assembly)

SB 706 – Caballero – Design-Build Public Works Projects: This bill would, until January 1, 2030, provide additional authority for cities to use the progressive design-build process for up to 10 public works projects (current law is 3) in excess of \$5,000,000. (Status: Approved/Signed by Governor)

SB 761 – Laird – Preemptive Civil Rights Investigations: This bill would provide that the Attorney General is authorized to conduct an investigation when the Attorney General deems it necessary to determine whether any person *or entity* has violated or is about to violate the civil rights laws of California or of the United States, or to aid in enforcing these laws. (Status: Died in Committee)

Taxpayer Protection and Government Accountability Act: The ballot initiative will require that all future proposed local government tax increases be passed by a two-thirds vote of the electorate. Presently, this only applies to proposed tax increases that deal with a specific government service or function, i.e., public safety. A general purpose sales tax for instance only requires a simple majority. This would change to a two-thirds majority under this initiative.

ACA 13 – In response to the above initiative, this ballot initiative would require any ballot measure – such as the one above – that seeks to raise the threshold for new taxes to pass by, themselves pass by the same threshold.



City Council
Agenda Report

Agenda Item 16.

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: Mayor and City Council Cafeteria Benefits Review

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, adjusting the cafeteria benefit allotment from \$1,350 per month to \$1,450 per month, effective January 2024, for Mayor and City Councilmembers.

BACKGROUND:

The City periodically reviews compensation and benefits for all of its employees, including the Mayor and City Councilmembers. Last year, Mayor and Councilmembers' cafeteria benefit allotment was readjusted to match the amount general employees receive. Staff recommends maintaining the cafeteria benefit allotment in line with the amount issued to the general employees for the 2024 benefit plan year.

Currently, the cafeteria benefit allotment is \$1,350/month. In comparison, the cafeteria benefit allotment for City staff will increase to \$1,450/month effective January 2024. Staff recommends that the Mayor and City Councilmembers' cafeteria benefit allotment be adjusted to \$1,450/month effective January 2024. This change will align with the anticipated City staff amount effective January 2024.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval of the proposed cafeteria benefit allotment increase is exempt from the California Environmental Quality Act (CEQA) in accordance with section 15378(b)(2) of the state CEQA Guidelines because it is a personnel-related action and is therefore not a project.

FISCAL IMPACT:

This recommended adjustment will result in an increase of \$3,000 in FY2023-24 and \$6,000 in FY 2024-25. There are sufficient funds in the FY23-24 budget for this year's expenditure.

Prepared By: Marisol Thorn, Director of Human Resources

Reviewed By:

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. ____-23

RESOLUTION REVISING THE CITY'S CONTRIBUTION
TO THE IRS SECTION 125 "CAFETERIA PLAN" FOR
THE MAYOR AND CITY COUNCIL MEMBERS

WHEREAS, California Government Code sections 36516 et seq. define the requirements and limitations for compensation and benefits for mayors and city councilmembers; and

WHEREAS, the Mayor and City Councilmembers recognize the significant increases in costs related to medical, dental and vision care and the cafeteria benefit has fallen behind the amount eligible for City staff as well as the amounts paid to other members of city councils in San Diego County; and

WHEREAS, the Mayor and City Councilmembers currently receive \$1,350 each month in in City contributions to their Internal Revenue Code section 125 "Cafeteria Plan" accounts; and

WHEREAS, the current cafeteria benefit allotment for City staff will increase to \$1,450 per month effective January 2024; and

WHEREAS, City Council approval of the proposed cafeteria benefit allotment increase is exempt from the California Environmental Quality Act ("CEQA") in accordance with section 15378(b)(2) because it is a personnel-related action and is therefore not a project; and

WHEREAS, it is recommended that the Mayor and City Councilmembers' cafeteria benefit allotment be adjusted to \$1,450 per month effective January 2024, which will align with the approved City staff amount effective January 2024.

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

Section 1. That the foregoing recitals are true and correct, and are findings of fact of the El Cajon City Council.

Section 2. That beginning January 2024, the City of El Cajon will contribute the Mayor's and Councilmembers' cafeteria benefit allotment in the amount of \$1,450 per month.



City Council
Agenda Report

DATE: October 24, 2023
TO: Honorable Mayor and City Councilmembers
FROM: Graham Mitchell, City Manager
SUBJECT: Small Business Revolving Loan Program

RECOMMENDATION:

That the City Council provides feedback on the concept of a small business revolving loan program and its interest in allocating up to \$300,000 toward the fund.

BACKGROUND:

Staff recently met with the Assistant Secretary of Commerce over the U.S. Economic Development Administration (EDA). During that meeting, staff learned about possible grant programs from which the City could benefit. From that meeting, subsequent conversations have occurred with the EDA and local partners such as the County of San Diego and the East County Economic Development Council (ECEDC).

