AGENDA

Consolidated Regular Meeting

City Council Chamber - 1243 National City Boulevard, National City, CA

Ron Morrison, Mayor
Marcus Bush, Vice-Mayor – District 4
Luz Molina, Councilmember- District 1
Jose Rodriguez, Councilmember -District 2
Ditas Yamane, Councilmember – District 3

Benjamin A. Martinez, City Manager
Barry J. Schultz, City Attorney
Shelley Chapel, MMC, City Clerk

The City Council also sits as the City of National City Community Development Commission, Housing Authority, Joint Powers Financing Authority, and Successor Agency to the Community Development Commission as the National City Redevelopment Agency

Thank you for participating in local government and the City of National City Council Meetings.

Meetings: Regular City Council Meetings are held on the first and third Tuesday of the month at 6:00 p.m. Special Closed Session Meetings and Workshops may be same day, the start time is based on needs. Check Special Agendas for times.

Location: Regular City Council Meetings are held in the Council Chamber located at City Hall, 1243 National City Boulevard, National City, CA 91950, the meetings are open to the public.

Agendas and Material: Agendas and Agenda Packet for items listed are available on the City website, and distributed to the City Council no less than 72 hours before the City Council Meeting. Sign up for E-Notifications to receive alerts when items are posted.

Public Participation: Encouraged in a number of ways as described below. Members of the public may attend the City Council Meeting in person, watch the City Council Meeting via live web stream, or participate remotely via Zoom. Recording of Meetings are archived and available for viewing on the City's website.

To listen to the live stream in Spanish, you must register for Zoom prior to the meeting for access.

All Zoom registration must be completed **two (2)** hours prior to the City Council Meeting for access.

Public Comment: Persons wishing to address the City Council on matters not on the agenda may do so under Public Comments. Those wishing to speak on items on the agenda may do so when the item is being considered. Please submit a Speaker's Slip to the City Clerk before the meeting or immediately following the announcement of the item. All comments will be limited up to three (3) minutes. The Presiding Officer shall have the authority to reduce the time allotted to accommodate for a large number of speakers. *(City Council Policy 104)*

All written comment must be submitted no later than **four (4)** hours prior to the start of the meeting to allow time for distribution to the City Council.

EFFECTIVE JANUARY 1, 2023

All Contributions to Candidates and Current Elected Officials are required to self-report a Declaration of Campaign Contribution to a Councilmember of more than $250 within the past year (effective Jan 1, 2023). This report may be included on the Public Comment Speaker Slip to be completed prior to the City Council Meeting.

Spanish Interpretation Services: Spanish Interpretation Services are available; please contact the City Clerk before the start of the meeting for assistance.

American Disabilities Act Title II: In compliance with the American Disabilities Act of 1990, persons with a disability may request an agenda in appropriate alternative formats as required by Title II. Any person with a disability who requires a modification or accommodation to participate in a meeting should direct such request to the City Clerk's Office (619) 336-4228 at least 24 hours in advance of the meeting.

AGENDA

Consolidated Regular Meeting

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The City Council also sits as the City of National City Community Development Commission, Housing Authority, Joint Powers Financing Authority, and Successor Agency to the Community Development Commission as the National City Redevelopment Agency

Gracias por participar en las reuniones del gobierno local y del Consejo de la Ciudad de National City.

Reuniones: Las reuniones regulares del Consejo Municipal se llevan a cabo el primer y tercer martes del mes a las 6:00 p.m. La reunión especial de sesión privada y los talleres pueden ser el mismo día, la hora de inicio se basa en las necesidades. Consulte las agendas especiales para conocer los horarios.

Ubicación: Las reuniones regulares del Concejo Municipal se llevan a cabo en la Cámara del Consejo ubicada en el Ayuntamiento, 1243 National City Boulevard, National City, CA 91950, las reuniones están abiertas al público.

Agendas y Material: Las Agendas y el Paquete de Agenda para los temas enumerados están disponibles en el sitio web de la Ciudad y se distribuyen al Concejo Municipal no menos de 72 horas antes de la Reunión del Concejo Municipal. Regístrese para recibir notificaciones electrónicas cuando se publiquen artículos.

Participación pública: Se fomenta de varias maneras como se describe a continuación. Los miembros del público pueden asistir a la Reunión del Concejo Municipal en persona, ver la Reunión del Concejo Municipal a través de la transmisión web en vivo o participar de forma remota a través de Zoom. Las grabaciones de las reuniones están archivadas y disponibles para su visualización en el sitio web de la Ciudad.

Para escuchar la transmission en Español, registration por Zoom es requerido antes del comienzo de la sesión.

Todo registro para la trasmisión por Zoom debe completarse **dos (2)** horas antes de la Reunión del Concejo Municipal.

Comentario Público: Las personas que deseen dirigirse al Concejo Municipal sobre asuntos que no están en la agenda pueden hacerlo bajo Comentarios públicos. Quienes deseen hacer uso de la palabra sobre los temas del programa podrán hacerlo cuando se esté examinando el tema. Por favor, envíe una solicitud del orador al Secretario de la Ciudad antes de la reunión o inmediatamente después del anuncio del artículo. Todos los comentarios estarán limitados a tres (3) minutos. El Presidente tendrá la autoridad para reducir el tiempo asignado para dar cabida a un gran número de oradores. (Política del Concejo Municipal 104)

Si desea enviar comentarios por escrito, envíe un correo electrónico a la Oficina del Secretario de la Ciudad al menos 1 hora antes de la Reunión del Consejo Municipal para dar tiempo a la distribución al Consejo Municipal.

Todos comentarios deben estar sometidos a más tardar **cuatro (4)** horas antes del comienzo de la sesión.

A PARTIR DEL 1 DE ENERO DE 2023

Todas las contribuciones a los candidatos y funcionarios electos actuales deben autoinformar una Declaración de contribución de campaña a un concejal de más de $ 250 en el último año (a partir del 1 de enero de 2023). Este informe puede incluirse en el Recibo del orador de comentarios públicos que se completará antes de la reunión del Concejo Municipal

Servicios de interpretación en español: Los servicios de interpretación en español están disponibles, comuníquese con el Secretario de la Ciudad antes del inicio de la reunión para obtener ayuda.

Título II de la Ley de Discapacidades Americanas: En cumplimiento con la Ley de Discapacidades Americanas de 1990, las personas con discapacidad pueden solicitar una agenda en formatos alternativos apropiados según lo requerido por el Título II. Cualquier persona con una discapacidad que requiera un modificación o adaptación para participar en una reunión debe dirigir dicha solicitud a la Oficina del Secretario de la Ciudad (619) 336-4228 al menos 24 horas antes de la reunión.

AGENDA

Consolidated Regular Meeting

Tuesday, March 4, 2025, 6:00 p.m.
City Council Chamber - 1243 National City Boulevard
National City, CA

Pages

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. INVOCATION

5. PUBLIC COMMENT

   In accordance with State law, an item not scheduled on the agenda may be brought forward by the general public for comment; however, the City Council will not be able to discuss or take action on any issue not included on the agenda. Speakers will have up to three (3) minutes.

6. PROCLAMATIONS AND RECOGNITION

   6.1 Introduction of New City Employees 5

7. PRESENTATION (Limited to Five (5) Minutes each)

   7.1 San Diego Community Power Presentation

8. REGIONAL BOARDS AND COMMITTEE REPORTS (Limited to Five (5) Minutes each)

   Per Government Code Section 53232.3(d) also known as AB1234:

   Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

9. INTERVIEWS AND APPOINTMENTS

9.1 Appointments: Board of Library Trustees; Community & Police Relations Commission; Parks, Recreation & Senior Citizen's Advisory Committee; and, Public Art Committee 6

Recommendation:
Mayoral Appointment with the City Councilmembers' Confirmation.

9.2 Appointments: City Boards, Commissions, and Committees – City Council Interview and Appointment for the Civil Service Commission and Planning Commission. 52

Recommendation:
City Council to Conduct Interviews and Appoint.

10. CONSENT CALENDAR

The Consent Calendar may be enacted in one motion by the City Council with a Roll Call Vote without discussion unless a Councilmember, a member of the Public, or the City Manager requests an item be removed for discussion. Items removed from the Consent Calendar will be considered immediately following the adoption of the Calendar.

10.1 Approval of Reading by Title Only and Waiver of Reading in Full of Ordinance on this Agenda

10.2 Approval of City Council Meeting Minutes 80

Recommendation:
Approve and file.

10.3 Emergency Medical System Transport Study 92

Recommendation:
Adopt the Resolution Entitled, "Resolution of the City Council of the City of National City, California, Waiving the Formal Bid Process Pursuant to National City Municipal Code Section 2.60.220 (B) Regarding the Sole Source for AP Triton, LLC to Evaluate and Optimize the Emergency Medical Transport System in National City and Approving and Authorizing the Mayor to Execute a Professional Services Agreement by and between the City of National City and AP Triton, LLC, for a Total Not-to-Exceed Amount of $51,250.00".

10.4 First Amendment to the Agreement with North County E.V.S. Inc. for Fire Apparatus Services 148

Recommendation:
Adopt the Resolution Entitled: "Resolution of the City Council of the City of National City, California, Authorizing the Mayor to Execute a First Amendment to the Agreement with North County E.V.S. Inc. to Extend the Agreement by One-Year to June 30, 2026, and to Increase the Not-to-Exceed Amount by

$100,000 for a Total Not-to-Exceed Amount of $150,000."

10.5 Request to Install Red Curb "No Parking" at the Intersection of Palm Avenue and E. 17th Street to Enhance Visibility at the Intersection. 153

Recommendation:
Authorizing the Installation of Red Curb "No Parking" at the Intersection of Palm Avenue and E. 17th Street to Improve Visibility."

10.6 Warrant Register #26 - #28 for the Period of 12/20/24 through 1/9/25 in the Amount of $3,873,857.43 163

Recommendation:
Ratify Warrants Totaling $3,873,857.43

11. STAFF REPORTS

11.1 POLICY105 REQUEST- Presentation on National City Urban Forest Management Plan 175

Recommendation:
Receive Presentation and Provide Direction to Staff.

11.2 Report on Sewer Rate Study and Proposed Rate Increase. 189

Recommendation:
Adopt a Resolution Entitled: "Resolution of the City Council of the City of National City, California, 1) Accepting the Sewer Rate Study; 2) Approving Revisions to Policy No. 201, Maintenance of Reserve Funds; and 3) Scheduling a Public Hearing and Directing Staff to Mail Out a Notice of Public Hearing as Required by Proposition 218."

11.3 Staff Report on the Establishment of a Tobacco Retail License Program. 235

Recommendation:
Consider Staff Report and Give Direction to Staff on the Inclusion of a Tobacco Retail Program within NCMC § 9.38 (Restricting the Sale, Display, and Promotion of Tobacco Products or Cigarettes to Minors).

11.4 Discussion of Amending Chapter 9.60 of the National City Municipal Code to Expand Operating Hours for Store Front Cannabis Retail Facilities. 300

Recommendation:
Staff recommends that the City Council consider amending Chapter 9.60 of the National City Municipal Code to expand operating hours for store front cannabis retailers from the current hours to six a.m. to ten p.m., seven days a week, in alignment with California State regulations.

11.5 City Council Expenditure Report: July 2024 through January 2025 306

Recommendation:
Receive and File Expenditure Report for the City Council for the period of July 2024 Through January 2025

Recommendation:
Presented in Exhibit A.

12. CITY MANAGER'S REPORT

13. ELECTED OFFICIALS REPORT

13.1 POLICY 105 REQUEST - NCMC8.32.015 Restrictions on Keeping Certain Animals, Birds, and Reptiles -Requested by Councilmember Rodriguez 310

14. CITY ATTORNEY REPORT

15. ADJOURNMENT

Regular Meeting of the City Council of the City of National City - Tuesday, March 18, 2025 - 6:00 p.m. - Council Chambers - National City, California.

FEBRUARY 2025

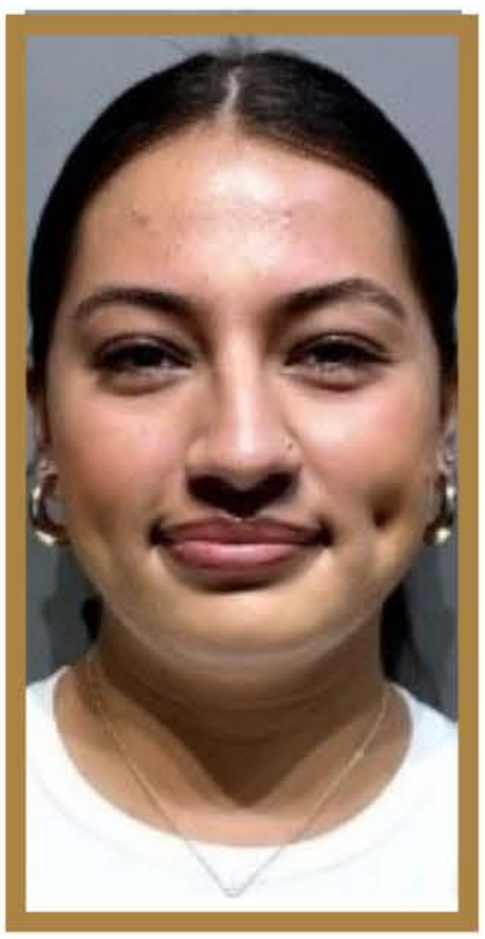
NEW HIRES

Police Department and Engineering/Public Works



Ramil Laurino

Police Operations Assistant



Priscilla Torres - Martinez

Police Records Clerk



Roberto Jimenez Contreras

Maintenance Worker



Maximiliano Avila

Police Dispatcher



Aiden Paul Devine

Police Dispatcher

Welcome to our TEAM!

AGENDA REPORT

Department: City Clerk's Office
Prepared by: Shelley Chapel, MMC
Meeting Date: Tuesday, March 4, 2025
Approved by: Benjamin A. Martinez, City Manager

SUBJECT:
Appointments: Board of Library Trustees; Community & Police Relations Commission; Parks, Recreation & Senior Citizen's Advisory Committee; and, Public Art Committee

RECOMMENDATION:
Mayoral Appointment with the City Councilmembers' Confirmation.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
A City Boards, Commissions and Committee (BCC) vacancy notice was published in the Star News, posted on the City Hall Bulletin Boards, City website, and City Social Media sites to advertise the opening and application acceptance period for multiple committees.

The recent Vacancy Notice was posted on January 22, 2025 and February 5, 2025 with a deadline of February 12, 2025.

The Board of Library Trustees; Community & Police Relations Commission; and, the Public Art Committee each have one (1) available seat due to the automatic resignation of members who failed to complete the mandatory training and meeting attendance per City Council Policy 107.

The Community & Police Relations Commission has three (3) seats available due to the expiring terms of Daniel Orth and William Phillips (March 2025). The remaining seat is available due to the automatic resignation of a member who failed to complete the mandatory training and meeting attendance per City Council Policy 107.

Those vacancies listed as automatic resignation are due to the members, once appointed, failing to attend meetings and training, and FPPC filings. The City Clerk's Office has exhausted efforts to reach the members via email, reminders through training portal and FPPC portal, and phone calls.

The appointments would fill the terms as follows:

Board of Library Trustees

- One (1) seat with a term ending September 30, 2027. Applicant must be a resident of National City.

Community & Police Relations Commission

- Two (2) seats with terms ending March 31, 2028. Applicant must be a resident of National City.
- One (1) seat with a term ending March 31, 2027. Applicant must be a resident of National City.

Parks, Recreation & Senior Citizens Advisory Committee

- One (1) seat with a term ending September 30, 2027. Applicant must be a resident of National City.

Public Art Committee

- One (1) alternate seat with a term ending September 30, 2027.

FINANCIAL STATEMENT:
Not applicable.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Communication and Outreach

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Explanation for Mayoral Appointments
Exhibit B – Applications (redacted)
Exhibit C – City Council Policy #107
Exhibit D – Boards/Commission/Committees Reference Chart

The City Clerk's Office began advertising and accepting applications for vacancies on the following Boards, Committees, and Commissions: Board of Library Trustees; Community & Police Relations Commission; Parks, Recreation & Senior Citizen's Advisory Committee; and, Public Art Committee on February 5, 2025 with a deadline of February 12, 2025.

Background

In order to obtain qualified candidates, a Notice of Vacancies was advertised on the following: The City website, posted on the City Hall Bulletin Boards, the Star News and City Social Media sites to advertise openings and the application acceptance period. The vacancy presented is a combination of end of terms (March 2025) and three (3) automatic resignations due to failure to complete training and meeting attendance requirements per City Council Policy 107.

Vacancies are listed below:

BCC	Number of Open Seats and Term expiration for that seat	Appointing Member(s)	Residency Requirement	Applications Received
Board of Library Trustees	(1) One Seat – September 30, 2027	Mayoral	Yes	Jose Lopez Patricia McGhee*
Community & Police Relations Commission	(2) Two Seats – March 31, 2028 (1) One Seat – March 31, 2027	Mayoral	Yes	Harry Delgado Daniel Orth** William Phillips* Jake Zindulka
Parks, Recreation & Senior Citizens Advisory Committee	(1) One Seat – September 30, 2027	Mayoral	Yes	Katherine McAlarney Sorayda Santos***
Public Art Committee	(1) One Seat – September 30, 2027	Mayoral	Yes	No applications were received.

Residency requirements are listed if required in the chart above. If filling a resident requirement, applicant must reside within the City of National City at the time the application is submitted to be considered for the resident position.

***One (1) applicant Patricia McGhee** is currently an Alternate Trustee of the Board of Library Trustees appointed on September 5, 2023 with a term that expires September 30, 2026. Attendance of meetings is shown below for reference. Their meetings are held the First Wednesday of every month at 5:30 p.m. in the Large Conference Room at City Hall.

In 2024 the Board scheduled 12 meetings, of which two were cancelled due to a lack of agenda items.

Attendance	**2024**
Attended	8
Absent	2
Cancelled	2

Per City Council Policy #107 (D)(14)(3) Mandatory Training and Filing Requirements:
Trustee McGhee has completed all required training and filing requirements.

***One (1) applicant Daniel Orth** is currently a member of the Community & Police Relations Commission re-appointed on March 15, 2022 with a term that expires March 31, 2025 and is seeking reappointment. Attendance of meetings is shown below for reference. Their meetings are held the Third Thursday of February, May, August and November at 6:00 p.m. in the Council Chamber at City Hall.

In 2024 the Commission scheduled four (4) meetings, one of which was cancelled due to lack of police representation.

Attendance	2024
Attended	2
Absent	1
Cancelled	1

Per City Council Policy #107 (D)(14)(3) Mandatory Training and Filing Requirements:
Commissioner Orth has completed all required training and filing requirements.

**Daniel Orth has served two full terms and per City Council Policy #107 (D)(10) approval by a four-fifths vote is needed for reappointment.

***One (1) applicant William Phillips** is currently a member of the Community & Police Relations Commission appointed on March 15, 2022 with a term that expires March 31, 2025 and is seeking reappointment. Attendance of meetings is shown below for reference. Their meetings are held the Third Thursday of February, May, August and November at 6:00 p.m. in the Council Chamber at City Hall.

In 2024 the Commission scheduled four (4) meetings, one of which was cancelled due to lack of police representation.

Attendance	2024
Attended	3
Absent	0
Cancelled	1

Per City Council Policy #107 (D)(14)(3) Mandatory Training and Filing Requirements:
Commissioner Phillips has completed all required training and filing requirements.

***One (1) application received for the Parks, Recreation, and Senior Citizen's Advisory Committee submitted by Sorayda Santos was submitted after the February 12, 2025 deadline.

****

Appointment:

Per City Council Policy #107 (D)(8) Mayoral Appointments:
The Mayor will make the motion to appoint (naming the appointee) and Councilmembers may second the motion. The City Clerk will then take a roll call vote of the City Council. A majority vote of the City Council will be required for the appointment. If the majority of the City Council choose to deny the proposed appointment, the Mayor shall either propose an alternative candidate from the current application pool or choose to reopen the application period and return to the City Council at a future City Council Meeting with a different applicant for consideration.

If a Mayoral Appointment is not approved by the majority of the City Council by confirmation, that applicant is removed from the pool for that seat. The Mayor will return to a future meeting with a substitute Mayoral appointment.

Per City Council Policy #107 (D)(14)(3): Attendance
A Commissioner or Member of a Board, Committee, or Commission must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Per City Council Policy #107 (D)(14)(3): Mandatory Training and Filing Requirements:
Commissioners and Members of Board, Committee, or Commission, as appointed by the legislative body, are entrusted with certain responsibilities and concomitant training and reporting. The following are requirements of Commissioners and Members of Boards, Commissions, and Committees. This training is required to be completed within 30 days of appointment or notification.

Per City Council Policy #107 (D)(10) **Re-appointment beyond two terms. Anyone wishing to be re-appointed to any Board, Commission, or Committee and has served two or more full terms already must be approved by a four-fifths vote of the City Council. If all five members of the City Council are not present, or if one member abstains or recuses their vote, the four-fifths requirement shall be changed to require only a simple majority.

1. Oath of Office (Article XX of the California Constitution, and California Government Code Section 36507)
2. Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 Filing (California Government Code Section 87100 et seq)
3. AB1234 Ethics Training (California Government Code Section 53235.1(b))
4. Anti-Sexual Harassment Training
5. Brown Act Training
6. Social Media Training
7. Any training required by State Law, Federal Law, or City Policies.

All training is offered in a variety of formats including in person, via Zoom, and training website/software, and pre-recorded video. Currently, these are all requirements of the Mayor and City Council, and City staff.

Board Of Library Trustees

Applicant Package - Member-Trustee

Board Of Library Trustees - Member-Trustee

Term 04 Mar 2025 - 30 Sep 2027
Positions Available 1

Number of applicants in this package 1

- Lopez, Jose

Name: Lopez, Jose

Address: [redacted] National City, 91950

Email: [redacted]

Board Name: Board of Library Trustees

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

2

Term of Residency?:

20 years

Present Employer?:

A Reason To Survive| ARTS 2021-Present

Occupation:

Advancement Coordinator

Business Address:

200 E. 12th St. National City, CA 91950

Educational Background:

BA- Art History-SDSU 2017

AA- Art History- SD Mesa College 2014

Certificate of Accomplishmenty- SD Mesa College 2021

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

N/A

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 02/12/25 8:34:45 PM

Board Of Library Trustees

Applicant Package - Member-Trustee

Board Of Library Trustees - Member-Trustee

Term 04 Mar 2025 - 30 Sep 2027
Positions Available 1

Number of applicants in this package 1

- McGhee, Patricia

Name: McGhee, Patricia

Address: [redacted], NATIONAL CITY, 91950

Email: [redacted]

Board Name: Board of Library Trustees

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

1

Term of Residency?:

3 years

Present Employer?:

San Diego Community College District

Occupation:

Teacher

Business Address:

[redacted]

Educational Background:

BA Cal Poly SLO English

MFA SDSU Creative Writing

Currently Serving on a BCC?:

Yes

Previously Served on a BCC?:

Yes

If so, which ones? If it does not apply, type N/A:

I am currently an alternate Trustee on the Library Board

Professional or Technical Organization Memberships?:

None

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

BOLT Alternate Trustee

Experience or Special Knowledge Pertaining to Area of Interest?:

I love libraries and have taught English at the Community College for 20 years

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 02/12/25 6:50:25 PM

Community & Police Relations Commission (CPRC)

Applicant Package - Commissioner

Community & Police Relations Commission (CPRC) - Commissioner

Term 31 Mar 2025 - 30 Mar 2028
Positions Available 1

Number of applicants in this package 1

- Delgado, Harry

Name: Delgado, Harry

Address: [redacted] National city, 91959

Email: [redacted]

Board Name: Community & Police Relations Commission (CPRC)

Telephone Number::

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

Occupation::

R&D medical dept

Present Employer?:

BD

Business Address::

[redacted]

Educational Background::

Associates Electrical

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

Experience or Special Knowledge Pertaining to Area of Interest?:

I live it

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE:

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.:

Harrrly Delgado

Time of Submission: 01/26/25 1:41:56 AM

Community & Police Relations Commission (CPRC)

Applicant Package - Commissioner

Community & Police Relations Commission (CPRC) - Commissioner

Term 01 Apr 2025 - 31 Mar 2028
Positions Available 1

Number of applicants in this package 1

- Orth, Daniel

Name: Orth, Daniel

Address: [redacted], National City, CA, 91950

Email: [redacted]

Board Name: Community & Police Relations Commission (CPRC)

Telephone Number::

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

1

Occupation::

Conflict Resolution Practitioner, Trainer, Mediator (Non-Profit)

Present Employer?:

National Conflict Resolution Center

Business Address::

[redacted]

Educational Background::

Tufts University (MA) - Masters in Conflict Resolution Pace University (NY) - Teaching Credential Tulane University (LA) - Bachelor of Arts in Economics and Political Science

Currently Serving on a BCC?:

Yes

Previously Served on a BCC?:

Yes

If so, which ones? If it does not apply, type N/A:

Community and Police Relations Commission

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

National City CPRC

Experience or Special Knowledge Pertaining to Area of Interest?:

Developed and managed the "Building Trust Partnership" initiative at the University of San Diego to strengthen relationships and build trust between community members and law enforcement; authored "The Building Trust Handbook", a practical guide on strengthening police-community relations; have lead trainings for a variety of law enforcement oversight bodies including San Diego's Commission on Police Practices, the Citizens Advisory Board, and the Community Review Board.

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE:

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.:

Daniel J. Orth

Time of Submission: 02/13/25 11:41:09 AM

Attachments

- Daniel Orth CV 2024.pdf

Daniel J. Orth

National City, CA 91950 | [redacted]

For more than 18 years as a peacebuilder, trainer, and educator, I have supported communities in countries around the world and in the U.S. in achieving just, prosperous, and peaceful outcomes for all their members. I have conducted conflict analyses to create brand new projects and taken over already existing ones. I have designed and implemented a diverse array of peacebuilding interventions from Kenya to Nepal, Israel to San Diego. To measure our progress and impact, I draw on a variety of monitoring and evaluation methodologies and I am an experienced trainer and curriculum designer. Our peacebuilding work requires resources and I have a proven record of fundraising with vast experience writing proposals, reporting on grants, and maintaining donor relations. Most importantly, I believe in collaboration with partners to achieve our shared goals. As an effective communicator, I work with diverse stakeholders, from police to activists, mayors to farmers. While focusing on details, meeting deadlines, and managing resources to stay on budget, I achieve results for my organization, our partners, and the communities we serve.

PROFESSIONAL EXPERIENCE – PEACEBUILDING, TRAINING, AND EDUCATION

National Conflict Resolution Center **San Diego, CA**
Associate Director *August 2022 – Present*

Senior Project Manager *October 2020 – June 2021*
- Design and facilitate multi-stakeholder mediations and facilitated dialogue processes for community organizations, institutions of higher learning, government agencies, and corporations.
- Conduct conflict analyses to plan training workshops, including the creation of relevant simulations and case studies.
- Manage 30+ projects by building and maintaining client relationships; delivering timely, effective communications; coordinating a team of trainers and other staff; and managing more than $600,000 in project funding.

Karuna Center for Peacebuilding **National City, CA (Remote Position)**
Senior Program Manager *June 2021 – July 2022*
- Design and implement multi-year peacebuilding programs, lead trainings, and conduct conflict analyses.
- Collaborate with local partners to build community capacity to interrupt cycles of conflict, recognize shared needs, and prevent the spread of violent extremism.
- Fundraise for programs and provide technical and financial management during program implementation.

Kroc Institute for Peace and Justice, University of San Diego **San Diego, CA**
Program Officer *April 2015 – August 2020*
- Designed and executed inclusive, multi-year peacebuilding and leadership programs including:
    - A peace leadership training program for Nepali political and civil society leaders, now in its third year.
    - A youth-police community engagement and dialogue project in the informal settlements of Nairobi, Kenya.
    - A multicultural theater and community dialogue project focused on building bridges of mutual understanding between diverse communities to develop recommendations to inform education policy and legislation.
    - Domestic initiatives to enhance public safety by improving police-community relations and facilitating diverse coalitions of community organizations, faith leaders, and law enforcement professionals.
- Authored grants and cultivated donors in government, foundations, individuals, and the private sector to raise funds for and manage annual budgets in excess of $150K and managed reporting on these grants.
- Managed a team of 10+ consultants & staff and 30+ mentors & trainers for the Nepali Emerging Leaders Program.
- Created training curriculum and instructional materials for diverse conflict resolution topics.
- Led writing and knowledge dissemination for peacebuilding learning resources, articles, and websites.
- Launched, wrote, and edited a monthly police-community relations e-newsletter and grew subscriber base to 1,000+.
- Led the Kroc IPJ's internship program for 4+ years, including hiring, mentoring, and evaluating 10+ interns annually.

Community & Police Relations Commission **National City, CA**
Commissioner *May 2019 – Present*
- Facilitate disputes and resolve conflict between the National City Police (NCPD) and the city's community.
- Review complaints against NCPD and make recommendations to improve department policies and practices.

San Diego Regional Interfaith Collaborative **San Diego, CA**
Board President March *2019 – Present*
- Lead a growing, dynamic organization through strategic planning, agenda development, & board member recruitment.
- Raise funds by cultivating private donors and foundations and identifying relevant grant opportunities.
- Identify and build relationships with potential partners across San Diego County and Southern California.

California Board of State and Community Corrections **California**
CalVIP Grant Program Executive Steering Committee Member *September 2019 – September 2020*
- Generated scoring criteria for and evaluated grant proposal applications to award $30 million to community-based organizations and cities across California for violence intervention and prevention projects.
- Supported community organization applicants and conducted advocacy with legislators for increased funding.

Conflict Dynamics International, Inc. **Cambridge, MA**
Graduate Research Assistant, Humanitarian Policy February – November 2014
- Developed an online platform to deliver distance-learning training modules to humanitarian practitioners in the field.
- Communicated with stakeholders in conflict-affected countries to draft briefing papers and training materials.
- Designed and implemented monitoring and evaluation systems to track indicator progress for multiple programs.

Israeli Peace NGO Working Group **Ridgefield, CT and Israel**
Co-Facilitator April 2013 – July 2014
- Planned and facilitated dialogue and strategic planning workshops for Israeli Arabs and Jews from diverse sectors.
- Analyzed related projects and presented research findings to group members to inform project design and activities.

Search for Common Ground **Zanzibar, Tanzania**
Graduate International Intern June – August 2013
- Planned and facilitated training workshops on conflict resolution, joint problem-solving, strategic communication, and leadership to build the capacity of members of civil society, government ministries, the media, and parliamentarians.
- Managed donor relations and wrote reports for the EU, USAID, and the Belgian Government.
- Managed relationships with local partners and carried out capacity-building activities based on organizational needs.

The Louise S. McGehee School **New Orleans, LA**
History Teacher 2006 – 2012
- Designed and delivered engaging curriculum to foster critical thinking, global-engagement, and leadership.
- Received a grant to conduct research into the Acadian /Cajun diaspora in Nova Scotia to develop curriculum.

Assistant Director of Afterschool Activities
2007 – 2009
- Managed a team of 12 employees and designed policies to provide a safe and constructive environment for students.

The New Teacher Project **New Orleans, LA**
Content Seminar Leader 2009 – 2011
- Taught a year-long training course for first-year teachers by adapting a nation-wide curriculum to suit the local context and planning course activities to meet the specific learning needs of adult learners.
- Mentored more than two dozen new teachers to help them resolve conflict in their schools and become leaders.

New York City Department of Education **Brooklyn, NY**
Secondary Social Studies Teacher 2004 – 2006
- Worked to eliminate the achievement gap for low-income and minority students in high-need schools through the design and delivery of high-quality lessons that fostered critical thinking and political engagement

Citizens for Global Solutions **Washington, DC**
Research Associate and Member of the Board of Directors 2005 – 2006
- Developed the organization's long-term vision and mission and short-term structural and operational requirements.
- Supported fundraising efforts through donor identification and solicitation, grant writing, and events.

EDUCATION

Fletcher School of Law and Diplomacy, Tufts University **Medford, MA**
Master of Arts in Law and Diplomacy, International Negotiation & Conflict Resolution and Human Security 2012-2014
- Capstone Project: "Facilitating an Arab-Jewish Dialogue on Creating a Shared Society in Israel"
- Distinctions: Alan M. Wachman Memorial Scholarship Recipient, Conflict Resolution Theory Teaching Assistant

Pace University School of Education **New York, NY**
New York State Graduate Teaching Certification 2004-2006

Tulane University **New Orleans, LA**
Bachelor of Arts, Political Science and Economics
2000-2004
- Distinctions: Phi Beta Kappa, Dean's Honors Scholarship, *Cum Laude*

TRAINING AND RELEVANT EXPERIENCE

Mediation Works Incorporated (MWI) Mediation Practicum **Medford, MA**
Mediator Training September 2013
- Developed the skills to be an effective mediator to help parties resolve disputes and reach implementable agreements.

World Peace Foundation **Medford, MA**
Conference Organizer November 2013 – February 2014
- Planned the conference "Unlearning Violence: Early Childhood Peace Education and Conflict Prevention".
- Established relationships with academic and policy experts to create five distinct yet interrelated conference panels.

SELECT LEARNING RESOURCES AND ARTICLES

- "Nepal's Emerging Leaders are Employing Training to Provide COVID19 Support for their Communities" (May 2020) – https://www.sandiego.edu/news/peace/detail.php?_focus=76588
- "Building Peace Amidst COVID19: Voices from our Peacemakers from Around the World" (April 2020) – https://www.sandiego.edu/news/peace/detail.php?_focus=76099
- "Kroc IPJ Awards Microgrants to Nepal Program Alumni" (April 2020) – https://www.sandiego.edu/news/peace/detail.php?_focus=76314
- "Mentors Play Key Role as 2020 Nepali Emerging Leaders Program Gets Underway" (February 2020) – https://www.sandiego.edu/news/peace/detail.php?_focus=75376
- "Five Years after Fletcher: A Five-Year Update" (July 2019) – https://sites.tufts.edu/fletcheradmissions/2019/07/five-year-update-daniel-orth/
- "Kroc IPJ Convenes Diverse Cohort of Emerging Leaders for Second Seminar (April 2019) – https://www.sandiego.edu/news/peace/detail.php?_focus=72023
- "Look Both Ways: Religious Leaders and the Challenge of Engaging Community and Police" (January 2019) – https://www.sandiego.edu/peace/images/ipj/18_Kroc_KrocInsight_PDF_FINAL%202.pdf
- "Building Trust Partnership Educational Series Empowers Community (December 2018) – https://www.sandiego.edu/news/peace/detail.php?_focus=70229
- "Swiss Government to Fund Kroc IPJ's Work in Nepal" (October 2018) – https://www.sandiego.edu/news/peace/detail.php?_focus=69267
- "Building Trust between Police and Communities in Oceanside" (August 2018) – http://catcher.sandiego.edu/items/peacestudies/Oceanside%20Report%20English%20Final.pdf

ADDITIONAL INFORMATION

Languages: English (Native) and Spanish (Written: Advanced Professional; Oral: General Professional)
Computer Skills: Cascade EMS; WordPress; Microsoft Office Suite; STATA; social media platforms; SurveyMonkey; MailChimp; Salesforce; Advance.

Community & Police Relations Commission (CPRC)

Applicant Package - Commissioner

Community & Police Relations Commission (CPRC) - Commissioner

Term 31 Mar 2025 - 30 Mar 2028
Positions Available 1

Number of applicants in this package 1

- Phillips, William

Name: Phillips, William

Address: [redacted], National City, CA, 91950

Email: [redacted]

Board Name: Community & Police Relations Commission (CPRC)

Telephone Number::

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

4

Occupation::

Retired

Present Employer?:

Retired

Business Address::

N/A

Educational Background::

AA Automotive Technology, AA Criminal Justice,

Currently Serving on a BCC?:

Yes

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

CPRC

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

Volunteer American Cancer Society Relay for Life, Volunteer Koman 3 day cancer walk, CPRC, Sweetwater Kiwanis, National City Host Lions Club, StarPal, NC Police Explorers, Stein Family Farm.

Experience or Special Knowledge Pertaining to Area of Interest?:

I was employed as a police officer with the city of National City and retired in 2018. I have significant expertise with criminal investigations. I served on the CPRC as a non-voting member for approximately 14 years. I am familiar with police practices and I believe I have the ability to know when a complete investigation has been done. I have never had a problem asking hard questions regarding police behavior.

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE:

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.:

William Phillips Sr

Time of Submission: 01/24/25 1:03:49 PM

Community & Police Relations Commission (CPRC)

Applicant Package - Commissioner

Community & Police Relations Commission (CPRC) - Commissioner

Term 01 Apr 2025 - 31 Mar 2028
Positions Available 1

Number of applicants in this package 1

- Zindulka, Jake

Name: Zindulka, Jake

Address: [redacted] National City, CA, 91950

Email: [redacted]

Board Name: Community & Police Relations Commission (CPRC)

Telephone Number::

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

1

Occupation::

Attorney

Present Employer?:

California Department of Health Care Services

Business Address::

[redacted]

Educational Background::

B.S., Business, Rutgers University J.D., University of San Diego

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

Yes

If so, which ones? If it does not apply, type N/A:

Board of Library Trustees

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

Community cleanups in National City. Chair of San Diego County Bar Association's New Lawyer Division, New Lawyer Representative on San Diego County Bar Association Board of Directors, Chair of California Lawyers Association's New Lawyers Section

Experience or Special Knowledge Pertaining to Area of Interest?:

I gained experience in constitutional law as it relates to law enforcement when I worked as a Deputy at the County Counsel's Office and as a Judicial Law Clerk at the U.S. District Court, Southern District of California.

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

PLEASE NOTE THAT THIS APPLICATION BECOMES PUBLIC INFORMATION AND MAY BE AVAILABLE ON THE CITY'S WEBSITE:

I hereby certify that the information contained in this application and any accompanying documents is true and correct to the best of my knowledge.:

Jake Zindulka

Time of Submission: 01/24/25 11:53:17 AM

Attachments

- Resume - Jake Zindulka.pdf

Jake Zindulka

[redacted] | National City, CA 91950

BAR MEMBERSHIPS

California, Bar No. 323346
New Jersey, Bar No. 316762020

EDUCATION

University of San Diego School of Law San Diego, CA
Juris Doctor, 2018
Recipient, Center for Public Interest Law's Outstanding Public Interest Advocate Award
Associate Board Member, Moot Court Board
- *Competitor*, Alumni Torts Tournament
- *Competitor*, Paul A. McLennon, Sr. Honors Tournament
- *Brief Writer*, Gibbons National Criminal Procedure Competition

Rutgers University Newark, NJ
Bachelor of Science, Management and Global Business, 2014

EXPERIENCE

California Department of Health Care Services San Diego, CA
Attorney November 2024 – Present
Provide legal advice and support to state agency overseeing Medi-Cal.

California Department of Managed Health Care San Diego, CA
Attorney January 2024 – October 2024
Draft regulations. Conduct legal research on California administrative law. Interpret statutes. Advise policymakers. Review stakeholder feedback. Prepare letters and other correspondence to health plans and consumer advocate groups.

San Diego Volunteer Lawyer Program, Inc. San Diego, CA
Staff Attorney September 2022 – December 2023
Represented survivors of domestic violence at permanent restraining order hearings. Interviewed clients. Drafted court filings, including points and authorities. Conducted direct and cross-examinations. Supervised and trained legal assistants, interns, and volunteer attorneys.

U.S. District Court, Southern District of California San Diego, CA
Term Law Clerk for the Honorable M. James Lorenz January 2021 – September 2022
Consulted with Judge on pending matters. Managed civil docket. Analyzed pleadings and motions. Conducted legal research. Drafted court orders on substantive motions, including motions for summary judgment.

County of San Diego, Office of County Counsel San Diego, CA
Deputy County Counsel, Civil Division November 2019 – January 2021
Defended the County and its employees in complex civil rights actions. Investigated allegations and assessed merits of lawsuits. Developed litigation strategies. Drafted pretrial motions leading to dismissals with prejudice. Authored Ninth Circuit respondent brief that resulted in affirming a dismissal on the pleadings. Argued motions at hearings. Prepared for early neutral evaluations, case management conferences, and mediations. Communicated with clients. Drafted discovery requests and responses. Direct examined code enforcement officers at administrative hearings. Reviewed County policies and ordinances. Attended closed session meetings. Organized intern recruitment.

Deputy County Counsel, Juvenile Dependency Division May 2019 – October 2019
Represented Child Welfare Services in state court. Advised social workers on investigations. Negotiated with opposing counsel. Prepared witnesses to testify. Direct and cross-examined fact and expert witnesses at bench trials. Raised objections to evidence. Presented opening and closing statements.

Graduate Law Clerk, Civil Division September 2018 – March 2019
Conducted legal research for civil rights and tort lawsuits. Drafted dispositive motions and state appellate brief. Drafted motion to quash subpoena that sought testimony of high-ranking official.

University of San Diego School of Law San Diego, CA
Research Assistant to Professor Orly Lobel October 2016 – April 2018
Reviewed articles prior to publication. Edited legal manuscript. Revised labor law textbook. Drafted memoranda on employment and antitrust law.

Shustak Reynolds & Partners, P.C. San Diego, CA
Law Clerk August 2017 – April 2018
Drafted memoranda related to securities litigation. Analyzed whether investments qualified as securities under federal law. Drafted responses to regulatory inquiries.

U.S. Securities and Exchange Commission Washington, D.C.
Summer Honors Intern, Division of Corporation Finance May 2017 – July 2017
Analyzed S-1s, S-3s, 10-Ks, proxy statements, and confidential treatment requests. Reviewed securities laws, regulations, no-action letters, and staff interpretations. Drafted comment letters to corporate counsel. Attended SEC closed session hearings on enforcement actions.

Center for Public Interest Law, University of San Diego School of Law San Diego, CA
Student/Intern August 2016 – May 2017
Researched laws related to the operation of public entities. Monitored the California Board of Accountancy and drafted a report on its actions.

U.S. District Court, Southern District of California San Diego, CA
Spring Judicial Extern for the Honorable M. James Lorenz January 2017 – April 2017
Evaluated motions. Attended pretrial hearings. Conferred with law clerks on pending matters.

U.S. Attorney's Office, Southern District of California San Diego, CA
Fall Legal Intern, Civil Division September 2016 – November 2016
Drafted summary judgment motion in *Bivens* action. Conducted research for civil fraud actions. Observed trials.

U.S. District Court, Southern District of California San Diego, CA
Summer Judicial Extern for the Honorable M. James Lorenz May 2016 – August 2016
Reviewed pleadings. Conducted legal research. Drafted court orders. Conferred with law clerks.

California Department of Business Oversight (Dept. of Fin. Protection and Innovation) San Diego, CA
Legal Intern May 2016 – August 2016
Reviewed consumer complaints. Analyzed financial regulations. Drafted enforcement pleadings.

VOLUNTEER LEADERSHIP

National City Library, Board of Library Trustees
- Trustee (nominated by Mayor and confirmed by City Council) (2023 - 2024 term)

California Lawyers Association
- Chair, California Lawyers Association's New Lawyers Section (2024 term)
- Vice Chair, California Lawyers Association's New Lawyers Section (2023 term)
- Executive Committee Member, California Lawyers Association's New Lawyers Section (2021 - 2023 term)
- New Lawyer Liaison, California Lawyers Association's Public Law Section (2021 - 2023 term)

San Diego County Bar Association
- Chair, San Diego County Bar Association's New Lawyer Division (2022 term)
- Board Member (New Lawyer Rep.), San Diego County Bar Association's Board of Directors (2022 term)
- Vice Chair, San Diego County Bar Association's New Lawyer Division (2021 term)

Parks, Recreation And Senior Citizen’S Advisory Committee

Applicant Package - Committee Member

Parks, Recreation And Senior Citizen’S Advisory Committee - Committee Member

Term 30 Sep 2024 - 30 Sep 2027
Positions Available 1

Number of applicants in this package 1

- McAlarney, Katherine

Name: McAlarney, Katherine

Address: [redacted] 91950

Email: [redacted]

Board Name: Parks, Recreation and Senior Citizen’s Advisory Committee

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

3

Term of Residency?:

Now-

Present Employer?:

San Diego gas and electric

Occupation:

Distribution system operator

Business Address:

[redacted]

Educational Background:

Bachelors in natural resource management and business administration

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

N/a

Professional or Technical Organization Memberships?:

No

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

No

Experience or Special Knowledge Pertaining to Area of Interest?:

No

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 11/16/24 6:45:49 PM

Parks, Recreation And Senior Citizen’S Advisory Committee

Applicant Package - Committee Member

Parks, Recreation And Senior Citizen’S Advisory Committee - Committee Member

Term 30 Sep 2024 - 30 Sep 2027
Positions Available 1

Number of applicants in this package 1

- Santos, Sorayda

Name: Santos, Sorayda

Address: [redacted], National City, 91950

Email: [redacted]

Board Name: Parks, Recreation and Senior Citizen’s Advisory Committee

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

52

Term of Residency?:

30 Sep 2024 - 30 Sep 2027

Present Employer?:

California Credit Union

Occupation:

AVP, Project Manager

Business Address:

[redacted]

Educational Background:

Doctor of Education in Leadership and Management, Drexel University

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

N/A

Professional or Technical Organization Memberships?:

Mana de San Diego, HOPE Regional Institute San Diego HUB

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

Previously on San Diego Youth Services Board of Directors.

Experience or Special Knowledge Pertaining to Area of Interest?:

Yes, Co-Chair Hermanitas Program at Mana de San Diego. I am also on the Programs Leadership Council at Mana de San Diego.

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 02/17/25 2:39:21 PM

Attachments

- SSANTOS SDSU Resume 2025.pdf

SORAYDA SANTOS, ED.D, PMP, CSM

Project Manager

CONTACT

[redacted]

[redacted]

San Diego, CA

linkedin.com/in/dr-sorayda-santos/

PROFILE SUMMARY

Experienced project manager with a proven track record. Adept at overseeing all program and project phases, ensuring a 95% success rate. Proficient in documentation, tracking, and dependency management, leading to a 15% decrease in operational risks. Collaborates effectively, with international teams influencing stakeholders at all levels, utilizing Agile and PMP methodologies to achieve business objectives successfully.

EDUCATION

DREXEL UNIVERSITY

- Doctor of Education in Leadership and Management

UNIVERSITY OF WISCONSIN, PLATTEVILLE

- Master of Science in Project Management

AREAS OF EXPERTISE

- Project Management
- Strategic Planning
- Stakeholder Engagement
- Facilitation Skills
- Coaching & Mentorship
- Research Skills
- Critical Thinking

TESTIMONIAL

"Sorayda and I volunteered on our Diversity, Equity, and Inclusion Committee and I thoroughly enjoyed working very closely with her over two years. She has shown tremendous drive, problem-solving skills, and attention to detail - all of which were instrumental in driving success with committee initiatives. " - **Ryan Bailey SHRM - CP**

WORK EXPERIENCE

AVP, Project Manager, Innovation (Promotion) 04/2022 – PRESENT

California Credit Union

- Spearheaded and implemented Nuance VoiceID, a Microsoft tool, providing multiple identity checks, including synthetic voice detection and geo-location, reducing potential fraud and labor costs by 11K per month.
- Drove Virtual Assistant bot program to reduce labor cost by ~25-30% (15K-20K per month) while standardizing member communications including branch hours and directions, credit card payments, etc. for brand visibility.
- Implemented the Kudos rewards platform cross-functionally . Ensured branding, employee files, training scheduling (QA & UAT included), and milestone management for timely completion within budget.
- Oversaw CCU's Charter Expansion into additional California counties, including Riverside, San Bernardino, and Ventura.
- Designed DE&I program, yielding 25% employee engagement increase, 20% better workplace culture perception, and 15% improved team collaboration. Coached incoming Co-Chairs and team. LABJ 2023 and 2024 award runner up.

Project Manager, Innovation 04/2020 – 04/2022

California Credit Union (CCU)

- Managed resources, schedules, budgets, risks and scope to deliver $100,000+ budgeted projects, including IT, using the PMI best practices; communicated updates to ~8 senior leadership, resulting in 100% business satisfaction.
- Used Jira to create user stories and manage resource allocation.
- Facilitated Zoom Phone project, as well as Five9, to integrate all new technical equipment, including telephony serving 550 internal customers.
- Integrated automated system(s), Skip-a-Pay, to provide an easy way for a customer in good standing to skip a loan payment during the holidays. Reduced labor cost by 20K per holiday season.
- Collaborated with Real Estate Group and IT Group to integrate Blend POS Software, ensuring accurate data transfer to MeridianLink platform.

SORAYDA SANTOS, ED.D, PMP, CSM

Project Manager

CONTACT

[redacted]

[redacted]

San Diego, CA

linkedin.com/in/dr-sorayda-santos/

CERTIFICATIONS

PMP CERTIFICATION, PROJECT MANAGEMENT INSTITUTE

CSM, SCRUM ALLIANCE

SAFE 6 AGILIST

TECHNOLOGY

Asana, Jira (Confluence), Wrike, Trello, Monday, SmartSheets, Dropbox, Box, FileCloud, Google Drive, Canva, SurveyMonkey, Microsoft Forms, Google Forms, LastPass, MS Office Suite (Excel, Word, PowerPoint) One Note, Office 365, Google Workspace (GSuite), Calendly, Zoom, Sharepoint

SKILLS

- Communication
- Cultural Competency
- Analytical Skills
- Training
- Collaboration
- Negotiation

PROFILE SUMMARY

Experienced project manager with a proven track record. Adept at overseeing all program and project phases, ensuring a 95% success rate. Proficient in documentation, tracking, and dependency management, leading to a 15% decrease in operational risks. Collaborates effectively, with international teams influencing stakeholders at all levels, utilizing Agile and PMP methodologies to achieve business objectives successfully.

WORK EXPERIENCE

Project Leader, Operations (Promotion) 12/2018 – 03/2020

Jack In the Box, Inc.

- Tracked, analyzed, and provided feedback to the VP of Company Operations based on period, quarterly, and yearly restaurant region performance; offered restaurant managers feedback on KPIs during six new product windows.
- Managed Company Operations budgets of $2M+ while providing spending and potential savings recommendations to the Company Operations VP.
- Spearheaded tuition reimbursement and scholarship programs for 40+ part-time employees over two years, allocating $100,000 for tuition and $100,000 for scholarships while optimizing workflow and university partnerships.
- Foster an innovation culture among restaurant team members, leading to a 10% reduction in restaurant manager turnover while increasing employee-generated ideas and a more dynamic and innovative work environment.

Project Manager, Strategic Initiatives 06/2018 – 11/2018

Jack In The Box, Inc.

- Collaborated with Operations, IT, and Marketing departments to gather requirements and deliver restaurant remodel materials resulting in 10% + sales growth.
- Implemented change management for mobile apps and 3rd party deliveries during restaurant remodels and weather events, as well as managed logistics for app closures.

VOLUNTEER EXPERIENCE

Mana de San Diego, Hermanitas Co-Chair

- Managed the Hermanitas program. Created the official Hermanitas Leadership Program handbook and policies and procedures
- Planned and coordinated seminars for the Hermanitas and mentors

CITY COUNCIL POLICY
CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

PURPOSE

To establish a procedure to serve as a guide in making appointments to various City Boards, Commissions, and Committees. The City currently has the following Boards, Commissions, and Committees to which this Policy applies:

Mayor's Appointments:

1. Board of Library Trustees
2. Community and Police Relations Commission
3. Park, Recreation, and Senior Citizens Advisory Committee
4. Public Art Committee
5. Sweetwater Authority
6. Traffic Safety Committee
7. Veterans and Military Families Advisory Committee

City Council Appointments:

1. Civil Service Commission
2. Planning Commission
3. Housing Advisory Committee including Ex-Officio Members
4. Port Commission (Per the San Diego Unified Port District Act, Section 16, this seat must be filled by a National City resident. The Commissioner shall be a resident of the City at the time of their appointments, and during the full term of the appointment.)

POLICY

Appointment Process

A. Opportunity to apply. All interested individuals shall be given an opportunity to submit applications for vacancies on City Boards, Commissions, and Committees. Incumbent Appointees are not automatically re-appointed but are required to fill out an abbreviated application provided by the City Clerk, indicating their interest in continuing to serve.

B. Unexpired terms. If an incumbent Appointee was appointed to fill an unexpired term and the Appointee serves for less than one year in that position, the Council may re-appoint the incumbent without considering other applicants.

C. Vacancies. When vacancies occur, the following procedure shall be followed:

1. Schedule vacancy. When a term is expiring or expires, public notice of the vacancy shall be made, inviting interested individuals to submit applications for the vacancy on a form provided by the City Clerk on the City website.

Unscheduled vacancy. An unscheduled vacancy shall be filled according to Government Code Section 54974, which generally provides as follows: Whenever an unscheduled vacancy occurs, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the Office of the City Clerk, the City website, outside City Hall on the Bulletin Board, and on City social media platforms not earlier than twenty (20) days before or not later than twenty (20) days after the vacancy occurs. The City Council shall not make a final appointment for at least ten (10) working days after posting the notice in designated locations. The notice's posting and application period shall be thirty (30) calendar days. However, if it finds that an emergency exists, the City Council may, fill the unscheduled vacancy immediately. According to this section, a person appointed to fill the vacancy shall serve only on an interim basis until the final appointment.

The end of term for the members of Boards, Commissions, and Committees generally occurs in an annual rotation during the months of March and September. Appointments will be considered at those times unless a vacancy resulting from a resignation results in the lack of a Quorum on the Board, Commission, or Committee, in which case the appointment could occur at the time of the unscheduled vacancy in accordance with the procedure set out above.

3. Government Code Section 40605, and National City Municipal Code Title 16, grants the Mayor, with the City Council's approvals, the authority to make all appointments unless otherwise explicitly provided by statute. The exceptions are:

    1. Civil Service Commission
    2. Planning Commission
    3. Housing Advisory Committee including Ex-Officio Members
    4. Port Commission

    The City Council fills vacancies on these bodies.

D. Implementation. Implementation of Council policy for appointment to Boards, Commissions, and Committees requires the following:

1. Per Government Code Section 54972, on or before December 31 of each year, the City Council shall prepare a list of appointments of all regular and ongoing Boards, Commissions, and Committees appointed by the City Council. The City Clerk will prepare the list of all regular and ongoing Boards, Commissions, and Committees appointed by the Mayor or the City Council. The list shall contain a list of all terms that will expire during the next calendar year, the incumbent appointee's name, the appointment date, the term's expiration date,

and the position's necessary qualifications. It shall also include a list of all Boards, Commissions, and Committees whose members serve at the City Council's pleasure and the qualifications required for each position. This Local Appointments List shall be made available to the public on the City website.

2. Notice. A public notice for vacancies must be placed in the newspaper of general circulation within the City, on the City's website, City Hall Bulletin Boards, and City social media platforms.

3. Expiration of term. All appointees will receive a letter as their terms expire asking if they would like to re-apply for the position.

4. Applications. Applications shall be accepted electronically on the City website Submissions must be received before the advertised deadline for consideration for the appointment. All applications will be retained in the City Clerk's Office for one year from the date the application was submitted. During the one-year retention period of the application, an applicant shall be considered for other vacancies on Boards, Commissions, and Committees. The City Clerk's Office will notify the applicant being considered for an appointment to confirm that they are still interested in volunteering.

5. A member may only serve on one (1) Board, Commission, or Committee at a time. If an applicant applies for another position on a different Board, Commission, or Committee, that applicant will forfeit the prior seat and a vacancy will occur per policy.

6. Residency requirement: If a position on the Board, Commission or Committee is for a resident, the applicant must be a resident at the time of submitting the application. The address must be an identifiable National City address, with verification by the City Clerk's Office. If an applicant is found to be a non-resident, they will not be considered. They will be encouraged to apply for a non-resident seat when available.

7. Interviews:

    a. Mayor Appointments: Interviews for Mayoral appointments will be conducted by the Mayor outside of the public meeting and scheduled by the Mayor's Office.

    b. City Council Appointments: Interviews for the four (4) Civil Service Commission, Planning Commission, Housing Advisory Committee, and

Port Commission who serve at the City Council's pleasure and are appointed by the City Council as a body will be interviewed in the public forum at a City Council Meeting as described below.

c. The City Clerk's Office makes attempts to inform applicants of the date and time of the City Council Meeting scheduled for interviews and appointments. Allowing the applicant the opportunity to attend in person or via Zoom for interviews and questions. Attempts are made via emails, and telephone calls prior to the meeting.

8. Mayoral Appointments:

The Mayor will make the motion to appoint (naming the appointee) and Councilmembers may second the motion. The City Clerk will then take a roll call vote of the City Council. A majority vote of the City Council will be required for the appointment. If the majority of the City Council choose to deny the proposed appointment, the Mayor shall either propose an alternative candidate from the current application pool or choose to reopen the application period and return to the City Council at a future City Council Meeting with a different applicant for consideration. If a Mayoral Appointment is not approved by the majority of the City Council by confirmation, that applicant is removed from the pool for that seat. The Mayor will return to a future meeting with a substitute Mayoral appointment.

9. For City Council Appointments, the Interview Process is as follows:

a. The City Clerk will provide an overview of the Board, Commission, or Committee(s) with current vacancy (ies). The Mayor will introduce the applicant and two (2) questions will be asked of each applicant on behalf of the City Council.

b. Each applicant is given two (2) minutes to make a brief introduction of themselves and their qualifications to the City Council.

c. Mayor and City Councilmembers will ask questions of each applicant. All applicants must be asked the same questions.

d. Total time per applicant is five (5) timed minutes with time allowed for clarification at the discretion of the City Council, not to exceed ten (10) minutes total per applicant.

e. All appointments and interviews before the City Council will be scheduled as needed to fill unexpected vacancies, with every effort to be made before an individual's term expires. Interviews may take place at one meeting, with appointments made at a subsequent meeting.

9. Vacancies for City Council Appointed Positions. If the vacancy is for a City Council appointed position, and there is more than one (1) applicant for a given position, the voting process will proceed as follows: Once the interviews are complete, each Councilmember votes for their choice via a written ballot provided by the City Clerk. Each Councilmember shall print and sign their name on the ballot. All ballots shall be considered a public record and be open to inspection by the public. The ballots are passed to the City Clerk who announces the number of votes for each candidate.

   If the appointment process is conducted via a virtual meeting the process is the same except the ballot/vote process. The City Clerk's Office will provide a Vote Sheet (a piece of paper electronically) with the name of each applicant to be considered. Councilmembers will mark their paper, fold it and hand to the City Clerk as they are collected. If a member is virtual, they will announce their vote verbally first before any other votes are read into the record. The City Clerk will tally the votes and will then confirm the votes with a verbal roll call. The applicant with the most votes is appointed.

   In the event of a tie, each Councilmember votes again until one (1) candidate has the majority vote and is declared to be the newly–appointed member of the Board, Commission, or Committee.

10. Re-appointment beyond two terms. Anyone wishing to be re-appointed to any Board, Commission, or Committee and has served two or more full terms already must be approved by a four-fifths vote of the City Council. If all five members of the City Council are not present, or if one member abstains or recuses their vote, the four-fifths requirement shall be changed to require only a simple majority.

11. Report to Council:

    All applications received for vacancies, whether Mayoral Appointment or City Council Appointment, will be attached to the staff report to Council. All applications will have private personal information redacted (name, street numbers and name of street address, and phone number). This redacted information is in alignment with Government Code Section 6255(a) because the public interest served by not disclosing the applicant's personal, private information and protection of the

applicant's right to privacy outweighs the public interest served by disclosing that information.

12. An automatic vacancy upon becoming a Non-Resident. An unscheduled vacancy automatically occurs when a resident holding an appointment position on a City Board, Committee, or Commission becomes a non-resident by moving out of National City limits. When an unscheduled vacancy occurs due to a resident becoming a non-resident, the unscheduled vacancy may be filled as follows:

    a. A special vacancy notice shall be posted in the Office of the City Clerk, and in other places as directed by the City Council, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final Appointment at a City Council Meeting shall not be made by the Appointing Authority for at least 10 working days after the posting of the notice in the City Clerk's Office.

    b. The Appointing Authority may appoint the former resident to a Non-Residential position if a Non-Residential position is vacant.

    However, the Appointing Authority may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

13. Only City Residents may be elected to Chair and Vice-Chair positions. To be eligible to be elected as the Chairperson of a City Board, Committee, or Commission, the member must be a resident of the City.

14. Resignations, Attendance, Training, and Removals

    Resignation:

    If a Commissioner or Member of a Board, Committee, or Commission is unable to continue serving because of health, business requirements, or personal reasons, a letter of resignation shall be submitted to the City Clerk, who will present to the City Council.

CITY COUNCIL POLICY
CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

Attendance:

Regular attendance at meetings is critical to be effective operation of City Boards, Commissions, and Committees. The City Council relies on the advice of the City's Boards, Commissions, and Committees, which is the result of discussions among appointed members. The City Council anticipates that members of Boards, Committees, and Commissions shall make every reasonable effort to attend all regular and special meetings of their respective Boards, Commissions, and Committees, and to be prepared to discuss matters on their respective agendas.

A Commissioner or Member of a Board, Committee, or Commission shall be considered removed from any advisory board under the following conditions:

1. A Commissioner or Member of a Board, Committee, or Commission with unexcused absences from three consecutive regularly scheduled meetings.

2. A Commissioner or Member of a Board, Committee, or Commission misses more than 25% of the advisory body's meetings in a calendar year.

3. A Commissioner or Member of a Board, Committee, or Commission must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Excused Absences:

An "excused absence" is only granted when absolutely necessary and pre-approved if at all possible. The City Council encourages Boards, Commissions, and Committees to refrain from scheduling meetings on cultural and religious holidays in order to encourage full participation by all Commissioners, Board Members, and the public. The pre-approval of excused absences will be by the body as a whole and documented in the meeting minutes.

Excused absences are listed as follows:

1. Illness of the Commissioner or Member of the Board, Committee, or Commission, their family member, or their personal friend;
2. Business commitment of the Commissioner or Member of the Board, Committee, or Commission that interferes with the attendance at a meeting;
3. Attendance of the Commissioner or Member of the Board, Committee, or Commission at a funeral, religious service or ceremony, wedding, or other similarly-significant event; or

4. Other reason for which the Commissioner or Member of the Board, Committee, or Commission has given notice to the Chairperson or Secretary of their unavailability fifteen (15) days in advance, as long as the unavailability is not expected to last longer than 30 days.

Removal:

The Secretary or Lead of each Board, Commission, or Committee will report the attendance to the Office of the City Clerk on a monthly basis. If the attendance or absences fall within these guidelines, the Office of the City Clerk will prepare a report to City Council for review and possible removal of the Commissioner, Member, or Alternate sitting on the Board, Committee, or Commission. Any Commissioner, Member, or Alternate sitting on a Board, Committee, or Commission may be removed from office at any time by a simple majority vote of the City Council at a regularly scheduled Council meeting with or without cause.

Mandatory Training and Filing Requirements:

Commissioners and Members of Board, Committee, or Commission, as appointed by the legislative body, are entrusted with certain responsibilities and concomitant training and reporting. The following are requirements of Commissioners and Members of Boards, Commissions, and Committees. This training is required to be completed within 30 days of appointment or notification.

1. Oath of Office (Article XX of the California Constitution, and California Government Code Section 36507)
2. Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 Filing (California Government Code Section 87100 et seq)
3. AB1234 Ethics Training (California Government Code Section 53235.1(b))
4. Sexual Harassment Training
5. Brown Act Training
6. Social Media Training
7. Any training required by State Law, Federal Law, or City Policies.

All training is offered in a variety of formats including in person, via Zoom, training website/software, and pre-recorded video. Currently, these are all requirements of the Mayor and City Council, and City staff.

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

Removal:

Failure to complete any of these requirements within 30 days of the appointment date or date of notification is cause for automatic removal.

Related Policy References
Government Code Section 40605
Government Code Section 54970, et seq.
Article XX of the California Constitution, and California Government Code Section 36507
California Government Code Section 53235(b)
California Government Code Section 87100 et seq
National City Municipal Code Title 16 (pending)

Prior Policy Amendments:
February 2, 2021 (Resolution No. 2021-08)
May 19, 2020 (Resolution No. 2020-95)
November 9, 1993 (Resolution No. 93-173)
June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)
October 8, 2013 (Resolution No. 2013-147)
May 19, 2020 (Resolution No. 2020-20)

BOARDS/COMMISSION/COMMITTEES

BOARDS, COMMISSION AND COMMITTEES (11) TOTAL MEMBERS (51+)	BOARD OF LIBRARY TRUSTEE (5 Members)	CIVIL SERVICE COMMISSION (5 Members)	COMMUNITY AND POLICE RELATIONS COMMISSION (8 Members)	PARK, RECREATION AND SENIOR CITIZENS' ADVISORY COMMITTEE (7 Members)	PLANNING COMMISSION and HOUSING ADVISORY COMMITTEE (7 Members) 2 Ex Officio	PORT COMMISSION (1 Member)	PUBLIC ART COMMITTEE (5 Members)	SWEETWATER AUTHORITY (1 Member)	TRAFFIC SAFETY COMMITTEE (5 Members)
TERM	3 Years	5 Years	3 Years	3 Years	4 Years	4 Years	3 Years	4 Years	3 Years
RESIDENCY REQUIREMENT	Yes	Yes	5 Resident up to 2 Non-Resident (1) Non-Voting Member	Yes	Yes	Yes	No	n/a	Yes
VOTER REQUIREMENT	No	No	No	No	No	No	No	No	No
MAYORAL APPOINTMENT SUBJECT TO CONFIRMATION BY THE CITY COUNCIL	X		X	X			X	X	X
CITY COUNCIL AS A BODY APPOINTMENT		X			X	X			
COMPENSATION	No	No	No	No	Compensation set by Council Resolution	No	No	No	No
FORM 700 FILING REQUIREMENT	Yes	Yes	Yes	No	Yes	n/a	No	n/a	No
MEETINGS	1 X per month	1X every other month	1X every 3 months	1X every 2 months	2X per month	n/a	1X per quarter	n/a	1X per month
REQUIRED TO REPORT TO COUNCIL ANNUALLY	Yes, on or before August 31st and to the State Librarian	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OTHER		Can not be salaried employee or holds office of the City							

CITY COUNCIL POLICY #107 and NCMC TITLE 16

****Effective February 2, 2020 all Chair and Vice-Chairs are required to be NC Residents**

AGENDA REPORT

Department: City Clerk's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, March 4, 2025
Approved by: Benjamin A. Martinez, City Manager

SUBJECT:
Appointments: City Boards, Commissions, and Committees – City Council Interview and Appointment for the Civil Service Commission and Planning Commission.

RECOMMENDATION:
City Council to Conduct Interviews and Appoint.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
One (1) vacancy for the Civil Service Commission and one (1) vacancy for the Planning Commission were noticed in the Star News and posted on the City website, City Hall Bulletin Boards, and City Social Media sites to advertise openings and the application acceptance period.

The Vacancy Notices were posted on January 22, 2025 and February 5, 2025, with a filing deadline of February 12, 2025.

The Civil Service Commission has one (1) vacancy due to the automatic resignation of a Commissioner due to failure to complete training and meeting attendance requirements per City Council Policy 107.

The Planning Commission has one (1) vacancy due to the expiring term of Claudia Valenzuela.

FINANCIAL STATEMENT:
Not applicable.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Communication and Outreach

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Explanation for City Council Appointment
Exhibit B – Applications (Redacted)
Exhibit C – CC Policy – Amended October 15, 2024
Exhibit D – BCC Reference Chart

City Council Appointment

The City Clerk's Office began advertising and accepting applications for vacancies on the following Boards, Committees, and Commissions: Civil Service Commission and the Planning Commission on January 22, 2025, and February 5, 2025, with a filing deadline of February 12, 2025.

Background

In order to obtain qualified candidates, a Notice of Vacancies was advertised on the following: The City website, posted on the City Hall Bulletin Boards, the Star News and City Social Media sites to advertise openings and the application acceptance period. The vacancies presented are due to end of terms (March 2025) and one (1) automatic resignation due to failure to complete training and meeting attendance requirements per City Council Policy 107.

Vacancies are listed below:

BCC	Number of Open Seats and Term expiration for that seat	Appointing Member(s)	Residency Requirement	Applications Received
Civil Service Commission	(1) One Seat – September 30, 2029	City Council	Yes	No applications received.
Planning Commission	(1) One Seat – March 31, 2029	City Council	Yes	Brandon Bueoy Sherry Gogue Douglas Ness (disqualified) Susan Meyer Claudia Valenzuela*

Residency requirements are listed if required in the chart above. If filling a resident requirement, applicant must reside within the City of National City at the time the application is submitted to be considered for the resident position.

Civil Service Commission has one (1) automatic resignation due to failure to complete training and meeting attendance requirements per City Council Policy 107. No applications were received.

****

The Planning Commission has one (1) seat available due to the expiring term of Commissioner Claudia Valenzuela. Commissioner Valenzuela is seeking reappointment. There are four (4) eligible applicants. One applicant, Douglas Ness was disqualified because he is not a National City resident.

***One (1) applicant Claudia Valenzuela** is currently a member of the Planning Commission, appointed April 20, 2021, with a term that expires March 31, 2025. Attendance of meetings is shown below for reference.

Attendance	2024 (Jan-June)
Attended	6
Absent	5
Cancelled	7

Per City Council Policy #107 (D) Mandatory Training and Filing Requirements:
Commissioner Valenzuela has completed all required training and filing requirements.

Appointment:

Per City Council Policy #107 (D)(9):

1. For City Council Appointments, the Interview Process is as follows:
    a. The City Clerk will provide an overview of the Board, Commission, or Committee(s) with current vacancy (ies). The Mayor will introduce the applicant and two (2) questions will be asked of each applicant on behalf of the City Council.

    b. Each applicant is given two (2) minutes to make a brief introduction of themselves and their qualifications to the City Council.

    c. Mayor and City Councilmembers will ask questions of each applicant. All applicants must be asked the same questions.

    d. Total time per applicant is five (5) timed minutes with time allowed for clarification at the discretion of the City Council, not to exceed ten (10) minutes total per applicant.

Per City Council Policy #107 (D)(14)(3) Attendance:
A Commissioner or Member of a Board, Committee, or Commission must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Per City Council Policy #107 (D)(14) Mandatory Training and Filing Requirements:
Commissioners and Members of Board, Committee, or Commission, as appointed by the legislative body, are entrusted with certain responsibilities and concomitant training and reporting. The following are requirements of Commissioners and Members of Boards, Commissions, and Committees. This training is required to be completed within 30 days of appointment or notification.

1. Oath of Office (Article XX of the California Constitution, and California Government Code Section 36507)
2. Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 Filing (California Government Code Section 87100 et seq)
3. AB1234 Ethics Training (California Government Code Section 53235.1(b))
4. Anti-Sexual Harassment Training
5. Brown Act Training
6. Social Media Training

Any training required by State Law, Federal Law, or City Policies.

All training is offered in a variety of formats including in person, via Zoom, and training website/software, and pre-recorded video. Currently, these are all requirements of the Mayor and City Council, and City staff.

Planning Commission

Applicant Package - Commissioner

Planning Commission - Commissioner

Term 31 Mar 2025 - 30 Mar 2029
Positions Available 1

Number of applicants in this package 1

- Bueoy, Brandon

Name: Bueoy, Brandon

Address: [redacted], National city, CA, 91950

Email: [redacted]

Board Name: Planning Commission

Telephone Number:

[redacted]

Registered to Vote in National City?:

No

Resident of National City?:

Yes

Present Employer?:

United States Marine Corps

Occupation:

Chemical, Biological, Radiological, and Nuclear Responder

Business Address:

[redacted]

Educational Background:

Bachelors of Arts in Emergency and Disaster Management from American Military University.

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

N/A

Professional or Technical Organization Memberships?:

N/A

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

N/A

Experience or Special Knowledge Pertaining to Area of Interest?:

Disaster mitigation and preparedness

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 11/02/24 11:14:24 AM

Name: Gogue, Sherry

Address: [redacted], National City, 91950

Email: [redacted]

Board Name: Planning Commission

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

3

Term of Residency?:

24 Years

Present Employer?:

Farmers Insurance,

Occupation:

Insurance Agent

Business Address:

[redacted]

Educational Background:

High School Diploma

Insurance and Finance licensed and certified

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

Yes

If so, which ones? If it does not apply, type N/A:

Library Board of Trustee

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

Board - National City Chamber of Commerce, Board- NC Police and Fire Foundation, Previous Board Las Palmas Little League

Experience or Special Knowledge Pertaining to Area of Interest?:

Knowledge in housing and business requirements

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 01/27/25 6:01:06 PM

Planning Commission

Applicant Package - Commissioner

Planning Commission - Commissioner

Term 31 Mar 2025 - 30 Mar 2029
Positions Available 1

Number of applicants in this package 1

- Meyer, Susan

Name: Meyer, Susan

Address: [redacted] National City, CA, 91950

Email: [redacted]

Board Name: Planning Commission

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

District Number?:

3

Term of Residency?:

1.5 years

Present Employer?:

Sharp Healthcare

Occupation:

Nursing Administration

Business Address:

[redacted]

Educational Background:

Bachelor of Arts Degree in Psychology

Lean Six Sigma Yellow Belt

Currently Serving on a BCC?:

No

Previously Served on a BCC?:

No

If so, which ones? If it does not apply, type N/A:

N/A

Professional or Technical Organization Memberships?:

Tau Sigma National Honor Society Chapter 184

Civic or Community Experience, Membership, or Previous Public Service Appointments?:

N/A

Experience or Special Knowledge Pertaining to Area of Interest?:

Attachment to Planning Commission Application: My name is Susan Meyer Garcia, a resident in District 3 in National City. A wife and a mother to a baby girl named Bella and with a passion to contribute in my own little way to make National City the best place to live, work, and play in the city that my husband Jose and I have chosen to live. My background in the hospitality and healthcare industry will provide for understanding and consideration in land use planning matters and I will be able to contribute and render such determination and make recommendations to the City Council on a variety of land use matters, the City's General Plan and Land Use Code that would be in the hospitality and healthcare sensitivities. As a homeowner, I would bring my perspective relating to housing related matters when serving on the Housing Advisory Committee. With my background in project management, I would bring my knowledge in addressing stakeholders' concerns in a collaborative effort with the planning commission, items such as the Housing Element and the Focus General Plan Update to move forward housing programs and projects effectively. I am also bilingual in Spanish that would provide me the ability to effectively communicate with our Latino American community. Skills: Effective communicator, Project Management, Bilingual, Adaptability, Collaborator

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 01/23/25 6:08:20 PM

Attachments

- Application- Planning Commission Meyer, Susan.pdf

CITY OF NATIONAL CITY

APPLICATION FOR APPOINTMENT TO CITY BOARDS, COMMISSIONS, AND COMMITTEES

___ Community & Police Relations Commission* (CPRC)
___ Library Board of Trustees
___ Parks, Recreation & Senior Citizens Advisory Board
___ Veterans & Military Families Advisory Committee*
___ Port Commission
___ Civil Service Committee
_X_ Planning Commission
___ Public Art Committee*
___ Traffic Safety Committee
___ Advisory Housing Committee*

- **Applicants must be residents of the City of National City except for those marked by an asterisk (*). All applicants must be U.S. Citizens.**
- **Applicants for the Community and Police Relations Commission must pass a criminal background check prior to appointment.**
- **Applicants for the Advisory Housing Committee must have subject matter expertise in housing-related issues.**

Name: Susan Meyer E-Mail: [redacted]

Home Address: [redacted] Tel No: [redacted]
(Include City/Zip)

Business Affiliation: N/A Title: N/A

Business Address: N/A Tel. No.: N/A

Length of Residence in National City: 1.5 yrs San Diego County: 26 yrs California: 26 yrs

Educational Background: Bachelor's Degree in Psychology w/ an emphasis in Industrial Organizational Psychology

Occupational Experience: Hospitality Experience 4+ years & Healthcare Experience 6+ years.

Professional or Technical Organization Memberships: Tau Sigma National Honor Society Chapter 184 San Diego State University

Civic or Community Experience, Membership, or Previous Public Service Appointments:
Attendance at City Council Meetings

Experience or Special Knowledge Pertaining to Area of Interest: Please see attached document.

Have you ever been convicted of a felony crime? No: _X_ Yes: __ misdemeanor crime? No: _X_ Yes: __
If any convictions were expunged disclosure is not required. Convictions are not necessarily disqualifying. Please feel free to provide an explanation or information if "Yes" was marked for the above two questions.
N/A

Date: 1/23/2025 Signature: Susan K. Meyer

Please feel free to provide additional information or letters of endorsement.

Return completed form to: Office of the City Clerk, 1243 National City Blvd., National City, CA 91950

Thank you for your interest in serving the City of National City.

Pursuant to the California Public Records Act, information on this form may be released to the public upon request.

Rev. February 2020

SHARP

This is to certify that

Susan Meyer

Has satisfactorily fulfilled the requirements established by the Lean Six Sigma Department to achieve the status of

Sharp HealthCare Certified

Lean Six Sigma Yellow Belt



[redacted]

Kurt Hanft, Lean Six Sigma Master Black Belt

May 12, 2023

Date

Planning Commission

Applicant Package - Commissioner

Planning Commission - Commissioner

Term 31 Mar 2025 - 30 Mar 2029
Positions Available 1

Number of applicants in this package 1

- Valenzuela, Claudia

Name: Valenzuela, Claudia

Address: [redacted], National City, CA, 91950

Email: [redacted]

Board Name: Planning Commission

Telephone Number:

[redacted]

Registered to Vote in National City?:

Yes

Resident of National City?:

Yes

Present Employer?:

LeSar Holdings Inc.

Occupation:

Director of External Affairs & Community Partnerships

Business Address:

[redacted]

Educational Background:

Juris Doctorate, California Western School of Law

B.A., University of San Diego

Currently Serving on a BCC?:

Yes

Previously Served on a BCC?:

Yes

If so, which ones? If it does not apply, type N/A:

Planning Commission 4/2021 - 3/2025

Have you ever been convicted of a felony crime?:

No

Have you ever been convicted of a misdemeanour crime?:

No

Time of Submission: 01/26/25 3:45:35 PM

CITY COUNCIL POLICY
CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

PURPOSE

To establish a procedure to serve as a guide in making appointments to various City Boards, Commissions, and Committees. The City currently has the following Boards, Commissions, and Committees to which this Policy applies:

Mayor's Appointments:

1. Board of Library Trustees
2. Community and Police Relations Commission
3. Park, Recreation, and Senior Citizens Advisory Committee
4. Public Art Committee
5. Sweetwater Authority
6. Traffic Safety Committee
7. Veterans and Military Families Advisory Committee

City Council Appointments:

1. Civil Service Commission
2. Planning Commission
3. Housing Advisory Committee including Ex-Officio Members
4. Port Commission (Per the San Diego Unified Port District Act, Section 16, this seat must be filled by a National City resident. The Commissioner shall be a resident of the City at the time of their appointments, and during the full term of the appointment.)

POLICY

Appointment Process

A. Opportunity to apply. All interested individuals shall be given an opportunity to submit applications for vacancies on City Boards, Commissions, and Committees. Incumbent Appointees are not automatically re-appointed but are required to fill out an abbreviated application provided by the City Clerk, indicating their interest in continuing to serve.

B. Unexpired terms. If an incumbent Appointee was appointed to fill an unexpired term and the Appointee serves for less than one year in that position, the Council may re-appoint the incumbent without considering other applicants.

C. Vacancies. When vacancies occur, the following procedure shall be followed:

1. Schedule vacancy. When a term is expiring or expires, public notice of the vacancy shall be made, inviting interested individuals to submit applications for the vacancy on a form provided by the City Clerk on the City website.

Unscheduled vacancy. An unscheduled vacancy shall be filled according to Government Code Section 54974, which generally provides as follows: Whenever an unscheduled vacancy occurs, whether due to resignation, death, termination, or other causes, a special vacancy notice shall be posted in the Office of the City Clerk, the City website, outside City Hall on the Bulletin Board, and on City social media platforms not earlier than twenty (20) days before or not later than twenty (20) days after the vacancy occurs. The City Council shall not make a final appointment for at least ten (10) working days after posting the notice in designated locations. The notice's posting and application period shall be thirty (30) calendar days. However, if it finds that an emergency exists, the City Council may, fill the unscheduled vacancy immediately. According to this section, a person appointed to fill the vacancy shall serve only on an interim basis until the final appointment.

The end of term for the members of Boards, Commissions, and Committees generally occurs in an annual rotation during the months of March and September. Appointments will be considered at those times unless a vacancy resulting from a resignation results in the lack of a Quorum on the Board, Commission, or Committee, in which case the appointment could occur at the time of the unscheduled vacancy in accordance with the procedure set out above.

3. Government Code Section 40605, and National City Municipal Code Title 16, grants the Mayor, with the City Council's approvals, the authority to make all appointments unless otherwise explicitly provided by statute. The exceptions are:

    1. Civil Service Commission
    2. Planning Commission
    3. Housing Advisory Committee including Ex-Officio Members
    4. Port Commission

    The City Council fills vacancies on these bodies.

D. Implementation. Implementation of Council policy for appointment to Boards, Commissions, and Committees requires the following:

1. Per Government Code Section 54972, on or before December 31 of each year, the City Council shall prepare a list of appointments of all regular and ongoing Boards, Commissions, and Committees appointed by the City Council. The City Clerk will prepare the list of all regular and ongoing Boards, Commissions, and Committees appointed by the Mayor or the City Council. The list shall contain a list of all terms that will expire during the next calendar year, the incumbent appointee's name, the appointment date, the term's expiration date,

and the position's necessary qualifications. It shall also include a list of all Boards, Commissions, and Committees whose members serve at the City Council's pleasure and the qualifications required for each position. This Local Appointments List shall be made available to the public on the City website.

2. Notice. A public notice for vacancies must be placed in the newspaper of general circulation within the City, on the City's website, City Hall Bulletin Boards, and City social media platforms.

3. Expiration of term. All appointees will receive a letter as their terms expire asking if they would like to re-apply for the position.

4. Applications. Applications shall be accepted electronically on the City website Submissions must be received before the advertised deadline for consideration for the appointment. All applications will be retained in the City Clerk's Office for one year from the date the application was submitted. During the one-year retention period of the application, an applicant shall be considered for other vacancies on Boards, Commissions, and Committees. The City Clerk's Office will notify the applicant being considered for an appointment to confirm that they are still interested in volunteering.

5. A member may only serve on one (1) Board, Commission, or Committee at a time. If an applicant applies for another position on a different Board, Commission, or Committee, that applicant will forfeit the prior seat and a vacancy will occur per policy.

6. Residency requirement: If a position on the Board, Commission or Committee is for a resident, the applicant must be a resident at the time of submitting the application. The address must be an identifiable National City address, with verification by the City Clerk's Office. If an applicant is found to be a non-resident, they will not be considered. They will be encouraged to apply for a non-resident seat when available.

7. Interviews:

    a. Mayor Appointments: Interviews for Mayoral appointments will be conducted by the Mayor outside of the public meeting and scheduled by the Mayor's Office.

    b. City Council Appointments: Interviews for the four (4) Civil Service Commission, Planning Commission, Housing Advisory Committee, and

Port Commission who serve at the City Council's pleasure and are appointed by the City Council as a body will be interviewed in the public forum at a City Council Meeting as described below.

c. The City Clerk's Office makes attempts to inform applicants of the date and time of the City Council Meeting scheduled for interviews and appointments. Allowing the applicant the opportunity to attend in person or via Zoom for interviews and questions. Attempts are made via emails, and telephone calls prior to the meeting.

8. Mayoral Appointments:

The Mayor will make the motion to appoint (naming the appointee) and Councilmembers may second the motion. The City Clerk will then take a roll call vote of the City Council. A majority vote of the City Council will be required for the appointment. If the majority of the City Council choose to deny the proposed appointment, the Mayor shall either propose an alternative candidate from the current application pool or choose to reopen the application period and return to the City Council at a future City Council Meeting with a different applicant for consideration. If a Mayoral Appointment is not approved by the majority of the City Council by confirmation, that applicant is removed from the pool for that seat. The Mayor will return to a future meeting with a substitute Mayoral appointment.

9. For City Council Appointments, the Interview Process is as follows:

a. The City Clerk will provide an overview of the Board, Commission, or Committee(s) with current vacancy (ies). The Mayor will introduce the applicant and two (2) questions will be asked of each applicant on behalf of the City Council.

b. Each applicant is given two (2) minutes to make a brief introduction of themselves and their qualifications to the City Council.

c. Mayor and City Councilmembers will ask questions of each applicant. All applicants must be asked the same questions.

d. Total time per applicant is five (5) timed minutes with time allowed for clarification at the discretion of the City Council, not to exceed ten (10) minutes total per applicant.

e. All appointments and interviews before the City Council will be scheduled as needed to fill unexpected vacancies, with every effort to be made before an individual's term expires. Interviews may take place at one meeting, with appointments made at a subsequent meeting.

9. Vacancies for City Council Appointed Positions. If the vacancy is for a City Council appointed position, and there is more than one (1) applicant for a given position, the voting process will proceed as follows: Once the interviews are complete, each Councilmember votes for their choice via a written ballot provided by the City Clerk. Each Councilmember shall print and sign their name on the ballot. All ballots shall be considered a public record and be open to inspection by the public. The ballots are passed to the City Clerk who announces the number of votes for each candidate.

   If the appointment process is conducted via a virtual meeting the process is the same except the ballot/vote process. The City Clerk's Office will provide a Vote Sheet (a piece of paper electronically) with the name of each applicant to be considered. Councilmembers will mark their paper, fold it and hand to the City Clerk as they are collected. If a member is virtual, they will announce their vote verbally first before any other votes are read into the record. The City Clerk will tally the votes and will then confirm the votes with a verbal roll call. The applicant with the most votes is appointed.

   In the event of a tie, each Councilmember votes again until one (1) candidate has the majority vote and is declared to be the newly–appointed member of the Board, Commission, or Committee.

10. Re-appointment beyond two terms. Anyone wishing to be re-appointed to any Board, Commission, or Committee and has served two or more full terms already must be approved by a four-fifths vote of the City Council. If all five members of the City Council are not present, or if one member abstains or recuses their vote, the four-fifths requirement shall be changed to require only a simple majority.

11. Report to Council:

    All applications received for vacancies, whether Mayoral Appointment or City Council Appointment, will be attached to the staff report to Council. All applications will have private personal information redacted (name, street numbers and name of street address, and phone number). This redacted information is in alignment with Government Code Section 6255(a) because the public interest served by not disclosing the applicant's personal, private information and protection of the

applicant's right to privacy outweighs the public interest served by disclosing that information.

12. An automatic vacancy upon becoming a Non-Resident. An unscheduled vacancy automatically occurs when a resident holding an appointment position on a City Board, Committee, or Commission becomes a non-resident by moving out of National City limits. When an unscheduled vacancy occurs due to a resident becoming a non-resident, the unscheduled vacancy may be filled as follows:

    a. A special vacancy notice shall be posted in the Office of the City Clerk, and in other places as directed by the City Council, not earlier than 20 days before or not later than 20 days after the vacancy occurs. Final Appointment at a City Council Meeting shall not be made by the Appointing Authority for at least 10 working days after the posting of the notice in the City Clerk's Office.

    b. The Appointing Authority may appoint the former resident to a Non-Residential position if a Non-Residential position is vacant.

    However, the Appointing Authority may, if it finds that an emergency exists, fill the unscheduled vacancy immediately. A person appointed to fill the vacancy shall serve only on an acting basis until the final appointment is made pursuant to this section.

13. Only City Residents may be elected to Chair and Vice-Chair positions. To be eligible to be elected as the Chairperson of a City Board, Committee, or Commission, the member must be a resident of the City.

14. Resignations, Attendance, Training, and Removals

    Resignation:

    If a Commissioner or Member of a Board, Committee, or Commission is unable to continue serving because of health, business requirements, or personal reasons, a letter of resignation shall be submitted to the City Clerk, who will present to the City Council.

CITY COUNCIL POLICY
CITY OF NATIONAL CITY

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

Attendance:

Regular attendance at meetings is critical to be effective operation of City Boards, Commissions, and Committees. The City Council relies on the advice of the City's Boards, Commissions, and Committees, which is the result of discussions among appointed members. The City Council anticipates that members of Boards, Committees, and Commissions shall make every reasonable effort to attend all regular and special meetings of their respective Boards, Commissions, and Committees, and to be prepared to discuss matters on their respective agendas.

A Commissioner or Member of a Board, Committee, or Commission shall be considered removed from any advisory board under the following conditions:

1. A Commissioner or Member of a Board, Committee, or Commission with unexcused absences from three consecutive regularly scheduled meetings.

2. A Commissioner or Member of a Board, Committee, or Commission misses more than 25% of the advisory body's meetings in a calendar year.

3. A Commissioner or Member of a Board, Committee, or Commission must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance.

Excused Absences:

An "excused absence" is only granted when absolutely necessary and pre-approved if at all possible. The City Council encourages Boards, Commissions, and Committees to refrain from scheduling meetings on cultural and religious holidays in order to encourage full participation by all Commissioners, Board Members, and the public. The pre-approval of excused absences will be by the body as a whole and documented in the meeting minutes.

Excused absences are listed as follows:

1. Illness of the Commissioner or Member of the Board, Committee, or Commission, their family member, or their personal friend;
2. Business commitment of the Commissioner or Member of the Board, Committee, or Commission that interferes with the attendance at a meeting;
3. Attendance of the Commissioner or Member of the Board, Committee, or Commission at a funeral, religious service or ceremony, wedding, or other similarly-significant event; or

4. Other reason for which the Commissioner or Member of the Board, Committee, or Commission has given notice to the Chairperson or Secretary of their unavailability fifteen (15) days in advance, as long as the unavailability is not expected to last longer than 30 days.

Removal:

The Secretary or Lead of each Board, Commission, or Committee will report the attendance to the Office of the City Clerk on a monthly basis. If the attendance or absences fall within these guidelines, the Office of the City Clerk will prepare a report to City Council for review and possible removal of the Commissioner, Member, or Alternate sitting on the Board, Committee, or Commission. Any Commissioner, Member, or Alternate sitting on a Board, Committee, or Commission may be removed from office at any time by a simple majority vote of the City Council at a regularly scheduled Council meeting with or without cause.

Mandatory Training and Filing Requirements:

Commissioners and Members of Board, Committee, or Commission, as appointed by the legislative body, are entrusted with certain responsibilities and concomitant training and reporting. The following are requirements of Commissioners and Members of Boards, Commissions, and Committees. This training is required to be completed within 30 days of appointment or notification.

1. Oath of Office (Article XX of the California Constitution, and California Government Code Section 36507)
2. Fair Political Practices Commission (FPPC) Statement of Economic Interest Form 700 Filing (California Government Code Section 87100 et seq)
3. AB1234 Ethics Training (California Government Code Section 53235.1(b))
4. Sexual Harassment Training
5. Brown Act Training
6. Social Media Training
7. Any training required by State Law, Federal Law, or City Policies.

All training is offered in a variety of formats including in person, via Zoom, training website/software, and pre-recorded video. Currently, these are all requirements of the Mayor and City Council, and City staff.

TITLE: Appointments to Boards, Commission and Committees	**POLICY # 107**
ADOPTED: June 17, 1986	**AMENDED:** October 15, 2024

Removal:

Failure to complete any of these requirements within 30 days of the appointment date or date of notification is cause for automatic removal.

Related Policy References
Government Code Section 40605
Government Code Section 54970, et seq.
Article XX of the California Constitution, and California Government Code Section 36507
California Government Code Section 53235(b)
California Government Code Section 87100 et seq
National City Municipal Code Title 16 (pending)

Prior Policy Amendments:
February 2, 2021 (Resolution No. 2021-08)
May 19, 2020 (Resolution No. 2020-95)
November 9, 1993 (Resolution No. 93-173)
June 11, 2013 (Revised – No Resolution – Refer to Meeting Minutes)
October 8, 2013 (Resolution No. 2013-147)
May 19, 2020 (Resolution No. 2020-20)

BOARDS/COMMISSION/COMMITTEES

BOARDS, COMMISSION AND COMMITTEES (11) TOTAL MEMBERS (51+)	BOARD OF LIBRARY TRUSTEE (5 Members)	CIVIL SERVICE COMMISSION (5 Members)	COMMUNITY AND POLICE RELATIONS COMMISSION (8 Members)	PARK, RECREATION AND SENIOR CITIZENS' ADVISORY COMMITTEE (7 Members)	PLANNING COMMISSION and HOUSING ADVISORY COMMITTEE (7 Members) 2 Ex Officio	PORT COMMISSION (1 Member)	PUBLIC ART COMMITTEE (5 Members)	SWEETWATER AUTHORITY (1 Member)	TRAFFIC SAFETY COMMITTEE (5 Members)
TERM	3 Years	5 Years	3 Years	3 Years	4 Years	4 Years	3 Years	4 Years	3 Years
RESIDENCY REQUIREMENT	Yes	Yes	5 Resident up to 2 Non-Resident (1) Non-Voting Member	Yes	Yes	Yes	No	n/a	Yes
VOTER REQUIREMENT	No	No	No	No	No	No	No	No	No
MAYORAL APPOINTMENT SUBJECT TO CONFIRMATION BY THE CITY COUNCIL	X		X	X			X	X	X
CITY COUNCIL AS A BODY APPOINTMENT		X			X	X			
COMPENSATION	No	No	No	No	Compensation set by Council Resolution	No	No	No	No
FORM 700 FILING REQUIREMENT	Yes	Yes	Yes	No	Yes	n/a	No	n/a	No
MEETINGS	1 X per month	1X every other month	1X every 3 months	1X every 2 months	2X per month	n/a	1X per quarter	n/a	1X per month
REQUIRED TO REPORT TO COUNCIL ANNUALLY	Yes, on or before August 31st and to the State Librarian	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
OTHER		Can not be salaried employee or holds office of the City							

CITY COUNCIL POLICY #107 and NCMC TITLE 16

****Effective February 2, 2020 all Chair and Vice-Chairs are required to be NC Residents**

AGENDA REPORT

Department: City Clerk's Office
Prepared by: Shelley Chapel, MMC, City Clerk
Meeting Date: Tuesday, March 4, 2025
Approved by: Benjamin A. Martinez, City Manager

SUBJECT:
Approval of City Council Meeting Minutes

RECOMMENDATION:
Approve and file.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
Meeting Minutes:
Special City Council Meeting of February 18, 2025 – Closed Session
Regular City Council Meeting of February 18, 2025

FINANCIAL STATEMENT:
Not applicable.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Not Applicable

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Special City Council Meeting of February 18, 2025 – Meeting Minutes
Exhibit B – Regular City Council Meeting of February 18, 2025 – Meeting Minutes

SPECIAL MEETING MINUTES OF THE CITY COUNCIL

February 18, 2025, 5:00 p.m.
City Council Chamber - 1243 National City Boulevard
National City, CA

Present:	**Councilmember Molina**
	Councilmember Rodriguez
	Councilmember Yamane
	Vice-Mayor Bush
	Mayor Morrison
Others Present:	**Ben Martinez, City Manager**
	Barry J. Schultz, City Attorney
	Shelley Chapel, City Clerk

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1. CALL TO ORDER

A Special Meeting of the City Council of the City of National City was called to order at 5:04 p.m. via teleconference and in the Council Chamber, located in City Hall, 1243 National City Boulevard, National City, California.

2. ROLL CALL

Councilmembers present: Molina, Rodriguez, Yamane, Bush, Morrison

3. PLEDGE OF ALLEGIANCE TO THE FLAG

Councilmember Molina led the Pledge of Allegiance.

4. PUBLIC COMMENT (Public Comment will be restricted to Agenda Items Only)

In-Person Comment:

Ed Nieto
Michael Aguirre
Alisha Morrison
Micaela Polanco
Maria Severson
Doyle Morrison
Liliana Armenta
Luisa McCarthy

5. CLOSED SESSION

Members retired into Closed Session at 5:23 p.m. and returned at 6:15 p.m. with all members present in attendance: Molina, Rodriguez, Yamane, Bush, Morrison, and Schultz.

5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957.6
Position to be reviewed: City Attorney

Announcement of actions taken in Closed Session announced at the Regular City Council Meeting, which occurred at 6:00 p.m.

6. ADJOURNMENT

Mayor Morrison adjourned to the Regular Meeting of the City Council of the City of National City, Tuesday, February 18, 2025, at 6:00 p.m. in the Council Chamber, located in City Hall, 1243 National City Boulevard, National City, California.

The meeting adjourned at 6:15 p.m.

_____
Shelley Chapel, MMC, City Clerk

The foregoing minutes were approved at the Regular Meeting of March 4, 2025.

_____
Ron Morrison, Mayor

REGULAR MEETING MINUTES OF THE CITY COUNCIL

February 18, 2025, 6:00 p.m.
City Council Chamber - 1243 National City Boulevard
National City, CA

Present:	**Councilmember Molina** **Councilmember Rodriguez** **Councilmember Yamane** **Vice-Mayor Bush** **Mayor Morrison**
Others Present:	**Ben Martinez, City Manager** **Barry J. Schultz, City Attorney** **Shelley Chapel, City Clerk** **Carlos Aguirre, Director of Community Development** **Derek Aydelotte, Police Captain** **Bruce Foltz, Director of Finance** **Brian Hadley, Deputy City Manager** **Lydia Hernandez, Director of Human Resources** **Tonya Hussain, Deputy City Clerk** **Steve Manganiello, Director of Engineering & Public Works** **Sergio Mora, Fire Chief**

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1. CALL TO ORDER

A Regular Meeting of the City Council of the City of National City was called to order at 6:21 p.m. via teleconference and in the Council Chamber, located in City Hall, 1243 National City Boulevard, National City, California.

2. ROLL CALL

Councilmembers present: Molina, Rodriguez, Yamane, Bush, Morrison

Interpretation in Spanish provided by Carlos Diaz and Luisa Diaz de Leon.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

Vice-Mayor Bush led the Pledge of Allegiance.

4. INVOCATION

Delivered by National City Christian Center Co-Pastor Robert Dominguez.

Item taken out of order.

6. PUBLIC COMMENT

Virtual Comment:
Terri Skelly
Madison Rapp
Judi Strang
Manuel Andrade

In-person comment:
Matthew Castanon
Edan Abundez
Alisha Morrison
Doyle Morrison
Ted Godshalk
Geoffrey Schrock
Truth
Ed Nieto
Gloria Salas
Thomas Rike
Eddie Perez

One written comment was received from Paul Wapnowski.

5. PRESENTATION

5.1 A Reason To Survive (ARTS) Annual Report

PowerPoint Presentation provided by ARTS Advancement Coordinator Jose Lopez and ARTS Executive Director Lucy Eagleson.

7. REGIONAL BOARDS AND COMMITTEE REPORTS (Limited to Five (5) Minutes each)

Councilmember Rodriguez had nothing to report.

Councilmember Yamane announced an upcoming Sweetwater Authority workshop on Per- and polyfluoroalkyl substances (PFAS). Provided an update on San Diego Community Power and announced her planned participation on a metropolitan water tour.

Councilmember Molina reported on the SANDAG Board of Directors meeting and information on their regional economic outlook for San Diego.

Vice-Mayor Bush spoke to the business of Metropolitan Transit System and the San Diego County Air Pollution Control Board. Vice-Mayor Bush announced his recent appoint as Board Chair.

Mayor Morrison reported on the Sweetwater Authority's workshops to discuss PFAS and spoke to his attendance at the National Association of Regional Councils representing SANDAG.

8. CONSENT CALENDAR

Motion by Councilmember Yamane, seconded by Vice-Mayor Bush to approve Consent Calendar Items with the exception of items 8.3, 8.6, 8.10, and 8.11 pulled for public comment.

Motion carried by unanimous vote.

8.1 Approval of Reading by Title Only and Waiver of Reading in Full of Ordinance on this Agenda

Motion carried by unanimous vote.

8.2 Approval of City Council Meeting Minutes.

Approve and file.

Motion carried by unanimous vote.

Item pulled for discussion.

8.3 Amendment to the Lease Agreement with New Cingular Wireless Extending the Term to December 14, 2025.

Adopted Resolution No. 2025-13.

Public comment received from Thomas Rike.

Recommendation: Adopt the Resolution Entitled "Resolution of the City Council of the City of National City, California, Authorizing the City Manager to Execute the First Amendment to the Lease Agreement with New Cingular Wireless PCS, LLC, By and Through CCATT LLC, a Delaware Limited Liability Company, its Attorney in Fact."

ACTION: Motion by Vice Mayor Bush, seconded by Councilmember Yamane to adopt the resolution.

Motion carried by unanimous vote.

8.4 Ratification of a Subordination Agreement for an Affordable Housing Density Bonus Development Located at 129 National City Blvd.

Adopted Resolution No. 2025-14.

Adopt the Resolution Entitled, “Resolution of the City Council of the City of National City, California, Ratifying a Subordination Agreement with 129 NCB, LLC, a California Limited Liability Company, and Fisher Financial Group Inc., dba NationsChoice Mortgage, Subordinating the Performance Deed of Trust to the Lender Deed of Trust and Subordinating the Lender Deed of Trust to the Affordable Housing Density Bonus Agreement for 129 National City Boulevard in National City.”

Motion carried by unanimous vote.

8.5 Request to Install a Yellow Curb “Loading and Unloading” Parking Space W. 12th Street Adjacent to 1215 Wilson Avenue; and Red Curb “No Parking” on the 400 Block of W. 12th Street.

Adopted Resolution No. 2025-15.

Adopt a Resolution Entitled, “Resolution of the City Council of the City of National City, California, 1) Authorizing the Installation of a Yellow Curb “Loading and Unloading” Parking Space with a Sign on the East Side of W. 12th Street Adjacent to 1215 Wilson Avenue; and 2) Authorizing the Installation of Red Curb “No Parking” Markings Along the Cul-de-Sac on the 400 block of W. 12th Street to Provide Emergency Vehicle Access.”

Motion carried by unanimous vote.

Item pulled for discussion.

8.6 Semi-Annual Report – Boards, Commissions, and Committees Attendance Report – Includes Third and Fourth Quarters of Calendar Year 2024

Receive and file.

Public comment received from Truth.

ACTION: Motion by Councilmember Yamane, seconded by Councilmember Molina to receive and file the report.

Motion carried by unanimous vote.

8.7 Temporary Use Permit – Circus Vargas Event Sponsored by Circus Vargas from February 28, 2025 to March 10, 2025 at the Westfield Plaza Bonita Mall with No Waiver of Fees.

Approve the Application for a Temporary Use Permit Subject to Compliance with all Conditions of Approval with No Waiver of Fees and in Accordance with City Council Policy 802.

Motion carried by unanimous vote.

8.8 Investment Transactions for the Month Ended October 31, 2024.

Accept and File the Investment Transaction Ledger for the Month Ended October 31, 2024.

Motion carried by unanimous vote.

8.9 Investment Transactions for the Month Ended November 30, 2024.

Accept and File the Investment Transaction Ledger for the Month Ended November 30, 2024.

Motion carried by unanimous vote.

Item pulled for discussion.

8.10 Warrant Register #24 for the Period of 12/06/24 through 12/12/24 in the Amount of $1,351,770.87

Public comment received from Thomas Rike.

Written comment received from Ted Godshalk.

Recommendation: Ratify Warrants Totaling $1,351,770.87

ACTION: Motion by Vice-Mayor Bush, seconded by Councilmember Yamane to ratify Warrant Register #24.

Motion carried by unanimous vote.

Item pulled for discussion.

8.11 Warrant Register #25 for the Period of 12/13/24 through 12/19/24 in the Amount of $4,331,727.38

Public comment received from Truth.

Recommendation: Ratify Warrants Totaling $4,331,727.38

ACTION: Motion by Councilmember Yamane, seconded by Councilmember Rodriguez to ratify Warrant Register #25.

Motion carried by unanimous vote.

9. CONTINUED PUBLIC HEARING

9.1 Second Reading and Adoption of an Ordinance Amending National City Municipal Code Chapter 2.75 Adjusting Campaign Contribution Limits.

Adopted Ordinance No. 2025-2537.

City Clerk Shelley Chapel introduced the item.

Mayor Morrison opened the Public Hearing at 7:36 p.m.

There was no public comment.

ACTION: Motion by Councilmember Yamane, seconded by Councilmember Molina to close the public hearing.

Public Hearing closed at 7:36 p.m.

Motion carried by unanimous vote.

Recommendation: Second Reading and Adoption of an Ordinance Entitled, "Ordinance of the City Council of the City of National City, California, Amending Section 2.75.030 of the National City Municipal Code Chapter 2.75 to Adjust the Campaign Contribution Limit for Any Election Held on or after January 1, 2025.

ACTION: Motion by Councilmember Yamane seconded by Councilmember Molina to adopt the ordinance.

Motion carried by unanimous vote.

9.2 Second Reading and Adoption of an Ordinance of the City Council of the City of National City, California, Establishing the Compensation of the Mayor and City Councilmembers.

Adopted Ordinance No. 2025-2538.

City Clerk Shelley Chapel introduced the item.

Mayor Morrison opened the Public Hearing at 7:38 p.m.

One public comment was received from Truth.

Written comment received from Ted Godshalk.

ACTION: Motion by Vice-Mayor Bush, seconded by Councilmember Yamane to close the public hearing.

Public Hearing closed at 7:40 p.m.

Motion carried by unanimous vote.

Recommendation: Second Reading and Adoption of an Ordinance of the City Council of the City of National City, California, Establishing the Compensation of the Mayor and City Council.

ACTION: Motion by Vice-Mayor Bush, seconded by Councilmember Yamane to adopt the Ordinance.

Ayes: Molina, Yamane, Bush, Morrison
Nays: Rodriguez

Motion carried by 4-1 vote.

10. STAFF REPORTS

Vice-Mayor Bush left the dais at 7:41 p.m. and returned at 7:42 p.m.

10.1 Amending City Council Policy No. 104 Rules of Procedure and Order for City Council Meetings

Adopted Resolution No. 2025-16.

City Clerk Chapel introduced the item.

Virtual Comment:
Barbara Gordon
Judi Strang
Madison Rapp
Ashley Morrison

In-person Comment:
Doyle Morrison
Truth
Thomas Rike
Patricia Mondragon

Written comment received from Manuel Andrade and Ted Godshalk.

Recommendation: Adopt a Resolution Entitled, “Resolution of the City Council of the City of National City, California, Amending City Council Policy No. 104 Rules of Procedure and Order for City Council Meetings.”

Councilmember Yamane requested that the Council bifurcate the actions taken on this item, so that the direction is clear.

ACTION: Motion by Vice-Mayor Bush, seconded by Mayor Morrison to revise the policy to state that written public comment be submitted at least four (4) hours prior to the City Council meeting and at least two (2) hours prior for Zoom registration.

Motion carried by unanimous vote.

ACTION: Motion by Vice-Mayor Bush, seconded by Councilmember Molina to approve the remainder of the policy.

Motion carried by unanimous vote.

Councilmembers requested staff return to the March 18 meeting with information regarding cost of in-person translation/interpreter.

11. CITY MANAGER'S REPORT

City Manager Ben Martinez announced that the mid-year budget agenda item would be heard at 4:00 p.m. at the March 4th City Council meeting and a strategic planning session would occur sometime in April.

11.1 POLICY 105 REQUEST - Legal Defense Fund in Support of Undocumented Individuals - Requested by Councilmember Rodriguez

Councilmember Rodriguez introduced the item.

In-Person Comment:
Clint Carney
Crystal Felix
Patricia Mondragon
Truth
Adriana Huerta

Written comment received from Moises Valencia.

ACTION: Motion by Councilmember Rodriguez, seconded by Councilmember Yamane to add the item to a future City Council meeting agenda and for Councilmember Rodriguez's office to provide a staff report with a proposed program. To include the City Attorney's Office review if needed and for the report to include information about the County's current program

Motion carried by unanimous vote.

11.2 POLICY 105 REQUEST - Updating Cannabis Ordinance to Change Opening and Closing Times to Match the State - Requested by Vice Mayor Bush

Vice-Mayor Bush introduced the item.

In-person comment received from Thomas Rike.

Written comment received from Ted Godshalk.

Councilmember Molina left the dais at 8:53 p.m and returned at 8:54 p.m.

Councilmember Rodriguez left the dais at 8:53 p.m and returned at 8:55 p.m.

Virtual Comment:
Becky Rapp
Peggy Walker
Megan Stuart
Judi Strang
Alex Ayon

ACTION: Motion by Vice-Mayor Bush, seconded by Councilmember Molina to add the item to a March City Council meeting agenda.

Motion carried by unanimous vote.

12. ELECTED OFFICIALS REPORT

Closing remarks were provided by members of the City Council.

13. CITY ATTORNEY REPORT

Mayor Morrison introduced City Attorney Schultz who reported on Closed Session agenda Item 5.1 and stated that the evaluation had been initiated and will be continued at a future closed session.

CLOSED SESSION

5.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Government Code Section 54957.6
Position to be reviewed: City Attorney

14. ADJOURNMENT

Mayor Morrison adjourned to the Regular Meeting of the City Council of the City of National City, Tuesday, March 4, 2025, 6:00 p.m. in the Council Chamber, located in City Hall, 1243 National City Boulevard, National City, California.

The meeting adjourned at 9:23 p.m.

_____
Tonya Hussain, Deputy City Clerk

The foregoing minutes were approved at the Regular Meeting of March 4, 2025.

_____
Ron Morrison, Mayor

AGENDA REPORT

Department: **Fire Department**
Prepared by: **Walter Amedee, Emergency Manager**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Emergency Medical System Transport Study

RECOMMENDATION:
Adopt the Resolution Entitled, "Resolution of the City Council of the City of National City, California, Waiving the Formal Bid Process Pursuant to National City Municipal Code Section 2.60.220 (B) Regarding the Sole Source for AP Triton, LLC to Evaluate and Optimize the Emergency Medical Transport System in National City and Approving and Authorizing the Mayor to Execute a Professional Services Agreement by and between the City of National City and AP Triton, LLC, for a Total Not-to-Exceed Amount of $51,250.00".