In speaking with the County's economic development staff member and James Sly of the ECEDC, there is an opportunity to create a small business revolving loan fund with some seed money from the City of El Cajon, the County of San Diego, and the other three East County cities. Based on matches from other federal agencies and lending institutions, staff believes it is possible to grow a \$500,000 local match to up to a \$7 million loan fund.

A government-subsidized small business revolving loan fund offers advantages for entrepreneurs and local economies. First, it provides accessible and affordable financing options to small businesses, fostering their growth, innovation, and job creation. By offering low-interest loans, this initiative reduces the financial burden on startups and existing small businesses, increasing their chances of success. Second, it promotes financial stability and resilience in the business community, as these funds often include provisions for repayment flexibility. This not only bolsters the local economy but also mitigates economic downturns by safeguarding jobs and sustaining local enterprises, ultimately fostering a thriving entrepreneurial ecosystem. Third, it creates possible financing for successful businesses that participate in the future business incubator program. Lastly, it creates an opportunity for traditional bank financing to take over as businesses become successful.

To help regional and federal partners begin a serious dialogue regarding this idea, staff recommends that the City commit "seed" funds to this proposal. Staff recommends that El Cajon contribute \$300,000 toward the initial fund, allowing the County and the other three cities to provide the remaining \$200,000. If this is something supported by the City Council, there is no formal budget amendment required at this time. As the project moves forward, staff will

return with additional details and a formal business amendment to allocate funds from the General Reserve fund toward this economic development activity.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is exempt from the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines section 15378(b)(4). It will not result in any direct or indirect physical change in the environment because it is a government fiscal activity which does not involve any commitment to any specific project.

Prepared By: Graham Mitchell, City Manager

Reviewed By:

Approved By: N/A



**City Council
Agenda Report**

DATE: October 24, 2023
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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

October 9, 2023 – Interview with Fox Business
October 13, 2023 – SANDAG Board of Directors
October 17, 2023 – Mark Larson Show
October 18, 2023 – ECPD Promotion & Retirement Ceremony
October 20, 2023 – Interview with Newsmax
October 20, 2023 – City Recruiting Video
October 24, 2023 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council
Agenda Report

Agenda Item 19.

DATE: October 24, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Deputy Mayor Goble

SUBJECT: DEPUTY MAYOR 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.

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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

- October 9, 2023 – Meeting with Mike Badami/Brent Ford at ECVHS
- October 10, 2023 – Emails with Emily D re: SANDAG Military Working Group
- October 10, 2023 – Emails with Dustin S. @ AGC
- October 10, 2023 – Emails with Kyle S @ ECAWP re: site tour
- October 17, 2023 – East County Chamber Government Affairs Committee Meeting
- October 17, 2023 – Phone call with City Manager re: SCAIR Safety Request
- October 18, 2023 – ECPD Promotion & Retirement Ceremony
- October 19, 2023 – MTS Board of Directors Meeting
- October 20, 2023 – Chamber Women in Leadership Luncheon
- October 20, 2023 – Judge Costume Contest at Hauntfest
- October 23, 2023 – Meeting with City Manager
- October 24, 2023 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Steve Goble, Deputy Mayor



City Council
Agenda Report

Agenda Item 20.

DATE: October 24, 2023
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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

September 27, 2023 – Metro JPA Ad Hoc Committee Meeting
October 5, 2023 – Metro JPA Meeting
October 12, 2023 – Heartland Fire Training Authority Meeting
October 17, 2023 – Metro JPA ad hoc Committee Meeting
October 20, 2023 – Hauntfest – Judge
October 24, 2023 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Councilmember



City Council
Agenda Report

Agenda Item 21.

DATE: October 24, 2023

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Metschel

SUBJECT: COUNCILMEMBER MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; METRO
Commission/Wastewater JPA – Alternate; 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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

October 17, 2023 – Business Town Hall Meeting on Homelessness
October 17, 2023 – Meeting with D Beck from County
October 18, 2023 – Attend ECPD Promotion and Retirement Ceremony
October 19, 2023 – Attend Pregnancy Care Clinic Fundraiser
October 20, 2023 – Attend Women in Leadership Luncheon
October 21, 2023 – Attend fundraiser for A Hayes
October 24, 2023 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Councilmember



City Council
Agenda Report

Agenda Item 22.

DATE: October 24, 2023

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. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

October 19, 2023 – Republican Women of La Mesa Event
October 21, 2023 – SDCGO Panel Discussion
October 24, 2023 – VFW – Boys State Award Ceremony
October 24, 2023 – City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember