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
The National City Fire Department (NCFD) is committed to providing high-quality emergency medical services (EMS) that meet the evolving needs of our community. As the demand for EMS transport grows, it is critical to evaluate our current system to ensure efficiency, financial sustainability, regulatory compliance, and optimal service delivery.

Conducting a comprehensive study will allow the NCFD to explore various ambulance service models, assess their feasibility, and determine the best approach for maintaining high standards of patient care while being fiscally responsible. This study will help the City make an informed decision regarding the future of EMS transport services.

To identify a qualified consultant, NCFD conducted research based on experience, expertise, and familiarity with municipal EMS systems. AP Triton, LLC was selected due to its proven track record redesigning the ambulance services for the City of San Diego and Chula Vista. Their engagements with San Diego and Chula Vista have given them a deep familiarity with the local and regional EMS challenges and opportunities, which, combined with extensive experience, enables them to address the unique needs of the NCFD.

AP Triton is the only consulting firm that has developed and implemented complete ambulance systems within California. Their specialized knowledge in evaluating 201 and 224 EMS transport models ensures they can provide the City with a data-driven, customized approach to optimizing ambulance services. AP Triton is positioned as the sole source capable of providing the NCFD with a service that not only meets but exceeds the standards for an EMS System Valuation and First Responder Fee Study.

AP Triton recognizes the NCFD's need to assess and optimize its emergency medical transport system. The objective of this study is to ensure financial sustainability, regulatory compliance, and alignment with community needs.

The study will conduct a comprehensive financial and operational analysis of various ambulance service models, considering National City's unique challenges and legal status under Sections 201 or 224. The models under evaluation include:

- **NCFD-Direct Ambulance Transport Model** – Full in-house ambulance transport by NCFD, assessing staffing, training, equipment, and financial feasibility.
- **NCFD Hybrid Model** – A mix of direct transport and subcontracted services, optimizing cost-effectiveness and service quality.
- **NCFD Subcontracting Model** – Evaluating full or partial subcontracting, oversight mechanisms, and impacts on service continuity.
- **Private Ambulance Subcontractor Model** – Examining private ambulance operations under NCFD supervision, ensuring compliance with department standards.

In addition to financial aspects, the study will analyze response times, service quality, community impact, and long-term viability of each model. AP Triton will engage stakeholders from NCFD and the City of National City to ensure the findings align with local priorities.

By leveraging AP Triton's expertise, NCFD will receive a strategic, data-driven roadmap to enhance its EMS transport system while preparing for future challenges and opportunities. AP Triton estimates a 4–5 month timeline for project completion. However, this timeline is contingent upon receiving all necessary data and information to ensure a thorough and accurate evaluation.

FINANCIAL STATEMENT:
The total cost for this study will not exceed $51,250. Appropriations are available in account no.100-70-22-22100-7299-, Fire Department Contract Services.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Public Safety

ENVIRONMENTAL REVIEW:
This is not a project under CEQA and is therefore not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted within 72 hours of the meeting date and time in accordance with the Ralph M. Brown Act.

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – AP Triton LLC, Proposal to conduct an EMS Transportation & Optimization Study
Exhibit B – Agreement
Exhibit C – AP Triton Sole Source Letter
Exhibit D – Resolution

National City Fire Department
California

Proposal to conduct an

EMS TRANSPORTATION & Optimization Study

UPDATED

DECEMBER 2024

AP TRITON
VISION · INNOVATION · SOLUTIONS

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PROJECT UNDERSTANDING & **SCOPE OF WORK**

AP Triton, LLC acknowledges the specific requirements of the National City Fire Department (NCFD) in evaluating the operational aspects of the city's ambulance service area. The objective of this project is to evaluate and optimize the emergency medical transport system to ensure financial sustainability, compliance with state regulations, and alignment with community needs in National City.

This in-depth financial and operational analysis will investigate a range of emergency ambulance provider models considering the unique challenges and prospects specific to National City. Depending on the legal determination of 201 or 224 status, the study will include detailed cost evaluations and operational factors for each of the following models:

- **NCFD-Direct Ambulance Transport Model:** This model involves the NCFD providing 100% of the ambulance transport services, such as a Rescue Ambulance Model augmented by one or more BLS units. The study will evaluate the feasibility and implications of using uniformed fire department personnel, single-role EMS staff, or a combination of both. Key factors like staffing requirements, training, equipment, and financial impact will be reviewed.

- **NCFD Hybrid Ambulance Transport Model:** In this model, NCFD would manage a blend of direct ambulance transport while also subcontracting certain services. The study will explore the optimal balance between in-house and subcontracted services, focusing on efficiency, cost-effectiveness, and service quality. Assessment of how to integrate these services seamlessly will be a crucial part of this evaluation.

- **NCFD Subcontracting Model:** This approach considers NCFD subcontracting all or part of the ambulance transport services. The study will analyze the potential subcontractors, cost structures, oversight mechanisms, and the implications for service continuity and quality. It will also assess the degree of subcontracting that is feasible and beneficial for NCFD.

- **Private Ambulance Subcontractor Model Under NCFD Supervision:** In this scenario, a private ambulance service would provide transport services under the supervision and guidelines set by NCFD. The study will delve into the operational dynamics of such a partnership, focusing on aspects like control mechanisms, quality assurance, and alignment of the private provider's operations with NCFD's standards and community expectations.

Beyond financial aspects, AP Triton will also evaluate critical factors like response times, service quality, community impact, and the long-term viability of each model. The goal is to equip NCFD with an exhaustive analysis that not only meets current demands but also strategically prepares the department for upcoming challenges and opportunities in emergency medical services.

Our methodology will be highly collaborative, involving crucial stakeholders from NCFD and the City of National City community to ensure that the study accurately reflects local conditions and preferences. By partnering with AP Triton, NCFD will gain from our extensive expertise and dedication to providing bespoke, practical insights.

EMS TRANSPORTATION & **OPTIMIZATION STUDY**

SECTION ONE—PROJECT INITIATION & INFORMATION ACQUISITION

Task 1-A: Project Initiation & Development of a Work Plan

AP Triton will meet virtually with the NCFD project team to develop a complete understanding of the organization's background, goals, and expectations for the project. AP Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the AP Triton project team and client representatives, determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

AP Triton will request pertinent information and data from key stakeholders. This information is critical and will be used extensively in the analysis and development of this report. The documents and information will include, but not be limited to, the following:

- Any previous studies
- Census and demographic data
- Current fire department organizational chart
- Historical budgets and financial data
  - Current Contract between ambulance service provider and the County
  - Current fees paid by ambulance service provider (if any)
  - Current ambulance fees

- Standard Operating Guidelines (SOG) and service delivery and deployment practices; including policies regarding EMS quality improvement methods
- Memorandum of Understanding (MOU)
- Inventory of apparatus, including station assignment
- Inventory of capital medical equipment (e.g., cardiac monitor/defibrillators; powered stretchers, etc.)
- Historical records management data, including National Fire Incident Reporting System (NFIRS) incident data exported to an Excel spreadsheet format
  - Incident records to include locations by latitude/longitude (if available) and full address, timestamps to allow for calculation of response times, turnout times, call-processing times, and response mode to scene
  - Ambulance transport and hospital turnaround times; including transport mode (lights & siren vs. no lights & siren) to hospital; number of patient refusals; and other data elements which may be requested
  - Patient records (without any identifying information and in accordance with HIPAA) that include EMS provider impression, level of care provided (ALS vs. BLS), and patient outcomes (if available)
  - Any other electronic records that may be useful for this project
  - Computer-Aided Dispatch (CAD) incident records
  - Wages and benefits for each position rank and title
  - List of most common hospitals and tertiary facilities, and their physical locations, to which patients are transported and who provide online medical control
- Local geographic information systems (GIS) data and shapefiles (specific details will be provided)
  - Historical patient billing and collection records, including payer mix, write-offs, contractual allowances, adjustments, refunds, and annual number of billable patient transports
  - Current fee schedule and revenue offset
- Automatic and mutual aid agreements related to patient transport and ambulances
- Any other documents and records necessary for the successful completion of the project

Task 1-C: Stakeholder Input

The AP Triton Project Team will conduct virtual interviews with key personnel identified as being critical to the success of the project. NCFD staff and other stakeholders, including the firefighter union, will be included.

SECTION TWO—EVALUATION OF THE EMS SYSTEM

Task 2-A: Overview of the Community & EMS System

AP Triton will conduct a detailed assessment of each of the primary components of National City Fire Department's EMS delivery system.

- Service area population and demographics, including GIS maps of the service area and population density
- Description of the city
- General description of fire/EMS service providers and their services
- EMS administration and medical direction
- Other system components related to emergency medical services to include ground and air emergency medical transport

Task 2-B: Capital Facilities & Equipment

This task will entail a review of current major capital assets (facilities, apparatus, and equipment). This evaluation will include:

Facilities—Tour and make observations in areas critical of current station location and future station considerations. This will entail a cursory review of each facility and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

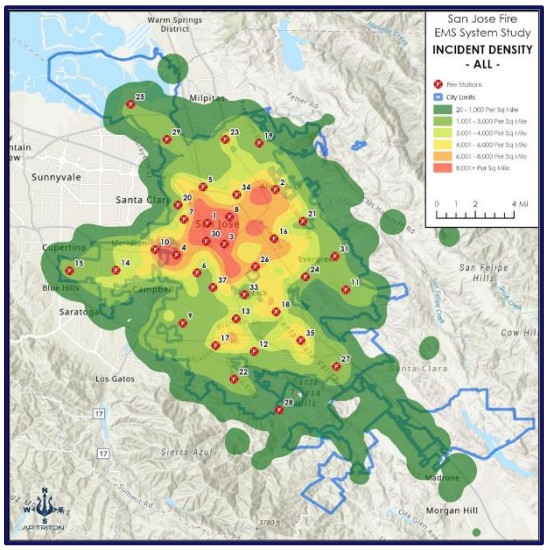
- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

Capital Medical Equipment—Review the current inventory of capital medical equipment utilized by NCFD (e.g., cardiac monitor/defibrillators, patient gurneys, automated external defibrillators, etc.)

Task 2-C: Service Delivery & Performance

To the extent data is available, AP Triton will review and observe areas affecting service levels and operational performance. These will include, but not necessarily be limited to:

EMS Incident Density Example



- **EMS Service Demand**
  - Analysis and GIS display of current service demand by incident type.
  - Review of EMS calls dispatched versus patients transported, and hospital destinations.
  - Analysis and GIS display of current service demand by temporal variation.
  - GIS display of historical incident density locations.
  - Projected service demand due to growth.
- **EMS Resource Distribution**
  - Overview of current ambulance deployment strategies (if available), analyzed through GIS software as appropriate, with identification of service gaps and redundancies.
- **Response Reliability**
  - Analysis of current workload, including unit hour utilization and time on task of individual companies or units (to the extent data is complete).
  - Analysis of call concurrency and the impact on EMS system effectiveness.
- **Response Performance Analysis**
  - Ambulance response time performance analysis.
  - Patient transport and hospital turnaround times.
- **Analysis of patient care records,** to include levels of acuity, and ratios of Basic Life Support (BLS) versus Advanced Life Support (ALS) cases (if available).
  - Patient outcome results if available.

Task 2-D: Population Growth Projections & Future Service Demand

An interpretation of available census and community development data will be provided, indicating Population history, census-based population growth projections, and community planning-based population growth projections. Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

SECTION THREE—EMS SYSTEM VALUATION

Task 3-A: Financial Analysis of EMS Transport Services

- Assess current patient transport fees and analyze the payer mix specific to the service area.
- Strategize optimal transport rates to balance revenue goals with community needs.
- Formulate comprehensive billing policies to streamline financial operations.

Task 3-B: Resource Needs and Workload Assessment

- Calculate the required annual system Time on Task (TOT) for optimal performance.
- Evaluate Workload Unit Hour Utilization (WUHU) to ensure effective resource allocation.
- Project the necessary unit availability for a static deployment strategy to meet demand.

Task 3-C: Costs of the EMS System

- **Personnel costs** (assigned to delivery of service in the field): Salaries, benefits, overtime, etc.
- **Administrative costs** (supporting delivery of service; EMS Chief, nurse, CQI, etc.): Salaries, benefits, overtime, contracting services, billing, etc.
- **Overhead costs:** ICR if available, establishing an ICR, cost allocation plan.
- **Additional start-up costs.**

Task 3-D: Cost Recovery & Fee Review

- Identify and analyze potential revenue streams such as funding, fees, taxation, and other financial resources alongside collection rates.
- Investigate federal reimbursement programs, offering projections for Public Provider Ground Emergency Medical Transport (PP-GEMT) and Intergovernmental Transfer (IGT) participation.
- Evaluate the implementation of first responder fees (FRF) as a cost recovery mechanism.
- Review and analyze the current ambulance service fees to ensure the fees follow Proposition 26 and are legally defensible and appropriate.

SECTION FOUR—EMS SYSTEM DELIVERY MODELING

Task 4-A: Summary of All Findings & Observations

AP Triton will develop a summary description of any critical issues, findings, and observations, including:

- Identification of any regulatory or other constraints.
- Describe less critical or minor issues that may require attention, but not immediate.
- Identify gaps in data capabilities.

Task 4-B: EMS Delivery Options & Strategies

AP Triton will explore various EMS delivery options and strategies for National City. This task involves a multi-faceted approach to evaluate the efficacy, feasibility, and long-term viability of each potential EMS delivery model. This includes:

- **Comparative Analysis of Delivery Models:** To assess and compare different EMS delivery models, including inter-local agreements, public-private partnerships, in-house services, and the establishment of an Intergovernmental Authority (IGA).
- **Feasibility Study:** To evaluate the practicality of each model in terms of operational requirements, financial implications, and compliance with regulatory standards.
- **Contract Authority:** To evaluate the feasibility of implementing each model within the contract authority options available to National City. Provide an estimated timeline for each contracting option available to the City.

SECTION FIVE—REVIEW & DELIVERY OF FINAL REPORT

Task 5-A: Development & Review of the Draft Report

AP Triton will develop and produce an electronic version of the draft written report for technical review by representatives of NCFD. This feedback is a very important aspect of this project and AP Triton will provide adequate opportunities for review and discussion of the draft report prior to finalization. The report will include:

- Clearly designated recommendations and benefits of implementation.
- Detailed narrative analysis of each report element clearly written and presented insections with explanatory support to ensure an understanding by all readers.
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate.

Task 5-B: Publication of the Final Report

Following a final technical review by NCFD, AP Triton will provide an electronic version of the final report.

Task 5-C: Presentation of the Final Report

AP Triton will provide a virtual final presentation of the report to representatives of National City and NCFD, and any other individuals or groups as requested.

ESTIMATED **PROJECT TIMELINE**

Project Completion Timeline

Based on our extensive experience in conducting a wide array of analyses across public safety disciplines, including but not limited to fire services, emergency medical services, and law enforcement, we propose an estimated timeline of 4–5 months for the successful completion of the project. It is important to emphasize that the proposed timeline will commence only upon our receipt of all the necessary information and data required to conduct a thorough and accurate evaluation of the project scope. We have allocated two weeks for the client's technical review of the draft deliverables. Please note that any additional time needed for reviews or modifications will result in an extended project timeline.

While the 4–5-month window is our estimated timeframe, our team remains committed to completing the project as efficiently as possible without compromising the quality of our work. Our experienced consultants are dedicated to delivering actionable recommendations and high-quality outputs that align with the project's objectives.

The success of this project is contingent upon a collaborative relationship between our team and NCFD. We value open communication and will provide regular updates on the project's progress, as well as any adjustments that may be needed to the initial timeline.

Our priority is to provide the city and the department with a comprehensive EMS system valuation and options for emergency medical services delivery, complete with actionable and sustainable recommendations. Should opportunities arise to expedite specific tasks or processes, we will actively pursue them in order to deliver the final report in the most efficient manner possible.

Estimated Time to Complete the Project: 4–5 months

PROJECT **FEE PROPOSAL**

AP Triton, LLC presents the following formal cost proposal for the project outlined in the Scope of Work. The fee is inclusive of expenses:

Project Section	Fees & Expenses
Section 1: Project Initiation & Information Acquisition	$18,808
Section 2: Evaluation of the EMS System	$11,698
Section 3: EMS System Valuation	$6,279
Section 4: EMS System Delivery Modeling	$4,733
Section 5: Review & Delivery of Final Report	$9,733
Proposed Project Fee (will not exceed):	**$51,250**

PAYMENT **INFORMATION**

Payment Schedule & Invoicing

- **Initial Payment:** A deposit of 10% of the total project cost is due upon the signing of the contract, to initiate the work.
- **Progress Payments:** Monthly invoicing will be processed as work progresses, continuing until 95% of the project has been completed.
- **Final Payment:** The remaining 5% of the project cost is due upon successful completion and acceptance of the project.

Data Engineering Costs

- **Included Services:** Data engineering for up to three specific data sets (i.e., CAD, NFIRS, ePCR) is included in our all-inclusive pricing. This encompasses gathering and assisting the agency with straightforward data pull requests.
- **Additional Incident Data:** Any extra incident data needed (i.e., previous RMS or CAD database records) will incur a charge of $1,000 per database.
- **Substantial Assistance:** Should AP Triton consultants provide substantial assistance or direct data pulls from the client's records, this service will be billed at $1,000 per database.

Additional Hours and Expenses

- **Project Manager Rate:** Extra hours for the Project Manager will be billed at $210 per hour.
- **Consultants' Rate:** Additional hours for consultants will be billed at $165 per hour.
- **Travel Expenses:** Any extra travel expenses will be billed separately, in addition to the hourly rate.

Cost Quotation Information

- The bid quotation is valid for 180 days
- AP Triton Federal Employer Identification Number: 47-2170685

ABOUT **AP TRITON**

Contact Information

The headquarters of AP Triton, LLC is located in Sheridan, Wyoming. Consultants and other subject matter experts (SME) are located throughout the United States.

Address: 1309 Coffeen Avenue Suite 3178, Sheridan, WY 82801

Phone: 833.251.5824 (toll free)

E-Mail: info@aptriton.com

Website: www.aptriton.com

About AP Triton

Established in 2014, AP Triton is a leading provider in the public safety industry with a proven track record in the fire service, emergency medical services, law enforcement, fire prevention, and life-safety programs. Our extensive experience spans a wide range of disciplines, enabling us to offer comprehensive solutions tailored to the unique needs of our clients.

Our team of consultants brings a wealth of expertise and has successfully executed numerous projects, including Master Plans, Strategic Plans, Emergency Operations Plans, Community Risk Assessments/Standards of Cover, Consolidation Feasibility Studies, EMS System Analyses, Staffing Studies, Agency Evaluations, Cost Recovery and Valuation Studies, and Fire Station Location Studies. We pride ourselves on our ability to deliver high-quality and actionable recommendations that drive positive change.

At AP Triton, we understand that traditional approaches to public safety may not always yield optimal results. That's why we prioritize innovative thinking and creative problem-solving. We believe that sustainable solutions require a forward-thinking mindset, and we bring our experience and expertise to help our clients overcome challenges and seize opportunities.

With our deep understanding of public safety departments of all sizes, AP Triton is uniquely positioned to address the specific needs of National City Fire Department. Our consultants have decades of experience working with diverse organizations, and we leverage this knowledge to provide customized, practical, and effective solutions. We take the time to listen to our clients, understand their local issues, and develop strategies that promote long-term success.

By choosing AP Triton as your consulting partner, you gain access to a dedicated team that is committed to delivering exceptional results. We prioritize your goals, remain responsive to your needs throughout the engagement, and provide ongoing support even after project completion. Our dedication to client satisfaction sets us apart and makes us the ideal choice for your consulting needs.

When it comes to innovative solutions, unparalleled expertise, and a commitment to your success, AP Triton is the partner you can rely on. Let us help you transform your public safety operations and achieve your goals in the most efficient and sustainable way possible.

AP Triton's Approach to Projects

AP Triton's approach to projects demonstrates our deep understanding of your expectations. With our extensive experience working with fire departments, fire districts, EMS organizations, and various emergency services agencies across diverse communities in the United States, we bring a wealth of knowledge and expertise to every engagement. Key elements of AP Triton's methodology include:

- **Thorough Understanding:** We ensure a complete understanding of the project background, goals, objectives, and the complex issues that need to be addressed. This allows us to develop tailored solutions that align with your specific needs.
- **Comprehensive Scope of Work:** We develop a well-designed and practical scope of work (SOW) and workplan that actively involves key stakeholders, leadership, and other relevant individuals. This collaborative approach ensures that all perspectives are considered and results in a robust project plan.
- **Advanced Tools and Technologies:** AP Triton leverages state-of-the-art GIS mapping, computer modeling, data analysis tools, and web-based communication technologies to enhance project outcomes. These sophisticated tools enable us to provide accurate analyses, insightful recommendations, and efficient collaboration.

- **Web-based Communication Platform:** To facilitate seamless communication and collaboration throughout the project, we utilize secure cloud-based data-sharing applications to create an online project site. This platform allows the client and project team members to collaborate effectively. Additionally, we employ virtual conferencing software for client communications and presentations.
- **Subject Matter Experts:** We engage experienced subject matter experts (SMEs) with in-depth knowledge of the fire service, EMS, and other related emergency services disciplines. Our team also includes experts in GIS and data analysis, ensuring comprehensive expertise is applied to your project.
- **Commitment to Timeliness:** We are committed to delivering projects and deliverables within the requested timeline while maintaining high standards of quality. Our dedicated team works diligently to meet or exceed your expectations, ensuring timely completion.
- **Clear and Accessible Reports:** We provide high-quality printed and bound reports that present clear contents and actionable recommendations. Our reports are designed to enable easy comprehension for clients, key stakeholders, and community members alike.

At AP Triton, we combine our extensive experience, advanced tools, collaborative approach, and commitment to excellence to deliver successful projects that meet your expectations.

Best Practices & National Standards

Based on the type of project and study requirements, AP Triton will refer to and utilize current industry best practices, along with relevant national standards promulgated by a wide variety of associations and organizations that develop consensus standards for the fire service, EMS, communications, and other related services. These may include the *National Fire Protection Association* (NFPA), *Center for Public Safety Excellence* (CPSE), *Commission on Accreditation of Ambulance Services* (CAAS), and other organizations.

AP Triton utilizes a multi-faceted approach to providing recommendations for our clients. The following encompasses our best practices:

- **Understand client needs:** AP Triton begins by thoroughly understanding the specific needs and goals of your agency. This allows us to tailor our recommendations accordingly.
- **Develop a work plan:** AP Triton collaborates with the client to develop a work plan that outlines the goals, objectives, and action steps required to achieve desired outcomes of the project. This ensures the plan is realistic, measurable, and aligned with industry standards and best practices.

- **Engage stakeholders**: AP Triton involves key stakeholders, including elected officials, personnel, and management representatives, throughout the consulting process. Stakeholder input and buy-in are crucial for the successful implementation and sustainability of any recommended changes.
- **Conduct a comprehensive assessment:** AP Triton conducts a thorough assessment of the existing organization(s). We identify areas for improvement and prioritize them based on their impact and feasibility.
- **Enhance operational efficiency:** AP Triton identifies opportunities to optimize operational processes.
- **Focus on continuous training and education:** AP Triton emphasizes the importance of ongoing training and education. We promote a culture of continuous learning, keeping up with the latest industry advancements, protocols, and technologies.
- **Incorporate data-driven decision-making:** AP Triton utilizes data and analytics to drive decision-making recommendations.
- **Foster collaboration and partnerships:** AP Triton encourages collaboration between agencies when possible. These relationships facilitate information sharing, coordination, and mutual support to enhance services and outcomes.
- **Ensure compliance with regulations:** AP Triton strives to stay current with local, state, and federal industry regulations.
- **Monitor and evaluate progress:** AP Triton assists our clients in establishing systems for monitoring and evaluating the implementation of our recommendations and the overall performance of your organization.

Every organization is unique; therefore, AP Triton adapts these best practices to fit the specific context and needs of your agency.

Conflict of Interest Statement

AP Triton has neither directly nor indirectly entered into any agreement, participated in any collusion or collusion activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation including, but not limited to, the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.

AP Triton is not presently suspended or otherwise prohibited by any government from participating in this solicitation or any other contract to follow thereafter. Neither AP Triton nor anyone associated with AP Triton has any potential conflict of interest because of or due to any other clients, contracts, or property interests in this solicitation or the resulting project. If a conflict of interest is identified in the provision of services, AP Triton will immediately notify the client in writing.

PROJECT TEAM **QUALIFICATIONS**

AP Triton is dedicated to partnering with highly experienced and qualified public safety consultants. We have a diverse pool of individuals with extensive knowledge and expertise to meet a wide range of client needs. At Triton, we approach each project with unwavering commitment, treating it as our top priority. We are confident that AP Triton is the ideal choice to provide you with reliable solutions that cater to your present and future requirements.

Our Project Team boasts a wealth of experience across various locations throughout the United States. Our approach to assembling Project Teams is meticulous, considering each associate's background, education, experience, and expertise. This ensures that we match the right individuals to the specific tasks required to successfully address your agency's unique needs. As you will discover in the following biographies and resumes, each team member brings a distinct set of skills and valuable past experiences that will greatly benefit the EMS System Valuation for National City Fire.

By choosing AP Triton, you gain access to our exceptional talent pool and a customized team equipped to deliver optimal solutions tailored to your specific requirements. We are committed to exceeding your expectations and providing you with unparalleled expertise and support throughout the project.

Our project team is contingent upon the timing of the project and availability of the consultant. This talented group of individuals possesses the skills and expertise needed to successfully execute the project. However, their involvement is subject to alignment with the project timeline and their current commitments. We are excited about the possibility of collaborating with this team, and we will work diligently to ensure their participation aligns with the project's requirements and timing.

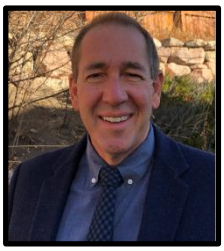
Project Management Structure

AP Triton's project teams have developed strong organizational skills and adaptability to effectively balance their workload and ensure successful outcomes across various engagements. Triton manages multiple projects simultaneously while ensuring high-quality work and meeting client expectations with the following strategies:

- **Team:** Triton customizes each team, matching our associates' skills and expertise to each client's specific needs. We delegate specific tasks or engage a team to assist with certain aspects of the project. By leveraging the expertise and skills of others, we can distribute the workload and maintain productivity.
- **Time Management & Task Prioritization:** Effective time management is crucial for consultants. They prioritize tasks, set deadlines, and allocate dedicated time blocks for each project. This helps them stay organized and focused on delivering results.
- **Project Planning:** Triton creates work plans that outline key deliverables, milestones, and timelines for each project. This provides us with a clear roadmap and ensures we remain on track with our commitments.
- **Effective Communication:** Clear and proactive communication with clients is essential. Triton keeps our clients informed about project timelines, progress, and any potential challenges. This transparency fosters trust and helps us manage client expectations.
- **Leveraging Technology:** Consultants utilize various tools and technologies to enhance their productivity and efficiency. Project management software, communication platforms, and collaborative tools enable seamless coordination, document sharing, and real-time updates.
- **Efficient Work Processes:** Triton is constantly evaluating quality assurance and quality improvement. We develop efficient work processes and methodologies based on our experience and industry best practices. We strive to streamline repetitive tasks, leverage templates and frameworks, and adopt standardized approaches to optimize our workflow.
- **Prioritization & Focus:** Triton's designated Project Manager is available for the duration of the assigned project. They lead the team and assist our associates and subject matter experts in prioritizing their tasks based on project urgency, client needs, and strategic importance.
- **Collaboration:** Our project teams do not operate in a silo. We possess a pool of expertise and resources. Our project teams collaborate to share insights, seek advice, and leverage collective knowledge to deliver high-quality results.

Richard Buchanan, MA, BA

Project Manager



Summary of Qualifications

Mr. Buchanan has been in emergency service for 33 years. His diverse background began as a volunteer in a small rural ambulance service. After several years in an urban setting gaining Paramedic experience, he returned to a rural setting and became the EMS Director for Gunnison Valley Hospital. During this time, he took a BLS volunteer agency to a paid ALS system serving over 3,000 square miles. After 16 years in leadership, he transitioned to the South Metro Fire Department serving an additional 17 years in a variety of capacities including paramedic, company officer, EMS certification program development, Type I Haz-Mat team coordinator, and EMS Operations Officer. Over the past three years, he has provided full-time consulting services focusing on the development of master plans, organizational assessment, strategic planning, and standards of cover studies.

Mr. Buchanan provides training throughout Colorado in most areas of prehospital care and the management of hazardous material events. He has also consulted with fire and EMS Department to conduct utilization studies and implement asset management programs focusing on inventory distribution, cost reduction, and efficacy. Mr. Buchanan holds a Master's Degree in Organizational Leadership, a Graduate Certificate in Project Management, and a Bachelor of Arts in Business Administration.

Educational Background

- Bachelor of Arts Degree—Business Administration—Western State University
- Master's Degree—Organizational Leadership—Regis University
- Graduate Certificate—Project Management—Regis University

Professional Experience

- Project Manager, AP Triton
- Project Manager, Emergency Services Consulting International
- Company Officer, South Metro Fire Rescue, Colorado
- HazMat Technician, South Metro Fire Rescue, Colorado
- EMS Instructor, Centura Health, Colorado
- EMS Director, Gunnison Hospital, Colorado

Relevant Experience

- LEAN Facilitator
- Just Culture Facilitator
- Certified Instructor (ACLS, PALS, Colorado EMS)
- Adjunct EMS Instructor, Centura Health, Denver Health, Lutheran Medical

Associated Professional Accomplishments

- Published works: Buchanan, R. (1988). Hypothermia. In P. T. Pons, & V. J. Markovchick, Pre-Hospital Emergency Care Services. Philadelphia, PA: Hanley and Belfus, inc.

Dave Barry BS, IT

Senior Associate/EMS SME



Summary of Qualifications

With a rich and diverse career spanning 31 years, Mr. Barry is an experienced EMS subject matter expert. His journey began with an eager step into the world of medical care as an Emergency Medical Technician (EMT) with a small ambulance company. Now, as the EMS Manager for a prominent municipal Fire Department in Southern California, his expertise in the field is widely recognized.

Over the last decade, Mr. Barry has been instrumental in developing, implementing, and managing large-scale programs that have significantly impacted community EMS care. His visionary projects include the Community Care Response unit, which leverages Nurse Practitioners in the field to assist with low-level medical aids. Moreover, his leadership has driven the successful management of a fire-based ambulance program, adeptly handling the 24,000 EMS calls generated in the City of Anaheim.

Beyond his role in the municipal department, Mr. Barry extends his extensive experience to communities and agencies across the United States, offering specialized consulting services. His focus is on the strategic development and implementation of Emergency Medical Services tailored to the unique needs and challenges of each community.

In Mr. Barry, clients find a seasoned professional with unparalleled expertise and a track record of transformative solutions. His approach resonates with AP Triton's commitment to innovative thinking, sustainable solutions, and client-centered strategies, making him an invaluable asset to communities aiming to elevate their emergency medical services.

Professional Development & Education

- Bachelor of Science degree, Information Technology—Columbia Southern University
- Associate of Science degree, Fire Science—Santa Ana College

Licensure & Certifications

- Company Officer, Anaheim
- Infection Control Officer, City of Anaheim
- EMS Manager—Anaheim, California
- Paramedic—California
- Certified Instructor (ACLS, PALS, CPR)

Relevant Experience

- Ambulance program management, Anaheim
- Information Technology program management, Anaheim
- Alternative EMS program management, Anaheim

Associated Professional Accomplishments

- Developed/maintain reference website for Field Paramedic Care, www.paramedickardex.com
- Presented at the Vision 20/20 Symposium on reducing Community Risk with Emergency Response, Washington DC, 2018

Scott Houchin

Senior Associate/EMS SME Shadow



Summary of Qualifications

With over three decades of extensive experience in Prehospital Care, Captain Scott Houchin is a seasoned professional in Fire Based EMS. His journey in this field has seen him transition from field operations to holding key administrative roles in both private and public sectors. Adept in management and hands-on medical care, he has been instrumental in implementing innovative programs such as an electronic PCR system, 12 lead ECG with transmission program, Tactical Paramedic Program, and an Active Shooter program in a Paramedic Fire Department. His dedication to improving Emergency Medical Services Systems is evident through his collaborative and strategic approach to planning and execution.

Professional Development & Education

- International School of Tactical Medicine, Tactical Paramedic, 2013
- University of Maryland Baltimore College, Critical Care Paramedic, 2006
- California Community Colleges Lifetime Teaching Credential, 1992
- University of Stanford Hospital Paramedic Program, 1988
- Hartnell College EMT program, 1984

Licensure & Certifications

- California Paramedic License P03353
- CDL N6906344 class BM1
- Designated Officer Infectious Disease Control
- AHA CPR, ACLS, PALS Instructor
- PHTLS Instructor

Relevant Experience

- Captain EMS Officer, Salinas Fire Department, 2014–2023
- Acting EMS Officer, 2009–2014
- Engineer Paramedic, 2007–2009
- Firefighter Paramedic, 2003–2007
- Primary EMT Instructor, Monterey Peninsula College, 2006–Present
- Paramedic, American Medical Response Monterey County, 2000–2003
- Education Coordinator, First Responder Training Program, Monterey County EMS Agency, 1995–2000
- Flight Paramedic, Kalitta Air Ambulance, 1991–1994
- EMT Program Clinical Coordinator and Primary Instructor, Hartnell College, 1987–2000
- EMT and Paramedic, A-1 Ambulance Service Salinas, 1984–1990

Associated Professional Accomplishments

- Monterey County EMS Agency Certificate of Appreciation STEMI program, 2011
- Monterey County EMS Agency Excellence Award, 2010
- Monterey County EMT of the Year, 1987
- California Rodeo Association Medical Committee Chair, 1986–2017

Don Trapp

EMS Division Manager



Summary of Qualifications

With a distinguished career spanning 35 years in Public Safety, Mr. Don Trapp stands as a respected leader and innovator in the field. His vast experience encompasses over nine years in senior Fire Chief Officer roles, where he has made significant contributions to the development and implementation of comprehensive fire and emergency services plans.

Mr. Trapp's leadership extends beyond crafting essential policies and procedures. He has adeptly facilitated the acceptance of these critical plans through collaboration with various governing bodies. His mastery in developing and implementing emergency, strategic, master plans, and succession management processes has been instrumental in streamlining departmental operations and enhancing efficiency.

His specialized expertise in Standards of Cover Analysis, Fees for Service and Cost Recovery Programs, and Advanced Life Support (ALS) Program Development shines through both transport and engine company-based organizations. With a quarter of a century spent as a Paramedic, including the management of EMS operations comprising over 60 paramedic units and 14 ambulances, Mr. Trapp's extensive knowledge in EMS system performance, funding, billing, and staffing sets him apart as an industry authority.

Work Experience

- San Bernardino County Fire Protection District, CA—Firefighter/Paramedic to Fire Chief
- San Bernardino County Professional Firefighters, CA—Executive Vice-President
- Hemet Valley Ambulance Service, CA—Paramedic
- CAL FIRE Riverside County Fire, CA—PCF Fire Apparatus Operator

Education

- Columbia Southern University—AS Fire Science
- California State Fire Officer
- Paramedic
- Background Investigator
- Reserve Peace Officer

Significant Projects

- City of San Bernardino Annexation through LAFCO
- Implemented Single Role Non-Safety Ambulance Operator Program
- City of Upland Annexation through LAFCO
- City of Victorville Contract for service and transition
- Negotiated initial response ALS air resource contract with REACH

Professional Affiliations

- California Fire Chiefs Association
- Metropolitan Fire Chiefs Association
- FIRESCOPE—Operations
- League of California Cities
- Foresters and Fire Wardens

Angelia Hagopian, MA, BA

GIS Analyst



Summary of Qualifications

Angelia Hagopian has 19 years' experience working as a Geographic Information Systems (GIS) technical professional. She is an expert in geospatial map-driven approaches to analysis, including vehicle routing, service and response areas, origin-destination cost matrices, redistricting, hot spot, data interpolation and geostatistics analytics.

As a technical professional, Angelia's overall focus is to provide high level customer service while working with clients in support of their organizational mission, goals, and objectives. She uses her expertise to generate custom maps and spatial data for fire, EMS, 911 communication centers, police, water utilities, legal, environmental, mitigation, planning and development purposes. She has assisted fire departments with ISO surveys and fire service accreditation through the Center for Public Safety Excellence. Angelia enjoys helping others realize the full potential of their data.

Educational Background

- NC State Property Mapper, NC Department of the Secretary of State, 2020–Present
- Johns Hopkins University MS, Geographic Information System, 2016
- Concordia University BA, Business, 2001

Professional Experience

- Sr GIS Analyst at City of Jacksonville, 2021–Present
- GIS Specialist at Onslow County, 2017–2021
- Sr GIS Specialist at Wind Lake Solutions, 2012–2013
- GIS Analyst at The Omega Group, 2009–2012
- GIS Specialist at JD Knowles & Associates, 2004–2005

Relevant Experience

- Jacksonville Fire, NC – Fire Accreditation
- Jacksonville Fire, NC – ISO Inspection
- Jacksonville Fire, NC – Automatic Aid Response Areas
- Onslow County, NC – EMS Response Areas
- Onslow County Fire & Rescue, NC – ISO Inspection
- Southwest VFD, NC – ISO Inspection
- Boise Fire, ID – Fire Accreditation
- Back Swamp VFD, NC – ISO Inspection
- Turkey Creek VFD, NC – ISO Inspection
- Hubert VFD, NC – ISO Inspection
- Honolulu Fire, HI – Fire Accreditation

Melissa Vazquez Swank MA, BA

Senior Associate/Director of Project Operations



Summary of Qualifications

With a demonstrated professional journey spanning over a decade, Melissa Vazquez Swank has become a venerated figure in project management and administration. Her specialization lies in handling the multifaceted administrative aspects of project-related assignments. This includes the meticulous planning, precise tracking, and robust documentation of numerous projects from inception at the Request for Proposal (RFP) phase through to a successful closeout.

As Director of Project Operations with over 10 years of experience, Melissa's contribution to business transcends conventional roles. She is dedicated to ensuring that all products not only meet but often exceed professional standards. Her proactive approach in enhancing project efficiency, through the reduction of time and elimination of product waste, stands as a testimony to her commitment to excellence.

Melissa's professional acumen, attention to detail, and comprehensive training equip her to provide unmatched project management support. Her passion for accuracy, fact-checking, and optimal performance permeates every facet of her professional endeavors, aligning with AP Triton's commitment to innovative and high-quality solutions.

Professional Development & Education

- Portland State University: MA, Public History/Native American History, 2010–2013
- Portland State University: BA, History, 2007–2009

Professional Experience

- AP Triton: Director of Project Operations, November 2022–Present
- AP Triton: Professional Services Manager, September 2021–October 2022
- 3:17 Associates: Owner, Principal Consultant, 2021–Present
- Emergency Services Consulting International (ESCI): Various roles including Quality Assurance & Recruitment Specialist, January 2020–August 2021; Recruitment Specialist, July 2017–January 2020; Technical Proofer and Quality Assurance Specialist, March 2015–January 2020
- Portland State University: Adjunct Research Assistant, December 2015–2018
- Freelance: Virtual Assistant, December 2014–Present
- Emergency Services Consulting International (ESCI): Project Administrator, Sept. 2013–June 2014

Project Experience

- Alameda City FD, CA: CRA-SOC
- Central FD (Santa Cruz County, CA): Master Plan & Strategic Plan
- Napa County FD, CA: Master Plan
- Pasco FD, WA: Master Plan & Strategic Plan
- Redmond FD, OR: Master & Strategic Plan
- Santa Barbara FD: CRA-SOC
- Santa Clara LAFCO, CA: MSR-SOI Update
- Yamhill County Fire Departments, OR: Consolidation Feasibility Strategic Plan

PROJECTS & **EXPERIENCE**

Client List

The following is a *partial* list of AP Triton's current and former clients. An expanded list can be provided upon request.

- Aberdeen Fire Department (WA)
- Alameda County Fire Chiefs Association (CA)
- Alameda County FPD (CA)
- Alaska Fire Chiefs Association (AK)
- Albany Fire Department (OR)
- American Canyon Fire Protection District (CA)
- Anaheim Fire and Rescue (CA)
- Aspen Fire Department (CO)
- Berkeley Fire Department (CA)
- Bethel Fire Department (AK)
- Big Bear Lake Fire Department (CA)
- Blaine County (ID)
- Blaine County Ambulance Service District (ID)
- Brattleboro Fire Department (VT)
- Brea Fire Department (CA)
- Brigham City Fire Department (UT)
- Burbank Fire Department (CA)
- California Fire Chiefs Association (CA)
- California Metro Chiefs Association (CA)
- Carlsbad Fire Department (CA)
- Carolina Panthers, Bank of America Stadium (NC)
- Carroll County Ambulance District (MO)
- Carson City Fire Department (NV)
- Central Fire District of Santa Cruz County (CA)
- Central Jackson County FPD (MO)
- Central Kitsap Fire & Rescue (WA)
- Central Pierce Fire Protection (WA)
- Chariton County Ambulance District (MO)
- Chico Fire Department (CA)
- Chula Vista Fire Department (CA)
- City of Alameda Fire Department (CA)
- Hermosa Beach Fire Department (CA)
- Huntington Beach Fire Department (CA)
- Idaho Fire Chiefs Association (ID)
- Kennewick Fire & Ambulance (WA)
- Kern County Fire Department (CA)
- La Verne Fire Department (CA)
- Lake Ozark FPD (MO)
- Lincoln Fire & Rescue (NE)
- Long Beach Fire Department (CA)
- Manatee County (FL)
- Marysville Fire District RFA (WA)
- Medford Fire Department (OR)
- Menlo Park Fire Protection District (CA)
- Merced Fire Department (CA)
- Milwaukee Fire Department (WI)
- Modesto FD/Stanislaus County OES (CA)
- Montecito FPD (CA)
- Napa County Fire Department (CA)
- Napa Fire Department (CA)
- Nevada LAFCO (CA)
- North View Fire District (UT)
- Orting Valley Fire-Rescue (WA)
- Pflugerville Fire Department (TX)
- Placer LAFCO (CA)
- Portland Fire Department (TX)
- Putney Fire Department (VT)
- Redmond Fire & Rescue (OR)
- Redmond Fire Department (OR)
- Ridgecrest Regional Hospital
- Riverside City Fire Department (CA)
- Salado VFD/Bell Couty ESD #1 (TX)

- City of Costa Mesa Fire Department (CA)
- City of Downey Fire Department (CA)
- City of Fresno Fire Department (CA)
- City of Kingsburg (CA)
- City of Long Beach (CA)
- City of Napa Fire Department (CA)
- City of Ontario/San Bernardino County (CA)
- City of Pflugerville (TX)
- City of San Diego Fire Department (CA)
- City of Santa Ana (CA)
- City of Westminster (CA)
- Clackamas Fire District 1 (OR)
- Clifton FPD/Grand Junction FD (CO)
- Coalinga Fire Department (CA)
- CONFIRE JPA (CA)
- Contra Costa County FPD (CA)
- Cowlitz 2 Fire & Rescue (WA)
- Davidson Fire Department (NC)
- DeKalb County Fire Rescue (GA)
- Derby Fire Department (KS)
- Douglas Okanogan County FD 15 (WA)
- Eastern Placer County JPA (CA)
- El Dorado Hills Fire Department (CA)
- Elk Creek Fire Protection District (CO)
- Eugene Springfield Fire (OR)
- Eureka Fire Protection District (MO)
- Fairfield Fire Department (CA)
- Fort Myers Fire Department (FL)
- Fremont Fire Department (CA)
- Fullerton Fire Department (CA)
- Gig Harbor/Pierce FD #5 (WA)
- Golden Fire Department (CO)
- Golden/Fairmount/Pleasant View FDs (CO)
- Grand Junction Fire Department (CO)
- Grand River Regional Ambulance (MO)
- Gray's Harbor Fire District #5 (WA)
- Hawaii Fire Chiefs Association (HI)
- Salinas Fire Department (CA)
- San Bernardino County JPA (CA)
- San Diego Fire Department (CA)
- San Luis Obispo Fire Chiefs Association (CA)
- San Ramon Valley Fire Protection District (CA)
- Santa Barbara (City) Fire Department (CA)
- Santa Barbara County Fire Chiefs Association (CA)
- Santa Barbara County Fire Department (CA)
- Santa Clara LAFCO (CA)
- Santa Cruz County Fire Department (CA)
- Santa Cruz LAFCO (CA)
- Santa Maria Fire Department (CA)
- Santee Fire Department (CA)
- Seattle Fire Department (WA)
- Solano County Fire Chiefs Association (CA)
- Sonoma County Fire District (CA)
- Sonoma Valley Fire Department (CA)
- Stockton Fire Department (CA)
- Suisun City Fire Department (CA)
- Sunnyside Fire Department (WA)
- Tacoma Fire Department (WA)
- Templeton Fire & Emergency Services (CA)
- Town of Stowe (VT)
- Truckee Meadows Fire Protection District (NV)
- Tualatin Valley Fire & Rescue (OR)
- Tulare Fire Department (CA)
- Ukiah Valley Fire Authority (CA)
- Utah Fire Chiefs Association (UT)
- Vacaville Fire Department (CA)
- Valley Center Fire Protection District (CA)
- Ventura County Fire Department (CA)
- Washington Fire Chiefs Association (WA)
- Watsonville Fire Department (CA)
- Webster Fire Department (TX)
- Whitefish Fire Department (MT)
- Williamson County (TX)
- Williston Fire Department (VT)

Project Types

The following is a *partial* list of projects completed by AP Triton. Our teams have participated in numerous studies throughout the United States.

Project Description	Organization
• Ambulance Services Optimization Study:	Alameda County Fire Chiefs Association (CA)
• Ambulance Services Optimization Study:	Santa Barbara County Fire Department (CA)
• Ambulance Services Study:	Modesto FD/Stanislaus County OES (CA)
• Ambulance Services RFP:	Sonoma County Fire District (CA)
• Annexation Study (three districts):	Contra Costa County FPD (CA)
• BLS Ambulance System Valuation:	Seattle Fire Department (WA)
• Community Risk Assessment/SOC:	Coalinga Fire Department (CA)
• Community Risk Assessment/SOC:	Davidson Fire Department (NC)
• Community Risk Assessment/SOC:	La Verne Fire Department (CA)
• Community Risk Assessment/SOC:	Marysville Fire District RFA (WA)
• Community Risk Assessment/SOC:	Medford Fire Department (OR)
• Community Risk Assessment/SOC:	San Ramon Valley Fire Protection District (CA)
• Community Risk Assessment/SOC:	Santa Barbara (City) Fire Department (CA)
• Community Risk Assessment/SOC:	Tulare Fire Department (CA)
• Community Risk/Service Delivery Analysis:	Santee Fire Department (CA)
• Cost Recovery & Fee Study:	Eugene Springfield Fire (OR)
• CRA-SOC & Master Plan Update:	Salinas Fire Department (CA)
• CRA-SOC & Master Plan Update:	Santa Maria Fire Department (CA)
• Consolidation Feasibility Study:	Elk Creek Fire Protection District (CO)
• Cooperative Services Study:	Clifton FPD/Grand Junction FD (CO)
• Countywide Fire Service Review:	Santa Clara LAFCO (CA)
• Emergency Operations Plan:	Carolina Panthers, Bank of America Stadium
• Continuity of Operations Plan:	Carolina Panthers, Bank of America Stadium
• Emergency Operations Plan:	City of Kingsburg (CA)
• Continuity of Operations Plan:	City of Kingsburg (CA)
• EMS Agency Evaluation:	Williamson County (TX)
• EMS Feasibility & Optimization Study:	Webster Fire Department (TX)

Project Description	Organization
EMS Feasibility Study:	Brattleboro Fire Department (VT)
EMS Optimization Study:	Burbank Fire Department (CA)
EMS Optimization Study:	Riverside City Fire Department (CA)
EMS Optimization Study & Transition Plan:	Carson City Fire Department (NV)
EMS Strategic Assessment & Analysis:	City of Ontario/San Bernardino County (CA)
EMS Sub-Contractor RFP Response:	CONFIRE JPA (CA)
EMS Sub-Contractor RFP Response:	Santa Barbara County Fire Department (CA)
EMS System Evaluation & Modeling Study	Ventura County Fire Department (CA)
EMS Optimization and Feasibility Study:	San Diego Fire Department (CA)
EMS System Evaluation:	Truckee Meadows Fire Protection District (NV)
EMS Valuation & Transport Study:	Ridgecrest Regional Hospital
EMS System Valuation:	San Luis Obispo Fire Chiefs Association (CA)
EMS System Valuation:	City of Santa Ana (CA)
EMS System Valuation:	City of Westminster (CA)
EMS Transportation & Optimization Study:	Alameda County Fire Chiefs Association (CA)
EMS Transportation & Optimization Study:	Solano County Fire Chiefs Association (CA)
Facilities Master Plan:	Redmond Fire Department (OR)
Financial Analysis:	Long Beach Fire Department (CA)
Fire Department Evaluation:	Salado VFD/Bell Couty ESD #1 (TX)
Fire & EMS Municipal Service Review:	Santa Clara County LAFCO (CA)
Fire & EMS Organizational & Staffing Analysis:	Town of Stowe (VT)
Fire Department Cooperative Services Study:	Golden/Fairmount/Pleasant View FDs (CO)
Fire District Consolidation Study:	Clackamas Fire District 1 (OR)
Fire Prevention Fee Study:	Manatee County (FL)
Fire Prevention Fee Study:	Big Bear Lake Fire Department (CA)
Fire Services Analysis:	Williston Fire Department (VT)
Fire Services Special Study:	Santa Cruz LAFCO (CA)
Fire Station Location Study:	Portland Fire Department (TX)
Fire Station & CRA/SOC Study:	Montecito FPD (CA)
Fire/EMS Assessment:	Pflugerville Fire Department (TX)
First Responder Fee Study:	Carlsbad Fire Department (CA)

Project Description	Organization
First Responder Fee Study:	Merced Fire Department (CA)
First Responder Fee Study:	Napa Fire Department (CA)
First Responder Fee Study:	Truckee Meadows Fire Protection District (NV)
Long-Range Fire Department Master Plan:	Templeton Fire & Emergency Services (CA)
Long-Range Master Plan:	Fairfield Fire Department (CA)
Management Audit:	Menlo Park Fire Protection District (CA)
Master Plan:	American Canyon Fire Protection District (CA)
Master Plan:	Napa County Fire Department (CA)
Master Plan & Strategic Plan:	North View Fire District (UT)
Master Plan:	Orting Valley Fire-Rescue (WA)
Master Plan:	Whitefish Fire Department (MT)
Master Plan & Community Risk Assessment:	Brigham City Fire Department (UT)
Master Plan & CRA-SOC:	Central Fire District of Santa Cruz County (CA)
Master Plan & Strategic Plan:	Redmond Fire & Rescue (OR)
Operations Analysis:	Putney Fire Department (VT)
Organizational & Operational Analysis:	City of Napa Fire Department (CA)
Municipal Service Review & SOI Study:	Placer LAFCO (CA)
Municipal Service Review & SOI Study:	Nevada LAFCO (CA)
Optimization Study:	Alameda County Fire Chiefs Association (CA)
Organizational Analysis:	Grand Junction Fire Department (CO)
Prevention Fee Study:	Suisun City Fire Department (CA)
Regional Ambulance Study:	Eastern Placer County JPA (CA)
Smoke Movement Analysis:	Carolina Panthers, Bank of America Stadium
Staffing Study & Operational Analysis:	Derby Fire Department (KS)
Strategic Plan:	Aspen Fire Department (CO)
Strategic Plan:	Blaine County Ambulance Service District (ID)
Strategic Plan:	Davidson Fire Department (NC)
Strategic Plan:	Central Fire District of Santa Cruz County (CA)
Strategic Plan:	La Verne Fire Department (CA)
Valuation Study:	Pflugerville Fire Department (TX)

CLIENT **REFERENCES**

The following are several references and projects out of the hundreds of projects and studies previously completed by Triton. Additional references can be provided.

San Luis Obispo Fire Chiefs Association (California)

Project Title & Description: **Emergency Medical Services System Valuation**

San Luis Obispo County Fire Chiefs Association (SLOCFCA) contracted AP Triton (Triton) to analyze the value of the ground ambulance transport system within the county. To thoroughly model the Ground Emergency Medical Transportation (GEMT) and Intergovernmental Transfer (IGT) reimbursements, Triton used the San Luis Obispo County operating area for first responder and ambulance costs and revenue projections as a data-driven model. Triton provided an estimate for GEMT and IGT reimbursement and a solid valuation of the entire ambulance transport system.

Contact Name/Title:	Steve Lieberman, Fire Chief	**Year:**	2022
Client Phone:	805.473.5490	**Status:**	Complete
Client E-Mail:	slieberman@fivecitiesfire.org		

Webster Fire Department (Texas)

Project Title & Description: **EMS Feasibility & Optimization Study**

AP Triton, LLC (Triton) recognizes that the City of Webster Fire Department (WFD) desires to retain a qualified and experienced consulting firm to conduct an EMS Feasibility Study with specific, actionable, and quantifiable benchmarks, and subsequently make recommendations specifically for the WFD in terms of the best staffing model for the current and future needs of the community.

Client Contact:	Dean Spencer, Fire Chief			**Year:**	2022
Client Phone:	281-316-3744	**Client E-Mail:**	dspencer@websterfd.com		
Project Manager:	Richard Buchanan			**Status:**	Completed

Brattleboro Fire Department (Vermont)

Project Title & Description: **EMS Feasibility Study & Operations Analysis**

Triton conducted an EMS Feasibility Study with specific, actionable, and quantifiable benchmarks, and subsequently made recommendations in terms of the best staffing model for the current and future needs of the community. The study and detailed analyses provided the BFD with assistance in identifying the costs, risks, and vulnerabilities associated with staffing paramedic EMS ambulance services for the Brattleboro Fire Department and made recommendations for future staffing and service delivery needs of both the EMS service, as well as the fire response for the Town and community.

Client Contact:	Chief Leonard Howard			**Year:**	2022
Client Phone:	802-254-4831	**Client E-Mail:**	lhoward@brattleboro.org		
Project Manager:	Rich Buchanan			**Status:**	Completed

Sonoma County Fire District (California)			
Project Title & Description: **Ambulance Subcontractor RFP Development, Process, & Response** Sonoma County Fire District retained AP Triton to design and develop a Request for Proposals for an ambulance services provider, assist in the RFP process, and provide subject matter expertise support during the written submission evaluations and the oral presentation evaluations, and assist with the contracting of a selected provider. In addition, Triton provided consulting services and assistance to Sonoma County Fire District in the development and preparation of a response to an RFP from Sonoma County for emergency ambulance transportation services. Sonoma County Fire District was the successful bidder on the County's RFP.			
Contact Name/Title:	Mark Heine, Fire Chief	**Years:**	2021–2023
Client Phone:	707.838.1170	**Status:**	Complete
Client E-Mail:	mheine@sonomacountyfd.org		

City of San Diego Fire & Rescue (California)			
Project Title & Description: **EMS Optimization & Feasibility Study** The City of San Diego Fire and Rescue contracted AP Triton to review the ambulance transport system within the city. Triton's report provides an in-depth review of the current contract, performance of the contractor, correspondence between the City of San Diego and Falck, and options for contract amendments, or emergency actions to ensure continued public safety. San Diego Fire and Rescue has additionally retained Triton to conduct a comprehensive study of the various components that comprise the EMS delivery system of the San Diego Fire-Rescue Department (SDFRD). The study will result in a detailed analysis and recommendations including, but not limited to, system models that would produce increased efficiency, cost-effectiveness, operational and patient-care quality improvement, long-term sustainability, and more.			
Contact Name/Title:	Jodie Pierce, Deputy Fire Chief EMS	**Year:**	2021–
Client Phone:	619-279-4467	**Status:**	Ongoing
Client E-Mail:	jlpierce@sandiego.gov		

CLIENT **TESTIMONIALS**

- [AP Triton] communicated clear timelines from the outset and provided multiple opportunities for us to clarify and adjust the scope of our project. Most impressively, the AP Triton team remained responsive and assisted the Seattle Fire Department well beyond the completion of our evaluation. AP Triton's reputation as a leader in the industry is well earned.
  —Harold D. Scoggins, *Fire Chief, Seattle Fire Department, Washington*

- It was a pleasure working with your staff. [Our Project Manager] did a fantastic job, and the others on the team were very good to work with. All were knowledgeable and experienced in their fields. The well-rounded team ensured a complete and accurate report. We hope to work with your team again in the future.
  —Brandon Thueson, *Fire Chief, Brigham City Fire Department, Utah*

- I highly recommend them to any fire department or EMS agency looking to get perspective from consultants that use data and many years of experience and wisdom to make informed determinations. It is obvious that they know their stuff. We are very pleased with the results.
  —Jeremiah Jones, *Deputy Fire Chief, North View Fire District, Utah*

- Exceptional product and process! Very pleased with the experience with AP Triton. The Project Manager and Project Team were extremely knowledgeable, professional, and exceptional to work with. I would like to bring them back for more projects in the future.
  —Mandy Pomeroy, *County Administrator, Blaine County, Idaho*

- The AP Triton team provided well-researched information that I believe will help my Commission make informed decisions. My Commission was pleased with the outcome of the financial analysis and recently contracted AP Triton for a much more comprehensive study.
  —Michelle McIntyre, *Executive Officer, Placer County LAFCO, California*

AP TRITON'S CERTIFICATE OF **INSURANCE & LITIGATION**

AP Triton, LLC maintains liability insurance as shown in the following pages. Triton has no past and/or pending litigation or unresolved lawsuits. Because AP Triton utilizes an entirely independent pool of contractors, we are exempt from carrying Workers' Compensation insurance. Each of our contractors carries their own liability insurance.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/26/2024

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

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

PRODUCER	CONTACT NAME:	
TDW Risk Management Associates, LLC 111 Corporate Drive #200 Ladera Ranch CA 92694 License#: OM63276	PHONE (A/C, No, Ext):	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Hiscox Insurance Company Inc	10200
INSURED AP Triton LLC 1309 Coffeen Avenue, Suite 3178 Sheridan WY 82801 APTRITO-01	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 545077249 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	Y	Y	SBGL001568-00	3/27/2024	3/27/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 3,000,000 $ 100,000 $ 5,000 $ 3,000,000 $ 3,000,000 $ 3,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	SBGL001568-00	3/27/2024	3/27/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ $ 2,000,000 $ 2,000,000 $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE $	$ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	Professional Liability			SBPL000963-00	3/27/2024	3/27/2025	Limit-Each Limit- Aggregate	$3,000,000 $3,000,000

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

CERTIFICATE HOLDER	CANCELLATION
Proof of Insurance	**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**
	[redacted]

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PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF NATIONAL CITY AND AP TRITON, LLC TO EVALUATE AND OPTIMIZE THE EMERGENCY MEDICAL TRANSPORT SYSTEM IN NATIONAL CITY FOR A TOTAL NOT TO EXCEED $51,250.00

This Agreement, dated as of **MARCH 4, 2025** is by and between **NATIONAL CITY FIRE DEPARTMENT** ("**CLIENT**"), and **AP TRITON, LLC** ("**CONSULTANT**"), hereinafter collectively referred to as the "Parties." The Agreement will be effective upon final execution by all parties.

1. HEADINGS

Headings herein are for convenience of reference only and shall in no way affect interpretation of the Agreement.

2. ATTACHMENTS

Attachments 1 and 2 are attached hereto and included by reference.

3. CONSULTANT'S SCOPE OF SERVICES AND CLIENT RESPONSIBILITIES

CONSULTANT agrees to perform all services described in Attachment 1, Scope of Work, for payment pursuant to Attachment 2, in accordance with the terms and conditions of this Agreement. CLIENT shall provide complete, accurate, and timely information regarding CLIENT'S requirements and shall designate by name a representative authorized to act on its behalf. CLIENT shall examine documents or other instruments submitted by CONSULTANT and shall promptly render any decisions necessary in order to avoid unreasonable delay. CLIENT shall provide any additional materials, other than those CONSULTANT is responsible to provide, that are reasonably necessary to complete the Scope of Work. CLIENT shall provide reasonable access to any locations under the control of CLIENT required for CONSULTANT to perform the services hereunder. Any additional requirements will be identified in Attachment 1.

4. TERM

This Agreement shall terminate upon completion of the Scope of Work as described in Attachment 1, unless extended by mutual Agreement of the Parties in writing or terminated in accordance with Section 16.

5. PAYMENT

For all services performed in accordance with the Agreement, payment shall be made to CONSULTANT as provided in Attachment 2.

6. INDEPENDENT CONTRACTOR

No relationship of employer and employee is created by this Agreement. It is understood and agreed that CONSULTANT is, at all times, an independent contractor and can perform work for others. CONSULTANT is not the agent or employee of the CLIENT in any capacity whatsoever and CLIENT shall not be liable in any manner for any acts or omissions by CONSULTANT or for any obligations or liabilities incurred by CONSULTANT, its employees, or agents.

CONSULTANT shall have no claim under this Agreement or otherwise, for seniority, vacation time, vacation pay, sick leave, personal lime off, health insurance medical care, hospital care, retirement benefits, social security, disability, workers' compensation, or

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unemployment insurance benefits, civil service protection, or employee benefits of any kind.

CONSULTANT shall be solely liable for, and obligated to pay directly, all applicable payroll taxes (including federal and state income taxes) or contributions for unemployment insurance or old age pensions or annuities which are imposed by any governmental entity in connection with the labor used or which are measured by wages, salaries or other remuneration paid to its officers, agents, or employees, and CONSULTANT agrees to indemnify and hold CLIENT harmless from any and all liability which CLIENT may incur because of CONSULTANT's failure to pay such amounts.

In carrying out the work contemplated herein, CONSULTANT shall comply with all applicable federal and state workers' compensation and liability laws and regulations with respect to the officers, agents and/or employees conducting and participating in the work; and agrees that such officers, agents, and/or employees will be considered as independent contractors and shall not be treated or considered in any way as officers, agents and/or employees of CLIENT.

7. INDEMNIFICATION

To the fullest extent permitted by law, each Party shall release, hold harmless, defend and indemnify the other from and against any and all claims, losses, damages, lawsuits, liabilities and expenses, including but not limited to attorneys' fees, including but not limited to those attributable to bodily injury, sickness, disease, death or to injury to or destruction of property, including the loss therefrom, which arises out of or is any way connected with the performance of this Agreement (collectively "Liabilities") to the extent caused by such Party, except where such Liabilities are caused by the sole negligence or willful misconduct of any indemnitee.

8. INSURANCE

CONSULTANT shall maintain at all times during the performance of this Agreement a commercial general liability insurance policy with a minimum occurrence coverage in the amount of $1,000,000; an automobile liability insurance policy in the minimum amount of $500,000; and, if any licensed professional performs services under this contract, a professional liability insurance policy in the minimum amount of $1,000,000 to cover any claims arising out of CONSULTANT's performance of services under this Agreement. If requested by CLIENT, all insurance, except professional liability, shall name the CLIENT as additional insureds and shall provide primary coverage with respect to the CLIENT.

All insurance policies shall: 1) provide that the insurance carrier shall not cancel, terminate, or otherwise modify the terms and conditions of said policies except upon thirty (30) days written notice to the CLIENT'S representative as shown in Section 22 Notices; 2) be evidenced by the Certificate of Insurance; and 3) be approved as to form and sufficiency by the CLIENT.

CONSULTANT shall promptly forward all insurance documents to the CLIENT.

9. CONFORMITY WITH LAW AND SAFETY

In performing services under this Agreement, CONSULTANT shall observe and comply with all applicable laws, ordinances, codes and regulations of governmental agencies, including federal, state, municipal, and local governing bodies, having jurisdiction over the scope of services provided by CONSULTANT.

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10. TRAVEL EXPENSES

CONSULTANT shall be allowed and compensated for reasonable travel expenses to carry out the work of the CLIENT as approved in advance by the CLIENT in accordance with Attachment 2.

11. TAXES

Payment of all applicable federal, state and local taxes shall be the sole responsibility of the CONSULTANT.

12. ACCESS AND RETENTION OF RECORDS

CONSULTANT agrees to provide the CLIENT and its designees access to all of the CONSULTANT's records related to this contract and that the CONSULTANT shall maintain its records related to this contract for a period of not less than five (5) years after the final payment to the CONSULTANT is made by the CLIENT.

13. CONFLICT OF INTEREST

CONSULTANT covenants that CONSULTANT presently has no interest, and shall not obtain any interest, direct or indirect, which would conflict in any manner with the performance of services required under this Agreement, including but not limited to any provision of services to any federal, state or local regulatory or other public agency which has any interest adverse or potentially adverse to the CLIENT, as determined in the reasonable judgment of the CLIENT. Entering into this agreement does not preclude CONSULTANT from working for others as long as CONSULTANT ensures that such work does not constitute a conflict of interest.

14. CONFIDENTIALITY

CONSULTANT agrees that any information, whether proprietary or not, made known to or discovered by CONSULTANT during the performance of or in connection with this Agreement for the CLIENT will be kept confidential and not be disclosed to any other person or entity except as required by law. CONSULTANT agrees to immediately notify the CLIENT if CONSULTANT is requested to disclose to others any information made known to or discovered by CONSULTANT during the performance of or in connection with this Agreement.

15. USE OF CLIENT PROPERTY

CONSULTANT shall not use CLIENT property (including equipment, instruments, and supplies) or personnel for any purpose other than in the performance of its obligations under this Agreement.

16. TERMINATION

Either party may terminate this Agreement for default upon five (5) days written notice to the other if the other party has substantially failed to fulfill any of its obligations under this Agreement in a timely manner as provided herein. CLIENT has and reserves the right to terminate this Agreement at its convenience and without cause upon thirty (30) days written notice to CONSULTANT. In the event that the CLIENT should terminate this Agreement for its convenience, CONSULTANT shall be entitled to payment for services provided hereunder, as provided in Attachment 2, including for such services performed prior to the effective date of said termination, including travel, accrued as of the date of the termination, which payment shall be per the terms set forth in Attachment 2.

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17. CHOICE OF LAW

CONSULTANT and CLIENT agree that if a dispute arises in the performance of this agreement the laws of the State of California will govern.

18. ENTIRE AGREEMENT

This Agreement, including all attachments, exhibits, and any other documents specifically incorporated into this Agreement, shall constitute the entire agreement between CLIENT and CONSULTANT relating to the subject matter of this Agreement. As used herein, Agreement refers to and includes any documents incorporated herein by reference and any exhibits or attachments.

This Agreement supersedes and merges all previous understandings, and all other agreements, written or oral, between the Parties and sets forth the entire understanding of the Parties regarding the subject matter thereof. The Agreement may not be modified except by a written document signed by both Parties.

This Agreement and all related obligations and services hereunder are intended for the sole benefit of CLIENT and CONSULTANT and are not intended to create any third-party rights or benefits.

19. MODIFICATION OF AGREEMENT

This Agreement may be supplemented, amended, or modified only by the mutual agreement of the Parties. No supplement, amendment, or modification of this Agreement shall be binding unless it is in writing and signed by authorized representatives of both Parties.

20. SEVERABILITY

If any part of this Agreement or the application thereof is declared to be invalid for any reason, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are deemed severable.

21. SUCCESSORS AND ASSIGNS

This agreement is binding upon and inures to the benefit of the successor, executors, administrators, and assigns of each party to this agreement, provided, however, that CONSULTANT shall not assign or transfer by operation of law or otherwise any or all rights, burdens, duties, or obligations without prior written consent of the CLIENT. Any attempted assignment without such consent shall be invalid.

22. NOTICES

All notices, requests, demands, or other communications under this Agreement shall be in writing. Notices shall be given for all purposes as follows:

Personal delivery: When personally delivered to the recipient, notices are effective on delivery.

First Class Mail: When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three (3) mail delivery days after deposit in a United States Postal Service office or mailbox.

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Certified Mail: When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.

Overnight Delivery: When delivered by overnight delivery (Federal Express/Airborne/United Parcel Service/DHL Worldwide Express) with charges prepaid or charged to the sender's account, notice is effective on delivery, if delivery is confirmed by the delivery service.

Addresses for purpose of giving notice are as follows:

To: CLIENT: National City Fire Department
Attn: Sergio Mora, Fire Chief
343 E 16th Street
National City CA 91950

To: CONSULTANT: AP Triton, LLC
Attn: Kurt Latipow
1309 Coffeen Avenue, Suite 3178
Sheridan WY 82801

Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the party to be notified shall be deemed effective as of the first date that said notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger, or overnight delivery service.

Any party may change its address by giving the other party notice of the change in any manner permitted by this Agreement.

23. SIGNATORIES

By signing this agreement, signatories warrant and represent that they have executed this Agreement in their authorized capacity.

[*Signature Page to Follow*]

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IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the day and year written.

CLIENT
City of National City

By: _____
Signature

Name: Ron Morrison
Title: Mayor
Date: _____

CONSULTANT
AP Triton, LLC

By: Signed by: Kurt Latipow EA56BD26A7E242C... _____
Signature

Name: Kurt Latipow
Title: Chief Executive Officer
Date: 2/24/2025

APPROVED AS TO FORM:

By: _____
Barry J. Schultz
City Attorney

Date: _____

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ATTACHMENT 1
Scope of Services

CONSULTANT shall provide consulting services to CLIENT to conduct an EMS Transportation and Optimization Study as follows:

SECTION ONE—PROJECT INITIATION & INFORMATION ACQUISITION

Task 1-A: Project Initiation & Development of a Work Plan

AP Triton will meet virtually with the NCFD project team to develop a complete understanding of the organization's background, goals, and expectations for the project. AP Triton's Project Manager will develop and refine a proposed work plan that will guide the Project Team. This work plan will be developed identifying:

- Project team members responsible for each task
- Major tasks to be performed
- Resources to be utilized
- Methods for evaluating study results
- Any potential constraints or issues related to accomplishing specific tasks

The benefits of this process will be to develop working relationships between the AP Triton project team and client representatives, determine communications processes, and identify logistical needs for the project.

Task 1-B: Procurement of Information & Data

AP Triton will request pertinent information and data from key stakeholders. This information is critical and will be used extensively in the analysis and development of this report. The documents and information will include, but not be limited to, the following:

- Any previous studies
- Census and demographic data
- Current fire department organizational chart
- Historical budgets and financial data
    - Current Contract between ambulance service provider and the County
    - Current fees paid by ambulance service provider (if any)
    - Current ambulance fees
- Standard Operating Guidelines (SOG) and service delivery and deployment practices; including policies regarding EMS quality improvement methods
- Memorandum of Understanding (MOU)
- Inventory of apparatus, including station assignment

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- Inventory of capital medical equipment (e.g., cardiac monitor/defibrillators; powered stretchers, etc.)
- Historical records management data, including National Fire Incident Reporting System (NFIRS) incident data exported to an Excel spreadsheet format
    - Incident records to include locations by latitude/longitude (if available) and full address, timestamps to allow for calculation of response times, turnout times, call-processing times, and response mode to scene
    - Ambulance transport and hospital turnaround times; including transport mode (lights & siren vs. no lights & siren) to hospital; number of patient refusals; and other data elements which may be requested
    - Patient records (without any identifying information and in accordance with HIPAA) that include EMS provider impression, level of care provided (ALS vs. BLS), and patient outcomes (if available)
    - Any other electronic records that may be useful for this project
    - Computer-Aided Dispatch (CAD) incident records
    - Wages and benefits for each position rank and title
    - List of most common hospitals and tertiary facilities, and their physical locations, to which patients are transported and who provide online medical control
- Local geographic information systems (GIS) data and shapefiles (specific details will be provided)
    - Historical patient billing and collection records, including payer mix, write-offs, contractual allowances, adjustments, refunds, and annual number of billable patient transports
    - Current fee schedule and revenue offset
- Automatic and mutual aid agreements related to patient transport and ambulances
- Any other documents and records necessary for the successful completion of the project

Task 1-C: Stakeholder Input

The AP Triton Project Team will conduct virtual interviews with key personnel identified as being critical to the success of the project. NCFD staff and other stakeholders, including the firefighter union, will be included.

SECTION TWO—EVALUATION OF THE EMS SYSTEM

Task 2-A: Overview of the Community & EMS System

AP Triton will conduct a detailed assessment of each of the primary components of National City Fire Department's EMS delivery system.

- Service area population and demographics, including GIS maps of the service area and population density
- Description of the city
- General description of fire/EMS service providers and their services

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- EMS administration and medical direction
- Other system components related to emergency medical services to include ground and air emergency medical transport

Task 2-B: Capital Facilities & Equipment

This task will entail a review of current major capital assets (facilities, apparatus, and equipment). This evaluation will include:

Facilities—Tour and make observations in areas critical of current station location and future station considerations. This will entail a cursory review of each facility and not a detailed, comprehensive engineering analysis. Items to be contained in the report include:

- Design
- Construction
- Safety
- Future viability
- Code compliance
- Staff facilities
- Efficiency

Capital Medical Equipment—Review the current inventory of capital medical equipment utilized by NCFD (e.g., cardiac monitor/defibrillators, patient gurneys, automated external defibrillators, etc.)

Task 2-C: Service Delivery & Performance

To the extent data is available, AP Triton will review and observe areas affecting service levelsand operational performance. These will include, but not necessarily be limited to:

- EMS Service Demand
  - Analysis and GIS display of current service demand by incident type.
  - Review of EMS calls dispatched versus patients transported, and hospital destinations.
  - Analysis and GIS display of current service demand by temporal variation.
  - GIS display of historical incident density locations.
  - Projected service demand due to growth.
- EMS Resource Distribution
  - Overview of current ambulance deployment strategies (if available), analyzed through GIS software as appropriate, with identification of service gaps and redundancies.
- Response Reliability
  - Analysis of current workload, including unit hour utilization and time on task of individual companies or units (to the extent data is complete).
  - Analysis of call concurrency and the impact on EMS system effectiveness.

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- Response Performance Analysis
  - Ambulance response time performance analysis.
  - Patient transport and hospital turnaround times.
- Analysis of patient care records, to include levels of acuity, and ratios of Basic Life Support (BLS) versus Advanced Life Support (ALS) cases (if available).
  - Patient outcome results if available.

Task 2-D: Population Growth Projections & Future Service Demand

An interpretation of available census and community development data will be provided, indicating Population history, census-based population growth projections, and community planning-based population growth projections. Population growth projections, along with historical and forecast incident rates, will be utilized to develop projections for future service demand.

SECTION THREE—EMS SYSTEM VALUATION

Task 3-A: Financial Analysis of EMS Transport Services

- Assess current patient transport fees and analyze the payer mix specific to the service area.
- Strategize optimal transport rates to balance revenue goals with community needs.
- Formulate comprehensive billing policies to streamline financial operations.

Task 3-B: Resource Needs and Workload Assessment

- Calculate the required annual system Time on Task (TOT) for optimal performance.
- Evaluate Workload Unit Hour Utilization (WUHU) to ensure effective resource allocation.
- Project the necessary unit availability for a static deployment strategy to meet demand.

Task 3-C: Costs of the EMS System

- Personnel costs (assigned to delivery of service in the field): Salaries, benefits, overtime, etc.
- Administrative costs (supporting delivery of service; EMS Chief, nurse, CQI, etc.): Salaries, benefits, overtime, contracting services, billing, etc.
- Overhead costs: ICR if available, establishing an ICR, cost allocation plan.
- Additional start-up costs.

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Task 3-D: Cost Recovery & Fee Review

- Identify and analyze potential revenue streams such as funding, fees, taxation, and other financial resources alongside collection rates.
- Investigate federal reimbursement programs, offering projections for Public Provider Ground Emergency Medical Transport (PP-GEMT) and Intergovernmental Transfer (IGT) participation.
- Evaluate the implementation of first responder fees (FRF) as a cost recovery mechanism.
- Review and analyze the current ambulance service fees to ensure the fees follow Proposition 26 and are legally defensible and appropriate.

SECTION FOUR—EMS SYSTEM DELIVERY MODELING

Task 4-A: Summary of All Findings & Observations

AP Triton will develop a summary description of any critical issues, findings, and observations, including:

- Identification of any regulatory or other constraints.
- Describe less critical or minor issues that may require attention, but not immediate.
- Identify gaps in data capabilities.

Task 4-B: EMS Delivery Options & Strategies

AP Triton will explore various EMS delivery options and strategies for National City. This task involves a multi-faceted approach to evaluate the efficacy, feasibility, and long-term viability of each potential EMS delivery model. This includes:

- Comparative Analysis of Delivery Models: To assess and compare different EMS delivery models, including inter-local agreements, public-private partnerships, in-house services, and the establishment of an Intergovernmental Authority (IGA).
- Feasibility Study: To evaluate the practicality of each model in terms of operational requirements, financial implications, and compliance with regulatory standards.
- Contract Authority: To evaluate the feasibility of implementing each model within the contract authority options available to National City. Provide an estimated timeline for each contracting option available to the City.

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SECTION FIVE—REVIEW & DELIVERY OF FINAL REPORT

Task 5-A: Development & Review of the Draft Report

AP Triton will develop and produce an electronic version of the draft written report for technical review by representatives of NCFD. This feedback is a very important aspect of this project and AP Triton will provide adequate opportunities for review and discussion of the draft report prior to finalization. The report will include:

- Clearly designated recommendations and benefits of implementation.
- Detailed narrative analysis of each report element clearly written and presented in sections with explanatory support to ensure an understanding by all readers.
- Charts, graphs, GIS maps and analyses, and diagrams, where appropriate.

Task 5-B: Publication of the Final Report

Following a final technical review by NCFD, AP Triton will provide an electronic version of the final report.

Task 5-C: Presentation of the Final Report

AP Triton will provide a virtual final presentation of the report to representatives of National City and NCFD, and any other individuals or groups as requested.

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ATTACHMENT 2
Payment Terms and Conditions

CLIENT agrees to pay CONSULTANT an amount not to exceed fifty-one thousand two hundred fifty dollars ($51,250) for services performed pursuant to the Scope of Services (Attachment 1).

Upon execution of the Agreement, CONSULTANT shall invoice CLIENT for 10% of the total contract amount ($5,125.00). Subsequent payments will be based on monthly invoicing as work progresses. Unless otherwise set forth in this Agreement, CLIENT shall pay all undisputed invoices within thirty days of the date of such invoice. All invoices and payments required to be paid hereunder shall be paid in US Dollars. In the event an undisputed payment is not received by CONSULTANT within thirty days of the due date for such payment, then such unpaid, undisputed amount shall accrue interest at the rate of 5% per month compounded monthly until paid in full, but in no event shall such charge exceed the rate permitted by applicable law.

Any alteration or deviation from the described work that involves extra costs will only be performed by CONSULTANT after written request by the CLIENT. The parties must agree in writing upon any extra charges billed at the following rates:

$210/hour for Project Manager
$165/hour for Senior Associates / Project Team Members
Any additional travel or legal expenses

Contact information for billing purposes is as follows:

CLIENT: National City Fire Department
Attn: Sergio Mora, Fire Chief
343 E 16th Street
National City CA 91950

Phone: 619.336.4551
Email: smora@nationalcityca.gov

AP TRITON
VISION · INNOVATION · SOLUTIONS

1309 Coffeen Avenue, Suite 3178 • Sheridan, WY 82801 • 833.251.5824 • www.aptriton.com

April 10, 2024

Sergio Mora, Fire Chief
National City Fire Department
1243 National City Blvd
National City, CA 91950

Re: Sole Source Justification—EMS System Valuation & First Responder Fee Study

Dear Chief Mora,

With great respect and a deep sense of responsibility, AP Triton submits this letter to convey our uniquely qualified position to conduct an EMS System Valuation and First Responder Fee Study for the National City Fire Department. Our unparalleled experience in EMS optimization, coupled with our ground-breaking approaches to public safety, establishes AP Triton as the sole source capable of exceeding the specific needs of the National City Fire Department.

Forerunners in EMS System Development and Optimization

AP Triton, established in 2014, stands at the forefront of emergency medical services system design, evaluation, and optimization. Our involvement in establishing the Ground Emergency Medical Transport (GEMT) program in California—and the subsequent Public Provider Ground Emergency Medical Transport (PP-GEMT) program—showcases our leadership in developing economically sustainable EMS systems. This program now serves as a critical component of EMS cost recovery nationwide.

Local Success Stories: San Diego and Chula Vista

Our work redesigning the ambulance services for the City of San Diego and Chula Vista—each bordering National City—exemplifies our ability to customize EMS systems to your local needs. These engagements with San Diego and Chula Vista have given us a deep familiarity with the local and regional EMS challenges and opportunities, which, combined with our extensive experience, enables us to address the unique needs of the National City Fire Department.

Expertise in California's EMS Legislation

AP Triton's extensive experience extends to a profound and detailed understanding of the EMS Act and related statutes in California. Our involvement in significant legal advocacy—successfully managing EMS-related lawsuits on behalf of the California Fire Chiefs Associations (Cal Chiefs), which led to the declared invalidity of crucial EMS regulations—demonstrates our commitment to protecting and advancing fire agency EMS systems across the state.

Exclusive Comprehensive Ambulance System Development

Last but certainly not least, we are the only consulting firm that has developed and implemented complete ambulance systems within California. AP Triton is the exclusive firm to successfully design, develop, and implement ambulance systems spanning both public sector and public-private collaborations. This distinction underscores our comprehensive approach to EMS consulting, encompassing everything from legal and regulatory consulting to EMS system design, ambulance transportation modeling, and operational implementation.

Given these unique qualifications, AP Triton is positioned as the sole source capable of providing the National City Fire Department with a service that not only meets but exceeds the standards for an EMS System Valuation and First Responder Fee Study. Our dedication to EMS system improvements, proven track record in similar projects, and intimate knowledge of the local and State EMS landscape assure you of a partnership that will deliver exceptional outcomes.

We understand the magnitude of this project and are prepared to bring our full suite of resources and expertise to bear. We look forward to assisting the National City Fire Department in achieving its objectives.

For any inquiries or further clarification, please do not hesitate to contact Melissa Vazquez Swank, AP Triton's Director of Project Operations, at mswank@aptriton.com or (503) 708-4282.

Respectfully,



Kurt P. Henke
Principal/Managing Partner

RESOLUTION NO. 2025 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFONIA, WAIVING THE FORMAL BID PROCESS PURSUANT TO NATIONAL CITY MUNICIPAL CODE SECTION 2.60.220 (B) REGARDING THE SOLE SOURCE FOR AP TRITON, LLC TO EVALUATE AND OPTIMIZE THE EMERGENCY MEDICAL TRANSPORT SYSTEM IN NATIONAL CITY AND APPROVING AND AUTHORIZING THE MAYOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT BY AND BETWEEN THE CITY OF NATIONAL CITY and AP TRITON, LLC FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $51,250.00

WHEREAS, the National City Fire Department (NCFD) is committed to providing high-quality emergency medical services (EMS) that meet the needs of National City; and

WHEREAS, the demand for EMS transport grows, it is critical to evaluate our current system to ensure efficiency, financial sustainability, regulatory compliance, and optimal service delivery; and

WHEREAS, conducting a comprehensive study will allow the NCFD to explore various ambulance service models, assess their feasibility, and determine the best approach for maintaining high standards of patient care while being fiscally responsible; and

WHEREAS, a study will help the City make an informed decision regarding the future of EMS transport services; and

WHEREAS, the NCFD conducted research based on experience, expertise, and familiarity with municipal EMS systems; and

WHEREAS, AP Triton, LLC was selected due to its proven track record redesigning the ambulance services for the City of San Diego and Chula Vista; and

WHEREAS, AP Triton's engagements with San Diego and Chula Vista have given them familiarity with local and regional EMS challenges and opportunities, which, combined with extensive experience, enables them to address the unique needs of the NCFD; and

WHEREAS, AP Triton is the only consulting firm that has developed and implemented complete ambulance systems within California; and

WHEREAS, AP Triton is positioned as the sole source capable of providing the NCFD with a service that not only meets but exceeds the standards for an EMS System Valuation and First Responder Fee Study; and

WHEREAS, the City desires the need to assess and optimize its emergency medical transport system within National City; and

WHEREAS, AP Triton has the expertise to conduct a study to ensure financial sustainability, regulatory compliance, and alignment with community needs regarding EMS transport; and

WHEREAS, staff recommends that the City enter into a Professional Services Agreement with AP Triton for an EMS transport system study for a total not-to-exceed amount of $51,250.00.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1: That the City Council hereby authorizes the Mayor to waive the formal bid process pursuant to NCMC Section 2.60.220 (B) regarding the sole source for AP Triton, LLC to conduct an EMS transport services study and to execute a Professional Services Agreement by and between the City of National City and AP Triton, LLC in a not-to-exceed amount of $51,250.00.

Section 2: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED and ADOPTED this 4th day of March, 2025.

Ron Morrison, Mayor

ATTEST:

Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

Barry J. Schultz, City Attorney

AGENDA REPORT

Department: **Engineering & Public Works**
Prepared by: **Tirza Gonzales, Operations Manager**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
First Amendment to the Agreement with North County E.V.S. Inc. for Fire Apparatus Services

RECOMMENDATION:
Adopt the Resolution Entitled: **"**Resolution of the City Council of the City of National City, California, Authorizing the Mayor to Execute a First Amendment to the Agreement with North County E.V.S. Inc. to Extend the Agreement by One-Year to June 30, 2026, and to Increase the Not-to-Exceed Amount by $100,000 for a Total Not-to-Exceed Amount of $150,000."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
Fire apparatus services are essential to our City's Fire Department as these specialized services help ensure our Fire Fleet is in top working condition when called on to respond to emergencies. These fire apparatus specialized services and repairs required to keep our equipment fully operational include, but are not limited to, the Fire Fighting water pump and valves, the Command Zone Network System, which communicates to all the vital components such as the engine, transmission, and engine body modules, and all emergency lighting.

The City entered into an agreement (the "Agreement") with North County E.V.S. Inc. for the term of May 1, 2024 through June 30, 2025 to provide fire apparatus services for the City for a not-to-exceed amount of $50,000, and an initial term of one (1) year, with the option to extend this term for up to three (1) one-year extensions.

Based on their performance, quality of work, and need for fire apparatus specialty services, staff recommends approving a First Amendment to the Agreement with North County E.V.S. Inc. by exercising the first of the three (3) one-year extensions to extend the term of the Agreement by one year to June 30, 2026, and to increase the not-to-exceed amount by $100,000 for a total not-to exceed amount of $150,000.

FINANCIAL STATEMENT:
Appropriations for this agreement are budgeted and available in the Vehicle Maintenance Fund, account no. 643-10-31-31700-7282-.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Not Applicable

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – First Amendment
Exhibit B – Resolution

FIRST AMENDMENT TO THE AGREEMENT BY AND BETWEEN THE CITY OF NATIONAL CITY AND NORTH COUNTY E.V.S. INC.

THIS FIRST AMENDMENT TO THE AGREEMENT is entered into this 4th day of March, 2025, by and between the CITY OF NATIONAL CITY, a municipal corporation ("CITY"), and NORTH COUNTY E.V.S. INC. (the "CONTRACTOR").

RECITALS

WHEREAS, the CITY and the CONTRACTOR entered into an agreement (the "Agreement") for the term of May 1, 2024 through June 30, 2025, wherein the CONTRACTOR agreed to provide fire apparatus services for a not-to-exceed amount of $50,000, and an initial term of one (1) year, with the option to extend this term for up to three (3) one-year extensions; and

WHEREAS, based on the CONTRACTOR's performance and quality of work, and to ensure timely specialty repairs on fire apparatus, the CITY desires to have the CONTRACTOR continue providing on-call fire apparatus services for the CITY, and the CONTRACTOR is willing to perform such services; and

WHEREAS, the parties desire to amend the Agreement by exercising the first of three (3) one-year extensions to extend the term of the Agreement to June 30, 2026, and to increase the not-to-exceed amount by $100,000, for a total not-to exceed amount of $150,000.

AGREEMENT

NOW, THEREFORE, the parties hereto agree that:

1. The May 1, 2024 Agreement, in exercise of the extension provision, is hereby amended to extend the term of the Agreement by one (1) year to June 30, 2026.

2. The May 1, 2024 Agreement is hereby amended to increase the not-to-exceed amount by $100,000, for a total not-to-exceed amount of $150,000.

3. The parties further agree that, with the foregoing exceptions, each and every other term and provision of the May 1, 2024 Agreement shall remain in full force and effect.

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IN WITNESS WHEREOF, the parties hereto have executed this First Amendment to the Agreement on the date and year first above written.

CITY OF NATIONAL CITY

By:_____
Ron Morrison, Mayor

Date: _____

APPROVED AS TO FORM:

By:_____
Barry J. Schultz
City Attorney

NORTH COUNTY E.V.S. INC.
(Corporation – signatures of two corporate officers required)

By: [redacted] _____
Louis Marro
President

Date: _2/18/2025_

By: _____ [redacted] __
Cindy Marro
Secretary / Treasurer

Date: _2/18/2025_

RESOLUTION NO. 2024 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, AUTHORIZING THE MAYOR TO EXECUTE A FIRST AMENDMENT TO THE AGREEMENT WITH NORTH COUNTY E.V.S. INC. TO EXTEND THE AGREEMENT BY ONE-YEAR TO JUNE 30, 2026, AND TO INCREASE THE NOT-TO-EXCEED AMOUNT BY $100,000 FOR A TOTAL NOT-TO-EXCEED AMOUNT OF $150,000.

WHEREAS, on May 1, 2024, the City of National City ("City") entered into an agreement (the "Agreement") with North County E.V.S. Inc. to provide fire apparatus services for a not-to-exceed amount of $50,000, with an initial term of one (1) year, with the option to extend for up to three (3) one-year extensions; and

WHEREAS, based on their performance and quality of work, expiring Agreement, and to ensure timely specialty repairs on fire apparatus, staff recommends approval of a First Amendment to extend the Agreement with North County E.V.S. Inc. by one (1) year to June 30, 2026, and to increase the not-to-exceed amount by $100,000, for a total not-to exceed amount of $150,000.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1: That the City Council hereby authorizes the Mayor to execute a First Amendment to the agreement with North County E.V.S. Inc. to extend the agreement by one year to June 30, 2026 and to increase the not-to-exceed amount by $100,000, for a total not-to-exceed amount of $150,000.

Section 2: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED and ADOPTED this 4th day of March, 2025.

_____
Ron Morrison, Mayor

ATTEST:

_____
Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

_____
Barry J. Schultz, City Attorney

AGENDA REPORT

Department: **Engineering**
Prepared by: **Carlos Perdomo, Engineering Technician**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Request to Install Red Curb "No Parking" at the Intersection of Palm Avenue and E. 17th Street to Enhance Visibility at the Intersection.

RECOMMENDATION:
Adopt a Resolution Entitled, "Resolution of the City Council of the City of National City, California, Authorizing the Installation of Red Curb "No Parking" at the Intersection of Palm Avenue and E. 17th Street to Improve Visibility."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
The Traffic Safety Committee, on November 13, 2024, unanimously approved the installation of red curb "No Parking" at the intersection of Palm Avenue and E. 17th Street to enhance visibility at the intersection.

EXPLANATION:
Mr. Antonio Damian, a resident of 1424 E. 17th Street has requested a red curb "No Parking" at the intersection of Palm Avenue and E. 17th Street. This request aims to improve visibility and enhance safety for vehicles exiting from E. 17th Street onto Palm Avenue.

Staff performed a site evaluation. Palm Avenue is a two-way collector road with parking on both sides and posted speed limit of 25 mph. E. 17th Street is a two-way local road with parking on both sides and posted speed limit of 25 mph. During the site evaluation, staff confirmed the presence of red curb "No Parking" at the northeast and southeast corners of the intersection. Additionally, there are visibility issues for eastbound traffic exiting E. 17th Street onto Palm Ave due to the electrical power pole located on the southwest corner of the intersection. Staff also confirmed that when vehicles park too close to the corners on Palm Avenue at the intersection, the visibility for vehicles exiting E. 17th Street onto Palm Avenue is partially obstructed.

Staff sent notices to the adjacent properties inviting them to the Traffic Safety Committee Meeting and/or to contact staff with any questions. No individuals were in attendance to speak on this item.

Staff presented this item to the Traffic Safety Committee on November 13, 2024, and after discussion, the Traffic Safety Committee voted unanimously to approve staff's recommendation for the following traffic safety enhancements:

1. Install 20 feet of red curb "No Parking" on the west side of Palm Avenue, north of E. 17th Street. This will result in the loss of one (1) on-street parking space;
2. Install 10 feet of red curb "No Parking" on the west side of Palm Avenue, south of E. 17th Street. This will result in the loss of zero (0) on-street parking spaces;

If approved by City Council, all work will be performed by City Public Works.

FINANCIAL STATEMENT:
The estimated cost for striping is approximately $200. Funding is available within the Department of Engineering and Public Works Streets Division maintenance and operations budget.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Public Safety

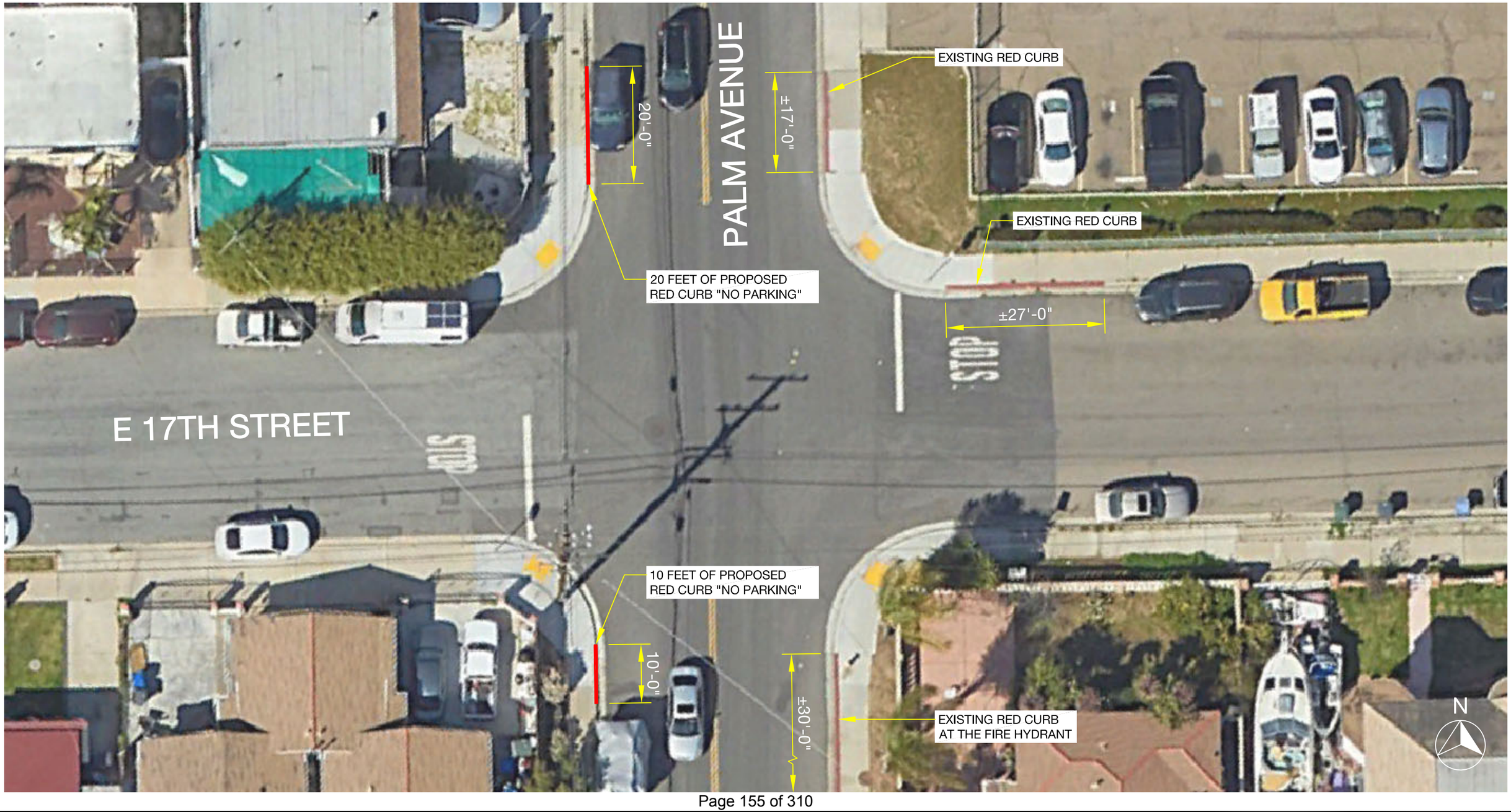
ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Location Map
Exhibit B – Staff Report to the Traffic Safety Committee on November 13, 2024 (TSC No. 2024-12)
Exhibit C – Resolution

Exhibit A: Location Map with Recommended Enhancements (TSC Item: 2024-12)



NATIONAL CITY TRAFFIC SAFETY COMMITTEE
AGENDA REPORT FOR NOVEMBER 13, 2024

ITEM NO. 2024-12

ITEM TITLE: **REQUEST TO INSTALL RED CURB "NO PARKING" AT THE INTERSECTION OF PALM AVENUE AND E. 17TH STREET TO ENHANCE VISIBILITY AT THE INTERSECTION.**

PREPARED BY: Carlos Perdomo, Engineering Technician
Engineering & Public Works Department

DISCUSSION:

Mr. Antonio Damian, a resident of 1424 E. 17th Street has requested a red curb "No Parking" at the intersection of Palm Avenue and E. 17th Street. This request aims to improve visibility and enhance safety for vehicles exiting from E. 17th Street onto Palm Avenue.

Staff performed a site evaluation. Palm Avenue is a two-way collector road with parking on both sides and posted speed limit of 25 mph. E. 17th Street is a two-way local road with parking on both sides and posted speed limit of 25 mph. During the site evaluation, staff confirmed the presence of red curb "No Parking" at the northeast and southeast corners of the intersection. Additionally, there are visibility issues for eastbound traffic exiting E. 17th Street onto Palm Ave due to the electrical power pole located on the southwest corner of the intersection. Staff also confirmed that when vehicles park too close to the corners on Palm Avenue at the intersection, the visibility for vehicles exiting E. 17th Street onto Palm Avenue is partially obstructed.

STAFF RECOMMENDATION:

Based on evaluation of existing conditions, staff recommends the installation of red curb "No Parking" at the intersection of Palm Avenue and E. 17th Street to improve visibility for vehicles exiting E. 17th Street as follows:

1. Install 20 feet of red curb "No Parking" on the west side of Palm Avenue, north of E. 17th Street. This will result in the loss of one (1) on-street parking space;
2. Install 10 feet of red curb "No Parking" on the west side of Palm Avenue, south of E. 17th Street. This will result in the loss of one (1) on-street parking space;

EXHIBITS:

1. Public Request
2. Public Notice
3. Location Map
4. Photos

CALIFORNIA
NATIONAL CITY
1887
INCORPORATED

PUBLIC REQUEST FORM

Contact Information

Name: ANTONIO DAMIAN Sr

Address: 1424 E 17TH National City

Phone: _____ Email: _____

Request Information

Location: 17TH & Palm corner of NW & SW

Request: PAINT CORNERS

Attachments: ☐ Yes ☒ No Description: _____

Internal Use Only:

Request Received By: Ricardo Date: 2/22/2024

Received via: ☐ Counter/In-Person ☐ Telephone ☐ Email ☐ Fax ☐ Referral: _____

Assigned To: _____

Notes: _____

November 7, 2024

Resident/Property Owner

Subject: TRAFFIC SAFETY COMMITTEE (TSC) ITEM NO. 2024-12

REQUEST TO INSTALL RED CURB "NO PARKING" AT THE INTERSECTION OF PALM AVENUE AND E. 17TH STREET TO ENHANCE VISIBILITY AT THE INTERSECTION

Dear Sir/Madame:

The City of National City would like to invite you to our next public Traffic Safety Committee Meeting scheduled for **Wednesday, November 13, 2024, at 1:00 P.M.** in the 2nd Floor Large Conference Room of the Civic Center, 1243 National City Blvd., to discuss the above-referenced item.

You can also join the meeting via Zoom. Please use the following information to call-in to the meeting during the scheduled time:
Join Zoom Meeting from computer
https://zoom.us/j/99693438895?pwd=QW51QnZPN2FaS2tRZnphVnNmYmYxdz09
Join Zoom Meeting by phone
+1 669-900-9128
Meeting ID: 996 9343 8895
Passcode: 754338

Please note that there are two disabled persons parking spaces on the east side of National City Blvd. that provide direct access to the 2nd Floor of the Civic Center via a pedestrian bridge.

If you have any questions, comments, or concerns, please contact the Engineering Department at 619-336-4380 and reference Traffic Safety Committee Item Number 2024-12.

Sincerely,

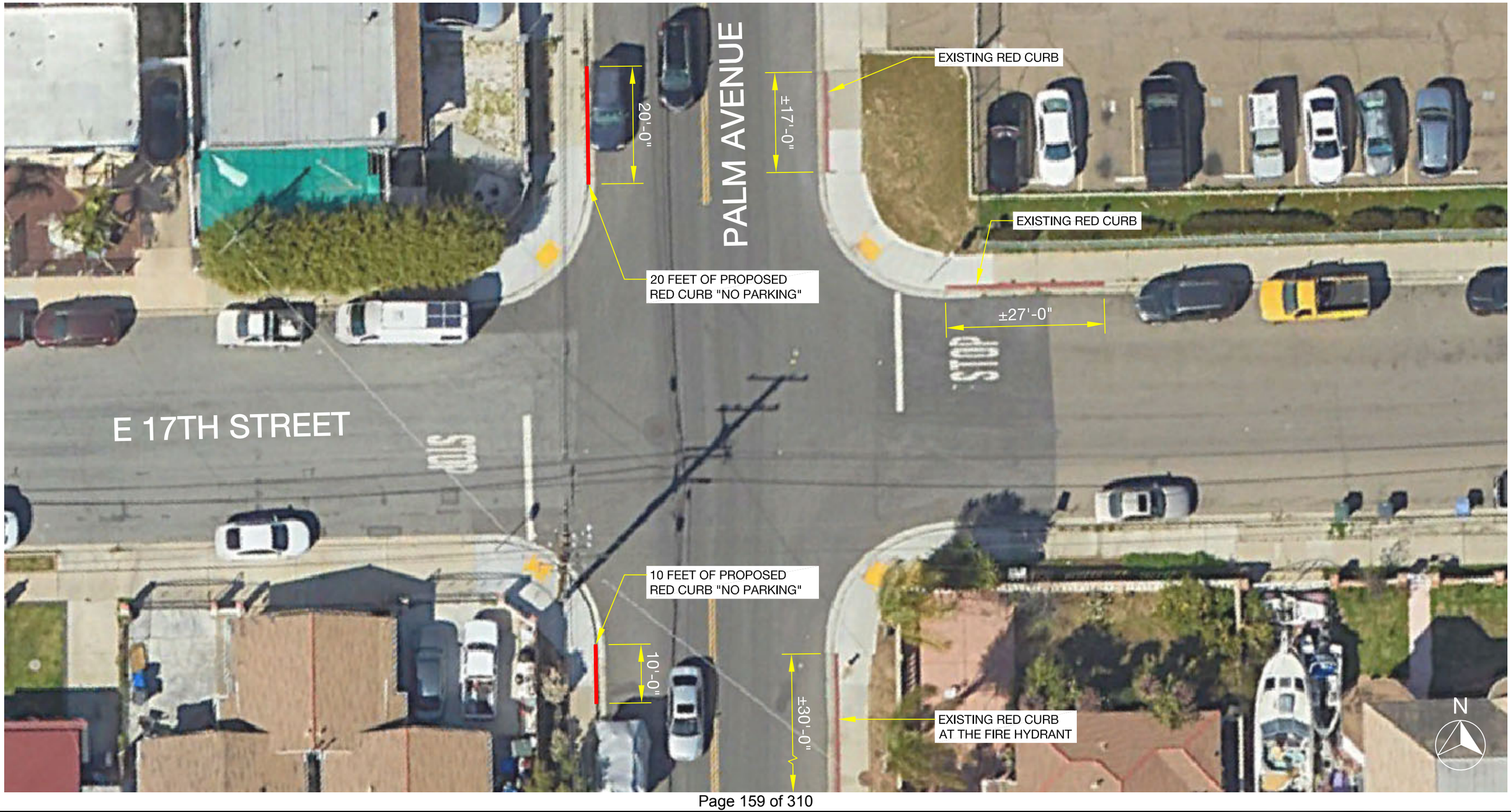
Stephen Manganiello
City Engineer

SM:ch

Enclosure: Location Map

2024-12

Exhibit A: Location Map with Recommended Enhancements (TSC Item: 2024-12)



Site Photos



Location of Proposed Red Curb "No Parking" on the west side of Palm Avenue, south of E. 17th Street (looking southwest)



Location of Proposed Red Curb "No Parking" on the west side of Palm Avenue, north of E. 17th Street (looking northwest)

RESOLUTION NO. 2025 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, AUTHORIZING THE INSTALLATION OF RED CURB "NO PARKING" AT THE INTERSECTION OF PALM AVENUE AND E. 17TH STREET TO IMPROVE VISIBILITY.

WHEREAS, a resident expressed concerns with visibility at the intersection of Palm Avenue and E. 17th Street and requested the installation of red curb to improve visibility and enhance safety for vehicles turning from E. 17th Street onto Palm Avenue; and

WHEREAS, staff completed a site evaluation and confirmed the following: Palm Avenue is a two-way collector road with parking on both sides and posted speed limit of 25 mph; E. 17th Street is a two-way local road with parking on both sides and posted speed limit of 25 mph; there is existing red curb "No Parking" at the northeast and southeast corners of the intersection; there are visibility issues for eastbound traffic exiting E. 17th Street onto Palm Avenue due to the electrical power pole located on the southwest corner of the intersection; and that when vehicles park too close to the corners on Palm Avenue at the intersection, the visibility for vehicles exiting E. 17th Street onto Palm Avenue is partially obstructed; and

WHEREAS, this item was presented to the Traffic Safety Committee on November 13, 2024; and

WHEREAS, staff sent notices to the adjacent properties inviting them to attend the Traffic Safety Committee Meeting and/or to contact staff with any questions; and

WHEREAS, staff presented this item to the Traffic Safety Committee and, after discussion, the Traffic Safety Committee voted to approve staff's recommendation to, 1) install 20 feet of red curb "No Parking" on the west side of Palm Avenue, north of E. 17th Street, and 2) install 10 feet of red curb "No Parking" on the west side of Palm Avenue, south of E. 17th Street; and

WHEREAS, National City Municipal Code section 11.32.140 prohibits stopping or parking at any posted location where parking is restricted or prohibited by resolution of the City Council; and

WHEREAS, if approved by City Council, all work will be performed by City Public Works.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1: That the City Council hereby authorizes the installation of 1) 20 feet of red curb "No Parking" on the west side of Palm Avenue, north of E. 17th Street, and 2) 10 feet of red curb "No Parking" on the west side of Palm Avenue, south of E. 17th Street, to improve visibility at the intersection.

Section 2: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED and ADOPTED this 4th day of March, 2025.

Ron Morrison, Mayor

ATTEST:

Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

Barry J. Schultz, City Attorney

AGENDA REPORT

Department: **Finance**
Prepared by: **Karla Apalategui, Sr. Accounting Assistant**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Warrant Register #26 - #28 for the Period of 12/20/24 through 1/9/25 in the Amount of $3,873,857.43

RECOMMENDATION:
Ratify Warrants Totaling $3,873,857.43

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
Per Government Section Code 37208, below are the payments issued for the period of 12/20/24 – 1/9/25. Consistent with the Department of Finance's practice, listed below are all payments above $50,000.

Vendor	Check/Wire	Amount	Explanation
Health Net Inc	372882	66,113.93	GRP# R1192A – Jan 2025 Health Net Ins
Kaiser Foundation	372894	204,263.59	Jan 2025 – Group #104220
Public Emp Retirement	243660169	354,698.43	Service Period 12/10/24 – 12/23-24

FINANCIAL STATEMENT:
Warrant Total $3,873,857.43

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Not Applicable

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBIT:
Exhibit A – FY25 Warrant Register No. 26 - 28

WARRANT REGISTER # 26 - 28
1/9/2025

PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
Mayor and Council				
			Total for Department	**0.00**
Building/Planning				
4LINK NETWORK CONSUL	COLLECT AND TRACK HOME INSPECTION REQUEST	372939	1/9/25	200.00
4LINK NETWORK CONSUL	COLLECT AND TRACK HOME INSPECTION REQUEST	372940	1/9/25	200.00
PERMIT RUNNER	REFUND A PORTION OF PERMIT FEES OR CANCELLE	372964	1/9/25	210.00
			Total for Department	**610.00**
CAO				
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER 1700 E. PLAZA	372950	1/9/25	1,032.50
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER 220 14TH STRE	372950	1/9/25	2,763.56
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER STUDIO 6	372950	1/9/25	8,271.73
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER 1700 E. PLAZA	372950	1/9/25	1,652.00
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER STUDIO 6	372950	1/9/25	6,290.94
CIVICA LAW GROUP APC	LEGAL SERVICES FOR GENERAL CODE LABOR	372950	1/9/25	88.50
CIVICA LAW GROUP APC	LEGAL SERVICES FOR CODE MATTER 220 14TH STRE	372950	1/9/25	2,904.00
COLANTUONO HIGHSMITH	ELECTION LAW ADVICE	372951	1/9/25	315.00
COLANTUONO HIGHSMITH	ELECTION LAW ADVICE	372951	1/9/25	70.00
DEVANEY PATE MORRIS	LEGAL SERVICES FOR ADMINISTRATIVE HEARING	372955	1/9/25	9,562.50
DEVANEY PATE MORRIS	LITIGATION REGARDING BCD	372955	1/9/25	575.00
DEVANEY PATE MORRIS	LITIGATION MATTER CALI MOTA	372955	1/9/25	175.00
SERVIAM BY WRIGHT LL	CODE MATTER 2525 SWEETWATER	372973	1/9/25	122.00
SERVIAM BY WRIGHT LL	CODE MATTER 220 FOURTEENTH	372973	1/9/25	479.60
SERVIAM BY WRIGHT LL	FOR CODE MATTER 220 FOURTEENTH	372973	1/9/25	463.60
SERVIAM BY WRIGHT LL	CODE MATTER 220 FOURTEENTH	372973	1/9/25	756.40
			Total for Department	**35,522.33**
City Clerk				
CORODATA RECORDS	OFF SITE RECORD STORAGE	372952	1/9/25	58.30
			Total for Department	**58.30**
CMO				
4 IMPRINT INC	NEW HIRE GIVE AWAYS	372938	1/9/25	1,038.88
SUN BADGE COMPANY IN	BRIAN HADLEY SLIMLINE SUNTONE BADGE	372975	1/9/25	202.94
			Total for Department	**1,241.82**
Community Services/Nutrition/Library				
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	102.20
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	675.21
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	264.21

WARRANT REGISTER # 26 - 28
1/9/2025

PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	596.90
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	312.89
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	1,244.42
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	3,412.57
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	925.83
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	1,552.13
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	1,898.66
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	1,453.17
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	2,628.82
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372942	1/9/25	2,789.91
ALDEMCO	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372943	1/9/25	245.72
ALL FRESH PRODUCTS	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372944	1/9/25	179.36
ALL FRESH PRODUCTS	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372944	1/9/25	353.33
BOOT WORLD	WORK BOOTS FOR YURI PENA	372947	1/9/25	175.34
COZZINI BROS., INC.	KNIFE SHARPENING SERVICES FOR FY 25	372954	1/9/25	64.17
PRUDENTIAL OVERALL S	LAUNDRY AND CONSUMABLES FOR FY25	372967	1/9/25	152.65
PRUDENTIAL OVERALL S	LAUNDRY AND CONSUMABLES FOR FY25	372967	1/9/25	303.48
SANCHEZ MAYO, LESTER	RFW-CONTRACT INSTRUCTOR PYMT BASKETBALL C/	372969	1/9/25	1,890.00
SDG&E	GAS AND ELECTRIC SERVICES FOR FY25	372970	1/9/25	363.78
SEAPORT MEAT COMPANY	FOOD AS NEEDED FOR NUTRITION CTR. FY25	372971	1/9/25	509.00
SYSCO SAN DIEGO INC	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372976	1/9/25	3,672.80
SYSCO SAN DIEGO INC	FOOD/CONSUMABLES AS NEEDED FOR NUTRITION C	372976	1/9/25	119.45
SYSCO SAN DIEGO INC	DISHWASHER LEASE FOR DECEMBER 2024	372976	1/9/25	259.86
T'S & SIGNS INC	DECALS,BANNERS & A FRAME STAND/CSD	372977	1/9/25	529.62
T'S & SIGNS INC	DECALS, TABLE COVERS/CSD	372977	1/9/25	1,759.59
			Total for Department	**28,435.07**
Engineering / PW's				
BOOT WORLD	MOP 64096 WORK BOOTS FOR CHRIS GARCIA FY25-F	372947	1/9/25	200.00
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	257.98
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	423.65
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	163.85
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	154.38
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	157.39
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	22.02
GRAINGER	MOP 65179 BUILDING SUPPLIES FY25-PW/FAC	372957	1/9/25	423.65
MASTER PERFORMANCE	MOP 86883 SEWER SUPPLIES FY25-PW/WW	372958	1/9/25	441.32
NATIONAL CITY TROPHY	MOP 66556 OFFICE SUPPLIES FY25-PW/FAC	372960	1/9/25	138.33
NATIONAL CITY TROPHY	MOP 66556 OFFICE SUPPLIES FY25-PW/FAC	372960	1/9/25	47.52
O'REILLY AUTO PARTS	MOP 75877 AUTO SUPPLIES FY25-PW/EQM	372961	1/9/25	154.37
PARTS AUTHORITY METR	MOP 75943 AUTO SUPPLIES FY25-PW/EQM	372963	1/9/25	131.70
POWERSTRIDE BATTERY	AUTO BATTERIES FY25-PW/EQM	372965	1/9/25	707.03
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	286.00
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	488.60
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	53.72
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	205.39
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	449.06

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	189.29
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/FAC	372966	1/9/25	198.90
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/PARKS	372966	1/9/25	53.48
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/PARKS	372966	1/9/25	355.76
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/STS	372966	1/9/25	151.14
PRO BUILD COMPANY	MOP 45707 GENERAL SUPPLIES FY25-PW/STS	372966	1/9/25	67.93
SEDANO FORD OF LM, I	R&M CITY VEHICLES FY25-PW/EQM	372972	1/9/25	660.45
SEDANO FORD OF LM, I	R&M CITY VEHICLES FY25-PW/EQM	372972	1/9/25	237.75
SEDANO FORD OF LM, I	R&M CITY VEHICLES FY25-PW/EQM	372972	1/9/25	869.44
SEDANO FORD OF LM, I	R&M CITY VEHICLES FY25-PW/EQM	372972	1/9/25	106.10
T'S & SIGNS INC	JACKETS FOR STR FY25-PW/STS	372977	1/9/25	455.67
			Total for Department	**8,251.87**
Finance				
BAVENCOFF JR, DAVID	RETIREE HEALTH BENEFITS - JANUARY 2025	372843	1/6/25	500.00
BEARD, PATRICIA	RETIREE HEALTH BENEFITS - JANUARY 2025	372844	1/6/25	70.00
BEVERIDGE, MARK	RETIREE HEALTH BENEFITS - JANUARY 2025	372845	1/6/25	640.00
BISHOP, RANDY	RETIREE HEALTH BENEFITS - JANUARY 2025	372846	1/6/25	110.00
BOEGLER, CRAIG	RETIREE HEALTH BENEFITS - JANUARY 2025	372847	1/6/25	260.00
BULL, PARRIS	RETIREE HEALTH BENEFITS - JANUARY 2025	372848	1/6/25	580.00
CAMEON, CHRISTOPHER	RETIREE HEALTH BENEFITS - JANUARY 2025	372849	1/6/25	400.00
CANEDO, RAMON	RETIREE HEALTH BENEFITS - JANUARY 2025	372850	1/6/25	620.00
CASTELLANOS, DAVID	RETIREE HEALTH BENEFITS - JANUARY 2025	372851	1/6/25	500.00
CESNAUSKAS, STEVEN	RETIREE HEALTH BENEFITS - JANUARY 2025	372852	1/6/25	400.00
CHELIUS, ANGELA	RETIREE HEALTH BENEFITS - JANUARY 2025	372853	1/6/25	460.00
COLE, LYNN	RETIREE HEALTH BENEFITS - JANUARY 2025	372854	1/6/25	165.00
COLLINSON, CURTIS	RETIREE HEALTH BENEFITS - JANUARY 2025	372855	1/6/25	420.00
CONDON, DONALD	RETIREE HEALTH BENEFITS - JANUARY 2025	372856	1/6/25	280.00
CORDERO, ESTELA	RETIREE HEALTH BENEFITS - JANUARY 2025	372857	1/6/25	520.00
COVARRUBIAS, ARACELI	RETIREE HEALTH BENEFITS - JANUARY 2025	372858	1/6/25	520.00
DALLA, MICHAEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372859	1/6/25	900.00
DANESHFAR, ZIA-E-DIN	RETIREE HEALTH BENEFITS - JANUARY 2025	372860	1/6/25	250.00
DEESE, LESLIE	RETIREE HEALTH BENEFITS - JANUARY 2025	372861	1/6/25	660.00
DESROCHERS, PAUL	RETIREE HEALTH BENEFITS - JANUARY 2025	372862	1/6/25	110.00
DIAZ, MIGUEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372863	1/6/25	680.00
DREDGE, JAMES	RETIREE HEALTH BENEFITS - JANUARY 2025	372864	1/6/25	250.00
DUONG, MINH	RETIREE HEALTH BENEFITS - JANUARY 2025	372865	1/6/25	280.00
EISER III, GEORGE	RETIREE HEALTH BENEFITS - JANUARY 2025	372866	1/6/25	250.00
ESPIRITU, DAVID	RETIREE HEALTH BENEFITS - JANUARY 2025	372867	1/6/25	620.00
ETZLER, JEFFREY	RETIREE HEALTH BENEFITS - JANUARY 2025	372868	1/6/25	460.00
FABINSKI, DANIEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372869	1/6/25	220.00
FELIX, YOLANDA	RETIREE HEALTH BENEFITS - JANUARY 2025	372870	1/6/25	400.00
FIFIELD, KEITH	RETIREE HEALTH BENEFITS - JANUARY 2025	372871	1/6/25	540.00
FLORES, RICHARD M	RETIREE HEALTH BENEFITS - JANUARY 2025	372872	1/6/25	600.00
GAUT, ANTHONY	RETIREE HEALTH BENEFITS - JANUARY 2025	372873	1/6/25	700.00
GONZALES, MANUEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372874	1/6/25	480.00
GONZALEZ, BEATRICE	RETIREE HEALTH BENEFITS - JANUARY 2025	372875	1/6/25	680.00

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
GONZALEZ, WILLIAM	RETIREE HEALTH BENEFITS - JANUARY 2025	372876	1/6/25	660.00
HARLAN, MICHAEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372877	1/6/25	500.00
HEALTH NET INC	GRP. #GX011A - JAN 2025 HEALTH NET INSURANCE	372878	1/6/25	34,130.48
HEALTH NET INC	GRP #LB439A - JAN 2025 HEALTH NET INSURANCE	372879	1/6/25	25,153.52
HEALTH NET INC	GRP. #LB439F - JAN 2025 HEALTH NET INSURANCE	372880	1/6/25	777.39
HEALTH NET INC	GRP #N8240A - JAN 2025 HEALTH NET INSURANCE	372881	1/6/25	2,019.15
HEALTH NET INC	GRP #R1192A - JAN 2025 HEALTH NET INSURANCE	372882	1/6/25	66,113.93
HEALTH NET INC	GRP #R1192R - JAN 2025 HEALTH NET INSURANCE	372883	1/6/25	920.47
HEALTH NET INC	GRP #ZI454A - JAN 2025 HEALTH NET INSURANCE	372884	1/6/25	333.00
HEALTH NET INC	GRP #ZI454F - JAN 2025 HEALTH NET INSURANCE	372885	1/6/25	3.02
HERNANDEZ, JUDITH	RETIREE HEALTH BENEFITS - JANUARY 2025	372886	1/6/25	680.00
HERNANDEZ, RICK	RETIREE HEALTH BENEFITS - JANUARY 2025	372887	1/6/25	400.00
HODGES, BRENDA	RETIREE HEALTH BENEFITS - JANUARY 2025	372888	1/6/25	200.00
IBARRA, JOE	RETIREE HEALTH BENEFITS - JANUARY 2025	372889	1/6/25	780.00
JASMUND, DONALD	RETIREE HEALTH BENEFITS - JANUARY 2025	372890	1/6/25	680.00
JONES, ANGIL	RETIREE HEALTH BENEFITS - JANUARY 2025	372891	1/6/25	60.00
JONES, DEREK	RETIREE HEALTH BENEFITS - JANUARY 2025	372892	1/6/25	480.00
JUNIEL, RODERICK	RETIREE HEALTH BENEFITS - JANUARY 2025	372893	1/6/25	50.00
KAISER FOUNDATION HE	JANUARY 2025 - GROUP #104220 KAISER INS ACTIVE	372894	1/6/25	33,491.74
KAISER FOUNDATION HE	JANUARY 2025 - GROUP #104220 KAISER INS ACTIVE	372894	1/6/25	204,263.59
KIMBLE, RANDY	RETIREE HEALTH BENEFITS - JANUARY 2025	372895	1/6/25	300.00
KLOS, FRANK	RETIREE HEALTH BENEFITS - JANUARY 2025	372896	1/6/25	480.00
LAFRENIERE, MICHAEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372897	1/6/25	660.00
LIMFUECO, MARIA TERE	RETIREE HEALTH BENEFITS - JANUARY 2025	372898	1/6/25	160.00
MATIENZO, MARIA	RETIREE HEALTH BENEFITS - JANUARY 2025	372899	1/6/25	100.00
MCCABE, TOM	RETIREE HEALTH BENEFITS - JANUARY 2025	372900	1/6/25	280.00
MCDANIEL, PATRICK	RETIREE HEALTH BENEFITS - JANUARY 2025	372901	1/6/25	290.00
MEEKS, JEFFREY	RETIREE HEALTH BENEFITS - JANUARY 2025	372902	1/6/25	460.00
MUNOZ, LILIA	RETIREE HEALTH BENEFITS - JANUARY 2025	372903	1/6/25	640.00
NAGLE, DANIEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372904	1/6/25	460.00
NOTEWARE, DAVID	RETIREE HEALTH BENEFITS - JANUARY 2025	372905	1/6/25	120.00
OLIVERIA, HERMINIO	RETIREE HEALTH BENEFITS - JANUARY 2025	372906	1/6/25	360.00
PARRA, FRANCISCO	RETIREE HEALTH BENEFITS - JANUARY 2025	372907	1/6/25	400.00
PAUU JR, PENU	RETIREE HEALTH BENEFITS - JANUARY 2025	372908	1/6/25	340.00
PE, RAY	RETIREE HEALTH BENEFITS - JANUARY 2025	372909	1/6/25	300.00
PEASE JR, DAVID	RETIREE HEALTH BENEFITS - JANUARY 2025	372910	1/6/25	140.00
PIERSON, DARREN P	RETIREE HEALTH BENEFITS - JANUARY 2025	372911	1/6/25	460.00
POST, ROGER	RETIREE HEALTH BENEFITS - JANUARY 2025	372912	1/6/25	280.00
RAY, STEVEN	RETIREE HEALTH BENEFITS - JANUARY 2025	372913	1/6/25	190.00
REDIKOP, BRIAN	RETIREE HEALTH BENEFITS - JANUARY 2025	372914	1/6/25	400.00
RIOS, RAMONA	RETIREE HEALTH BENEFITS - JANUARY 2025	372915	1/6/25	240.00
ROARK, LANNY	RETIREE HEALTH BENEFITS - JANUARY 2025	372916	1/6/25	135.00
RODRIGUEZ, MANUEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372917	1/6/25	260.00
ROUSTON, JEFFREY	RETIREE HEALTH BENEFITS - JANUARY 2025	372918	1/6/25	660.00
RUIZ, JAMES	RETIREE HEALTH BENEFITS - JANUARY 2025	372919	1/6/25	310.00
SAINZ, JOSE LUIS	RETIREE HEALTH BENEFITS - JANUARY 2025	372920	1/6/25	300.00
SERVATIUS, JEFFREY	RETIREE HEALTH BENEFITS - JANUARY 2025	372921	1/6/25	340.00
SEWARD, GREGORY	RETIREE HEALTH BENEFITS - JANUARY 2025	372922	1/6/25	520.00

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
SHEPHARD, STEVE	RETIREE HEALTH BENEFITS - JANUARY 2025	372923	1/6/25	440.00
SHOEMAKER, MICHAEL	RETIREE HEALTH BENEFITS - JANUARY 2025	372924	1/6/25	480.00
SILVA, LARRY	RETIREE HEALTH BENEFITS - JANUARY 2025	372925	1/6/25	580.00
SMITH, JOE	RETIREE HEALTH BENEFITS - JANUARY 2025	372926	1/6/25	320.00
SMITH, MATTHEW	RETIREE HEALTH BENEFITS - JANUARY 2025	372927	1/6/25	560.00
STANICH, COLLEEN	RETIREE HEALTH BENEFITS - JANUARY 2025	372928	1/6/25	400.00
TELLEZ, JOSE	RETIREE HEALTH BENEFITS - JANUARY 2025	372929	1/6/25	700.00
TIPTON, BARBARA	RETIREE HEALTH BENEFITS - JANUARY 2025	372930	1/6/25	250.00
UNGAB, STELLA	RETIREE HEALTH BENEFITS - JANUARY 2025	372931	1/6/25	600.00
VILLAGOMEZ, JULIAN	RETIREE HEALTH BENEFITS - JANUARY 2025	372932	1/6/25	480.00
VILLARIASA, STEVEN	RETIREE HEALTH BENEFITS - JANUARY 2025	372933	1/6/25	480.00
WILKINS, THOMAS	RETIREE HEALTH BENEFITS - JANUARY 2025	372934	1/6/25	520.00
YBARRA, ALFREDO	RETIREE HEALTH BENEFITS - JANUARY 2025	372935	1/6/25	220.00
YBARRA, ANTONIO	RETIREE HEALTH BENEFITS - JANUARY 2025	372936	1/6/25	540.00
YOUNG, GRAHAM	RETIREE HEALTH BENEFITS - JANUARY 2025	372937	1/6/25	560.00
C A P F	JANUARY 2025 FIRE LTD - ID0259607	372948	1/9/25	1,298.00
CALIFORNIA LAW ENFOR	JANUARY 2025 - PD LTD	372949	1/9/25	2,752.00
			Total for Department	**406,986.29**
Fire				
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	330.25
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	330.25
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	227.24
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	227.24
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	420.29
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	137.92
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	20.46
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	341.85
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	215.45
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	179.15
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	364.73
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	191.39
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	341.85
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	350.72
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	215.45
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	776.87
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	421.28
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	214.89
ACE UNIFORMS & ACCES	CLASS B, CLASS A AND UNIFORM ACCESSORY	372941	1/9/25	509.40
BENEDEK, ERIC C	REIMBRSMT CLAIM, ERIC BENEDK PARAMEDIC RENE	372946	1/9/25	250.00
MONTANO, HECTOR	REIMBRSMT CLAIM, DELIVERY OF SPANISH CERT CL/	372959	1/9/25	1,200.00
			Total for Department	**7,266.68**
Housing / Sec 8				
OFFICE SOLUTIONS BUS	OFFICE SUPPLIES FOR SEC 8 DEPT	372962	1/9/25	62.78
PSWRC NAHRO	2025 PSWRC NAHRO MEMB DUES FOR SECT 8	372968	1/9/25	265.68

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
SOUTH BAY SHREEDDING	MONTHLY FEE FOR SERV OCT-NOV 2024 SECT 8	372974	1/9/25	70.00
U.S. INSPECTION GROU	REGISTRATION FOR NSPIRE-V WEBINAR 1/15/25 SEC	372978	1/9/25	229.00
			Total for Department	**627.46**
Human Resources				
			Total for Department	**0.00**
MIS				
AT&T	SBC/AT&T DATA/PHONES FY25	372945	1/9/25	16,902.48
AT&T	SBC/AT&T DATA/PHONES FY25	372945	1/9/25	122.44
AT&T	SBC/AT&T DATA/PHONES FY25	372945	1/9/25	2,387.13
AT&T	SBC/AT&T DATA/PHONES FY25	372945	1/9/25	63.27
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	302.53
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	235.81
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	1,714.40
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	174.00
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	88.25
COX COMMUNICATIONS	COX BUSINESS DATA/VIDEO FY25	372953	1/9/25	2,060.43
VERIZON WIRELESS	VERIZON WIRELESS DATA/PHONES FY25	372979	1/9/25	530.75
			Total for Department	**24,581.49**
NSD				
			Total for Department	**0.00**
Police				
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	120.68
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	201.49
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	71.12
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	51.68
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	201.49
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	387.88
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	150.85
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	75.43
ACE UNIFORMS & ACCES	UNIFORM AND ACCESSORIES FOR FY25	372941	1/9/25	201.49
FUSTON, STEPHANIE	TRAINING POST REIMBURSEMENT MILEAGE FUSTON	372956	1/9/25	169.51
			Total for Department	**1,631.62**
Risk				
			Total for Department	**0.00**

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
			A/P Total	**515,212.93**
PAYROLL				
Pay period	**Start Date** / **End Date** / **Check Date**			
1	12/10/2024 / 12/23/2024 / 12/31/2024			**1,476,554.11**
WIRED PAYMENTS				
Engineering / PW's				
ARCO BUSINESS SOLUTI	FUEL FOR CITY FLEET DECEMBER FY25-PW/EQM	250060214	1/7/25	34,288.06
Finance				
PUBLIC EMP RETIREMEN	SERVICE PERIOD 12/10/2024-12/23/2024	243660169	1/2/25	354,698.43
SECTION 8 HAPS	**Start Date** 1/2/2025 / **End Date** 1/2/2025			**1,451,118.95**
PURCHASE CARDS				
Mayor and Council				
CANVA INC	CANVA- SEPERATE SUBSCRIPTION FROM CITY - ACCOUNT F		8/22/24	15.00
CANVA INC	CANVA- DITA YAMANE SUBSCRIPTION SEPERATED FOR YAM		8/22/24	132.49
OFFICE DEPOT	OFFICE DEPOT #0963 - CARD STOCK FOR TEMPORARY YAMA		8/22/24	28.26
ROYAL MANDARIN	ROYAL MANDARIN- COUNCIL MEETING LUNCH- DITAS YAMAN		8/22/24	17.35
SOUTH COUNTY ECONOMI	SOUTH COUNTY EDC BINATIONAL FORUM - LUZ MOLINA RE		8/22/24	25.00
SOUTHWEST AIRLINES	COUNCIL JOSE RODRIGUEZ AIRPLANE TICKET - HOUSING S		8/22/24	397.96
SOUTHWEST AIRLINES	COUNCIL JOSE RODRIGUEZ - HOUSING SUMMIT - PLANE TI		8/22/24	125.00
VALERIOS BAKE SHOP	CHEESE BREAD FROM YAMANE'S REMEBER BRIDGET		8/22/24	50.00
			Total for Department	**791.06**
CAO				
PRIMO WATER FL	PRIMO WATER FL		8/22/24	58.93
SAN DIEGO UNION TRIB	SAN DIEGO UNION TRIB-SUB		8/22/24	16.00
			Total for Department	**74.93**
City Clerk				
AMAZON.COM	PASSPORT ACCEPTANCE FACILITY SUPPLIES - BABY BLANK		8/22/24	35.37
			Total for Department	**35.37**
CMO				
AMAZON.COM	AMAZON PRIME*RU6RZ4OV1		8/22/24	16.30
CANVA INC	CANVA- DITA YAMANE SUBSCRIPTION SEPERATED FOR YAM		8/22/24	132.50
CAVA	10051 CAVA MISSION VIE- CITY MANAGER DINNER - COAS		8/22/24	37.07
COZINES GROCERY STOR	COZINE'S GROCERY STORE - MEETING AGENDA REVIEW LUN		8/22/24	41.59

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PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
COZINES GROCERY STOR	COZINE'S GROCERY STORE- CITY COUNCIL MEETING LUNCH		8/22/24	59.29
HOMEWOOD SUITES	HOMEWOOD SUITES - CITY MANAGER STAY IN HOTEL - COA		8/22/24	260.36
HOMEWOOD SUITES	HOMEWOOD SUITES - STAYED IN HOTEL FOR MAYOR MORRIS		8/22/24	260.36
JERSEY MIKE'S	JERSEY MIKES 20042 - COASTAL COMMISSION MEETING IN		8/22/24	64.16
LEAGUE OF CALIFORNIA	PRC#T3284 LEAGUE OF CALIFORNIA CITES 2024 ANNUAL C		8/22/24	775.00
LOVI'S DELICATESSEN	LOVI'S DELICATESSEN - LUNCH- COASTAL COMMISION MEE		8/22/24	76.21
NACOLE	NACOLE.ORG- REGISTRATION FOR COMM ZACHARY GOMEZ -		8/22/24	830.00
SOUTHWEST AIRLINES	CPRC - PLANE TICKET - COMM ZACHARY GOMEZ - NACOLE		8/22/24	361.95
WOOD RANCH	WOOD RANCH AGOURA HILLS- DINNER - COASTAL COMMISSI		8/22/24	85.16
			Total for Department	**2,999.95**
Community Services/Nutrition/Library				
DOMINO'S PIZZA	ESPORTS TOURNAMENT MEAL		8/22/24	100.40
FACEBOOK	CAMACHO PROGRAMMING MARKETING		8/22/24	10.00
ISTOCKPHOTO	ISTOCKPHOTO		8/22/24	40.00
NATIONAL RECREATION	NRPA 2024 ANNUAL CONFERENCE/STAFF TRAINING PRC#T32		8/22/24	695.00
PREMIER FOOD SAFETY	PREMIER FOOD SAFETY PRC#T3282		8/22/24	447.00
SPOTIFY	MONTHLY SUBSCRIPTION		8/22/24	19.99
STEAM GAMES	ESPORTS PROGRAMMING		8/22/24	49.99
			Total for Department	**1,362.38**
Engineering / PW's				
COSTCO WHOLESALE	PIZZA FOR M3 ENG/PW LUNCH MEETING		8/22/24	21.44
COSTCO WHOLESALE	CAESAR SALAD & COOKIES FOR M3 PW LUNCH MEETING		8/22/24	18.84
COSTCO WHOLESALE	PIZZA FOR M3 LUNCH MEETING		8/22/24	21.44
COSTCO WHOLESALE	CAESAR SALAD & WATERS FOR M3 LUNCH MEETING		8/22/24	14.79
HOME DEPOT CREDIT SE	HOMEDEPOT.COM - CITY HALL PATIO PANEL PW FY25		8/22/24	1,076.51
NASSCO INC	NASSCO, INC.TRAINING FOR FFIATOA & OBECCERRIL PRC#		8/22/24	2,480.00
SUPERIOR POOL PRODUC	SUPERIOR POOL - 504A - POOL SUPPLIES FOR EMERGENC		8/22/24	187.72
UNDER LOCK AND KEY	CALIFORNIA UNDER LOCK MULITPLE COPY OF KEYS FOR PU		8/22/24	49.48
			Total for Department	**3,870.22**
Fire				
AMAZON.COM	KEY FOB FOR UTILITY - LOST WHILE TRAVELLING TO SHE		8/22/24	64.12
BEST WESTERN	STRIKE TEAM 6841A HOTEL ROOM 230-A		8/22/24	149.57
BEST WESTERN	STRIKE TEAM 6841A HOTEL ROOM 208-A		8/22/24	149.57
BJ'S RESTAURANT & BR	MEAL WILLAMETTE COMPLEX DEPLOYMENT		8/22/24	21.95
BJ'S RESTAURANT & BR	AMBULANCE BUSINESS ACADEMY PRC#T3256 MEAL		8/22/24	72.00
BJ'S RESTAURANT & BR	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	44.74
BJ'S RESTAURANT & BR	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	39.67
CHIPOTLE MEXICAN GRI	AMBULANCE BUSINESS ACADEMY PRC#T3256		8/22/24	18.47
CHIPOTLE MEXICAN GRI	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	14.43
CHIPOTLE MEXICAN GRI	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	0.09
CONTINUING CHALLENGE	CONTINUING CHALLENGE HAZMAT CONFERENCE PRC#T3272		8/22/24	700.00
COURTYARD BY MARRIOT	JAMES STILES STEN(T)XSD684A		8/22/24	189.61

WARRANT REGISTER # 26 - 28
1/9/2025

PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
COURTYARD BY MARRIOT	SERGIO MORA STEN(T)XSD6841A HOTEL		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM DOUBLE CHARGED - CHULA VISTA FIRE DEP		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM DOUBLE CHARGED - POWAY FIRE DEPARTMEN		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM DOUBLE CHARGED - POWAY FIRE DEPARTMEN		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM DOUBLE CHARGED - LA MESA FIRE DEPARTM		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM HOTEL JEREMY DAY - REFUNDED		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM HOTEL DEPLOYMENT		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM DEPLOYMENT HOTEL		8/22/24	189.61
COURTYARD BY MARRIOT	HOTEL RON PARK FIRE		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM 6841A DURING PARK FIRE DEPLOYMENT #336		8/22/24	189.61
COURTYARD BY MARRIOT	AMBULANCE BUSINESS ACADEMY PRC#T3256 ROOM #307		8/22/24	779.58
COURTYARD BY MARRIOT	AMBULANCE BUSINESS ACADEMY PRC#T3256 ROOM #205		8/22/24	775.81
COURTYARD BY MARRIOT	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	21.32
COURTYARD BY MARRIOT	STRIKE TEAM HOTEL RECEIPT		8/22/24	189.61
COURTYARD BY MARRIOT	STRIKE TEAM 6841A DURING PARK FIRE DEPLOYMENT #347		8/22/24	189.61
DAYS INN	PARK FIRE STIKE TEAM TF6416 ROOM #202		8/22/24	99.99
DAYS INN	PARK FIRE STIKE TEAM TF6416 ROOM #201		8/22/24	99.99
ENTERPRISE RENT A CA	DEPLOYMENT CAR WILLAMETTE COMPLEX		8/22/24	1,391.01
ENTERPRISE RENT A CA	RENTAL CAR FOR "SHELLY/PARK" FIRES		8/22/24	1,591.67
EVEN HOTEL	STRIKE TEAM DEPLOYMENT HOTEL		8/22/24	925.46
HAMPTON INN	PARK FIRE STIKE TEAM TF6416 ROOM 307		8/22/24	126.44
HAMPTON INN	PARK FIRE STIKE TEAM TF6416 ROOM #305		8/22/24	126.44
IN-N-OUT BURGERS	LUNCH STRIKE TEAM 6841A		8/22/24	12.34
INTERNATIONAL ASSOCI	INTERNATIONAL ASSOCIATION OF FIRE CHIEFS MEMBERSHI		8/22/24	260.00
MUNICIPAL MANAGEMENT	ANNUAL CONFERENCE REGISTRATION FOR WALTER AMEDEE P		8/22/24	550.00
NAPA	AIR FILTER - REPAIR APPARATUS 151 ON STRIKE TEAM D		8/22/24	119.18
NATIONAL CITY CHAMBE	BOTH AT CHAMBER OF COMMERCE JOB FAIR FOR 2 PEOPLE		8/22/24	130.00
NATIONWIDE MEDICAL S	KETAMINE HCL		8/22/24	189.20
NFPA FULFILLMENT CEN	MEMBERSHIP RENEWAL - NFPA - PRC#14053		8/22/24	225.00
OMNI HOTEL	SERGIO MORA DALLAS CONVENTION OVERLAPPED STRIKE TE		8/22/24	332.17
OMNI HOTEL	JAMES STILES DALLAS CONVENTION OVERLAPPED STRIKE		8/22/24	299.08
OMNI HOTEL	JAMES STILES DALLAS CONVENTION OVERLAPPED STRIKE T		8/22/24	332.17
OMNI HOTEL	SERGIO MORA DALLAS CONVENTION OVERLAPPED STRIKE TE		8/22/24	299.08
PANDA INN	AMBULANCE BUSINESS ACADEMY PRC#T3256 MEAL		8/22/24	34.00
PANDA INN	AMBULANCE BUSINESS ACADEMY MEALS PRC # T3256		8/22/24	23.58
SHELL	FUELL ON DRIVE HOME FROM "PARK FIRE"		8/22/24	93.69
SHELL	LUNCH STRIKE TEAM 6841A		8/22/24	19.65
SHELL	DEPLOYMENT WILLAMETTE COMPLEX		8/22/24	171.53
SHELL	MEALS AND JETBOIL FUEL - STRIKE TEAM 6841A DURING		8/22/24	71.59
SIERRA NEVADA CHICO	LUNCH STRIKE TEAM 6841A		8/22/24	52.24
SIERRA NEVADA CHICO	MEALS AND JETBOIL FUEL - STRIKE TEAM 6841A DURING		8/22/24	164.75
SOUTHWEST AIRLINES	DEPLOYMENT FLIGHT WILLIAMETTE COMPLEX		8/22/24	372.98
SOUTHWEST AIRLINES	DEPLOYMENT FLIGHT WILLAMETTE COMPLEX		8/22/24	383.98
SOUTHWEST AIRLINES	HAZMAT CONFERENCE SEPT 3-6 PRC#T3272		8/22/24	213.96
STARBUCKS	COFFEE FOR CREWS GAS LINE RUPTURE		8/22/24	56.45
WALKER BURGER	LUNCH 6841A STRIKE TEAM		8/22/24	56.09
WAL-MART	STRIKE TEAM DEPLOYMENT COOLER FOR OES 373		8/22/24	231.74
WAL-MART	COOLER STRIKE TEAM DEPLOUYMENT		8/22/24	219.86

WARRANT REGISTER # 26 - 28
1/9/2025

PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
			Total for Department	**14,591.56**
Human Resources				
CHIPOTLE MEXICAN GRI	CHIPOTLE ONLINE/HR INTERVIEWS		8/22/24	91.04
EINSTEIN BROS BAGELS	EINSTEIN BROS BAGELS0884/HR INTERVIEWS		8/22/24	19.89
EINSTEIN BROS BAGELS	EINSTEIN BROS-ONLINE CAT/HR INTERVIEWS		8/22/24	43.58
GOVERNMENT FINANCE	GOVERNMENT FINANCE OFFICERS ASSOCIATION EMPLOYMENT		8/22/24	500.00
JC PENNEY	JCPENNEY/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	150.00
MACYS	MACYS/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	225.00
OUTBACK STEAKHOUSE	OUTBACK/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	150.00
PUBLIC EMP RETIREMEN	CALPERS CVENT/CALPERS EDUCATIONAL FORUM 2024/LYDIA		8/22/24	549.00
PUBLIC EMP RETIREMEN	CALPERS CVENT/CALPERS EDUCATIONAL FORUM 2024/LIZZA		8/22/24	549.00
PUBLIC EMP RETIREMEN	CALPERS CVENT/CALPERS EDUCATIONAL FORUM 2024/CONCH		8/22/24	549.00
STARBUCKS	STARBUCKS/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	125.00
TARGET	TARGET/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	225.00
WAL-MART	WM SUPERCENTER/EMPLOYEE RECOGNITION SERVICE AWARD		8/22/24	275.00
YOURMEMBERSHIP - MXN	YOURMEMBERSHIP (UNKNOWN TRANSACTION/SEE ATTACHED)		8/22/24	598.00
			Total for Department	**4,049.51**
MIS				
AMAZON.COM	PROTECTIVE COVER		8/22/24	17.06
AMAZON.COM	ERGODYNE WRIST SUPPORT		8/22/24	32.88
AMAZON.COM	ERGODYNE WRIST SUPPORT		8/22/24	16.15
CORELOGIC VAL-APPRAI	CORELOGIC IVR PAYMENT		8/22/24	409.68
HIGHTAIL	HIGHTAIL SECURE FILESHARE		8/22/24	288.00
ID.MYCOMMERCE.COM	EML FILE CONVERTER FOR WINDOW APP		8/22/24	299.00
RING.COM	RING ANNUAL STORAGE		8/22/24	49.99
ZOOM	ZOOM.US MONTHLY SUBSCRIPTION		8/22/24	795.15
			Total for Department	**1,907.91**
NSD				
CODEENFORCE	PRC#T3260 CEOSF HIGH RISK CASE CLASS TRAINING		8/22/24	75.00
			Total for Department	**75.00**
Police				
911 WELLNESS PROJECT	911 WELLNESS PROJEC TUITION FOR FIELD TRAINING OFF		8/22/24	299.99
AMAZON.COM	EXTENSION CABLE		8/22/24	17.38
AMAZON.COM	MAGNETIC LETTERS		8/22/24	39.06
AMAZON.COM	EXTENSION DATA CABLE / FIRE TV STICK		8/22/24	43.47
AMAZON.COM	FILE FOLDER ORGANIZER		8/22/24	46.74
AMAZON.COM	CHARGER CORD / LED LIGHTS / MAGNETIC LETTERS		8/22/24	41.37
AMAZON.COM	LETTER-SIZE TRAY		8/22/24	14.09
AMAZON.COM	3PK CHARGER CABLE / MAGNETIC HOOKS / WIRELRESS KEY		8/22/24	43.48
AMAZON.COM	10PK FOLDING CHAIR / WIRELESS PRESENTER REMOTE / B		8/22/24	346.48
AMAZON.COM	HAZARD DIAMOND PLACARD LABEL		8/22/24	37.35

WARRANT REGISTER # 26 - 28
1/9/2025

PAYEE	DESCRIPTION	CHK NO	DATE	AMOUNT
AMAZON.COM	DRY ERASE BOARD		8/22/24	104.39
AMAZON.COM	COFFEE POD DRAWER / LED ROAD FLARES		8/22/24	63.59
AMAZON.COM	FILE ORGANIZER		8/22/24	49.25
AMAZON.COM	COFFEE BREWER		8/22/24	83.62
ANGEL PETALS	ANGEL PETALS - BRIDGET CELEBRATION OF LIFE		8/22/24	172.88
CALIFORNIA CLETS USE	CALIFORNIA CLETS USER TRAINING TUITION FOR MARIE		8/22/24	450.00
CALIFORNIA FORCE INS	CALIFORNIA FORCE INSTRUC TRAINING TUITION FOR MATT		8/22/24	375.00
COSTCO WHOLESALE	REFRESHMENTS - PD FAMILY DAY		8/22/24	69.32
CURB	CURB LV TAXI YCS TRANSPORTATION FOR THE CHIA CONFE		8/22/24	78.56
DISNEY PROPERTIES	DLR FRONT DESK DLH TRAINING LODGING FOR THE ATAP C		8/22/24	1,365.39
DOUBLETREE HOTEL	LODGING FOR TRAINING PRC 3278 FOR MATTHEW CARDOZA		8/22/24	601.15
FEDEX KINKOS OFFICE	LDS FOR 3 RECRUITS CAMPUZANO, ZUMSTEIN OCAMPO PRC		8/22/24	1,267.14
GRIDIRON TRAINING	GRIDIRON TRAINING 202 TUITION TRAINING FOR FIELD T		8/22/24	676.00
HARBOR FREIGHT TOOLS	BED CARGO NET / MOTORCYCLE CARGO		8/22/24	13.03
HILTON GARDEN INN	HILTON GARDEN INN LODGING FOR TRAINING FOR CPL LOP		8/22/24	1,217.97
HOME DEPOT CREDIT SE	PAINT		8/22/24	18.25
HOME DEPOT CREDIT SE	CONNECTORS (2) / SWITCH BOX / SHELF		8/22/24	135.67
HOME DEPOT CREDIT SE	WORK BRACKET (2) / 40PK SCREWS / SWITCH BOX (2) /		8/22/24	560.24
HOME DEPOT CREDIT SE	UTILITY BOX / DECORA OUTLET / VINYL BLINDS		8/22/24	35.61
HOME DEPOT CREDIT SE	ELECTRICAL OUTLET BOX (5) / OUTLET SURGE PROTECTOR		8/22/24	394.35
HOME DEPOT CREDIT SE	BEVERAGE COOLER / FLOOR CORD PROTECTOR / OUTLET SU		8/22/24	408.37
HOME DEPOT CREDIT SE	DOOR HANDLE		8/22/24	60.32
MARRIOTT	MARRIOTT ANAHEIM LODGING FOR THE ATAP FOR MURRY ES		8/22/24	1,243.35
NO BOUNDARIES INVEST	NO BOUNDARIES INVESTI TUITION FOR STEPHANIE FUSTON		8/22/24	490.00
PELOTON	PELOTON ALL ACCESS MEMBERSHIP		8/22/24	44.00
SANTA ANA COLLEGE LI	RANCHO SANTIAGO COMMUNIT PARKING FOR TRAINING PRC		8/22/24	2.00
SANTA ANA COLLEGE LI	RANCHO SANTIAGO COMMUNIT PARKING FOR TRAINING PRC		8/22/24	2.00
SANTA ANA COLLEGE LI	RANCHO SANTIAGO COMMUNIT PARKING FOR TRAINING PRC		8/22/24	2.00
SHERATON	SHERATON GATEWAY LOS ANG SLI LODGING FOR PAUL HERN		8/22/24	618.39
SMART & FINAL	REFRESHMENTS - PEER SUPPORT		8/22/24	81.89
SOUTHWEST AIRLINES	TRAVEL FOR SCANLON AND HIRSH PRC T3242		8/22/24	270.96
SOUTHWEST AIRLINES	TRAVEL FOR TRAINING FOR HIRSH AND SCANLON PRC T324		8/22/24	270.96
STARBUCKS	REFRESHMENTS - PEER SUPPORT		8/22/24	22.00
THE ENGRAVING STORE	CARRY-IN / ENGRAVING		8/22/24	50.00

Total for Department **12,227.06**

Purchase Card Total **41,984.95**

GRAND TOTAL **3,873,857.43**

AGENDA REPORT

Department: **Engineering & Public Works**
Prepared by: **Stephen Manganiello, Director of Engineering & Public Works**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
POLICY105 REQUEST- Presentation on National City Urban Forest Management Plan

RECOMMENDATION:
Receive Presentation and Provide Direction to Staff.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
At the City Council Meeting held on Tuesday, January 21, 2025, Councilmember Rodriguez submitted a Policy 105 Request asking for updates pertaining to the National City Urban Forest Management Plan, with the highlight of where the City is in reaching the outlined goals and expectations. Council consensus was received to direct staff to return with a presentation.

FINANCIAL STATEMENT:
N/A

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Health, Environment, and Sustainability

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBIT:
Exhibit A - Presentation

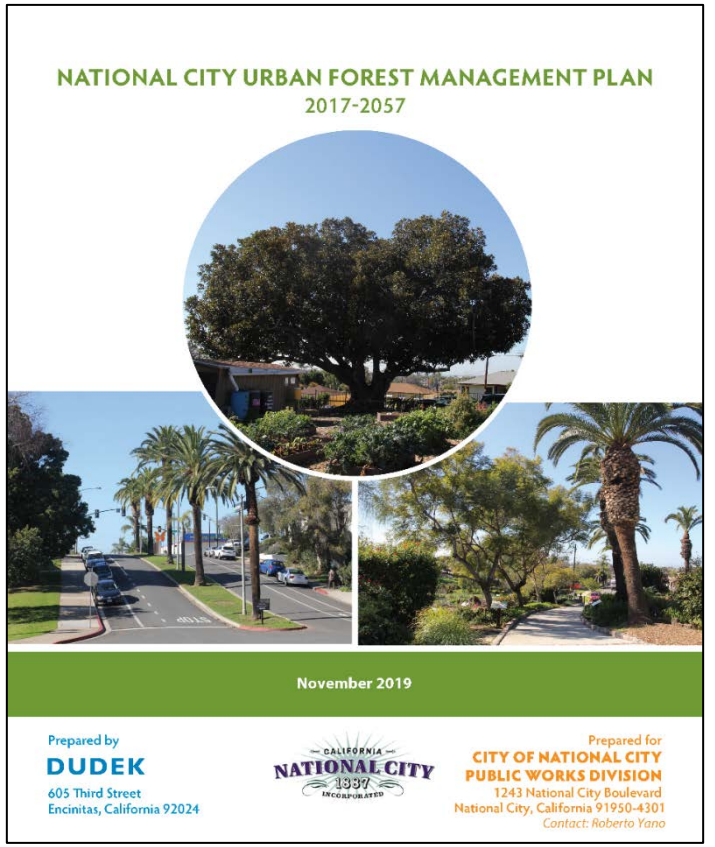
NATIONAL CITY URBAN FOREST MANAGEMENT PLAN

March 4, 2025

OVERVIEW

National City's Urban Forest Management Plan (UFMP) documents and evaluates the City's urban forest and provides recommendations for achieving the following goals:

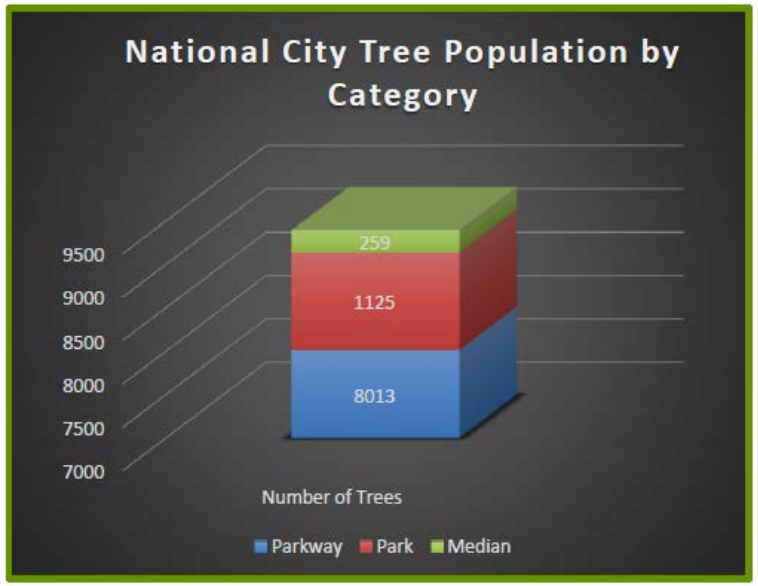
1) Optimize and sustain the City's urban forest to provide increased economic, environmental and societal benefits
2) Enhance the community's understanding of the importance of trees and the benefits they provide
3) Develop a comprehensive urban forestry program with the needed resources to manage and sustain a healthy urban forest



https://www.nationalcityca.gov/government/engineering-public-works/public-works/tree-trimming

CONTENTS

- Inventory
- Evaluation
- Community Engagement
- Recommendations and Best Practices
- Monitoring Plan

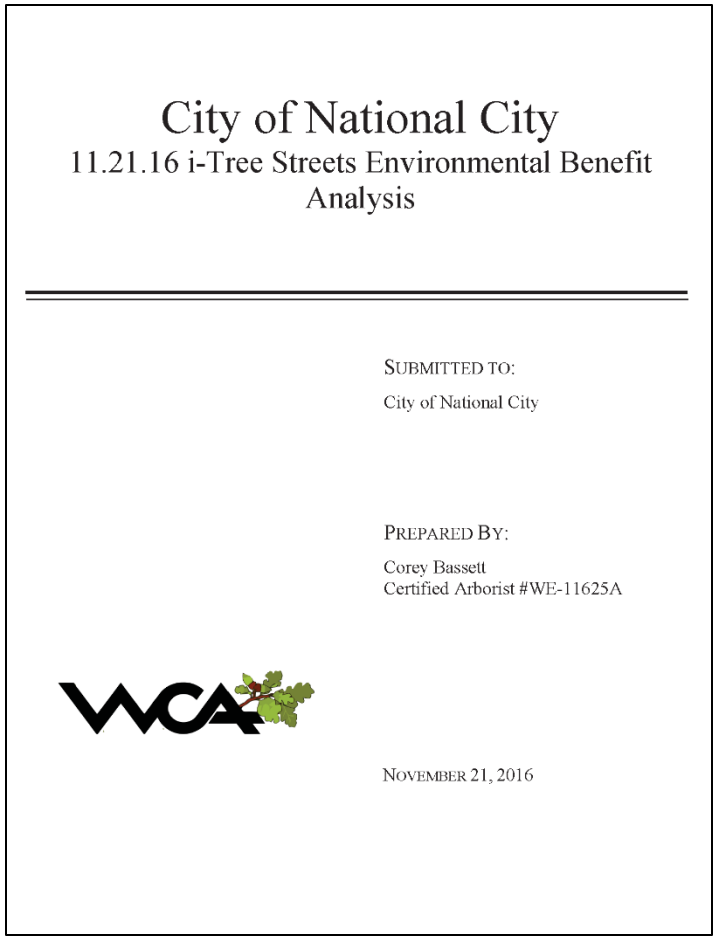


2016 Inventory ~ 9,400 Trees

Benefits	Total ($)	$/tree
Energy	$70,639	$7.52
CO2	$12,165	$1.29
Air Quality	$155,823	$16.59
Stormwater	$7,762	$0.83
Aesthetic/Other	$597,146	$63.56
Total Benefits	$843,535	$89.79

Table 1: Total Annual Benefits for All Trees ($).

2016 Canopy Coverage – 18% (exceeds goal of 15% set by American Forests)



City of National City

11.21.16 i-Tree Streets Environmental Benefit Analysis

SUBMITTED TO:

City of National City

PREPARED BY:

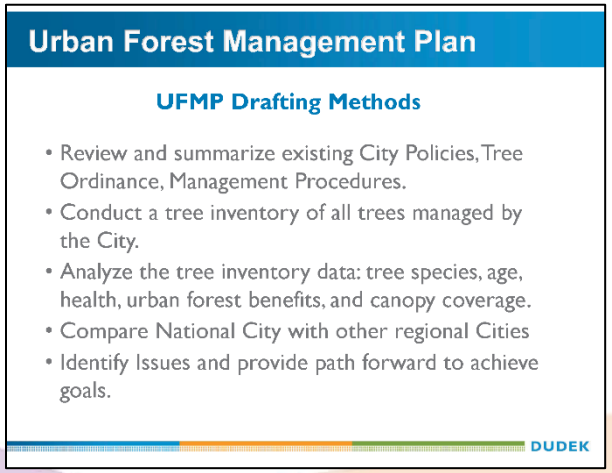
Corey Bassett
Certified Arborist #WE-11625A

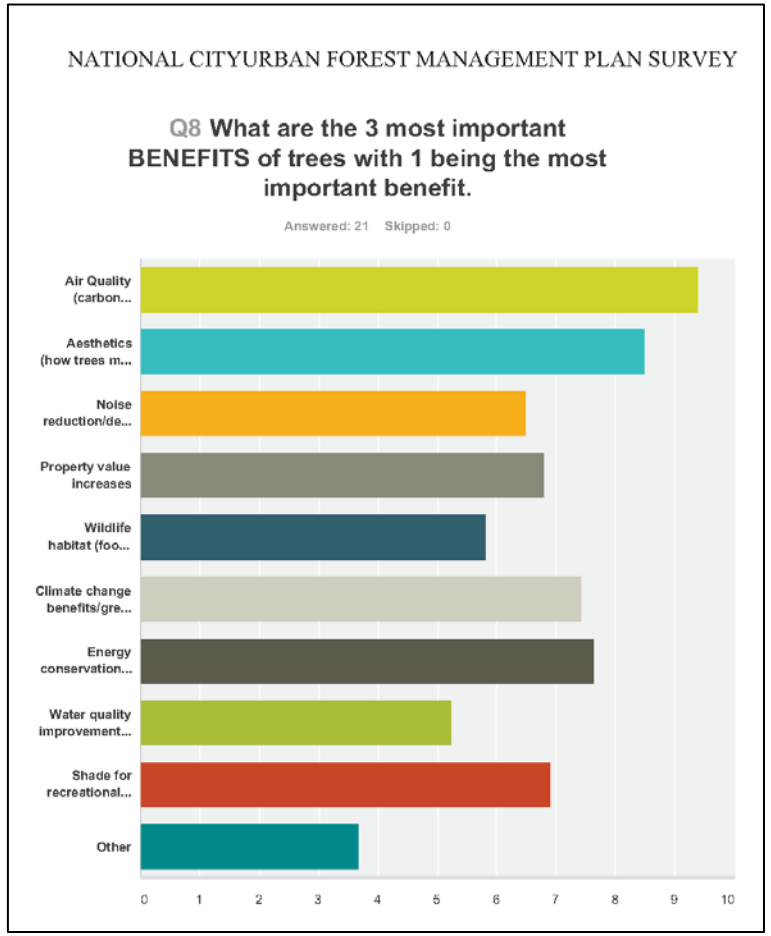
WCA

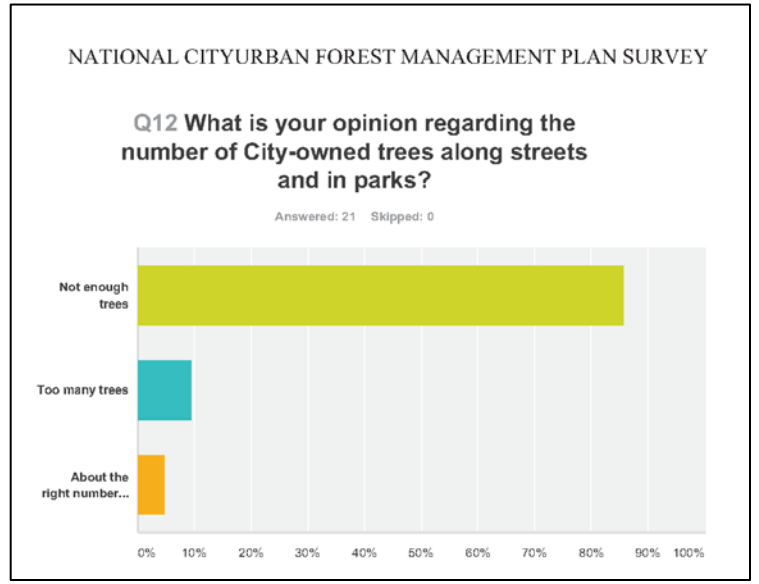
NOVEMBER 21, 2016

COMMUNITY ENGAGEMENT









MONITORING PLAN

Objective Number	Objective	Achievement	Measure
Tree Resources Objectives (TR)			
TR-1	Optimize Tree Age Distribution	Tree age distribution is within a reasonable range of the industry standard percentages (under 7-inches - 40%, 8 to 15 inches - 30%, 16 to 22 inches - 20%, 23 inches or greater - 10%)	Tree sizes are within 5% of each category
TR-2	Optimize Species Diversity	Tree species and genera will be considered for all new plantings so that identified species and genera that are at or approaching the guideline thresholds are not prioritized.	No single species will exceed 10% of the total tree population and no single genera will exceed 15% of the total tree population.
TR-3	Optimize Tree Canopy Cover and Benefits	Plant trees that will have long life spans, reach large size (in areas that will support them), protect/preserve large trees and provide maintenance to maximize useful life spans (safety and potential risk have priority over preservation)	Achieve 20% canopy cover
TR-4	Manage Tree Health Condition	The number of trees in the poor category is reduced through total tree care practices and/or tree removal. The number of dead trees is reduced so that no dead tree is in place longer than 3 weeks.	Tree inventory data indicates no more than 5% of population in poor category and no more than 0.5% in dead category at any one time.
TR-5	Preserve and Protect Existing Trees through Appropriate Management Techniques	Apply industry standards for tree maintenance and continue at least the current level of funding so that pruning cycles can be maintained or enhanced.	Current maintenance practices continue and contracts include ISA and ANSI specs. Budget increases at least proportional to tree population increases
TR-6	Improve Water and Drought Related Tree Management	Develop network of resources to provide water to trees during extended drought periods. Base new tree planting watering on species, location, and soils. Require periodic soil probing in the root ball region and base water frequency and volume on results	Watering program and resources are in place and available for implementation.

TREE PRESERVATION ORDINANCE

13.18.010 - Purpose

C. Preserve and grow the city's canopy cover by protecting city trees and expanding the protection of city trees on public property.

D. Safeguard the city's urban forest by providing for the regulation of the protection, planting, maintenance, and removal of trees in the city.

E. Protect the visual and aesthetic character of the city.

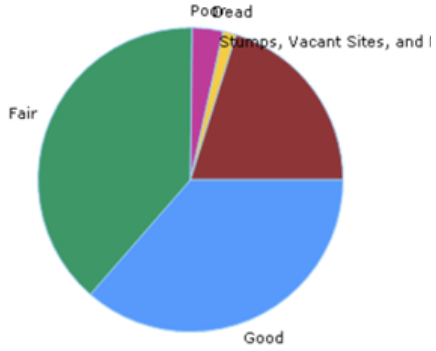
F. Improve and enhance property values by conserving and adding to the distinctive and unique aesthetic character of the many areas of the city.

G. Improve the quality of life for residents, visitors and wildlife.

H. Maintain and enhance the general health, safety and welfare of the city and its residents by assisting in counteracting air pollution and in minimizing soil erosion and other related environmental damage.

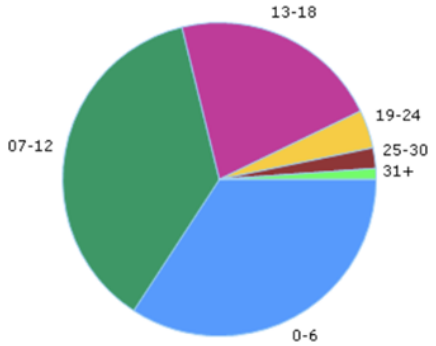
TREE INVENTORY (2024)

Condition



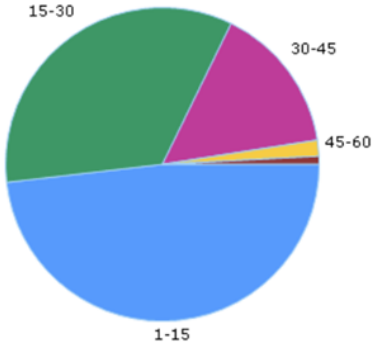
	Condition	Total	Pct.
	Good	4,166	36.41%
	Fair	4,435	38.76%
	Poor	375	3.28%
	Dead	160	1.40%
	Stumps, Vacant Sites, and N/A	2,306	20.15%
		11,442	**100%**

Frequency By DBH



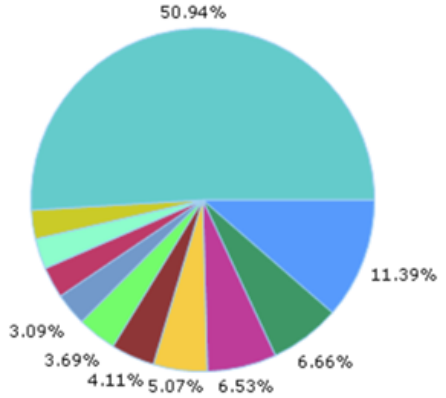
	DBH (inches)	Total	Pct.
	0-6	3,264	34.21%
	07-12	3,524	36.94%
	13-18	2,067	21.67%
	19-24	376	3.94%
	25-30	202	2.12%
	31+	107	1.12%
	Total Trees	**9,540**	**100%**

Frequency By Height



	Height (feet)	Total	Pct.
	1-15	4,595	48.17%
	15-30	3,249	34.06%
	30-45	1,459	15.29%
	45-60	157	1.65%
	60+	80	0.84%
	Total Trees	**9,540**	**100%**

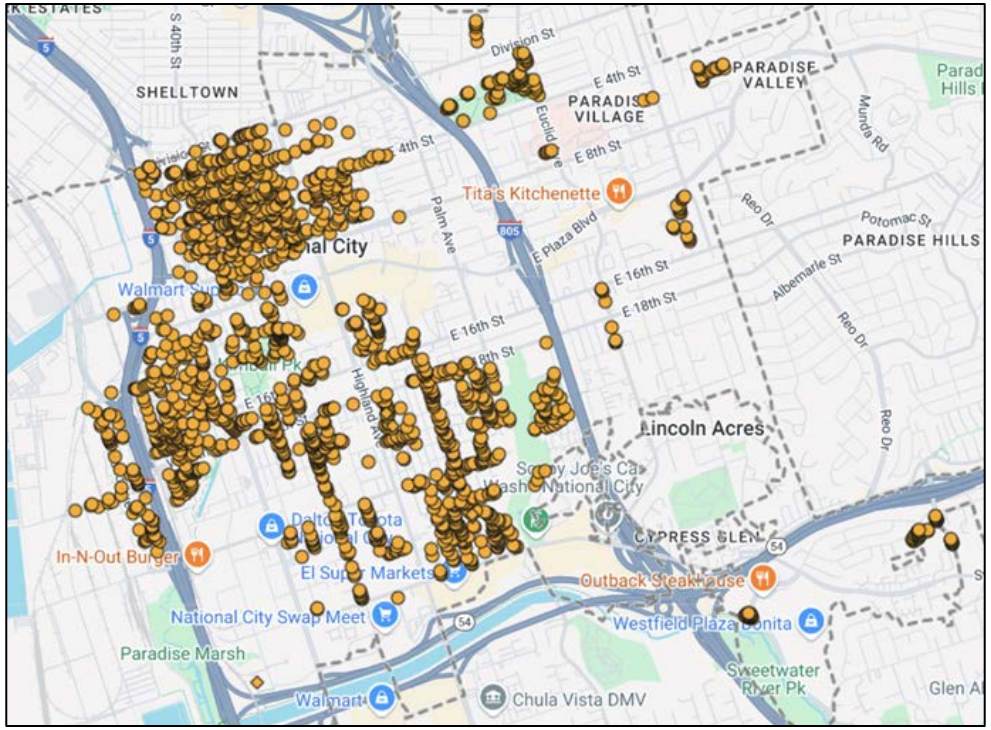
Top 10 Species / Estimated Value



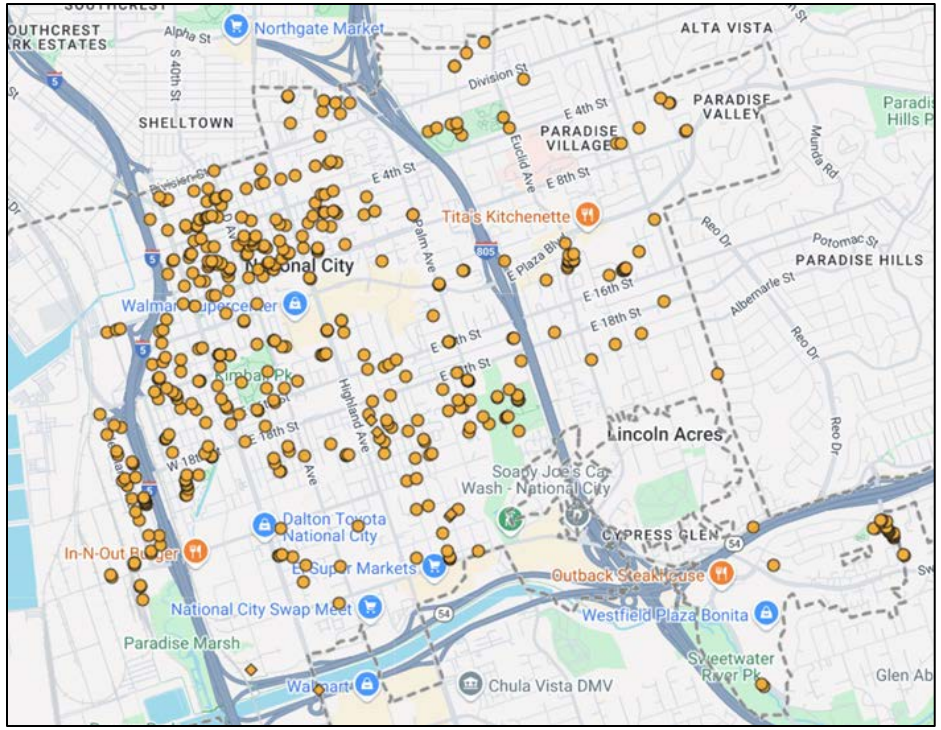
	Botanical	Common	Total	Pct.	Estimated Value
	Syagrus romanzoffianum	QUEEN PALM	1,087	11.39%	$1,911,580.00
	Washingtonia robusta	MEXICAN FAN PALM	635	6.66%	$1,916,220.00
	Cupaniopsis anacardioides	CARROTWOOD	623	6.53%	$1,222,700.00
	Afrocarpus falcatus	FERN PINE	484	5.07%	$1,330,980.00
	Lophostemon confertus	BRISBANE BOX	392	4.11%	$848,190.00
	Jacaranda mimosifolia	JACARANDA	352	3.69%	$556,410.00
	Callistemon citrinus	LEMON BOTTLEBRUSH	295	3.09%	$735,690.00
	Lagerstroemia indica	CRAPE MYRTLE	280	2.94%	$228,540.00
	Ulmus parvifolia	CHINESE ELM	274	2.87%	$348,180.00
	Pyrus calleryana	ORNAMENTAL PEAR	258	2.70%	$289,140.00
	Other	OTHER	4,860	50.94%	$11,233,500.00
	Total Trees		**9,540**	**100%**	**$20,621,130.00**

TREE INVENTORY (2024)

Vacant Planting Sites – 1,707



Recommended Tree Removals – 428



TREE MAINTENANCE

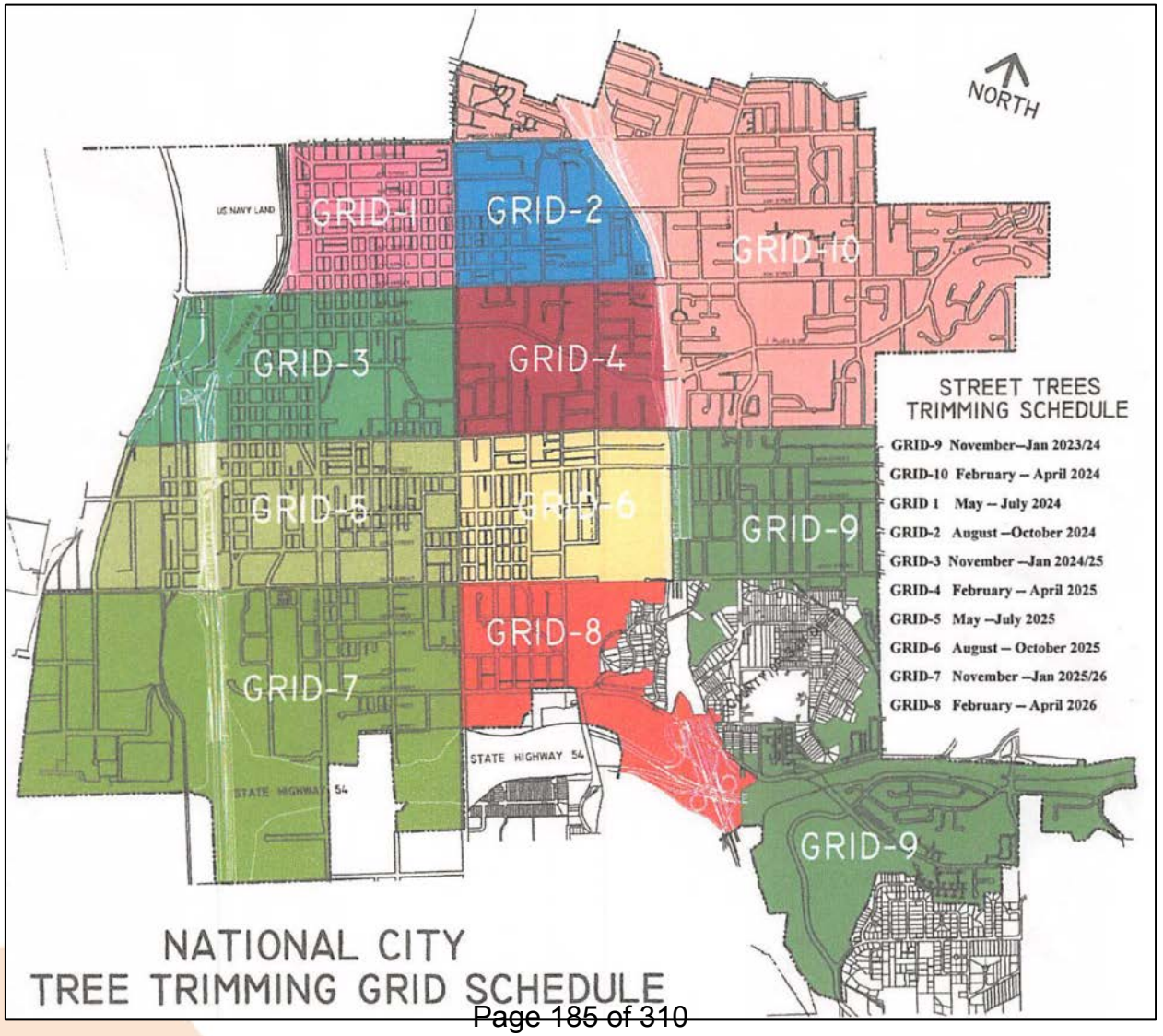
- Trees Trimmed (2016-2024) – 18,166
- Trees Planted (2016-2024) – 1,352
- Trees Removed (2016-2024) – 1,052







TREE MAINTENANCE



TREE MAINTENANCE

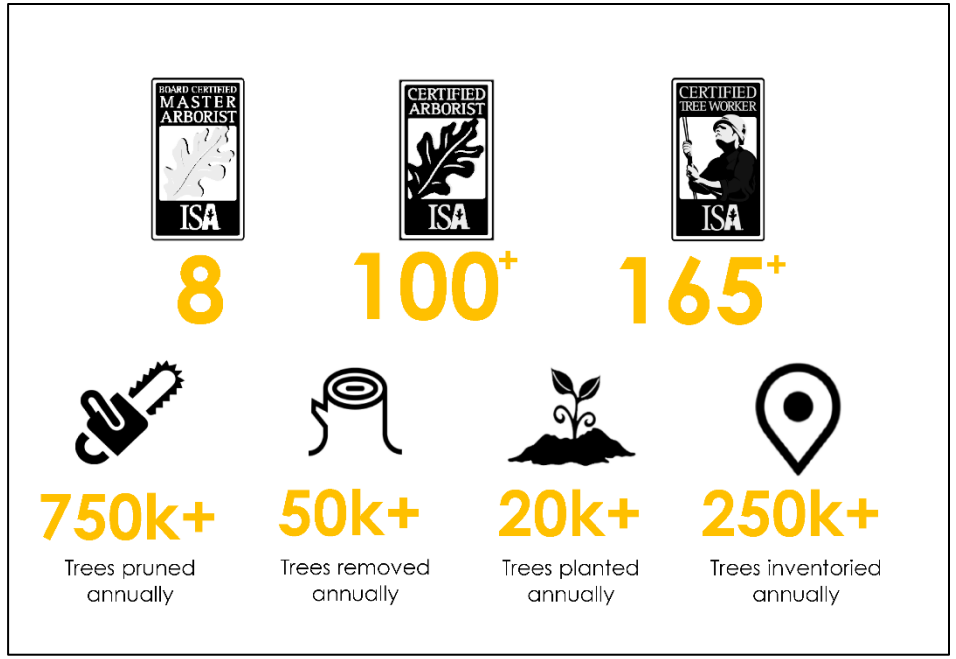
Partnership with West Coast Arborists, Inc. (WCA)

West Coast Arborists, Inc.

Setting the gold standard.

West Coast Arborist (WCA) is a family-owned and operated company employing over 1,200 full-time employees providing various tasks to achieve one goal: serving communities who care about trees. We are proudly serving over 350 municipalities, public agencies, school districts and colleges. We provide superior and safe operations seven days a week, 24 hours per day throughout California and Arizona.





WCA employees are members of Local 89 LiUNA!

TREE MAINTENANCE

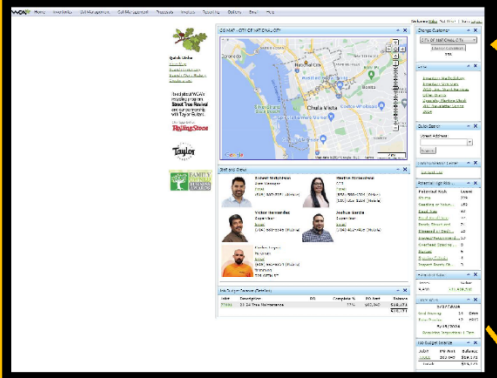
Partnership with West Coast Arborists, Inc. (WCA)

West Coast Arborists, Inc.

ARBORACCESS

National City
Tree Maintenance Services

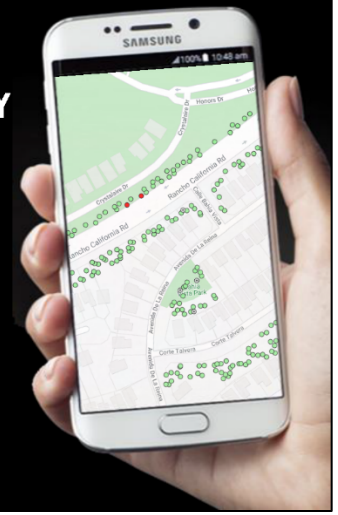
Authority staff manages the trees through two platforms: ArborAccess and the ArborAccess Mobile App.



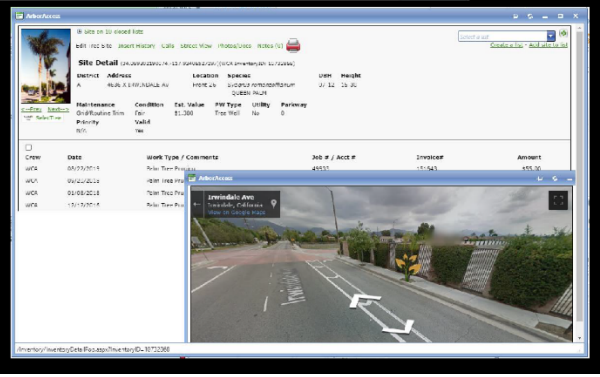
REAL TIME TRACKING

- GPS Tree Inventory
- Tree Identification
- Job Balance

WCA MOBILE APP



SAMPLE WORK HISTORY



Next Steps



Secure Funding for:

- New Tree Inventory
- New Tree Plantings & Establishment
- Tree Maintenance



AGENDA REPORT

Department: **Engineering & Public Works**
Prepared by: **Ricardo Rodriguez, Assistant Engineer-Civil**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Report on Sewer Rate Study and Proposed Rate Increase.

RECOMMENDATION:
Adopt a Resolution Entitled: "Resolution of the City Council of the City of National City, California, 1) Accepting the Sewer Rate Study; 2) Approving Revisions to Policy No. 201, Maintenance of Reserve Funds; and 3) Scheduling a Public Hearing and Directing Staff to Mail Out a Notice of Public Hearing as Required by Proposition 218."

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
The City of National City provides wastewater service to more than 17,000 customers within the incorporated area of the City. The City owns and operates approximately 100 miles of sewer pipeline, 2,000 manholes, and 2 lift stations. With this municipal sewer system, the City collects and conveys wastewater flows originating from residential and commercial properties within the City, and connects to the City of San Diego Metropolitan Wastewater System (Metro) to ultimately arrive at San Diego's Point Loma Treatment Plant for treatment and disposal. The City endeavors to operate the sewage system in a safe and efficient manner while meeting the needs of its customers as well as all State and Federal regulatory requirements. These include, but are not limited to, State Wastewater Discharge Requirements (WDRs), imposed by the California State Water Resources Control Board (SWRCB), and others by the U.S. Environmental Protection Agency (US EPA). Complying with these regulations and resulting mandates creates a large share of the cost burden on the City's system.

In order to confirm that the revenue received by the City in the form of sewer service charges is sufficient to cover the cost of operation and capital improvements, as well as meet the target reserve level, on a regular basis it must evaluate the need to increase rates by conducting a Sewer Rate Study. Pursuant to Proposition 218, the City must hold a Public Hearing to receive input as it considers a rate adjustment for sewer service charges to National City residences and businesses. The Notice of Public Hearing is included as Exhibit A.

On December 19, 2017, the City Council adopted Ordinance No. 2017-2442, following the Proposition 218 process, establishing sewer service charges for 5 years from Fiscal Year (FY) 2018 (2017-2018) through FY 2023. The service charges included increases of 9.8% for each of those years with the anticipation that the financial picture of the wastewater system for the City would stabilize during that time. The actual revenues received from the projected rates matched the model well and costs experienced during this time were also similar. The City Council then adopted Ordinance No. 2023-2521 on June 6, 2023, which amended Ordinance No. 2017-2442

and maintained the sewer service charges at the same level with no increase for FY 2024 and FY 2025. This was done via a public hearing without Prop. 218 noticing since there were no increases adopted.

In the Fall of 2024, the City hired Ardurra Group, Inc. (Ardurra) as a subconsultant to Anser Advisory to complete a full Sewer Rate Study report through a review of expected revenue and expenditures for the next five fiscal years. Ardurra completed the assessment and the full report is included in Exhibit B. Further background on the City's agreement with Metro for treatment and disposal is provided there.

The report identified the following key elements based on system needs that impact the analysis and determination of rates:

1. While the City's current reserves may seem high compared to required reserve levels, the City has many costs that will occur over the next few years. They include some items that have certainty in cost and some for which the final fiscal impact is still unknown, such as:
    a. Final Audited and true up Metro costs for the past 4 years have not yet been completed while the actual known costs of the Pure Water Phase I have increased.
    b. The final negotiations of the Second Amended and Restated Metro agreement have not happened and thus the final costs due to Phase I Pure Water Program and the offloading of the system from the East County Joint Power Authority's Advanced Purified Water program are not yet known. Pure Water Phase 2 is just beginning the planning phase and final costs are uncertain.
    c. Final Metro costs for several of their sewer spills over the past 2 years have not yet been negotiated and finalized.
2. Inflation is affecting the City's Capital Improvement Program (CIP) costs. Construction costs are still vastly outpacing inflation.
3. Significant CIPs have been identified through recent sewer system modeling and investigation.
4. The City is undertaking a comprehensive CCTV evaluation of the pipes in the system. This may identify other improvements needed in the aging system.
5. Small rate increases will help revenue keep up with inflation while a focus on CIP projects will draw down reserves.
6. Government Code 53756 allows an agency providing water, wastewater, sewer, or refuse collection service to adopt a schedule of fees or charges authorizing automatic adjustments that pass-through increases in wholesale charges for water, sewage treatment, or wastewater treatment or adjustments for inflation. Given the uncertainty of the costs to be incurred from the City of San Diego, adopting a pass-through ordinance as part of the rates is recommended. This allows an adjustment if the costs from Metro are more than what is currently anticipated.

While no significant changes have occurred in the flow characteristics and distribution of flows or billing classifications in the past 7 years, some minor changes have occurred. It has been determined that mobile home rates should not increase as much as single family rates as their water use has dropped more than for single family properties, and commercial rates should be increased more than residential rates to keep the proportion of the fees appropriate over time due to the increased costs of treatment for the effluent generated by commercial properties.

The City's sewer utility was evaluated on a 'stand-alone' basis, meaning that no subsidies by other City funds occur in order to cover the costs of running the system. By viewing the utility on a stand-alone basis, the need to adequately fund both operations and maintenance (O&M) and CIP must be balanced against the rate impacts on utility customers. The sewer system utility does pay other departments for shared resources that provide administrative support.

The City is still developing the details of the five-year CIP, but the estimates included in the rate study are based upon existing information with a projection for future needs.

The largest component of the City of National City's revenue requirement is the cost associated with transportation, treatment and disposal of the City's wastewater by the Metro facilities. A summary of the projected City collection system O&M, CIP and Metro expenses compared to proposed sewer rates is included in the rate study and summarized in the charts below.

Based on cost of service and projected revenue requirements, the City proposes new sewer service charges. The following table shows the recommended monthly and unit charges in dollars and compares them to existing charges:

Annual Sewer Service Charges for FY 2025-2026 to FY 2029-2030

	EXISTING 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Residential: $ Per Month						
Single Family	$ 51.18	$ 52.72	$ 54.30	$ 55.93	$ 57.60	$ 59.33
Multi-family/Condo	$ 39.92	$ 41.12	$ 42.35	$ 43.62	$ 44.93	$ 46.28
Mobile Homes	$ 31.22	$ 31.53	$ 31.85	$ 32.17	$ 32.49	$ 32.81
Non-Residential: $ Per HCF						
Commercial - Low	$ 5.25	$ 5.67	$ 6.12	$ 6.61	$ 7.14	$ 7.71
Commercial - Medium Low	$ 5.66	$ 6.06	$ 6.48	$ 6.93	$ 7.42	$ 7.94
Commercial - Medium	$ 6.80	$ 7.28	$ 7.79	$ 8.33	$ 8.91	$ 9.54
Commercial - Medium High	$ 7.95	$ 8.43	$ 8.93	$ 9.47	$ 10.04	$ 10.64
Commercial - High	$ 9.88	$ 10.42	$ 11.00	$ 11.60	$ 12.24	$ 12.91

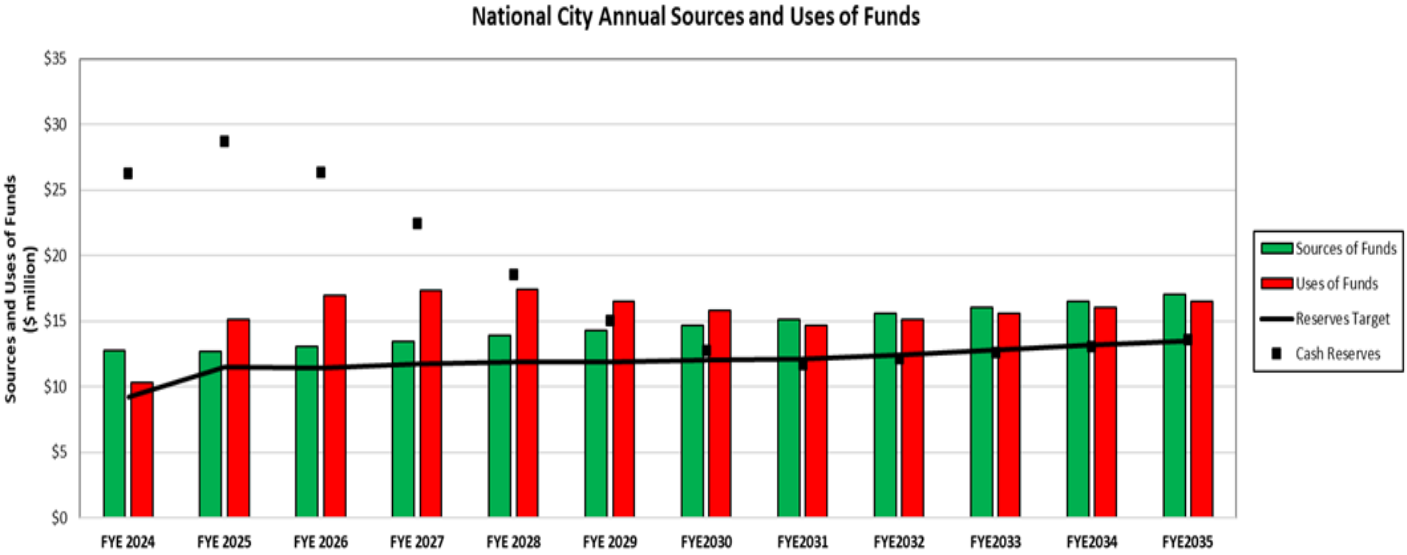
*Commercial properties have an annual minimum charge which is equivalent to the mobile home annual charge. Duplexes or a single ADU with a single family on a property are charged one single family rate and one multi-family rate.

The recommended rate increases, on a percentage basis, are as follows:

Recommended Percentage Rate Revenue Adjustments

Fiscal Year	FYE2026	FYE2027	FYE2028	FYE2029	FYE2030
Effective Month	July	July	July	July	July
Residential:					
Single Family	3%	3%	3%	3%	3%
Multi-family/Condo	3%	3%	3%	3%	3%
Mobile Homes	1%	1%	1%	1%	1%
Non-Residential:					
Commercial - Low	8%	8%	8%	8%	8%
Commercial - Medium Low	7%	7%	7%	7%	7%
Commercial - Medium	7%	7%	7%	7%	7%
Commercial - Medium High	6%	6%	6%	6%	6%
Commercial - High	5.5%	5.5%	5.5%	5.5%	5.5%

The following chart presents a long-term forecast of revenues versus expenditures and reserves. The intent is to provide the potential financial picture of the Sewer Service Fund over the next 10 years based upon the inclusion of proposed sewer rate increases (revenues), total expenses, and operational & Capital Reserves. The rate study is only for five years, but it shows the need to have the rates gradually increased while reserves are drawn down, otherwise the rate increases would be substantial in future years to catch up. The forecast in the second five-year period is with rates and inflation generally being consistent, but show a matching of the cash reserves and the reserve targets with reduced system CIP needs.

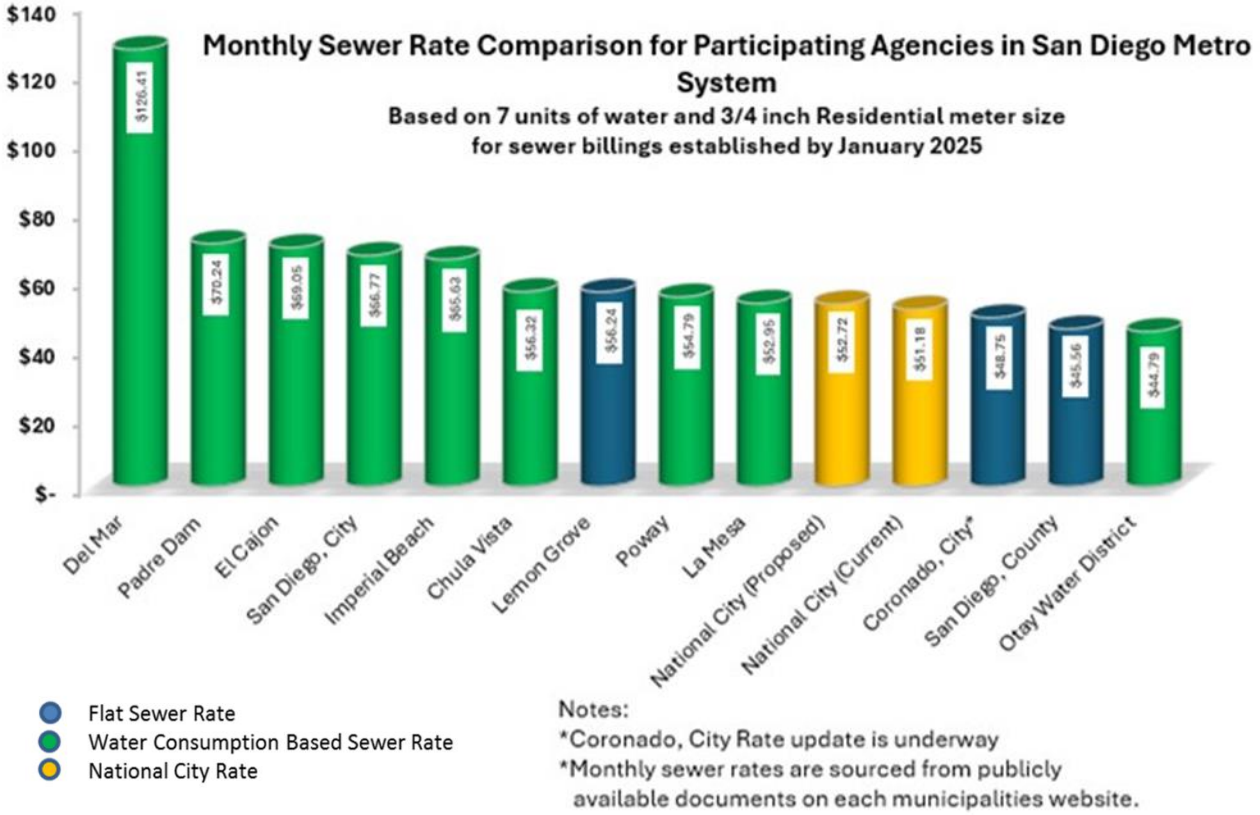


This analysis recommends minor changes to the City's current reserve Policy No. 201, Maintenance of Reserve Funds, last amended May 4, 2021, that apply to the sewer fund of which there are five elements. A redline of the full policy is included as Exhibit C, an excerpt of which is shown here:

1. **Sewer Service Fund Operations/Cash Flow Reserve:** an amount equal to ~~between twenty-five percent (25%) and~~ at least 50% of a single year's budgeted Sewer Service Fund operating expenditures.
2. **Sewer Service Fund Metro Cash Flow Reserve:** An amount equal to the City's estimated portion of the projected cash needs for capital costs of the San Diego Metropolitan Sewerage's wastewater treatment program. This amount is assumed to be $850,000 for fiscal years 2025-26 through 2029-30.
3. **Sewer Service Fund Emergency/Natural Disaster Reserve:** An amount equal to a minimum of 15% of a single year's budgeted Sewer Service Fund ~~Operating~~ expenditures, including both operational and capital improvement program costs.
4. **Sewer Service Fund Capital Replacement Reserve:** An amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.
5. **Sewer Service Fund Capital Expansion Reserve:** An amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.

The recommended change to the Operations/Cash Flow reserve is due to the City's billing for sewer fees on the tax roll and so the majority of the City's revenues are received in a 6-month period, therefore, 6 months of operational costs should be in place at all times as a minimum.

The following chart represents a monthly sewer rate comparison for other Participating Agencies of the San Diego Metro system before and after the FYE2026 proposed rate increase. With the rate increase for FYE2026, National City would still be among the lowest sewer rates.



In summary, staff recommends that Council accept and file the Study, approve revisions to Policy 201, and direct the release of the Notice of Public Hearing in consideration of the proposed rates.

FINANCIAL STATEMENT:
Increasing the existing sewer fees for Fiscal Years 2025-2026 to 2029-2030 will maintain the reserve levels set by the City Council and allow for the ongoing maintenance, operation, and repair/replacement of the sewer system.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Transportation Choices and Infrastructure

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Notice of Public Hearing
Exhibit B – Sewer Rate Study
Exhibit C – City Council Policy 201 Redline
Exhibit D – Resolution

NOTICE OF PUBLIC HEARING

To Consider Proposed adjustments to Sewer Service Charges

Tuesday, May 6, 2025, 6:00 p.m.

Proposition 218

Pursuant to Article XIIID of the California Constitution and the Proposition 218 Omnibus Implementation, the City of National City ("City") hereby gives notice that a public hearing will be held on May 6, 2025 at 6:00 PM, or as soon as possible thereafter as the matter can be heard, at the regularly scheduled City Council meeting. The public hearing will be held in the Council Chamber of City Hall, located at 1243 National City Boulevard, National City, California, 91950.

Upon conclusion of the public hearing, the City Council will consider a proposed increase to the rates the City charges for sewer service for Fiscal Years 2025/26 through 2029/30. If approved, the rate adjustment will become effective on customers' 2025/26 property tax bills. For more detailed information on how the sewer rates were calculated, copies of the Ardurra rate study analysis (see below) are available at http://www.nationalcitvca.gov/engneerinpublic-works/engineering-division/sewer-service or at the Engineering/Public Works Department, located at 1243 National City Boulevard, National City, California, 91950, Telephone No. (619)-336-4380.

Reason for Proposed Rate Increase

The City is provided wastewater treatment and disposal services by the City of San Diego's Metropolitan Wastewater System ("Metro"). The proposed rate adjustments will allow the City to collect sufficient revenue so the City may continue providing sewer service to customers in the face of sharply increasing operating costs from Metro. The proposed rate adjustments will also enable the City to pay for capital improvements that are essential for operating the sewer system in a safe and financially prudent manner. The City's system is aging and requires more extensive maintenance. Revenues derived from the City's sewer service charges, and any adopted adjustments described in this notice, will be used solely for the actual and necessary expenses of providing sewer service to customers. The City is prohibited by law from making a profit on sewer service.

The City elected to conduct a comprehensive review of its sewer rates for all users to ensure the long-term stability of its sewer services. The new proposed rate increases are based on a January 28, 2025 rate study titled "City of National City Sewer Rate Study" (the "Study") conducted by Ardurra, a well-respected engineering and consulting firm. Ardurra considered all sewer-related factors described in this notice, in addition to other, more specific information described in the Study, in conducting their sewer rate analysis. The Study's underlying rate methodology will be discussed in more detail at the public hearing.

Protest Procedure

The property owner of record or tenant of the property may file a written protest to the proposed rate adjustment. Property owners or tenants do not have to attend the public hearing in order to file a protest. Protests may be mailed to: City Clerk, 1243 National City Boulevard, National City,

California 91950. If protesting by mail, please write on the front of the envelope that the enclosed letter of protest is for the proposed sewer rate adjustments. AII protests must be received before the close of the public comment portion of the public hearing on May 6, 2025. Any protests received after that date and time, even if postmarked on or prior to that date, will not be counted.

The protest must be signed by the property owner(s) or tenant(s). Because an original signature is required, any protest received via e-mail, fax, or other electronic means will not be accepted. Similarly, protests with copies of signatures will not be counted. Oral comments do not qualify as a protest, unless accompanied by a written protest. While both property owners and tenants of a property may attend the public hearing, only one valid protest per parcel will be counted.

In order to be counted, each protest must contain the following:

1. State that the property owner of record is opposed to the proposed rate increase.
2. Identify the location of the parcel by street address, assessor's parcel number (APN) listed on the address label of your envelope, or City account number.
3. Provide the printed name and original signature of the property owner or tenant submitting the protest.
4. If you wish to protest and you own multiple properties, you may file one valid protest for each parcel that you own. Only one protest will be counted per parcel. For example, if you own five parcels and you wish to file protests for each of your properties, you must file five separate protests.
5. If you wish to protest and your parcel is owned by more than one person, or by a corporation or other legal entity, you may only file one protest for that parcel. Proper documentation must be provided showing that the person who signs the protest has the authority to sign on behalf of the other owners, corporation, or legal entity.
6. If the name of the property owner was not shown on San Diego County's last equalized assessment roll as the owner of record, you must provide the City with a certified copy of a recorded deed.

Individuals with disabilities who require reasonable accommodation under the Americans with Disabilities Act in order to participate in the public hearing should contact the City Clerk's Office as far in advance of the public hearing as possible.

Proposed Increases

The City last adjusted sewer service charges in FY 2017 for a five year period ending in FY 2023. The Study showed that, over the next five years, current sewer service revenues will not meet the increasing cost of City operating and capital expenses. The City's system of sewer service charges meets regulatory and industry standards, and the current rate schedule reflects the proper elements of a cost-of-service-based rate structure. No structural changes to the current system of charges will be made, but rate increases are different for different customer classes to maintain the correct balance of the cost-of-service.

Based upon the Study, rate increases will be considered for each of the City's four distinct sewer customer groups: (1) single-family residential; (2) multi-family; (3) mobile home parks; and (4) commercial/industrial. The City maintains a specific sewer charge formula for each of

these four customer groups. Single family, multi-family, and mobile home customers are billed flat rates based on a system of equivalent dwelling units established for each of these three customer groups. Commercial/industrial users are placed into one of five rate categories based on (1) their respective sewage strengths, and (2) 90% of the users' total water usage from the prior year.

The following rate table contains the recommended sewer service charges that the City Council will consider for adoption at the public hearing:

	EXISTING 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Residential: $ Per Month						
Single Family	$ 51.18	$ 52.72	$ 54.30	$ 55.93	$ 57.60	$ 59.33
Multi-family/Condo	$ 39.92	$ 41.12	$ 42.35	$ 43.62	$ 44.93	$ 46.28
Mobile Homes	$ 31.22	$ 31.53	$ 31.85	$ 32.17	$ 32.49	$ 32.81
Non-Residential: $ Per HCF						
Commercial - Low	$ 5.25	$ 5.67	$ 6.12	$ 6.61	$ 7.14	$ 7.71
Commercial - Medium Low	$ 5.66	$ 6.06	$ 6.48	$ 6.93	$ 7.42	$ 7.94
Commercial - Medium	$ 6.80	$ 7.28	$ 7.79	$ 8.33	$ 8.91	$ 9.54
Commercial - Medium High	$ 7.95	$ 8.43	$ 8.93	$ 9.47	$ 10.04	$ 10.64
Commercial - High	$ 9.88	$ 10.42	$ 11.00	$ 11.60	$ 12.24	$ 12.91

*Commercial properties have an annual minimum charge which is equivalent to the mobile home annual charge. Duplexes or a single ADU with a single family on a property are charged one single family rate and one multi-family rate.

Pass-Through Costs

The above-proposed rate table is based, in part, on projections provided by Metro, which provides treatment for all of the City's sewage. State law allows the City to pass through to customers any increases to wholesale treatment costs that exceed the budgeted amounts for those services in the rate study. In the event of any adopted increase of such wholesale costs, the City may automatically adjust the rate table above and will provide customers at least 30 days' notice before the effective date of any adjustment.

If you have any questions about this process, or this notice in general, please contact the Engineering / Public Works Department at (619)-336-4380.

City of National City

Sewer Rate Study

January 2025

Submitted to:
City of National City
1243 National City Boulevard
National City, CA 91950-4301

Submitted By:
Ardurra
9665 Chesapeake Drive, Suite 230
San Diego, CA 92123
858.842.6978

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Appendix A Rate Model

List of Abbreviations

AWWA	American Water Works Association
BMP	Best Management Practices as Prescribed by the State of California
BOD	Biochemical Oxygen Demand – A Measure of Sewage Strength
CCTV	Closed-Circuit Television
CIP	Capital Improvement Program or Plan
EDU	Equivalent Dwelling Unit
ENR-CCI	Engineering News Record Construction Cost Index
FY	Fiscal Year Ending June 30
FYE	Fiscal Year Ending June 30
GPD	Gallons per Day
HCF	Hundred Cubic Feet
Metro	City of San Diego Metropolitan Wastewater System
mg/l	Milligrams per Liter
O&M	Operations and Maintenance
PA	Participating Agency in the San Diego Metro System
TSS	Total Suspended Solids – A Measure of Sewage Strength
US EPA	U.S. Environmental Protection Agency

Section 1
EXECUTIVE SUMMARY

This report was prepared for the City of National City (City) to document the development of a wastewater multi-year financial plan, cost of service analysis, and rate design for the City (rate case). The specific goals of the study were to:

- Evaluate the adequacy of projected revenues under existing sewer service charges to meet projected revenue requirements;
- Develop a wastewater cost of service and rate model for the City covering a five-year study (Fiscal Year 2025-2026 (FY 2026) through Fiscal Year 2029-2030 (FY2030)) period for both ongoing operations and planned capital improvements;
- Allocate the projected fiscal years revenue requirements to the various customer classes in accordance with the proportionate share of their wastewater contributions;
- Develop a five-year sewer service charge program that produces revenues adequate to meet financial needs of the City for both their required funding of the transportation & treatment of wastewater by the City of San Diego's Metropolitan Wastewater System (Metro) including the city' share of the Pure Water Program and the City's operations and capital needs, while recognizing customer costs of service, and local and state legal and policy considerations such as California Constitution Articles XIII C and D (Proposition 218), and Proposition 26; and
- Recommend appropriate reserve levels for operations and capital needs

1.1 FINDINGS

During the course of our analysis in relation to the specific goals of the study we made the following findings:

1. The City of National City last adjusted the sewer service charges in FY 2017.
2. Wastewater service charge revenues at current levels will not be sufficient over the next five years to meet the increasing cost of City operating and capital expenses without negatively affecting fund balance levels[1]. **Table 1-1** on the next page illustrates the projected financial picture without recommended sewer service charge adjustments. While the fund has reserves, the costs of services are rising and

[1] The term "fund balance" refers to the remaining amounts available after short-term liabilities (monies owed) are paid off with the agency's available cash and other financial resources (such as receivables). The fund balance includes reserved and unreserved components. For the purposes of this Study, this term refers to "available cash excluding reserved monies" and the term "fund" refers to the account in which monies reside for operating or capital expenditures, specifically known as the Sewer Service Fund.

large increases to rates would be necessary in the future if incremental increases are not enacted now. Furthermore, with the capital projects anticipated to be constructed in the coming years, the reserve balance would fall below the target level by FY 2030.

Table 1-1 – Sewer Service Fund Long Range Plan without Revenue Adjustments (Status Quo)

		FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE2030
1	**Beginning Balance**	$ 26,281,997.00	$ 28,756,558.35	$ 26,791,579.84	$ 22,575,621.10	$ 18,013,786.70	$ 13,353,056.22	$ 11,590,307.12
2	**Revenue:**							
3	Interest earnings	553,250.04	$ 553,250.04	$ 553,250.04	$ 553,250.04	$ 553,250.04	$ 553,250.04	$ 553,250.04
4	User Fees	12,236,587.81	$ 12,236,587.81	$ 12,236,587.81	$ 12,236,587.81	$ 12,236,587.81	$ 12,236,587.81	$ 12,236,587.81
5	***Total Revenue***	$ 12,789,837.85	$ 12,789,837.85	$ 12,789,837.85	$ 12,789,837.85	$ 12,789,837.85	$ 12,789,837.85	$ 12,789,837.85
6	**Operations Expenses:**							
7	Collection System Maintenance	$ 1,788,999.71	$ 4,103,143.00	$ 3,057,516.59	$ 3,151,043.85	$ 3,247,521.07	$ 3,347,048.28	$ 3,449,729.43
8	Metro and JPA cost	$ 6,928,614.20	$ 7,651,673.36	$ 7,948,280.00	$ 8,200,628.40	$ 8,203,047.25	$ 8,205,538.67	$ 8,378,104.83
9	**Total Operations Expenses**	8,717,613.91	$ 11,754,816.36	$ 11,005,796.59	$ 11,351,672.25	$ 11,450,568.32	$ 11,552,586.95	$ 11,827,834.26
10	**Capital Improvement Program:**							
11	Collection System CIP	$ 1,597,662.59	$ 3,000,000.00	$ 6,000,000.00	$ 6,000,000.00	$ 6,000,000.00	$ 3,000,000.00	$ 3,000,000.00
							$ -	
12	***Total Expenses***	$ 10,315,276.50	$ 14,754,816.36	$ 17,005,796.59	$ 17,351,672.25	$ 17,450,568.32	$ 14,552,586.95	$ 14,827,834.26
13	**Fund Balance Prior to Reserves**	**$ 28,756,558.35**	**$ 26,791,579.84**	**$ 22,575,621.10**	**$ 18,013,786.70**	**$ 13,353,056.22**	**$ 11,590,307.12**	**$ 9,552,310.71**
14	**Reserve Targets:**							
15	Operations/Cash Flow	$ 4,358,806.96	$ 5,877,408.18	$ 5,502,898.30	$ 5,675,836.13	$ 5,725,284.16	$ 5,776,293.48	$ 5,913,917.13
16	Metro Cash Flow							
17	Emergency/Nat. Disaster							
18	Capital Expansion Reserve	$ 464,304.80	$ 601,640.16	$ 865,311.16	$ 1,259,766.26	$ 1,659,766.26	$ 2,259,766.26	$ 2,400,000.00
19	Capital Replacement Reserve	$ 464,304.80	$ 601,640.16	$ 865,311.16	$ 1,259,766.26	$ 1,659,766.26	$ 2,259,766.26	$ 2,400,000.00
20	**Total Recommended Reserves**	$ 5,287,416.56	$ 7,080,688.50	$ 7,233,520.61	$ 8,195,368.64	$ 9,044,816.68	$ 10,295,825.99	$ 10,713,917.13
21	**Fund Balance Over/(Under) Target**	$ 23,469,141.80	$ 19,710,891.34	$ 15,342,100.49	$ 9,818,418.05	$ 4,308,239.54	$ 1,294,481.13	$ (1,161,606.42)
22	**(Use)/Replacement of Reserves**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

3. The City's formal reserve policy for their operations or capital funds should be updated.
4. The City currently does not have a mechanism to pass through wholesale treatment costs from the City of San Diego to customers should those costs rise beyond projections in the cost of service model, or beyond future year projections.
5. The City has an adequate system of sewer service charges to meet regulatory and industry standards, and their current rate schedule reflect the proper elements of a cost of service based rate structure. Thus, we are not recommending any structural changes to the current system of charges, but the increases are not equivalent across customer classes.
6. The City's capacity charge for new development has not been updated in many years. The City will be evaluating and determining how those charges should change as a separate process in the near future.

1.2 RECOMMENDATIONS

The following lists Ardurra's recommendations to address the findings listed above:

1. Per the cost-of-service analysis contained within this report, Ardurra recommends City wastewater service charges be adjusted to reflect current costs of providing sewer service to customers within the City. This recommendation includes adjusting total revenue from rates in FY 2026 and ending in FY 2030 as shown in **Table 1-2**. Based on the cost-of-service analysis, revenue adjustments per customer class do vary.

Table 1-2 – Recommended Annual Revenue Adjustment

User Class	2026	%	2027	%	2028	%	2029	%	2030	%
Residential: $ Per Month										
Single Family	$ 52.72	3%	$ 54.30	3%	$ 55.93	3%	$ 57.60	3%	$ 59.33	3%
Multi-family/Condo	$ 41.12	3%	$ 42.35	3%	$ 43.62	3%	$ 44.93	3%	$ 46.28	3%
Mobile Homes	$ 31.53	1%	$ 31.85	1%	$ 32.17	1%	$ 32.49	1%	$ 32.81	1%
Non-Residential: $ Per HCF										
Commercial - Low	$ 5.67	8%	$ 6.12	8%	$ 6.61	8%	$ 7.14	8%	$ 7.71	8%
Commercial - Medium Low	$ 6.06	7%	$ 6.48	7%	$ 6.93	7%	$ 7.42	7%	$ 7.94	7%
Commercial - Medium	$ 7.28	7%	$ 7.79	7%	$ 8.33	7%	$ 8.91	7%	$ 9.54	7%
Commercial - Medium High	$ 8.43	6%	$ 8.93	6%	$ 9.47	6%	$ 10.04	6%	$ 10.64	6%
Commercial - High	$ 10.42	5.5%	$ 11.00	5.5%	$ 11.60	5.5%	$ 12.24	5.5%	$ 12.91	5.5%

Should the City approve these rate adjustments, the projected financial picture of the City will draw down reserves, while increasing user fees at a nominal rate. While FY 2030 is nominally under target for the fund balance, a 10 year look forward has the fund only dipping below the balance for just the one year and the City should monitor both revenue and expenditures over the study period to assure it stays on track. This is presented in graphic format with Figure 1-1 and all of the detailed numbers in 1-3. Figure 1-1 includes projections to 2035 showing the projections stabilize with these increases. However, any projection beyond 5 years includes many assumptions that may or may not be accurate.

Figure 1-1 National City Annual Sources and Uses of Funds vs. Cash Reserves and Reserves Targets

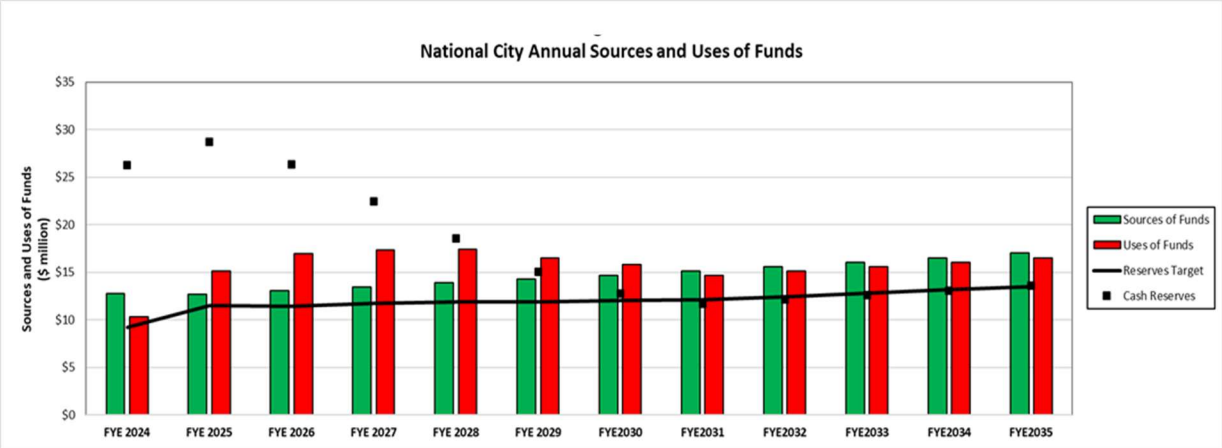


Table 1-3 - Sewer Service Fund Long Range Plan with Recommended Revenue Adjustments

		FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE2030
1	**Beginning Balance**	$ 26,281,997.00	$ 28,756,558.35	$ 26,350,777.57	$ 22,455,971.02	$ 18,600,319.75	$ 15,042,354.29	$ 12,790,849.54
2	**Revenue:**							
3	Interest earnings	553,250.04	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02
4	User Fees	12,236,587.81	$ 12,460,548.56	$ 12,834,365.02	$ 13,219,395.97	$ 13,615,977.85	$ 14,024,457.18	$ 14,445,190.90
5	***Total Revenue***	$ 12,789,837.85	$ 12,737,173.58	$ 13,110,990.04	$ 13,496,020.99	$ 13,892,602.87	$ 14,301,082.20	$ 14,721,815.92
6	**Operations Expenses:**							
7	Collection System Maintenance	$ 1,788,999.71	$ 4,103,143.00	$ 3,057,516.59	$ 3,151,043.85	$ 3,247,521.07	$ 3,347,048.28	$ 3,449,729.43
8	Metro and JPA cost	$ 6,928,614.20	$ 7,651,673.36	$ 7,948,280.00	$ 8,200,628.40	$ 8,203,047.25	$ 8,205,538.67	$ 8,378,104.83
9	**Total Operations Expenses**	8,717,613.91	$ 11,754,816.36	$ 11,005,796.59	$ 11,351,672.25	$ 11,450,568.32	$ 11,552,586.95	$ 11,827,834.26
10	**Capital Improvement Program:**							
11	Collection System CIP	$ 1,597,662.59	$ 3,388,138.00	$ 6,000,000.00	$ 6,000,000.00	$ 6,000,000.00	$ 5,000,000.00	$ 4,000,000.00
							$ -	
12	***Total Expenses***	$ 10,315,276.50	$ 15,142,954.36	$ 17,005,796.59	$ 17,351,672.25	$ 17,450,568.32	$ 16,552,586.95	$ 15,827,834.26
13	**Fund Balance Prior to Reserves**	**$ 28,756,558.35**	**$ 26,350,777.57**	**$ 22,455,971.02**	**$ 18,600,319.75**	**$ 15,042,354.29**	**$ 12,790,849.54**	**$ 11,684,831.20**
14	**Reserve Targets:**							
15	Operations/Cash Flow	$ 4,358,806.96	$ 5,877,408.18	$ 5,502,898.30	$ 5,675,836.13	$ 5,725,284.16	$ 5,776,293.48	$ 5,913,917.13
16	Metro Cash Flow	$ 850,002.00	$ 850,003.00	$ 850,004.00	$ 850,005.00	$ 850,006.00	$ 850,007.00	$ 850,008.00
17	Emergency/Nat. Disaster	$ 1,547,291.48	$ 2,271,443.15	$ 2,550,869.49	$ 2,602,750.84	$ 2,617,585.25	$ 2,482,888.04	$ 2,374,175.14
18	Capital Expansion Reserve	$ 1,223,658.78	$ 1,246,054.86	$ 1,283,436.50	$ 1,321,939.60	$ 1,361,597.78	$ 1,402,445.72	$ 1,444,519.09
19	Capital Replacement Reserve	$ 1,223,658.78	$ 1,246,054.86	$ 1,283,436.50	$ 1,321,939.60	$ 1,361,597.78	$ 1,402,445.72	$ 1,444,519.09
20	**Total Recommended Reserves**	$ 9,203,417.99	$ 11,490,964.05	$ 11,470,644.79	$ 11,772,471.16	$ 11,916,070.98	$ 11,914,079.95	$ 12,027,138.45
21	**Fund Balance Over/(Under) Target**	$ 19,553,140.36	$ 14,859,813.52	$ 10,985,326.23	$ 6,827,848.60	$ 3,126,283.31	$ 876,769.59	$ (342,307.25)
22	**(Use)/Replacement of Reserves**	**$ -**	**$ (2,405,780.78)**	**$ (3,894,806.55)**	**$ (3,855,651.26)**	**$ (3,557,965.46)**	**$ (2,251,504.75)**	**$ (1,106,018.35)**

2. Based on cost of service and projected revenue requirements the City should adopt the following sewer service charges. **Table 1-4** shows the proposed sewer charges for FY 2026 through FY 2030 and compares them to existing charges.

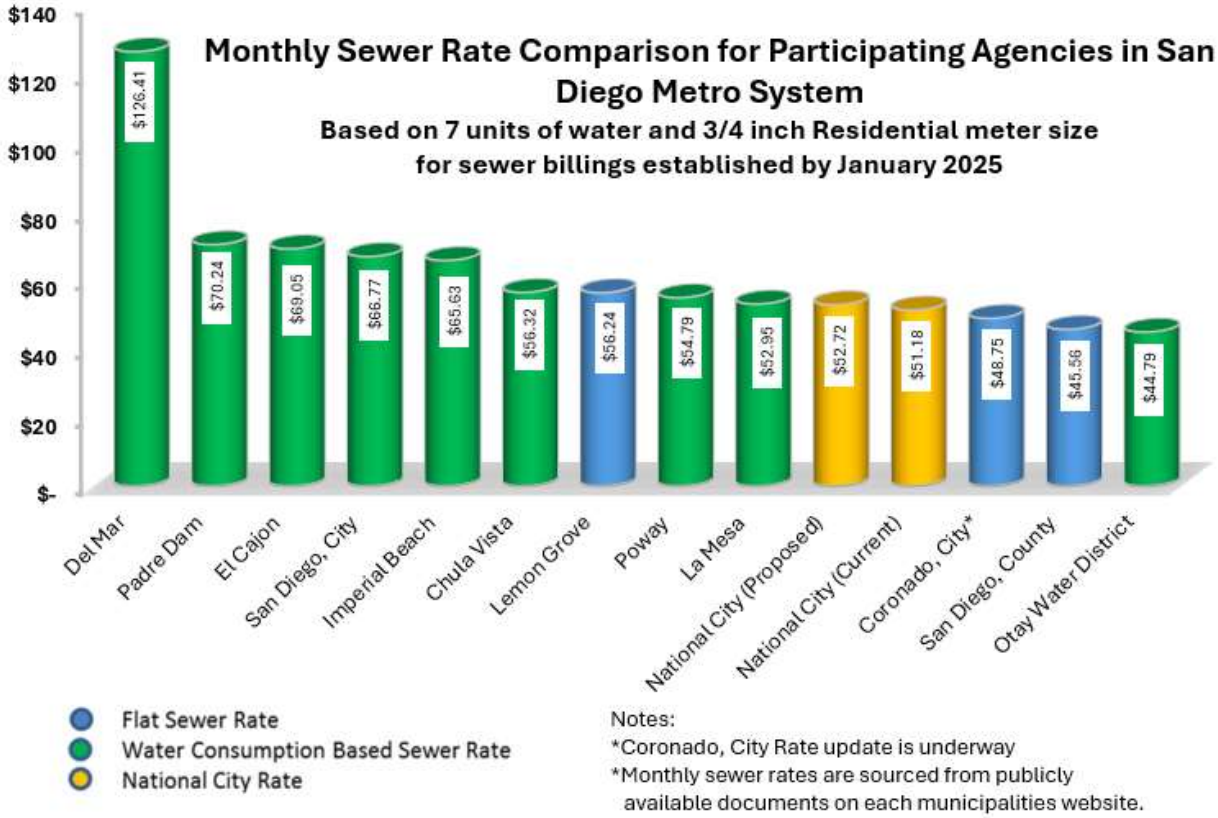
Table 1-4: Recommended Annual Sewer Service Charges

	EXISTING 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Residential: $ Per Month						
Single Family	$ 51.18	$ 52.72	$ 54.30	$ 55.93	$ 57.60	$ 59.33
Multi-family/Condo	$ 39.92	$ 41.12	$ 42.35	$ 43.62	$ 44.93	$ 46.28
Mobile Homes	$ 31.22	$ 31.53	$ 31.85	$ 32.17	$ 32.49	$ 32.81
Non-Residential: $ Per HCF						
Commercial - Low	$ 5.25	$ 5.67	$ 6.12	$ 6.61	$ 7.14	$ 7.71
Commercial - Medium Low	$ 5.66	$ 6.06	$ 6.48	$ 6.93	$ 7.42	$ 7.94
Commercial - Medium	$ 6.80	$ 7.28	$ 7.79	$ 8.33	$ 8.91	$ 9.54
Commercial - Medium High	$ 7.95	$ 8.43	$ 8.93	$ 9.47	$ 10.04	$ 10.64
Commercial - High	$ 9.88	$ 10.42	$ 11.00	$ 11.60	$ 12.24	$ 12.91

*Commercial properties have an annual minimum charge which is equivalent to the mobile home annual charge. Duplexes or a single ADU with a single family on a property are charged one single family rate and one multi-family rate.

Figure 1-2 summarizes all San Diego Metro Member Agencies comparative sewer user rates based on 7 HCF of water usage/sewer flow and a residential monthly base fee. It should be noted that the rates shown are those effective January 1, 2025, based upon readily available information. The figure also includes the City's current monthly rate as well as the proposed FY 2026 rate of $52.72 per EDU per month. The City's first proposed rate adjustment will **not begin** until July 1, 2025. Many agencies are in the process of updating their current rate cases. Even with the proposed 5-year rate adjustments National City will still enjoy some of the lowest rates among the users of the San Diego Metro System. The proposed FY 2026 single family rate will be as low as $52.72 which is 15% **lower** than the **existing** (FY 2025) average Metro member agency rate of $62.21.

Figure 1-2 Metro Member Agencies Sewer Rates Comparison



3. The City's reserve policy generally protects the financial integrity of their sewer service fund. The following minor changes are recommended (shown below as strike-through for deletion and underlined for additions):
   Sewer Service Fund Operations/Cash Flow Reserve: ~~Between 25& ~~At least 50% of a single year's budgeted Sewer Service Fund Operating Expenditures.

   Sewer Service Fund Metro Cash Flow Reserve: an amount equal to the City's estimated portion of the projected cash needs for capital costs of the San Diego Metropolitan Sewerage's Wastewater Treatment Program. This amount is assumed to be $850,000 for fiscal year 2025-26 through fiscal year 2029-30

Sewer Service Fund Emergency/Natural Disaster Reserve: an amount equal to a minimum of 15% of a single year's budgeted Sewer Service Fund ~~Operating~~ expenditures, including both operational and capital improvement program costs.

Sewer Service Fund Capital Replacement Reserve: an amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.

Sewer Service Fund Capital Expansion Reserve: an amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.

4. Ardurra recommends that the City provide a provision to give the City the ability to pass through City of San Diego wholesale transportation, treatment, and disposal costs to customers should those costs rise beyond projections in the cost-of-service model or beyond what the City notices to customers at time of rate implementation. This action would obviate the need for the City to conduct another Proposition 218 mailed 45-day notice and public hearing requirement. The authority to provide this provision is located in California Government Code Section 53756. Specifically, the Government Code reads as follows:

An agency providing water, wastewater, sewer, or refuse collection service may adopt a schedule of fees or charges authorizing automatic adjustments that pass-through increases in wholesale charges for water, sewage treatment, or wastewater treatment or adjustments for inflation, if it complies with all of the following:

(a) It adopts the schedule of fees or charges for a property-related service for a period not to exceed five years pursuant to Section 53755.

(b) The schedule of fees or charges may include a schedule of adjustments, including a clearly defined formula for adjusting for inflation. Any inflation adjustment to a fee or charge for a property-related service shall not exceed the cost of providing that service.

(c) The schedule of fees or charges for an agency that purchases wholesale water, sewage treatment, or wastewater treatment from a public agency may provide for automatic adjustments that pass through the adopted increases or decreases in the wholesale charges for water, sewage treatment, or wastewater treatment established by the other agency

Section 2
INTRODUCTION

This study (Study) takes a long-range planning approach to establishing wastewater service charges and fees. A discussion of the long-range plan and recommended sewer charge and fee adjustments are included in the following section of this report. The analyses contained herein include operation and maintenance (O&M) costs, City of San Diego Metropolitan Wastewater Department (Metro) transportation, treatment and disposal costs, reserve levels, and identified capital improvement projects (CIP). To that end, the Study examines the revenues generated by the City and makes recommendations for revenue adjustments, as needed. The City retained NV5 in 2017 to update a wastewater cost of service study previously developed by PBS&J in FY 2003. Ms. Carmen Kasner supported this effort and in FY2023 she completed a minor update to the study to confirm that holding the rates flat for two years through FY2025 was appropriate.

For purposes of this report, the study period is the fiscal years beginning July 1, 2025, and ending June 30, 2030. Unless otherwise noted, references in this report to a specific year are for the City's fiscal year ending June 30. To avoid confusion between calendar and fiscal years, the term FY refers to the year beginning July 1 and ending June 30. Presented herein are the results of a Study of the City's projected revenues, revenue requirements, cost of service, and rates for service.

2.1 BACKGROUND: CITY OF NATIONAL CITY

The City provides wastewater service to approximately 17,000 customers within the incorporated area of the City of National City. It owns and operates approximately 100 miles of pipeline, 2,000 manholes, and 2 lift stations. The collection, treatment, and disposal of wastewater in an environmentally safe and efficient manner promote healthy communities and increase the quality of life for local residents.

The City is responsible for collecting wastewater flows originating within the City and conveying the collected flows to the City of San Diego's Point Loma Treatment Plant for treatment and disposal. The City's primary goals are operating the sewerage system safely and efficiently while meeting the needs of their customers.

To meet these goals, the City undertakes routine cleaning, inspections, and repairs and rehabilitates its facilities as needed. The wastewater system operates in an area subject to strict regulatory oversight by Federal and State agencies such as the U.S. Environmental Protection Agency (US EPA) and the California State Water Resources Control Board (SWRCB). The City must comply with a multitude of laws including, but not limited to, State Wastewater Discharge Requirements (WDRs). Complying with these regulations and resulting mandates contributes to a large share of the cost burden on the City's system.

The City completed a Wastewater Master Plan in 2017 which will be updated in the near future, this plan identified numerous projects to upgrade the system. Recently the City has begun a more aggressive CCTV program to identify improvements. Based upon early results of about 10% of the system, numerous improvements are necessary. Due to these identified issues and significant increases in construction costs an average of $6 million per year for the next 3 years and then $5 million and $4 million for the following years are proposed for required rehabilitation and expansion projects. These annual projected capital improvement costs (CIP) are incorporated into this Study and form the basis for the City's annual capital requirements.

2.2 BACKGROUND: CITY OF SAN DIEGO METROPOLITAN SEWAGE TREATMENT SYSTEM

The City of National City is one of thirteen participating agencies (PAs) who send their wastewater to the City of San Diego Metropolitan Sewage Treatment System (Metro) for treatment and disposal. Along with the other PAs the City entered into the Regional Disposal Agreement with San Diego in 1998. Due to positive financial negotiations with San Diego since that time and especially the establishment of the "Administrative Protocol on Allocation of Operating Reserves and Debt Service Coverage" during FY 2010 the City has enjoyed stable annual billings for the last 8 years from the City of San Diego. However, in 2015 the City of San Diego initiated a multi-billion-dollar public works project entitled the Pure Water Program which will provide the double benefit of "secondary equivalency" to San Diego's wastewater customers including National City as well as a significant new potable water supply for the City of San Diego.

This resulted in a Major amendment to the Regional Disposal agreement approved in 2018 but that amendment left many elements to further discussion and negotiations. Since that time, the City is well underway with construction of their Pure Water Program and the East County Joint Powers Authority has begun construction on their Advanced Purified Water Project. For the past 6 years, discussions and negotiations on those open-ended items has progressed and the City of San Diego and Metro members appear to be coming close to a final Draft of a Second Amended and Restated Agreement.

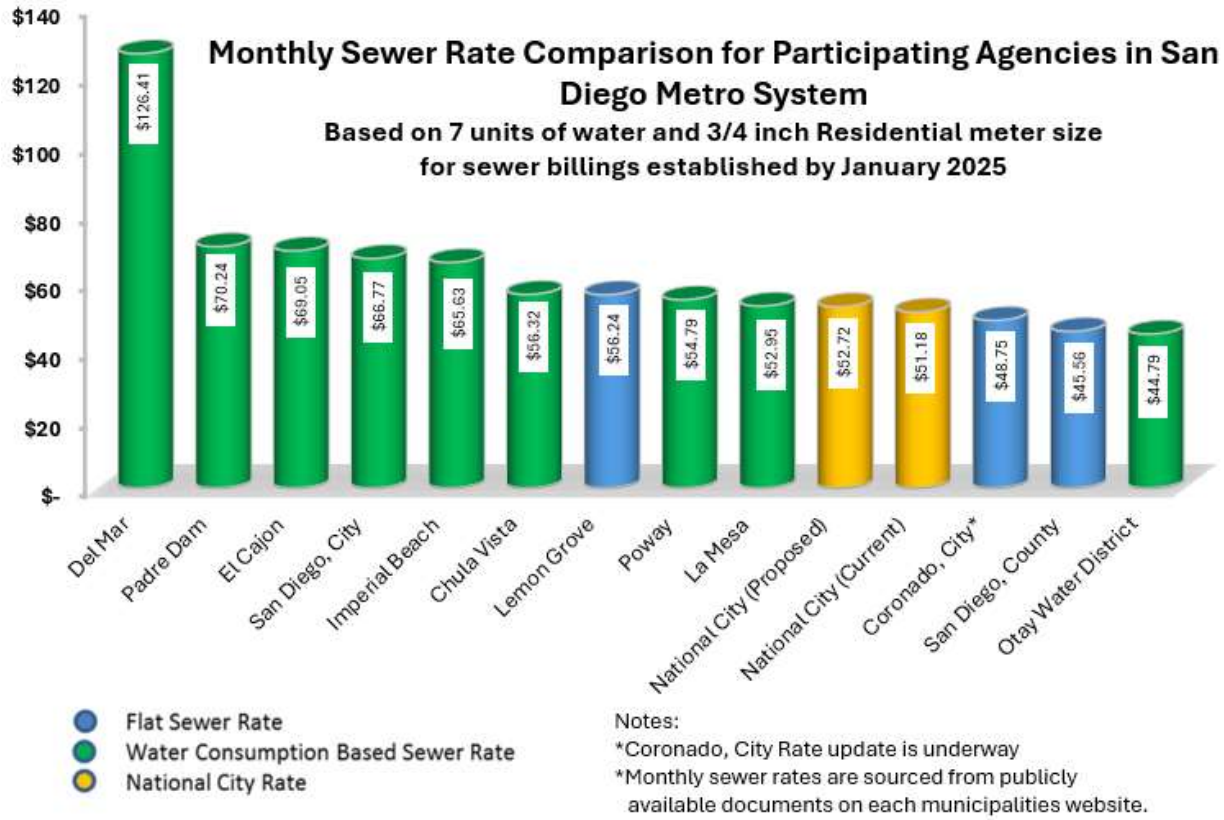
A five-year projection of Metro costs for the City were received from the City of San Diego in December of 2024 but do not include some uncertainties because there are still many unknown final costs. The projections received do not include costs for the spills in the system during rain events in the past two winters, the final costs for upgrades to the large Metro Pumpstations 1&2 that were conditions of a spill from four years ago, the final rate methodology for the Second Amended and Restated Metro Agreement (SARA) that is still being negotiated, Costs for Pure Water Phase II, nor do they include final audited costs for the past three Fiscal Years. The City of San Diego recommends that each agency have a pass-through provision in their rates due to these uncertainties at the moment.

2.3 RATE STUDY SUMMARY

The City of National City customers enjoy some of the lowest sewer service charges in the Metro System as shown in **Figure 2-1** and have for many years. The City last adjusted sewer service charges in FY 2023 and held them flat for the past two years. the FY 2025 charge is 15% lower than the average Metro PA rate of $62.21 per month. However, the City's increased internal CIP requirements and the costs associated with Metro require that the City adjust their sewer rates for the next five years.

The rate study assumed 3% inflation for all expenses except Metro for the rate study period.

Figure 2-1 Sewer Rate Comparison for Participating Agencies in San Diego Metro System

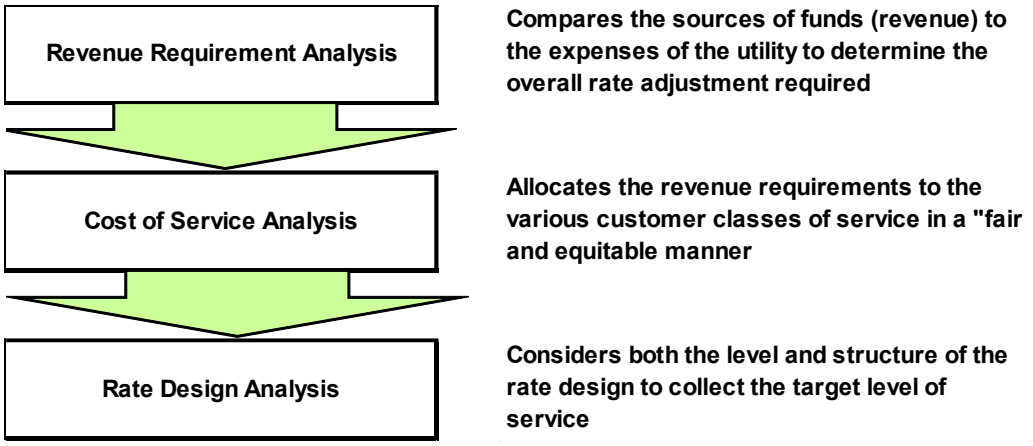


Section 3
WASTEWATER RATE STUDY

3.1 OVERVIEW OF THE SEWER SERVICE CHARGE UPDATE PROCESS

A comprehensive rate study typically utilizes three interrelated analyses to address the adequacy and equity of the utility's rates. These three analyses are a revenue requirement analysis, a cost-of-service analysis, and a rate design analysis. The process is illustrated in **Figure 3 -1**.

Figure 3-1 Overview of the Comprehensive Rate Study Analysis



The City's sewer utility was evaluated on a "stand-alone" basis. That is, no subsidies between the utility or other City funds occur. By viewing the utility on a stand-alone basis, the need to adequately fund both operations and maintenance (O&M) and capital infrastructure (CIP) must be balanced against the rate impacts on utility customers.

A detailed and comprehensive process was used to review the City's rates. As a part of the rate study process a number of on-site project meeting and conference calls were used to review the results with City staff. From this process, final proposed rates were developed and their development is reviewed in this section of the report. Following is a summary of each step in the process.

Revenue Requirement Analysis: The revenue requirement analysis revealed that several significant financial changes have occurred since the City's 2023 update holding rates flat. The significant changes are:

- The current CIP needs of the City have increased due to construction cost increases, additional CCTV and inspection. The age of the city's system and some densification requiring some upsizing. The Rate study has updated CIP costs to an average of $6 million per year for the next 3 years and then $5 million and $4 million for the following years. This will allow the City to draw down some of the fund reserves and make significant progress on required rehabilitation and expansion projects that are causing a higher risk of spills and more operational costs. These annual projected capital improvement costs (CIP) are incorporated into this Study and form the basis for the City's annual capital requirements. These costs were not included in the City's FY 2025 adopted budget.

- The construction phase of the City of San Diego's Pure Water Program is nearly done and during FY 2025 to FY 2030 additional Metro costs are anticipated for Phase 1 of this program due to Audit true ups and the previously discussed SARA that is being negotiated and other Metro system issues. The City's portion of the Metro budget is currently 7.4% and while the SARA draft methodology does not increase the City's percentage, there is still uncertainties with flows and impacts from the East county JPA project.

  The largest component of the City of National City's revenue requirement is the costs associated with transportation, treatment, and disposal of the City's wastewater by the Metro facilities, an aggressive CIP is a close second. A summary of the projected City collection system O&M and CIP, plus San Diego Metro expenses to be included in the City's rate case, are included on **Table 3-1**.

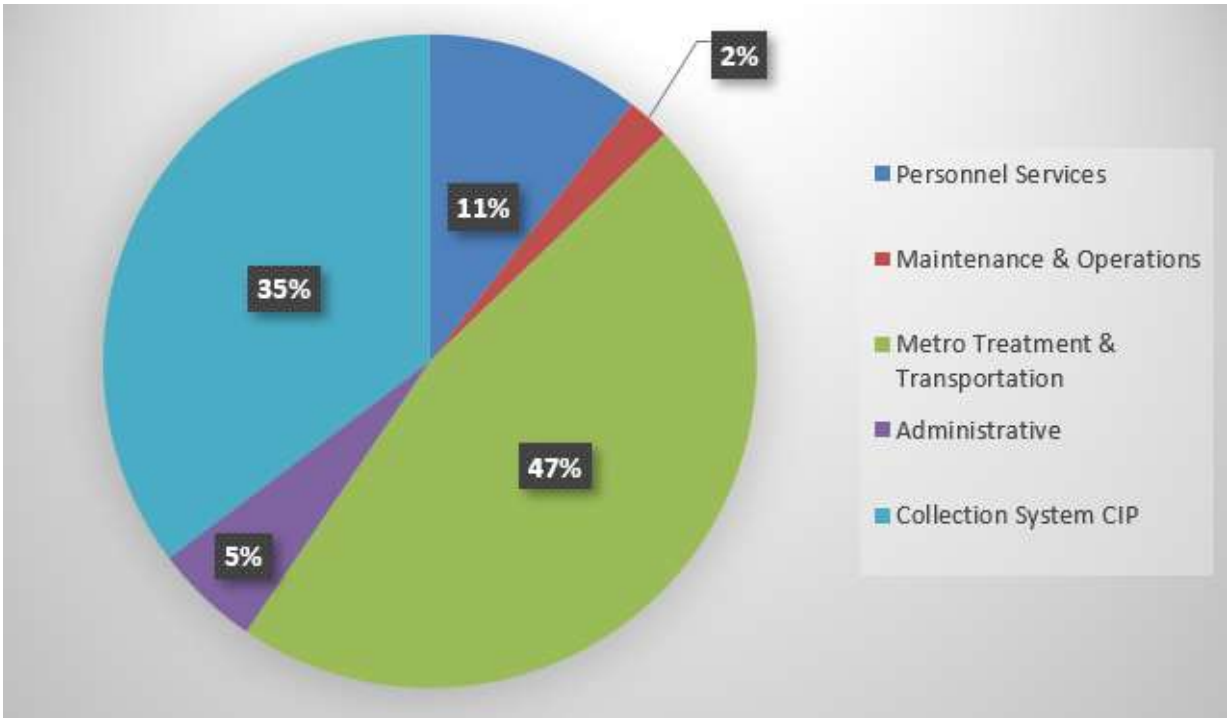
Table 3-1: City of National City Revenue Requirements

Table 3-1

	FY2026	FY2027	FY2028	FY2029	FY2030
Personnel Services	$ 1,798,307	$ 1,852,276	$ 1,907,865	$ 1,965,124	$ 2,024,103
Maintenance & Operations	$ 372,064	$ 383,226	$ 394,722	$ 406,564	$ 418,761
Metro Treatment & Transportation	$ 7,948,280	$ 8,200,628	$ 8,203,047	$ 8,205,539	$ 8,378,105
Administrative	$ 887,146	$ 915,543	$ 944,933	$ 975,360	$ 1,006,866
Collection System CIP	$ 6,000,000	$ 6,000,000	$ 6,000,000	$ 5,000,000	$ 4,000,000
Total	$ 17,005,797	$ 17,351,672	$ 17,450,568	$ 16,552,587	$ 15,827,834

Figure 3-2 shows the percentage of each of the major cost centers in the City's rate case. As noted, the largest component of National City's revenue requirements (47%) will be paid directly to the City of San Diego.

Figure 3-2 Major Cost Components of City of National City's FY 2026 Revenue Requirements



As a part of establishing the revenue requirement for the City's rate case City staff requested Ardurra consultant's guidance in reviewing their reserve policy to financially protect the City's sewer service fund. At the end of FY 2024 (June 30, 2024) the City's sewer service fund showed a reserve cash fund balance of $26.3 million. Ardurra consultants reviewed with City staff industry standard guidelines in establishing formal reserve policies as well as the City's needs for financial stability and potential exposures to external forces which could require unplanned O&M or capital expenditures. The City's reserve policy is solid as it was updated in a prior rate study, but the following minor updates are suggested (shown below as strike-through for deletion and underlined for additions).

Sewer Service Fund Operations/Cash Flow Reserve: ~~Between 25& ~~ At least 50% of a single year's budgeted Sewer Service Fund Operating Expenditures.

Sewer Service Fund Metro Cash Flow Reserve: an amount equal to the City's estimated portion of the projected cash needs for capital costs of the San Diego Metropolitan Sewerage's Wastewater Treatment Program. This amount is assumed to be $850,000 for fiscal year 2025-26 through fiscal year 2029-30

Sewer Service Fund Emergency/Natural Disaster Reserve: an amount equal to a minimum of 15% of a single year's budgeted Sewer Service Fund ~~Operating~~ expenditures, including both operational and capital improvement program costs.

Sewer Service Fund Capital Replacement Reserve: an amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.

Sewer Service Fund Capital Expansion Reserve: an amount equal to between 10% & 15% of a single year's budgeted Sewer Service Fund ~~operating expenditures~~ user fees.

The final step in determining the revenue requirement for the City's rate case was to overlay the projected expenditures for the next five years as summarized in **Table 3-1** and the recommended reserve policy. **Table 3-2** creates a long-range plan showing the use of reserves to minimize the annual rate adjustment to per year stating in FY 2026 through FY 2030. The use/replacement of the City's reserves is shown on Line 22. While the FYE2030 shows the fund balance slightly under the target, that target is with the maximum percentages from the reserve policy and thus are still well within the appropriate reserve amount. During the next 5 years there will be more clarity available from Metro and from the City's CCTV and planning efforts.

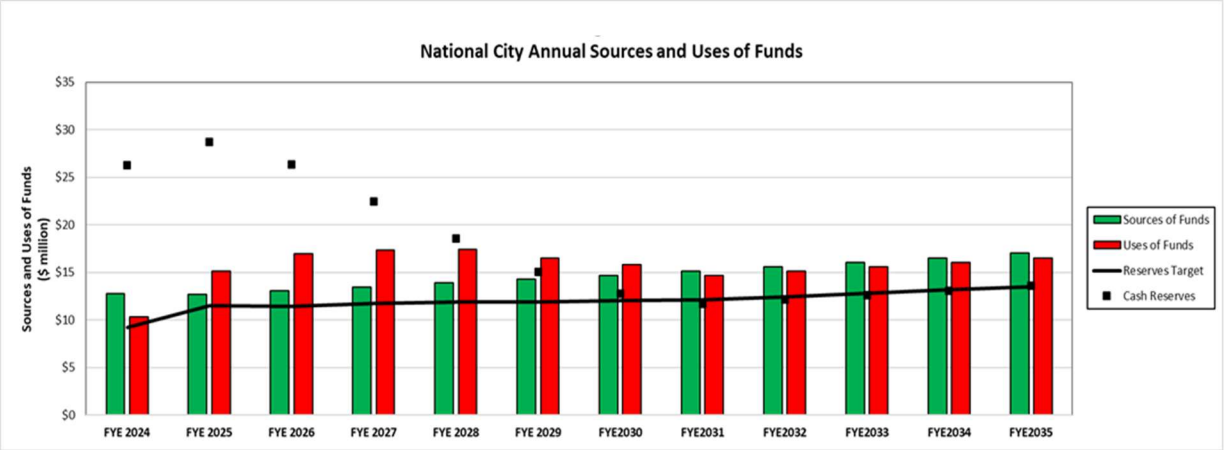
A detailed copy of the five-year revenue requirement is included in **Appendix A** to this report.

Table 3-2: City of National City Long Range Financial Plan

	FYE 2024	FYE 2025	FYE 2026	FYE 2027	FYE 2028	FYE 2029	FYE2030
Beginning Balance	$ 26,281,997.00	$ 28,756,558.35	$ 26,350,777.57	$ 22,455,971.02	$ 18,600,319.75	$ 15,042,354.29	$ 12,790,849.54
Revenue:							
Interest earnings	553,250.04	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02	$ 276,625.02
User Fees	12,236,587.81	$ 12,460,548.56	$ 12,834,365.02	$ 13,219,395.97	$ 13,615,977.85	$ 14,024,457.18	$ 14,445,190.90
Total Revenue	$ 12,789,837.85	$ 12,737,173.58	$ 13,110,990.04	$ 13,496,020.99	$ 13,892,602.87	$ 14,301,082.20	$ 14,721,815.92
Operations Expenses:							
Collection System Maintenance	$ 1,788,999.71	$ 4,103,143.00	$ 3,057,516.59	$ 3,151,043.85	$ 3,247,521.07	$ 3,347,048.28	$ 3,449,729.43
Metro and JPA cost	$ 6,928,614.20	$ 7,651,673.36	$ 7,948,280.00	$ 8,200,628.40	$ 8,203,047.25	$ 8,205,538.67	$ 8,378,104.83
Total Operations Expenses	8,717,613.91	$ 11,754,816.36	$ 11,005,796.59	$ 11,351,672.25	$ 11,450,568.32	$ 11,552,586.95	$ 11,827,834.26
Capital Improvement Program:							
Collection System CIP	$ 1,597,662.59	$ 3,388,138.00	$ 6,000,000.00	$ 6,000,000.00	$ 6,000,000.00	$ 5,000,000.00	$ 4,000,000.00
						$ -	
Total Expenses	$ 10,315,276.50	$ 15,142,954.36	$ 17,005,796.59	$ 17,351,672.25	$ 17,450,568.32	$ 16,552,586.95	$ 15,827,834.26
Fund Balance Prior to Reserves	**$ 28,756,558.35**	**$ 26,350,777.57**	**$ 22,455,971.02**	**$ 18,600,319.75**	**$ 15,042,354.29**	**$ 12,790,849.54**	**$ 11,684,831.20**
Reserve Targets:							
Operations/Cash Flow	$ 4,358,806.96	$ 5,877,408.18	$ 5,502,898.30	$ 5,675,836.13	$ 5,725,284.16	$ 5,776,293.48	$ 5,913,917.13
Metro Cash Flow	$ 850,002.00	$ 850,003.00	$ 850,004.00	$ 850,005.00	$ 850,006.00	$ 850,007.00	$ 850,008.00
Emergency/Nat. Disaster	$ 1,547,291.48	$ 2,271,443.15	$ 2,550,869.49	$ 2,602,750.84	$ 2,617,585.25	$ 2,482,888.04	$ 2,374,175.14
Capital Expansion Reserve	$ 1,223,658.78	$ 1,246,054.86	$ 1,283,436.50	$ 1,321,939.60	$ 1,361,597.78	$ 1,402,445.72	$ 1,444,519.09
Capital Replacement Reserve	$ 1,223,658.78	$ 1,246,054.86	$ 1,283,436.50	$ 1,321,939.60	$ 1,361,597.78	$ 1,402,445.72	$ 1,444,519.09
Total Recommended Reserves	$ 9,203,417.99	$ 11,490,964.05	$ 11,470,644.79	$ 11,772,471.16	$ 11,916,070.98	$ 11,914,079.95	$ 12,027,138.45
Fund Balance Over/(Under) Target	$ 19,553,140.36	$ 14,859,813.52	$ 10,985,326.23	$ 6,827,848.60	$ 3,126,283.31	$ 876,769.59	$ (342,307.25)
(Use)/Replacement of Reserves	**$ -**	**$ (2,405,780.78)**	**$ (3,894,806.55)**	**$ (3,855,651.26)**	**$ (3,557,965.46)**	**$ (2,251,504.75)**	**$ (1,106,018.35)**

Ardurra did look at a 10 year projection of rates and increases and assumed a similar increase of a nominal 3% with expenses increasing at a similar rates and it shows that the rate increase shown here will stabilize the expenditures into the future unless significant additional Capital projects are identified or inflation and other cost factors change as well. Any projection past 5 years includes many assumptions that may or may not be accurate.

Figure 3-3 National City Annual Sources and Uses of Funds vs. Cash Reserves and Reserves Targets



Cost of Service Analysis: The cost-of-service analysis revealed that several major changes have occurred in users and use since the City's 2017 rate study and subsequently adopted sewer user rates. The significant changes are:

- As with other communities in San Diego County and Southern California the City's citizens and businesses have decreased their water usage significantly since FY 2017. This was especially the case during COVID when many businesses were closed. This has decreased revenues from the commercial and industrial users of the City who are billed on their annual water usage.
- The City uses an equivalent dwelling unit (EDU) system of rates for their residential users. Historically the City has used 240 gallons per day (gpd) for a single-family residential user for billing purposes. Multi-family/condo units are considered to be 0.8 EDU and mobile home units 0.6 EDUs. These EDUs are consistent with industry standards for EDU based user systems. However, due to the decreased water use by residential as well as commercial/industrial users the gallons per EDU have decreased to an estimated 220 gpd. 220 gpd is consistent with the other Participating Agencies wastewater generation rate (in gpd) for EDUs

The City's rate model was updated with the number of residential and commercial/ industrial users used for billing purposes on the FY 2025 tax roll. As noted above the gallons

for residential EDUs were revised to 220 gpd per EDU and the most recent water usage for commercial/industrial users was included.

Table 3-3 summarizes the current number of City users and their projected sewer flows based on the current tax roll water use data for FY 2025.

Table 3-3: Summary of Current Users and Estimated Sewer Flow

Units of Service and Loadings		FLOW:			COD:		SS:	
User Group	No. of Active Customers	(A) Billing Flow	(B) Billing Flow	(C) Annual Flow (MG/Year)	(D) COD User	(E) Annual COD Load	(F) SS per User	(G) Annual Load
		(MGD)	(HCF)		(MG/L)	(LBS/YR)	(MG/L)	(LBS/YR)
Single Family	5,969	0.9546	541,160.1	348.43	200	581,170	200	581,170
Multi-family/Condo	8,293	2.2238	1,085,130.9	811.68	200	1,353,834	200	1,353,834
Mobile Homes	365	0.0382	18,651.0	13.95	200	23,269	200	23,269
Subtotal- Residential	14,627	**3.2166**	**1,644,942**	**1,174.06**		**1,958,274**		**1,958,274**
Commercial - Low	1,793	0.5038	245,846.5	183.89	200	306,724	200	306,724
Commercial - Medium Low	925	0.1427	69,657.3	52.10	200	86,906	300	130,359
Commercial - Medium	4	0.0290	14,139.0	10.58	400	35,280	400	35,280
Commercial - Medium High	19	0.0176	8,602.2	6.43	600	32,197	500	26,831
Commercial - High	110	0.1592	77,676.0	58.10	680	329,495	900	436,097
Subtotal Non-Residential	2,851	**0.8524**	**415,921**	**311.11**		**790,602**		**935,291**
TOTAL	**17,478**	**4.0690**	**2,060,863**	**1,485.17**		**2,748,876**		**2,893,564**

Rate Design Analysis: As part of the rate setting process a routine review of an agency's sewer service charge rate structure is performed. This is done to assure that the agency's rate structure meets industry standards as well as complies with local, State, and Federal guidelines and regulations.

The City of National City first established their current rate structure in the mid-1990's and it was submitted to the State Water Resources Control Board of the State of California (SWRCB) and the US EPA. The rate structure and the cost allocations upon which it is based were approved by both the SWRCB and the US EPA. These principles still meet industry standards today and follows Best Management Practices (BMP's) established by the State of California, and thus there are no recommended changes to the existing rate structure.

The City uses a combination of EDU's for residential users and water based rates for commercial/industrial users. Single family residential users are considered to be 1 EDU, and multi-family/condo users 0.8 EDU, and mobile home users 0.6 EDU. Commercial/industrial users are grouped based on their estimated sewage strengths into five classes of users. Each year 90% of the prior year's water usage per commercial/industrial customer is used to determine the upcoming year's sewer service charge (Return to Sewer percentage). There are a few customers with different Return to Sewer percentages based upon a case by case situation which includes a field inspection and engineering review of the situation.

The model is using reserves to fund a large part of the CIP and thus the strength based analysis does not completely reflect the actual costs year over year by customer class. However, based upon treatment costs in FY2030, having all customer classes having the same percentage increase would place an unfair burden on SFR customers. The cost for treatment for commercial customers must be increased a higher percentage to keep the proportions correct.

All classes of users will continue to be billed their annual sewer service charge on the County of San Diego tax roll based on either their EDU classification or their annual water usage and sewage strength category. **Table 3-4** compares the current FYE 2025 sewer rates with the proposed FYE 2026 through FYE 2030 of the proposed rate case. The entire output from the rate model showing all steps in the rate case is contained in **Appendix A** to this Study. Individual years are not revised and reduced or increased exactly because of the use of reserves and rates are never reduced. The goal was to keep increasing the commercial rates with the proportionality correct in FY2030. The final FY2030 rates were within 4% of the calculated proportionality for all commercial classes.

Table 3-4: Proposed Percentage Increases in Rates

Recommended Percentage Rate Revenue Adjustments					
Fiscal Year	FYE2026	FYE2027	FYE2028	FYE2029	FYE2030
Effective Month	July	July	July	July	July
Residential:					
Single Family	3%	3%	3%	3%	3%
Multi-family/Condo	3%	3%	3%	3%	3%
Mobile Homes	1%	1%	1%	1%	1%
Non-Residential:					
Commercial - Low	8%	8%	8%	8%	8%
Commercial - Medium Low	7%	7%	7%	7%	7%
Commercial - Medium	7%	7%	7%	7%	7%
Commercial - Medium High	6%	6%	6%	6%	6%
Commercial - High	5.5%	5.5%	5.5%	5.5%	5.5%

Table 3-5: Comparison of Current Versus Proposed Sewer User Rates

	EXISTING 2024-2025	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030
Residential: $ Per Month						
Single Family	$ 51.18	$ 52.72	$ 54.30	$ 55.93	$ 57.60	$ 59.33
Multi-family/Condo	$ 39.92	$ 41.12	$ 42.35	$ 43.62	$ 44.93	$ 46.28
Mobile Homes	$ 31.22	$ 31.53	$ 31.85	$ 32.17	$ 32.49	$ 32.81
Non-Residential: $ Per HCF						
Commercial - Low	$ 5.25	$ 5.67	$ 6.12	$ 6.61	$ 7.14	$ 7.71
Commercial - Medium Low	$ 5.66	$ 6.06	$ 6.48	$ 6.93	$ 7.42	$ 7.94
Commercial - Medium	$ 6.80	$ 7.28	$ 7.79	$ 8.33	$ 8.91	$ 9.54
Commercial - Medium High	$ 7.95	$ 8.43	$ 8.93	$ 9.47	$ 10.04	$ 10.64
Commercial - High	$ 9.88	$ 10.42	$ 11.00	$ 11.60	$ 12.24	$ 12.91

*Commercial properties have an annual minimum charge which is equivalent to the mobile home annual charge. Duplexes or a single ADU with a single family on a property are charged one single family rate and one multi-family rate.

As discussed earlier in this report, the majority of the revenue requirement recovered by the City's sewer service charges go to pay for cost associated with charge from San Diego Metro. **Figure 3-4** summarizes the major components of the proposed FY 2026 monthly single-family sewer service charge of $52.72 per EDU. This figure also shows the use of City reserves to cover City CIP costs:

Figure 3-4 Components of FY 2026 Single Family Monthly Rate

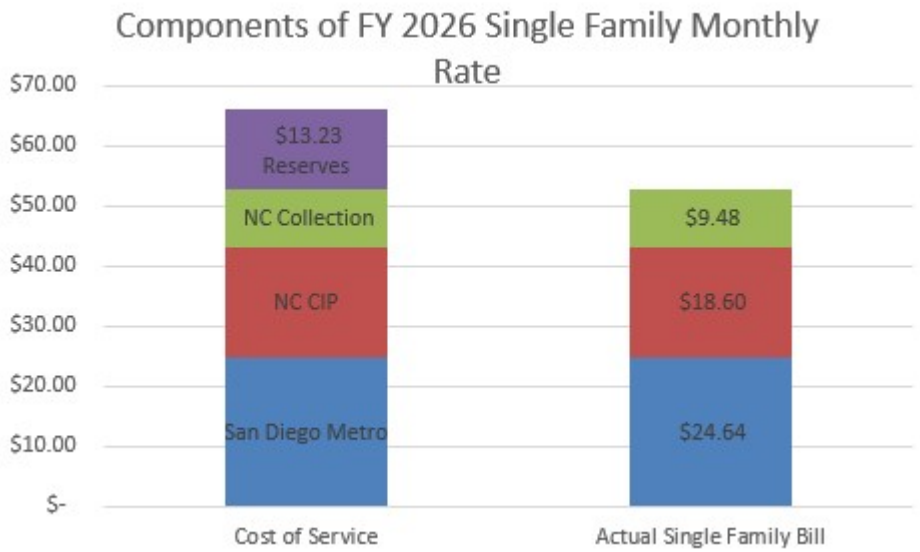
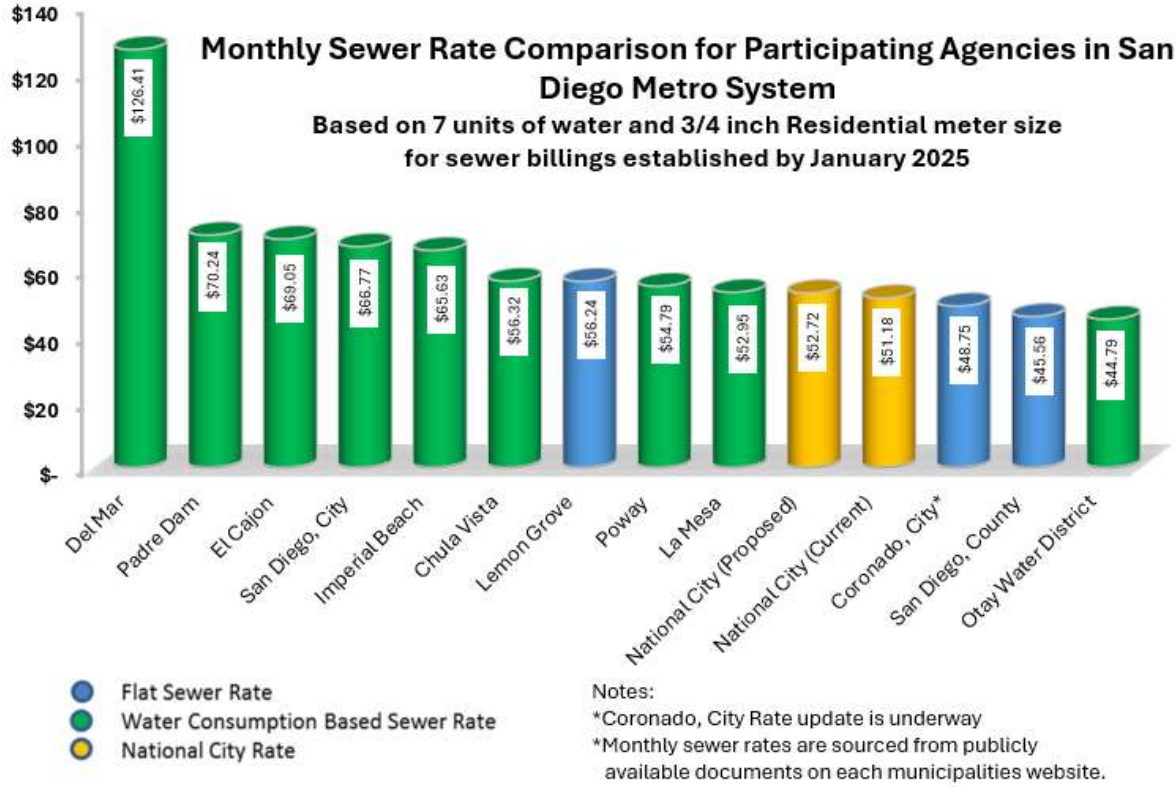


Figure 3-5 summarizes all San Diego Metro Member Agencies comparative sewer user rates based on 7 HCF of water usage/sewer flow and a residential monthly base fee. It should be noted that the rates shown are those effective January 1, 2025 based upon readily available information. The figure also includes the City's current monthly rate as well as the proposed FY 2026 rate of $52.72 per EDU per month. The City's first proposed rate adjustment will **not begin** until July 1, 2025. Many agencies are in the process of updating their current rate cases. Even with the proposed 5-year rate adjustments National City will still enjoy some of the lowest rates among the users of the San Diego Metro System. The proposed FY 2026 single family rate will be as low as $52.72 which is 15% **lower** than the **existing** (FY 2025) average Metro member agency rate of $62.21.

Figure 3-5 Metro Member Agencies Sewer Rate Comparison



APPENDIX A – RATE MODEL

- Wastewater Operations & Maintenance Budget
- Budget Summary
- Step 1 – Customer Summary and Estimated Flows
- Step 2 – Determination of Unit Costs
- Step 3 – Sewer User Rate Calculations by Fund and Cost

City of National City
Wastewater Operations & Maintenance Budget

ACCOUNT - MUNIS	FY24 Unaudited Actual	FY25 Proposed	FY26	FY27	FY28	FY29	FY30
125-416-029 ENGINEERING							
125-416-029-100 SALARIES							
125-85-31-31100-6005- Hourly Wages	-	-	-	-	-	-	-
125-85-31-31100-6001- FULL-TIME SALARIES	313,803.94	431,795.00	444,748.85	458,091.32	471,834.05	485,989.08	500,568.75
125-85-31-31100-6102- OVERTIME	4,909.46	-	-	-	-	-	-
125-85-31-31100-6110- ALLOWANCES & STIPENDS	1,328.40	1,440.00	1,483.20	1,527.70	1,573.53	1,620.73	1,669.35
125-85-31-31100-6120- DIFFERENTIAL PAY	2,993.73	3,415.00	3,517.45	3,622.97	3,731.66	3,843.61	3,958.92
125-85-31-31100-6140- WORKERS' COMPENSATION	11,880.22	44,596.00	45,933.88	47,311.90	48,731.25	50,193.19	51,698.99
125-85-31-31100-6150- HEALTH INSURANCE	34,747.51	48,300.00	49,749.00	51,241.47	52,778.71	54,362.08	55,992.94
125-85-31-31100-6151- LTD INSURANCE	486.81	878.00	904.34	931.47	959.41	988.20	1,017.84
125-85-31-31100-6160- RETIREMENT PLAN CHARGES	71,451.09	106,001.00	109,181.03	112,456.46	115,830.15	119,305.06	122,884.21
125-85-31-31100-6161- MEDICARE	4,838.55	6,261.00	6,448.83	6,642.29	6,841.56	7,046.81	7,258.21
125-85-31-31100-6199- PERSONNEL COMPENSATION	12,090.95	2,000.00	2,060.00	2,121.80	2,185.45	2,251.02	2,318.55
125-416-029-200 MAINTENANCE & OPERATIONS							
125-85-31-31100-7226- TRAINING, TRAVEL & SUBSISTENCE	-	-	-	-	-	-	-
125-85-31-31100-7299- CONTRACT SERVICES	36,126.34	85,000.00	87,550.00	90,176.50	92,881.80	95,668.25	98,538.30
125-416-052 PUBLIC WORKS - OPERATIONS							
125-416-052-200 MAINTENANCE & OPERATIONS							
125-416-052-268-0000 RENTALS &LEASES	-	-	-	-	-	-	-
125-416-052-400-0000 FIXED CHARGES & DEBT SERVICE	-	-	-	-	-	-	-
125-416-052-484-0000 OTHER INTEREST	-	-	-	-	-	-	-
125-416-221 STREETS							
125-416-221-100 Personnel Services							
125-85-31-31300-6005- Hourly Wages	24,673.18	-	-	-	-	-	-
125-85-31-31300-6001- FULL-TIME SALARIES	289,133.75	176,507.00	181,802.21	187,256.28	192,873.96	198,660.18	204,619.99
125-85-31-31300-6102- OVERTIME	69,243.89	32,000.00	32,960.00	33,948.80	34,967.26	36,016.28	37,096.77
125-85-31-31300-6105- LONGEVITY	-	985.00	1,014.55	1,044.99	1,076.34	1,108.63	1,141.88
125-85-31-31300-6120- DIFFERENTIAL PAY	2,009.59	-	-	-	-	-	-
125-85-31-31300-6140- WORKERS' COMPENSATION	27,278.41	31,887.00	32,843.61	33,828.92	34,843.79	35,889.10	36,965.77
125-85-31-31300-6150- HEALTH INSURANCE	40,198.89	29,303.00	30,182.09	31,087.55	32,020.18	32,980.78	33,970.21
125-85-31-31300-6151- LTD INSURANCE	231.13	366.00	395.28	426.90	461.05	497.94	537.77
125-85-31-31300-6160- RETIREMENT PLAN CHARGES	78,569.01	43,331.00	44,630.93	45,969.86	47,348.95	48,769.42	50,232.50
125-85-31-31300-6161- MEDICARE	5,576.02	2,559.00	2,635.77	2,714.84	2,796.29	2,880.18	2,966.58
125-85-31-31300-6199- PERSONNEL COMPENSATION	-	3,000.00	3,090.00	3,182.70	3,278.18	3,376.53	3,477.82
125-416-221-000 Other Financing Uses							
125-10-19-19100-8999- TRANSFERS TO OTHER FUNDS	-	1,136,300.00		-	-	-	-
125-416-222 SEWER SERVICE							
125-416-222-000 Other Financing Uses							
125-85-31-31400-8999- TRANSFERS TO OTHER FUNDS	-	-	-	-	-	-	-
125-416-222-100 Personnel Services							

City of National City
Wastewater Operations & Maintenance Budget

	FY24	FY25	FY26	FY27	FY28	FY29	FY30
125-85-31-31400-6001- FULL-TIME SALARIES	93,523.11	508,334.00	523,584.02	539,291.54	555,470.29	572,134.40	589,298.43
125-85-31-31400-6102- OVERTIME	37,989.83	-	-	-	-	-	-
125-85-31-31400-6105- LONGEVITY	-	-	-	-	-	-	-
125-416-222-110-0000 ALLOWANCES & STIPENDS	-	-	-	-	-	-	-
125-85-31-31400-6120- DIFFERENTIAL PAY	4,819.35	-	-	-	-	-	-
125-85-31-31400-6140- WORKERS' COMPENSATION	10,920.15	44,833.00	46,177.99	47,563.33	48,990.23	50,459.94	51,973.73
125-85-31-31400-6150- HEALTH INSURANCE	14,193.18	87,358.00	89,978.74	92,678.10	95,458.45	98,322.20	101,271.86
125-85-31-31400-6151- LTD INSURANCE	-	-	-	-	-	-	-
125-416-222-159-0000 DEFERRED COMPENSATION	-	-	-	-	-	-	-
125-85-31-31400-6160- RETIREMENT PLAN CHARGES	24,451.14	124,791.00	128,534.73	132,390.77	136,362.50	140,453.37	144,666.97
125-85-31-31400-6161- MEDICARE	1,923.50	7,371.00	7,592.13	7,819.89	8,054.49	8,296.13	8,545.01
125-85-31-31400-6199- PERSONNEL COMPENSATION	-	8,600.00	8,858.00	9,123.74	9,397.45	9,679.38	9,969.76
125-416-222-200 Maintenance & Operations							
125-416-222-200-0000 Maintenance & Operations	-						
125-85-31-31400-7211- LAUNDRY & CLEANING SERVICES	-	-	-	-	-	-	-
125-416-222-213-0000 PROFESSIONAL SERVICES	54,546.35	100,000.00	103,000.00	106,090.00	109,272.70	112,550.88	115,927.41
125-85-31-31400-7222- MEMBERSHIPS AND SUBSCRIPTIONS	1,264.80	76,127.00	78,410.81	80,763.13	83,186.03	85,681.61	88,252.06
125-85-31-31400-7226- TRAINING, TRAVEL & SUBSISTENCE	1,809.00	7,000.00	7,210.00	7,426.30	7,649.09	7,878.56	8,114.92
125-85-31-31400-7234- ELECTRICITY & GAS	7,309.50	6,000.00	6,180.00	6,365.40	6,556.36	6,753.05	6,955.64
125-85-31-31400-7236- WATER	3,207.19	3,000.00	3,090.00	3,182.70	3,278.18	3,376.53	3,477.82
125-85-31-31400-7268- RENTALS & LEASES	-	500.00	515.00	530.45	546.36	562.75	579.64
125-85-31-31400-7272- SEWAGE TRANS. & TREATMENT (Utilities In	6,928,614.20	7,651,673.36	7,948,280.00	8,200,628.40	8,203,047.25	8,205,538.67	8,378,104.83
125-85-31-31400-7291- R & M - AUDIO VISUAL EQUIPT.	2,297.99	5,000.00	5,150.00	5,304.50	5,463.64	5,627.54	5,796.37
125-85-31-31400-7299- CONTRACT SERVICES	32,698.97	30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	34,778.22
125-85-31-31400-7318- WEARING APPAREL	8,688.61	7,000.00	7,210.00	7,426.30	7,649.09	7,878.56	8,114.92
125-416-222-329-0000 PAINTING SUPPLIES	-	-	-	-	-	-	-
125-85-31-31400-7337- SMALL TOOLS	873.63	30,000.00	30,900.00	31,827.00	32,781.81	33,765.26	34,778.22
125-416-222-340-0000 SHOP SUPPLIES	-	-	-	-	-	-	-
125-85-31-31400-7346- TRAFFIC CONTROL SUPPLY	528.82	800.00	824.00	848.72	874.18	900.41	927.42
125-85-31-31400-7352- SEWER PIPE & MATERIALS	2,961.02	4,000.00	4,120.00	4,243.60	4,370.91	4,502.04	4,637.10
125-85-31-31400-7354- CHEMICAL PRODUCTS	2,264.27	2,200.00	2,266.00	2,333.98	2,404.00	2,476.12	2,550.40
125-416-222-360-0000 SIDEWALK CURB & GUTTER MATER.	-	-	-	-	-	-	-
125-85-31-31400-7399- MATERIALS & SUPPLIES	4,393.43	4,600.00	4,738.00	4,880.14	5,026.54	5,177.34	5,332.66
125-416-222-500 Capital Outlay							
125-416-222-511-0000 AUTOMOTIVE EQUIPMENT	-	-	-	-	-	-	-
125-416-222-512-0000 AUTOMOTIVE LEASES		-	-	-	-	-	-
125-10-18-18500-7598- CAPITAL IMPROVEMENT PROGRAM	1,597,662.59	3,000,000.00	6,000,000.00	6,000,000.00	6,000,000.00	5,000,000.00	4,000,000.00
125-416-222-600 Refunds, Contributions & Special Paymnts							
125-85-31-31400-7698- INDIRECT/OVERHEAD COSTS	239,533.00	239,533.00	246,718.99	254,120.56	261,744.18	269,596.50	277,684.40
125-85-31-31100-3563- Internal Service Charges and Reserves							
125-85-31-31400-7740- BUILDING SERVICES CHARGES	20,496.96	23,422.00	24,124.66	24,848.40	25,593.85	26,361.67	27,152.52
125-85-31-31400-7750- VEHICLE SERVICES CHARGES	74,864.04	79,589.00	81,976.67	84,435.97	86,969.05	89,578.12	92,265.46
125-85-31-31400-7752- VEHICLE LEASE CHARGES	21,300.00	33,000.00	35,640.00	38,491.20	41,570.50	44,896.14	48,487.83
125-85-31-31400-7755- INFO. SYSTEMS MAINT. CHARGE	17,550.96	18,022.00	18,562.66	19,119.54	19,693.13	20,283.92	20,892.44
125-416-222-760-0000 OPERATIONS CHARGES	-	-	-	-	-	-	-
125-416-222-770-0000 PERSONNEL COMPENSATION CHARGES	-	-	-	-	-	-	-

City of National City
Wastewater Operations & Maintenance Budget

	FY24	FY25	FY26	FY27	FY28	FY29	FY30
125-85-31-31400-7790- INSURANCE CHARGES	312,263.04	466,139.00	480,123.17	494,526.87	509,362.67	524,643.55	540,382.86
TOTAL SERWER SERVICE FUND - BUDGET	10,554,519.50	14,754,816.36	17,005,796.59	17,351,672.25	17,450,568.32	16,552,586.95	15,827,834.26

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City of National City
Budget Summary
Scenario 1: $2-6 Million CIP Per Year

Expense Description	FY24	FY25	FY26	FY27	FY28	FY29	FY30
125-416-029 ENGINEERING							
125-416-029-100 Salaries	$ 458,531	$ 644,686	$ 664,027	$ 683,947	$ 704,466	$ 725,600	$ 747,368
125-416-029-200 Maintenance & Operations	$ 36,126	$ 85,000	$ 87,550	$ 90,177	$ 92,882	$ 95,668	$ 98,538
125-416-052 PUBLIC WORKS - OPERATIONS							
125-416-052-200 Maintenance & Operations	$ -	$ -	$ -	$ -	$ -	$ -	$ -
125-416-221 STREETS							
125-416-221-000 Other Financing uses	$ -	$ 1,136,300	$ -	$ -	$ -	$ -	$ -
125-416-221-100 Personnel Services	$ 536,914	$ 319,938	$ 329,554	$ 339,461	$ 349,666	$ 360,179	$ 371,009
125-416-222 SEWER SERVICE							
125-416-222-000 Other Financing Uses	$ -	$ -	$ -	$ -	$ -	$ -	$ -
125-416-222-100 Personnel Services	$ 187,820	$ 781,287	$ 804,726	$ 828,867	$ 853,733	$ 879,345	$ 905,726
125-416-222-200 Maintenance & Operations	$ 122,844	$ 276,227	$ 284,514	$ 293,049	$ 301,841	$ 310,896	$ 320,223
125-416-222-272-0000 Sewage Trans. & Treatment	$ 6,928,614	$ 7,651,673	$ 7,948,280	$ 8,200,628	$ 8,203,047	$ 8,205,539	$ 8,378,105
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
	$ -	$ -	$ -	$ -	$ -	$ -	$ -
125-416-222-500 Capital Outlay							
Other Capital Outlay	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Collection System CIP	$ 1,597,663	$ 3,000,000	$ 6,000,000	$ 6,000,000	$ 6,000,000	$ 5,000,000	$ 4,000,000
125-416-222-600 Refunds, Contributions & Special Payments	$ 239,533	$ 239,533	$ 246,719	$ 254,121	$ 261,744	$ 269,597	$ 277,684
125-416-222-700 Internal Service Charges and Reserves	$ 446,475	$ 620,172	$ 640,427	$ 661,422	$ 683,189	$ 705,763	$ 729,181
Plus/Minus Reserves Collection							
Plus/Minus Reserves Metro							
Subtotal Expenditures	$ 10,554,520	$ 14,754,816	$ 17,005,797	$ 17,351,672	$ 17,450,568	$ 16,552,587	$ 15,827,834
W/Current Budget and Straight Inflation	$ 10,554,520	$ 14,754,816	$ 17,005,797	$ 17,351,672	$ 17,450,568	$ 16,552,587	$ 15,827,834

City of National City
FY 2025 Base Year
Step 1 -- Customer Summary and Estimated Flows

Units of Service and Loadings		FLOW:			COD:		SS:	
User Group	No. of Active Customers	(A) Billing Flow	(B) Billing Flow	(C) Annual Flow (MG/Year)	(D) COD User	(E) Annual COD Load	(F) SS per User	(G) Annual Load
		(MGD)	(HCF)		(MG/L)	(LBS/YR)	(MG/L)	(LBS/YR)
Single Family	5,969	0.9546	541,160.1	348.43	200	581,170	200	581,170
Multi-family/Condo	8,293	2.2238	1,085,130.9	811.68	200	1,353,834	200	1,353,834
Mobile Homes	365	0.0382	18,651.0	13.95	200	23,269	200	23,269
Subtotal- Residential	14,627	**3.2166**	**1,644,942**	**1,174.06**		**1,958,274**		**1,958,274**
Commercial - Low	1,793	0.5038	245,846.5	183.89	200	306,724	200	306,724
Commercial - Medium Low	925	0.1427	69,657.3	52.10	200	86,906	300	130,359
Commercial - Medium	4	0.0290	14,139.0	10.58	400	35,280	400	35,280
Commercial - Medium High	19	0.0176	8,602.2	6.43	600	32,197	500	26,831
Commercial - High	110	0.1592	77,676.0	58.10	680	329,495	900	436,097
Subtotal Non-Residential	2,851	**0.8524**	**415,921**	**311.11**		**790,602**		**935,291**
TOTAL	**17,478**	**4.0690**	**2,060,863**	**1,485.17**		**2,748,876**		**2,893,564**

City of National City
FY 2025 Base Year
Step 2 -- Determination of Unit Costs

Metro Cost Projections

Cost Category	Parameter Allocation Percentages	FY22 Unit Cost	FY23 Unit Cost	FY24 Unit Cost	FY25 Unit Cost	FY26 Unit Cost	FY27 Unit Cost	FY28 Unit Cost	FY29 Unit Cost	FY30 Unit Cost
1. Collection System Volume Related Costs		$ 1,563,062	$ 1,795,128	$ 3,625,905	$ 7,103,143	$ 9,057,517	$ 9,151,044	$ 9,247,521	$ 8,347,048	$ 7,449,729
Annual Flow (MG)		1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17
Unit Cost ($ /MG)		$ 1,052.44	$ 1,208.70	$ 2,441.40	$ 4,782.71	$ 6,098.63	$ 6,161.60	$ 6,226.56	$ 5,620.25	$ 5,016.07
2. Sewage Treatment & Transportation Costs: Metro Blend Projections		$ 6,109,203	$ 7,198,480	$ 6,928,614	$ 7,651,673	$ 7,948,280	$ 8,200,628	$ 8,203,047	$ 8,205,539	$ 8,378,105
Cost Per Parameter	Parameter Allocation %'s*									
Flow (MG)	**50.8%**	3,103,475	3,656,828	3,519,736	3,887,050	4,037,726	4,165,919	4,167,148	4,168,414	4,256,077
COD (LBS.)	**23.1%**	1,411,226	1,662,849	1,600,510	1,767,537	1,836,053	1,894,345	1,894,904	1,895,479	1,935,342
SS (LBS.)	**26.1%**	1,594,502	1,878,803	1,808,368	1,997,087	2,074,501	2,140,364	2,140,995	2,141,646	2,186,685
	100.0%									
Annual Flow (MG)		1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17	1,485.17
Pounds of COD (lbs)		2,748,876	2,748,876	2,748,876	2,748,876	2,748,876	2,748,876	2,748,876	2,748,876	2,748,876
Pounds of SS (lbs)		2,893,564	2,893,564	2,893,564	2,893,564	2,893,564	2,893,564	2,893,564	2,893,564	2,893,564
Unit Cost ($ / HCF)		$ 2,089.64	$ 2,462.22	$ 2,369.92	$ 2,617.24	$ 2,718.69	$ 2,805.01	$ 2,805.83	$ 2,806.69	$ 2,865.71
Unit Cost ($ / COD lb)		$ 0.51	$ 0.60	$ 0.58	$ 0.64	$ 0.67	$ 0.69	$ 0.69	$ 0.69	$ 0.70
Unit Cost ($ / SS lb)		$ 0.55	$ 0.65	$ 0.62	$ 0.69	$ 0.72	$ 0.74	$ 0.74	$ 0.74	$ 0.76
Total Revenue Requirement For Rates		**$ 7,672,265**	**$ 8,993,608**	**$ 10,554,520**	**$ 14,754,816**	**$ 17,005,797**	**$ 17,351,672**	**$ 17,450,568**	**$ 16,552,587**	**$ 15,827,834**
Check		-	-	-	-	-	-	-	-	-

FY26					Volume (Flow)	Strength (Treatment)				Rates	
User Group	No. of EDUs	Annual Flow (MG)	COD Annual Load (lbs)	SS Annual Load (lbs)	Unit Cost ($/MG) $ 6,098.63	Flow Unit Cost ($/MG) $ 2,718.69	COD Unit Cost ($/lb.) $ 0.67	SS Unit Cost ($/lb.) $ 0.72	Total Annual Revenue Required	Monthly Flat Rate with no reserves	Rate Per HCF
Single Family	5,969	348.43	581,170	581,170	$ 2,124,975	$ 947,287	$ 388,180	$ 416,662	$ 3,877,104	$ 54.13	
Multi-family/Condo	8,293	811.68	1,353,834	1,353,834	$ 4,950,122	$ 2,206,702	$ 904,264	$ 970,613	$ 9,031,701	$ 90.76	
Mobile Homes	365	13.95	23,269	23,269	$ 85,082	$ 37,928	$ 15,542	$ 16,683	$ 155,235	$ 35.44	
Subtotal- Residential	14,627	1,174.06	1,958,274	1,958,274	$ 7,160,179	$ 3,191,917	$ 1,307,987	$ 1,403,957	$ 13,064,040		
Commercial - Low	1,793	183.89	306,724	306,724	$ 1,121,496	$ 499,949	$ 204,870	$ 219,901	$ 2,046,216		$ 8.32
Commercial - Medium Low	925	52.10	86,906	130,359	$ 317,761	$ 141,654	$ 58,047	$ 93,459	$ 610,921		$ 8.77
Commercial - Medium	4	10.58	35,280	35,280	$ 64,499	$ 28,753	$ 23,565	$ 25,294	$ 142,110		$ 10.05
Commercial - Medium High	19	6.43	32,197	26,831	$ 39,241	$ 17,493	$ 21,505	$ 19,236	$ 97,476		$ 11.33
Commercial - High	110	58.10	329,495	436,097	$ 354,340	$ 157,960	$ 220,079	$ 312,653	$ 1,045,034		$ 13.45
Subtotal Non-Residential	2,851	311.11	790,602	935,291	$ 1,897,338	$ 845,809	$ 528,066	$ 670,544	$ 3,941,756		
Total	**17,478**	**1,485.17**	**2,748,876**	**2,893,564**	**$ 9,057,517**	**$ 4,037,726**	**$ 1,836,053**	**$ 2,074,501**	**$ 17,005,797**		
Check (Should = 0)	-		-	-					$ -		

FY27					Volume (Flow)	Strength (Treatment)				Rates	
User Group	No. of EDUs	Annual Flow (MG)	COD Annual Load (lbs)	SS Annual Load (lbs)	Unit Cost ($/MG) $ 6,161.60	Flow Unit Cost ($/MG) $ 2,805.01	COD Unit Cost ($/lb.) $ 0.69	SS Unit Cost ($/lb.) $ 0.74	Total Annual Revenue Required	Monthly Flat Rate with no reserves	Rate Per HCF
Single Family	5,969	348.43	581,170	581,170	$ 2,146,917	$ 977,362	$ 400,504	$ 429,891	$ 3,954,674	$ 55.21	
Multi-family/Condo	8,293	811.68	1,353,834	1,353,834	$ 5,001,237	$ 2,276,762	$ 932,974	$ 1,001,429	$ 9,212,401	$ 92.57	
Mobile Homes	365	13.95	23,269	23,269	$ 85,960	$ 39,133	$ 16,036	$ 17,212	$ 158,341	$ 36.15	
Subtotal- Residential	14,627	1,174.06	1,958,274	1,958,274	$ 7,234,114	$ 3,293,257	$ 1,349,514	$ 1,448,531	$ 13,325,416		
Commercial - Low	1,793	183.89	306,724	306,724	$ 1,133,077	$ 515,822	$ 211,374	$ 226,883	$ 2,087,155		$ 8.49
Commercial - Medium Low	925	52.10	86,906	130,359	$ 321,042	$ 146,151	$ 59,890	$ 96,426	$ 623,509		$ 8.95
Commercial - Medium	4	10.58	35,280	35,280	$ 65,165	$ 29,666	$ 24,313	$ 26,097	$ 145,240		$ 10.27
Commercial - Medium High	19	6.43	32,197	26,831	$ 39,646	$ 18,049	$ 22,188	$ 19,847	$ 99,730		$ 11.59
Commercial - High	110	58.10	329,495	436,097	$ 357,999	$ 162,976	$ 227,067	$ 322,580	$ 1,070,621		$ 13.78
Subtotal Non-Residential	2,851	311.11	790,602	935,291	$ 1,916,930	$ 872,663	$ 544,831	$ 691,833	$ 4,026,256		
Total	**17,478**	**1,485.17**	**2,748,876**	**2,893,564**	**$ 9,151,044**	**$ 4,165,919**	**$ 1,894,345**	**$ 2,140,364**	**$ 17,351,672**		
Check (Should = 0)	-								$ -		

FY28					Volume (Flow)	Strength (Treatment)				Rates	
User Group	No. of EDUs	Annual Flow (MG)	COD Annual Load (lbs)	SS Annual Load (lbs)	Unit Cost ($/MG) $ 6,226.56	Flow Unit Cost ($/MG) $ 2,805.83	COD Unit Cost ($/lb.) $ 0.69	SS Unit Cost ($/lb.) $ 0.74	Total Annual Revenue Required	Monthly Flat Rate with no reserves	Rate Per HCF
Single Family	5,969	348.43	581,170	581,170	$ 2,169,552	$ 977,650	$ 400,623	$ 430,017	$ 3,977,842	$ 55.53	
Multi-family/Condo	8,293	811.68	1,353,834	1,353,834	$ 5,053,964	$ 2,277,434	$ 933,249	$ 1,001,724	$ 9,266,370	$ 93.11	
Mobile Homes	365	13.95	23,269	23,269	$ 86,866	$ 39,144	$ 16,040	$ 17,217	$ 159,268	$ 36.36	
Subtotal- Residential	14,627	1,174.06	1,958,274	1,958,274	$ 7,310,382	$ 3,294,228	$ 1,349,912	$ 1,448,959	$ 13,403,481		
Commercial - Low	1,793	183.89	306,724	306,724	$ 1,145,023	$ 515,974	$ 211,436	$ 226,950	$ 2,099,382		$ 8.54
Commercial - Medium Low	925	52.10	86,906	130,359	$ 324,427	$ 146,194	$ 59,908	$ 96,455	$ 626,983		$ 9.00
Commercial - Medium	4	10.58	35,280	35,280	$ 65,852	$ 29,674	$ 24,320	$ 26,104	$ 145,951		$ 10.32
Commercial - Medium High	19	6.43	32,197	26,831	$ 40,064	$ 18,054	$ 22,195	$ 19,853	$ 100,166		$ 11.64
Commercial - High	110	58.10	329,495	436,097	$ 361,774	$ 163,024	$ 227,133	$ 322,675	$ 1,074,606		$ 13.83
Subtotal Non-Residential	2,851	311.11	790,602	935,291	$ 1,937,139	$ 872,920	$ 544,992	$ 692,037	$ 4,047,088		
Total	**17,478**	**1,485.17**	**2,748,876**	**2,893,564**	**$ 9,247,521**	**$ 4,167,148**	**$ 1,894,904**	**$ 2,140,995**	**$ 17,450,568**		
Check (Should = 0)	-								$ -		

FY29					Volume (Flow)	Strength (Treatment)				Rates	
User Group	No. of EDUs	Annual Flow (MG)	COD Annual Load (lbs)	SS Annual Load (lbs)	Unit Cost ($/MG) $ 5,620.25	Flow Unit Cost ($/MG) $ 2,806.69	COD Unit Cost ($/lb.) $ 0.69	SS Unit Cost ($/lb.) $ 0.74	Total Annual Revenue Required	Monthly Flat Rate with no reserves	Rate Per HCF
Single Family	5,969	348.43	581,170	581,170	$ 1,958,293	$ 977,947	$ 400,744	$ 430,148	$ 3,767,132	$ 52.59	
Multi-family/Condo	8,293	811.68	1,353,834	1,353,834	$ 4,561,837	$ 2,278,125	$ 933,532	$ 1,002,028	$ 8,775,522	$ 88.18	
Mobile Homes	365	13.95	23,269	23,269	$ 78,408	$ 39,156	$ 16,045	$ 17,223	$ 150,832	$ 34.44	
Subtotal- Residential	14,627	1,174.06	1,958,274	1,958,274	$ 6,598,537	$ 3,295,229	$ 1,350,322	$ 1,449,399	$ 12,693,486		
Commercial - Low	1,793	183.89	306,724	306,724	$ 1,033,527	$ 516,130	$ 211,500	$ 227,019	$ 1,988,176		$ 8.09
Commercial - Medium Low	925	52.10	86,906	130,359	$ 292,836	$ 146,239	$ 59,926	$ 96,484	$ 595,484		$ 8.55
Commercial - Medium	4	10.58	35,280	35,280	$ 59,440	$ 29,683	$ 24,327	$ 26,112	$ 139,563		$ 9.87
Commercial - Medium High	19	6.43	32,197	26,831	$ 36,163	$ 18,059	$ 22,201	$ 19,859	$ 96,283		$ 11.19
Commercial - High	110	58.10	329,495	436,097	$ 326,546	$ 163,073	$ 227,202	$ 322,773	$ 1,039,595		$ 13.38
Subtotal Non-Residential	2,851	311.11	790,602	935,291	$ 1,748,511	$ 873,185	$ 545,157	$ 692,247	$ 3,859,101		
Total	**17,478**	**1,485.17**	**2,748,876**	**2,893,564**	**$ 8,347,048**	**$ 4,168,414**	**$ 1,895,479**	**$ 2,141,646**	**$ 16,552,587**		
Check (Should = 0)	-								$ -		

FY30					Volume (Flow)	Strength (Treatment)				Rates	
User Group	No. of EDUs	Annual Flow (MG)	COD Annual Load (lbs)	SS Annual Load (lbs)	Unit Cost ($/MG) $ 5,016.07	Flow Unit Cost ($/MG) $ 2,865.71	COD Unit Cost ($/lb.) $ 0.70	SS Unit Cost ($/lb.) $ 0.76	Total Annual Revenue Required	Monthly Flat Rate with no reserves	Rate Per HCF
Single Family	5,969	348.43	581,170	581,170	$ 1,747,774	$ 998,514	$ 409,172	$ 439,194	$ 3,594,654	$ 50.19	
Multi-family/Condo	8,293	811.68	1,353,834	1,353,834	$ 4,071,433	$ 2,326,035	$ 953,165	$ 1,023,101	$ 8,373,735	$ 84.14	
mobile homes	365	13.95	23,269	23,269	$ 69,979	$ 39,979	$ 16,383	$ 17,585	$ 143,926	$ 32.86	
Subtotal- Residential	14,627	1,174.06	1,958,274	1,958,274	$ 5,889,185	$ 3,364,529	$ 1,378,720	$ 1,479,880	$ 12,112,314		
Commercial - Low	1,793	183.89	306,724	306,724	$ 922,421	$ 526,985	$ 215,948	$ 231,793	$ 1,897,147		$ 7.72
Commercial - Medium Low	925	52.10	86,906	130,359	$ 261,356	$ 149,314	$ 61,186	$ 98,513	$ 570,369		$ 8.19
Commercial - Medium	4	10.58	35,280	35,280	$ 53,050	$ 30,308	$ 24,839	$ 26,662	$ 134,858		$ 9.54
Commercial - Medium High	19	6.43	32,197	26,831	$ 32,276	$ 18,439	$ 22,668	$ 20,276	$ 93,659		$ 10.89
Commercial - High	110	58.10	329,495	436,097	$ 291,442	$ 166,503	$ 231,981	$ 329,561	$ 1,019,486		$ 13.12
Subtotal Non-Residential	2,851	311.11	790,602	935,291	$ 1,560,544	$ 891,549	$ 556,622	$ 706,805	$ 3,715,520		
Total	**17,478**	**1,485.17**	**2,748,876**	**2,893,564**	**$ 7,449,729**	**$ 4,256,077**	**$ 1,935,342**	**$ 2,186,685**	**$ 15,827,834**		
Check (Should = 0)	-								$ -		

TITLE: Maintenance of Reserve Funds	POLICY #201
ADOPTED: June 26, 1985	AMENDED: ~~May~~ March 4, ~~2021~~2025

Purpose

The purpose of this policy is to ensure the City's ability to withstand unexpected financial emergencies such as those that may result from natural disasters, revenue shortfalls, or unanticipated expenditures of a non-recurring nature, and to accumulate funds for large-scale purchases.

Policy

The City will accumulate and maintain reserves in the categories and at the target levels described below. The actual amount of any of the reserves may exceed its target level because any additional amounts would increase the financial security of the City.

- **GENERAL FUND ECONOMIC CONTINGENCY RESERVE:** an amount equal to twenty percent (20%) of a single year's budgeted General Fund operating expenditures. "Operating expenditures" shall be defined as all expenditures, except those of a capital nature, plus operating subsidies provided to the Library Fund, Parks Fund, and Personnel Compensation Fund (OPEB benefits payments), or to any other fund as determined by the City Council. Formal City Council action is required to increase the balance in the reserve or to authorize the use of any portion of its balance. This reserve is intended to be used in the event of a catastrophic event or significant downturn in the economy that cannot be mitigated with other funding sources.

- **GENERAL FUND UNASSIGNED FUND BALANCE:** an amount equal to ten percent (10%) of a single year's budgeted General Fund operating expenditures. The general fund unassigned fund balance is determined annually as part of the preparation of the City's Comprehensive Annual Financial Report (CAFR). Amounts in excess of the target level will be used to increase or replenish other reserves (with priority given to the Economic Contingency and Facilities Maintenance reserves), to set aside resources for specific one-time uses, or as a funding source for one-time expenditures included in the annual budget or for needs that arise subsequent to budget adoption.

- **GENERAL FUND FACILITIES MAINTENANCE RESERVE:** an amount equal to three times the annual amount budgeted to provide major maintenance for the City's building assets. "Building assets" shall be defined as all permanent or nonpermanent structures constructed or installed to provide a workplace for City employees or house City assets and/or operations. The annual amount to be budgeted for major maintenance projects is 1.5% of the City's General Fund operating budget. Formal City Council action is required to increase the balance in the reserve or to authorize the use of any portion of its balance. This reserve is to be used

for extraordinary major maintenance costs that cannot be met within the annual budgeted amount and for which no other funding source is available.

- **GAS TAXES FUND CONTINGENCY RESERVE:** an amount equal to a minimum of five percent (5%) of the estimated annual revenue of the Gas Taxes Fund.

- **SEWER SERVICE FUND OPERATIONS / CASH FLOW RESERVE:** an amount equal to ~~between twenty-five percent (25%) and~~at least fifty percent (50%) of a single year's budgeted Sewer Service Fund operating expenditures.

- **SEWER SERVICE FUND METRO CASH FLOW RESERVE:** an amount equal to the City's estimated portion of the projected cash needs for capital costs of the San Diego Metropolitan Sewerage System's wastewater treatment program. This amount is assumed to be $850,000 for fiscal year 2025-26 through fiscal year 2029-30.

- **SEWER SERVICE FUND CAPITAL REPLACEMENT RESERVE:** an amount equal to between ten percent (10%) and fifteen percent (15%) of a single year's budgeted Sewer Service Fund ~~operating expenditures~~user fees.

- **SEWER SERVICE FUND CAPITAL EXPANSION RESERVE:** an amount equal to between ten percent (10%) and fifteen percent (15%) of a single year's budgeted Sewer Service Fund ~~operating expenditures~~user fees.

- **SEWER SERVICE FUND EMERGENCY / NATURAL DISASTER RESERVE:** an amount equal to a minimum of fifteen percent (15%) of a single year's budgeted Sewer Service Fund ~~operating~~ expenditures, including both operational and capital improvement program costs.

- **GENERAL LIABILITY INSURANCE RESERVE:** an amount of assets in the Liability Insurance Fund (an internal service fund) sufficient to meet the eighty percent (80%) confidence level of adequacy for net claims liability as updated annually by the City's actuary. The reserve level requirements will be reviewed as part of the annual budget process whereupon internal service fund charges will be set such that anticipated expenditures for the budget year can be met and the reserve level maintained.

- **WORKERS' COMPENSATION RESERVE:** an amount of assets in the Liability Insurance Fund (an internal service fund) sufficient to meet the eighty percent (80%) confidence level of adequacy for net claims liability as updated annually by the City's actuary. The reserve level requirements will be reviewed as part of the annual budget process whereupon internal service

fund charges will be set such that anticipated expenditures for the budget year can be met and the reserve level maintained.

- **IRREVOCABLE SUPPLEMENTAL PENSION TRUST RESERVE:** an amount equal to two years of unfunded liability payments as determined by the most current CalPERS valuation reports for both the Safety and Miscellaneous plans. The assets of this reserve are held in an irrevocable Section 115 pension trust that may be used only for pension related costs and upon direction of the City Council. Investment earnings on the assets in the trust will be the primary vehicle for reaching the target level of reserves, although periodic contributions may be made from other sources upon direction of the City Council. Once the target level is reached, the earnings on the assets in the trust may be used to fund a portion of the City's pension related payments to CalPERS. This target will be reevaluated should the City issue pension obligation bonds.

- **IRREVOCABLE OTHER POST-EMPLOYMENT BENEFITS TRUST RESERVE:** an amount equal to eighty percent (80%) of the total net other post-employment benefits (OPEB) liability of the City's OPEB plan. Under the plan, the City provides payments to City retirees to be used towards medical insurance premiums. The City's net OPEB liability is updated annually and reported in the City's CAFR. The assets of this reserve are held in an irrevocable Section 115 OPEB trust that may be used only for the City's OPEB plan and upon direction of the City Council. Investment earnings on the assets in the trust will be the primary vehicle for reaching the target level of reserves, although periodic contributions may be made from other sources upon direction of the City Council. Once the assets in the trust reach the target level, the earnings on the assets may be used to offset a portion of the OPEB plan benefits that are routinely annually budgeted and paid for using other resources of the general fund.

- **VEHICLE REPLACEMENT RESERVE:** an amount equal to thirty percent (30%) of the recorded (book) value of the motor vehicles and associated assets accounted for in the Vehicle Replacement Fund (an internal service fund). Internal service fund charges to benefitting departments provide the mechanism for building the reserves in the fund. The charges take into account the initial acquisition cost of the assets, their expected years of service, and the estimated cost to replace them at that the end of their useful life. Once the target level is reached, the adequacy of the reserve with respect to the status of the fleet should be reevaluated along with the formula used for developing the ISF charges.

The status of each reserve shall be reviewed each year by the City Manager as part of the budgeting process. The City Manager shall take into account the most recently completed CAFR and any other pertinent data and make recommendations to the City Council regarding any adjustments to reserve levels; however, nothing in this policy shall prevent determining or reporting on the level of any of the reserves at other times during the year.

TITLE: Maintenance of Reserve Funds	POLICY #201
ADOPTED: June 26, 1985	AMENDED: ~~May~~ March 4, ~~2021~~2025

Replenishment of Reserves

If a reserve balance falls below the targeted level, the City shall strive to restore it to the targeted level through budgetary or other means according to the following guidelines:

- If a reserve is drawn down to 75-99% of its targeted balance, it shall be restored to 100% over a 1 to 3 year period.
- If a reserve is drawn down to 50-74% of its targeted balance, it shall be restored to 100% over a 3 to 5 year period.
- If a reserve is drawn down below 50% of its targeted balance, it shall be restored to 100% over a 5 to 7 year period.

These guidelines may be suspended, in whole or in part, if financial or economic circumstances prevent meeting any or all of the timelines.

Related Policy References

None

Prior Policy Amendments

May 4, 2021
September 17, 2019
November 21, 2017
June 7, 2016
October 7, 2014
December 10, 2013
March 12, 2002

RESOLUTION NO. 2025 -

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, 1) ACCEPTING THE SEWER RATE STUDY; 2) APPROVING REVISIONS TO POLICY NO. 201, MAINTENANCE OF RESERVE FUNDS; AND 3) SCHEDULING A PUBLIC HEARING AND DIRECTING STAFF TO MAIL OUT A NOTICE OF PUBLIC HEARING AS REQUIRED BY PROPOSITION 218.

WHEREAS, the City of National City ("City") provides wastewater service to more than 17,000 customers within the incorporated area of the City, and owns and operates approximately 100 miles of sewer pipeline, 2,000 manholes, and two lift stations; and

WHEREAS, the City collects and conveys wastewater flows originating from residential and commercial properties within the City, and connects to the City of San Diego Metropolitan Wastewater System ("Metro") to ultimately arrive at San Diego's Point Loma Treatment Plant for treatment and disposal; and

WHEREAS, the City endeavors to operate the sewage system in a safe and efficient manner while meeting the needs of its customers as well as all State and Federal regulatory requirements, including, but not limited to, State Wastewater Discharge Requirements imposed by the California State Water Resources Control Board, and others by the U.S. Environmental Protection Agency; and

WHEREAS, on December 19, 2017, City Council adopted Ordinance No. 2017-2442 establishing sewer service charges for five years from Fiscal Year ("FY") 2018 (2017-2018) through FY 2023, in compliance with the Proposition 218 process; and

WHEREAS, on June 6, 2023, City Council adopted Ordinance No. 2023-2521, which amended Ordinance No. 2017-2442 and maintained the sewer service charges with no increase for FY 2023-2024 and FY 2024-2025; and

WHEREAS, in the fall of 2024, the City retained Ardurra Group, Inc. ("Ardurra") to complete a full Sewer Rate Study report through a review of expected revenue and expenditures for the next five fiscal years (the "Study"); and

WHEREAS, Ardurra completed the Study and noted key elements of the system's needs, including justifying current reserves due to many costs that will occur over the next few years, some for which the final fiscal impact is still unknown; recognizing that inflation is affecting the City's Capital Improvement Program (CIP) costs and that construction costs are still vastly outpacing inflation; noting that significant CIPs have been identified through recent sewer system modeling and investigation and that other improvements may be needed in the aging system based on a comprehensive CCTV evaluation of the pipes in the system; that small rate increases will help revenue keep up with inflation while a focus on CIP projects will draw down reserves; and recommending a pass-through of wholesale costs from Metro as allowed by Government Code section 53756; and

WHEREAS, based on cost of service and projected revenue requirements as set forth in the Study, the City proposes new sewer service charges; and

WHEREAS, based on a monthly sewer rate comparison of other participating agencies of the Metro system, the City's proposed sewer rates would still be among the lowest sewer rates, even with the proposed rate increase; and

WHEREAS, the Study recommends minor changes to the City's current reserve policy, Policy No. 201, Maintenance of Reserve Funds, to reflect modifications to reserves related to the sewer fund based on the findings and recommendations of the Study; and

WHEREAS, pursuant to the requirements of Proposition 218, the City must hold and provide notice of a Public Hearing to receive input as it considers a rate adjustment for sewer service charges to City residences and businesses.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE, AND ORDER AS FOLLOWS:

Section 1: That the City Council hereby accepts the Sewer Rate Study attached to the Agenda Report as Exhibit B.

Section 2: That the City Council hereby schedules a public hearing on May 6, 2025 and directs staff to mail out a Notice of Public Hearing, both as required by Proposition 218.

Section 3: That the City Council hereby approves revisions to Policy No. 201, Maintenance of Reserve Funds, as set forth in Exhibit C to the Agenda Report.

Section 4: That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED and ADOPTED this 4th day of March, 2025.

_____
Ron Morrison, Mayor

ATTEST:

_____
Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

_____
Barry J. Schultz, City Attorney

AGENDA REPORT

Department: **Planning**
Prepared by: **Martin Reeder, AICP – Asst. Director of Community Development**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Staff Report on the Establishment of a Tobacco Retail License Program.

RECOMMENDATION:
Consider Staff Report and Give Direction to Staff on the Inclusion of a Tobacco Retail Program within NCMC § 9.38 (Restricting the Sale, Display, and Promotion of Tobacco Products or Cigarettes to Minors).

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
At the meeting of January 21, 2025, the City Council directed staff per a Policy 105 request to consider development of an Ordinance amending Chapter 9.38 to include a Tobacco Retail License program.

Chapter 9.38 of the Municipal Code – Restricting the sale, display, and promotion of tobacco products or cigarettes to minors – was adopted in 2000 and amended in 2003 (Exhibit A). This chapter contains regulations related to product placement within retail locations located within a thousand feet of any school, playground, recreation center or facility, childcare center, or library. Advertisement of tobacco products within one thousand feet of the same is prohibited. Signage is also required stating that the sale of tobacco products and cigarettes to persons under twenty-one years of age is prohibited by law and subject to penalties.

In addition to the regulations contained in Chapter 9.38, Title 18 (Zoning) also contains regulations pertaining to tobacco specialty businesses, defined as a business with more than forty percent of the floor area devoted to the use, display, and/or sales of tobacco products and/or paraphernalia. Chapter 18.30.230 requires a Conditional Use Permit for such a use.

In 2018 the City Council adopted amendments to Chapters 9.37 (Prohibition of Smoking in Open Air Dining Areas), 9.38, and Chapter 10.52 (Regulations for the use of municipal parks, playgrounds and golf courses). These amendments generally amended definitions of tobacco products to include electronic cigarettes.

In California, it is illegal for retailers and clerks to sell tobacco products to anyone under the age of 21. This law applies to the sale of traditional tobacco products like cigarettes as well as to the sale of electronic smoking devices like e-cigarettes and tobacco product paraphernalia. There is also a requirement for all retailers that sell electronic smoking devices in California to apply to the California Department of Tax and Fee Administration (CDTFA) for a license. However, this is for taxation purposes. California law also now prohibits the sale of most flavored tobacco products, including e-cigarettes and menthol cigarettes. This law went into effect on December 21, 2022.

This Policy 105 Request was initiated based on communication with The National City For Better Health, in collaboration with SAY San Diego, administrators of the San Diego Smoke-Free Project, which is encouraging adoption of a Tobacco Retail License (TRL) policy. The TRL program is aimed at ensuring local and state tobacco laws are being followed. The intention of the program is for it to be supported through license fees. The main components of a TRL include:

- No new license within a thousand feet of youth-oriented facilities
- No new license within a thousand feet of another tobacco retailer
- No new license within a thousand feet of a cannabis retailer
- Total number of retail licenses limited to one per 2,500 residents
- No sales of flavored tobacco products
- Packaging, labeling, and pricing consistent with manufacturer's specifications and applicable federal requirements
- Annual renewable permit
- No transfer of license between location or person
- Compliance monitoring

All other components of the existing Municipal Code sections are maintained in some form in suggested language provided by SAY San Diego (Exhibit B). The license fees would need to be determined and approved by City Council.

Per suggested Ordinance language, all lawfully operating retailers would be "deemed approved" subject to receipt of a Tobacco Retail License and compliance with basic standards such as; maintenance of license, no cessation of sales for more than 60 days, no substantial change in premises or operation, compliance with other requirements (e.g., state, federal licensing).

Based on an assessment by SAY San Diego, there are 54 existing tobacco retailers in the City. Based on the one license per 2,500 residents suggestion, only around 22 new licenses would be able to be approved (based on an approximate current population of 55,000). This would mean that, assuming the majority of existing retailers get a license, no new tobacco retail licenses would be permitted without attrition.

Of note is the suggestion for each licensed premises to be checked annually, as well as least two compliance checks (decoy checks) per year. While this is potentially good policy, having an absolute requirement memorialized in an Ordinance may be problematic given that the number of existing retailers in the City, which would mean more than one inspection per week. Depending on priorities at the time, the ability to maintain that level of inspection frequency would be dependent on workload and staff positions.

Other cities in San Diego County that have a tobacco retail license program include Chula Vista, El Cajon, Escondido, Lemon Grove, Oceanside, San Diego, San Marcos, Solana Beach, and Vista. The County of San Diego also has its own program. For purposes of this report, staff has looked at the Chula Vista and County programs.

The City of Chula Vista program is administered by the Police Department and costs $322 each year. Compliance checks are required every two years. Licensees are required to maintain a California Cigarette and Tobacco Products Retailer's License in addition to a City business license and Tobacco Retailers Permit. The County of San Diego program costs $730 per year and requires compliance checks, including decoy operations, once a year.

If the City Council opts to create a Tobacco Retail License program, staff suggests a fee closer to that of the County of San Diego ($730), but a compliance schedule (with decoy operations as an optional component dependent on workload and staff levels/priorities) similar to Chula Vista (checks at least once every two years).

FINANCIAL STATEMENT:
Any license program is intended to be paid for by license fees, which would need to be calculated based on expected staff time for implementation and inspection of the program and issued licenses.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Health, Environment, and Sustainability.

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – National City Municipal Code Section: Title 9.38
Exhibit B – Sample Ordinance (provided by The National City for Better Health and SAY San Diego)
Exhibit C – SAY San Diego PowerPoint Presentation

Chapter 9.38 RESTRICTING THE SALE, DISPLAY AND PROMOTION OF TOBACCO PRODUCTS OR CIGARETTES TO MINORS

9.38.010 Purpose and intent.

It is the purpose and intent of the city council to enact regulations further restricting the sale or display of tobacco products and cigarettes in the city to minors, beyond that provided for by state law. Accordingly, the city council enacts the following regulations as not preempted by the Federal Cigarette Labeling and Advertising Act, 15 U.S Code Section 1332, et seq.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.020 Definitions.

For purposes of this chapter:

"Advertising display" means a sign, sign-board, billboard, poster, or banner that is temporarily or permanently placed within a building or displayed in the window(s) of a commercial establishment to advertise or promote products. It does not include printed material on the container of a product sold at retail.

"Cigarette," as used in this chapter and as defined by 15 U.S. Code Section 1332, means: (A) any roll of tobacco wrapped in paper or in any substance not containing tobacco; and (B) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described in subparagraph A of this definition.

"Playground" means any outdoor premises or grounds owned or operated by the city, a public or private school, childcare center, or youth or recreational center, that contains any play or athletic equipment used or intended to be used by minors.

"Recreation center or facility" means any recreation center or facility under the control, direction or management of the city.

"School" means any public or private elementary or secondary school, attendance at which satisfies the compulsory education laws of the state of California.

"Self-service display" means an open display of tobacco products to which the public has access without the intervention of an employee.

"Tobacco advertising display" means an advertising display that concerns tobacco products.

"Tobacco product" means any substance or product other than cigarettes containing tobacco leaf, including but not limited to cigars, pipe tobacco, snuff, chewing tobacco, and dipping tobacco.

"Tobacco retailer" or "tobacco retail store" means any person or business entity that sells any tobacco product or cigarettes and includes an employee of that person or business entity. Any retail establishment selling tobacco products or cigarettes incidental to other merchandise qualifies within this definition.

"Vendor-assisted" means that only a store employee has access to a particular product and assists a customer by supplying the product, and the customer does not take possession of the product until it is purchased.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.030 Measure of distance.

The distance between any tobacco retail store and any school, playground, recreation center of facility, childcare center, or library, shall be measured in a straight line, without regard to intervening structures, from the exterior of the tobacco retail store to the closest property line of the school, playground, recreation center or facility, childcare center, or library.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.040 Restrictions on location of tobacco products and tobacco advertising displays.

A. It is unlawful for any tobacco retailer to place, maintain, or cause to be placed or maintained any tobacco product or tobacco advertising display within two feet of any candy, snack, or nonalcoholic beverage display inside a tobacco retail store located within one thousand feet of any school, playground, recreation center or facility, childcare center or library.

B. Except as allowed in Section 9.38.040(A), it is unlawful for any person to advertise tobacco products within one thousand feet of any school, playground, recreation center or facility, childcare center or library.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.050 Exceptions to location of tobacco products and tobacco advertising displays inside retail establishments.

A. Section 9.38.040 does not apply to commercial establishments where access to the premises by persons under twenty-one years of age is prohibited by law.

B. Section 9.38.040A does not apply within any establishment to displays containing tobacco products which are not accessible and visible to patrons, or to displays located above, behind or below a sales counter and which are not accessible to patrons. Any display containing tobacco products shall not be used as an "advertising display" as defined in Section 9.38.020.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

(Ord. No. 2018-2452, § 4, 12-4-2018)

9.38.060 Self-service sale and distribution of tobacco products—Prohibited.

It is unlawful for any tobacco retailer to sell, permit to be sold, offer for sale, or display for purposes of sale, by means of self-service displays or by any means other than vendor-assisted sales, any tobacco products or cigarettes.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.070 Restrictions on distribution of free tobacco samples, promotional items or cigarettes to minors.

A. It is unlawful for tobacco retailer to distribute free tobacco products or promotional items, except in enclosed areas where minors are not permitted.

B. It is unlawful for any tobacco retailer to permit or allow a minor to be within six feet of any area or display where cigarettes are distributed free or at reduced cost as part of a promotion.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.080 Posting of signs regarding tobacco products and cigarette sales to minors.

A. Every tobacco retailer shall post conspicuously in their place of business at each point of purchase a notice stating that the sale of tobacco products and cigarettes to persons under twenty-one years of age is prohibited by law and subject to penalties, except for United States Armed Forces active duty personnel with military ID who are at least eighteen years of age. The notice shall also state that photo identification is required to purchase tobacco products and cigarettes. The letters of the sign shall be at least one-half inch in height.

B. Any sign meeting the content requirements of California Business and Professional Code Section 22952(b) and regulations promulgated thereunder, and the posting requirements of California Penal Code Section 308(c), satisfies subsection "A" of this section.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

(Ord. No. 2018-2452, § 5, 12-4-2018)

9.38.090 Extensions for compliance.

A. Any business that needs to make modifications to its business premises or advertising practices in order to comply with Sections 9.38.040, 9.38.060, or 9.38.080 of this chapter must comply within sixty calendar days after June 30, 2003.

B. Any business owner may apply to the city manager, through the planning director, for a reasonable extension of time within which to comply with Sections 9.38.040, 9.38.060 or 9.38.080 of this chapter, provided that the application for extension is submitted on or before the last day of the sixty-day compliance period.

C. An extension may be granted only for good cause for a maximum of one year from the effective date. "Good cause" means that the extension is necessary to prevent the business from suffering unreasonable financial hardship, or to prevent unreasonable disruption in business operations.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

9.38.100 Enforcement.

A. Violations of this chapter shall be prosecuted as infractions for the first offense, and may be prosecuted as misdemeanors for subsequent offenses, subject to the penalties provided in Section 1.20.010 of this code. In addition, injunctive relief, civil penalties or administrative remedies provided in Title 1 of this code, may be sought or imposed for violations.

B. This chapter may be enforced by any police officer, building inspector, code conformance officer, business license inspector or fire inspector.

(Ord. 2223 § 1 (part), 2003: Ord. 2172 § 1 (part), 2000)

ORDINANCE NO. XXXX-XXXX

AN ORDINANCE OF THE CITY COUNCIL OF
THE CITY OF NATIONAL CITY
AMENDING TITLE 9 OF THE NATIONAL CITY MUNICIPAL CODE BY AMENDING
CHAPTER 9.38
PERTAINING TO TOBACCO RETAILER LICENSE AND RESTRICTING THE SALE,
DISPLAY AND PROMOTION OF TOBACCO TO YOUTH

BE IT ORDAINED by the City Council of the City of National City that the National City Municipal Code is amended as follows:

SECTION 1. That Chapter 9.38 of the National City Municipal Code is amended in its entirety to read as follows:

Chapter 9.38

TOBACCO RETAILER LICENSE AND RESTRICTING THE SALE, DISPLAY AND PROMOTION OF TOBACCO TO YOUTH

Section 9.38.010 Purpose and intent.

WHEREAS, the City Council of National City hereby finds and declares as follows:

WHEREAS, the City Council finds that a local licensing system for tobacco retailers is appropriate to ensure that retailers comply with commercial tobacco control laws and business standards of the City Council, to protect the health, safety, and welfare of our residents;

WHEREAS, approximately 480,000 people die in the United States from smoking-related diseases and exposure to secondhand smoke every year, making commercial tobacco use the nation’s leading cause of preventable death;[2]

WHEREAS, the World Health Organization (WHO) estimates that commercial tobacco kills 8 million people and causes over 1.4 trillion dollars in economic damage each year;[136]

WHEREAS, 5.6 million of today’s Americans who are younger than 18 are projected to die prematurely from a smoking-related illness;[2]

WHEREAS, commercial tobacco use is the number one cause of preventable death in California[137] and continues to be an urgent public health issue, as evidenced by the following:

- 40,000 California adults die from their own smoking annually;[1]
- More than 25% of all adult cancer deaths in California are attributable to smoking;[138]
- Smoking costs California $13.29 billion in annual health care expenses, $3.58 billion in Medicaid costs caused by smoking, and $10.35 billion in smoking-caused productivity losses;[139]
- Commercial tobacco use can cause disease in nearly all of the organs of the body and is responsible for 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all cases of chronic obstructive pulmonary disease in the United States;[2]

WHEREAS, commercial tobacco use among priority populations in California contributes to health disparities and creates significant barriers to health equity, as evidenced by the following:

- African American (20.4%), Asian or Pacific Islander (11.4%), and Hispanic (15.2%) males all report a higher smoking prevalence than the statewide average among all adults (11.0%);[9]
- American Indian/Alaska Native Californians have the highest smoking prevalence (19.1%) among all reported adult demographic populations;[9]
- Smoking is more prevalent among rural (14.9%) compared to urban (10.6%) Californians;[9]
- Californians with the highest levels of educational attainment and annual household income have the lowest smoking prevalence;[9]
- Adults who identify as lesbian, gay, bisexual, or transgender report smoking at a higher rate (17.4%) than the statewide average (11.0%);[9]
- Those who reported experiencing psychological distress in the past month smoke at rates (26.7%) higher than the statewide average (11.0%);[9]

WHEREAS, despite the state’s efforts to limit youth access to commercial tobacco, youth are still able to access tobacco products, as evidenced by the following:

- In California, research indicates over 67% of current and former adult smokers started by the age of 18 and almost 100% start by age 26;[140]
- In California, from 2017 to 2018, approximately 13% of high school students reported using commercial tobacco;[9]
- Disparities in commercial tobacco use exist among California high school students, with higher rates found among LGBTQ, American Indian, and Pacific Islander youth;[9]
- Unless smoking rates decline, an estimated 441,000 of all California youth who are alive today will die prematurely from smoking-related diseases;[1]
- In 2017, 22.8% of high school students in California had tried cigarette smoking;[141]
- Between 2014 and 2018, electronic smoking device use among California youth increased from 14.1% to 46.2%;[8]

WHEREAS, the tobacco industry encourages youth and young adult commercial tobacco initiation through predatory targeting,[11] as evidenced by the following:

- Tobacco companies target young adults ages 18 to 24 to increase their frequency of commercial tobacco use and encourage their transition to habitual users;[66]
- Tobacco industry documents state that if “a man has never smoked by the age of 18, the odds are three-to-one he never will. By age 24, the odds are twenty-to-one”;[142]
- The tobacco industry spends an estimated $496 million annually to market tobacco products to California residents;[139]

WHEREAS, California retailers continue to sell commercial tobacco to underage consumers, evidenced by the following:

- 9.3% of high school students in California reported buying their own electronic cigarette from a store;[141]
- 19.1% of California tobacco retailers unlawfully sold tobacco products to underage persons in 2018;[9]

WHEREAS, requiring tobacco retailers to obtain a tobacco retailer license will not unduly burden legitimate business activities of retailers who sell tobacco products to adults but will, however, allow the City Council to regulate the operation of lawful businesses to discourage violations of federal, state, and local commercial tobacco control and youth tobacco access laws, as evidenced by the following:

- Tobacco products are the number one seller in U.S. convenience stores, and in 2018, they generated an average of $595,870 in sales per store;[143]
- Systematic scientific reviews indicate that merchant compliance with youth commercial tobacco sales laws reduces the rate of commercial tobacco use among adolescents;[26,27]

- Studies found increased retailer compliance and reduced commercial tobacco sales to youth following implementation and active enforcement of youth commercial tobacco sales laws paired with penalties for violations;[144,145]
- A review of 41 California communities with strong tobacco retailer licensing ordinances found that youth sales rates declined in 40 of these communities after the ordinances were enacted, with an average 69% decrease in the youth sales rate;[25]

WHEREAS, the federal Family Smoking Prevention and Tobacco Control Act (“Tobacco Control Act”), enacted in 2009, prohibited candy- and fruit-flavored cigarettes,[28] largely because these flavored products are marketed to youth and young adults,[26,35,145] and younger smokers were more likely than older smokers to have tried these products;[26]

WHEREAS, neither federal nor California state laws restrict the sale of menthol cigarettes or flavored non-cigarette tobacco products, such as cigars, cigarillos, smokeless tobacco, hookah tobacco, electronic smoking devices, and the solutions used in these devices;

WHEREAS, in 2018, more than 86% of tobacco retailers in California sold flavored non- cigarette tobacco products, over 91% of tobacco retailers sold menthol cigarettes,[80] and, as of 2016, 8 out of 10 tobacco retailers near schools sold flavored non-cigarette tobacco products;[147]

WHEREAS, flavored tobacco products are used by the majority of youth and young adult commercial tobacco users (86.4% and 57.7%, respectively) in California;[9]

WHEREAS, mentholated and flavored products have been shown to be “starter” products for youth who begin using commercial tobacco[26,148,149] and that these products help establish commercial tobacco habits that can lead to long-term addiction;[26,150,151]

WHEREAS, between 2004 and 2014, use of non-menthol cigarettes decreased among all populations, but overall use of menthol cigarettes increased among young adults (ages 18 to 25) and adults (ages 26+);[30]

WHEREAS, flavored tobacco has significant public health implications for youth and people of color as a result of targeted industry marketing strategies and product manipulation;[11,26,152,153]

WHEREAS, the State of California acknowledges that youth usage of flavored tobacco products continues to rise and that while the FDA recently announced a partial ban of certain flavored electronic cigarette products, the policy does not adequately address the health and safety of California children as it makes dangerous exemptions; [196]

WHEREAS, the State of California, in response to the rising epidemic of youth usage of flavored tobacco products, the intentional targeted marketing of certain flavored tobacco products to communities of color, low-income individuals, and the LGBTQ community, and the aggressive marketing of menthol-flavored products to African American community members, enacted SB 793, which came into effect on December 21, 2022; [196]

WHEREAS, a review of advertising, promotions, and pack prices near California high schools found that “for each 10 percentage point increase in the proportion of Black students, the proportion of menthol advertising increased by 5.9% ... the odds of a Newport [a leading brand of mentholated cigarettes] promotion were 50% higher ... and the cost of Newport was 12 cents lower.” There was no such association found for non-mentholated cigarettes;[154]

WHEREAS, scientific reviews by the FDA and the Tobacco Products Scientific Advisory Committee (“TPSAC”) found marketing of menthol cigarettes likely increases the prevalence of smoking among the entire population, but especially among youth, African Americans,[33] and possibly Hispanic and Latino individuals;[34] and that menthol cigarettes are associated with increased initiation and progression to regular cigarette smoking, increased dependence on cigarettes, and reduced success in smoking cessation, especially among African American menthol smokers;[33]

WHEREAS, research indicates that the FDA ban in 2009 on all flavored cigarette products (except menthol) led to a 6% decrease in youth commercial tobacco use and a 17% decrease in the likelihood of a youth becoming a cigarette smoker;[155]

WHEREAS, studies indicate that laws prohibiting the sale of flavored tobacco products lead to decreases in youth commercial tobacco use, as evidenced by the following:

- An evaluation of New York City’s law, which prohibits the sale of all flavored tobacco, excluding menthol, indicated that as a result of the law, youth had 37% lower odds of ever trying flavored tobacco products and 28% lower odds of ever using any type of tobacco;[156]
- An evaluation of a law in Providence, Rhode Island, which prohibits the sale of all flavored tobacco, excluding menthol, indicated that as a result of the law, current use of any tobacco product among high school youth declined from 22% to 12% and e-cigarette use declined from 13.3% to 6.6%, even as statewide e-cigarette use among high school increased to more than 20%;[157]

WHEREAS, the health effects of non-cigarette tobacco products such as cigars, cigarillos, smokeless tobacco, and shisha are substantial as demonstrated by research that shows that non-cigarette tobacco products have addictive levels of nicotine, harmful toxins, and dangerous carcinogens;[158-164]

WHEREAS, unlike cigarette use that has steadily declined among youth, the prevalence of the use of non-cigarette tobacco products has increased among California youth;[9]

WHEREAS, evidence also suggests that cigarettes are cheaper in neighborhoods with lower household incomes,[118,168] Newport menthol cigarettes cost less in areas with higher proportions of African Americans,[118] and underserved communities are targeted with price discounts and coupons;[169-171]

WHEREAS, tobacco companies spend considerably to decrease the price of their products in order to counter state and local commercial tobacco control efforts, appeal to price-sensitive consumers, and increase demand for tobacco products. For example, tobacco companies spent the majority of their cigarette marketing budgets on price discounts, accounting for nearly $6.2 billion of $8.6 billion advertising and promotional expenditures in 2018; [50,51,62]

WHEREAS, the tobacco industry’s price discounting strategies, such as coupons and multiple-package discounts, are popular among consumers, with more than half of adults using some price minimization strategy.[70] Coupon receipt and redemption appears more prevalent among white, younger, female, sexual minority, and more nicotine dependent smokers.[172] In California, individuals who used price minimization strategies saved an average $1.04 per pack (or 18.6% off the total) in 2010;[70]

WHEREAS, price-discounted sales account for a substantial proportion of overall tobacco product sales;[63]

WHEREAS, by selling tobacco products, pharmacies reinforce positive social perceptions of smoking, convey tacit approval of commercial tobacco use, and send a message that it is not so dangerous to smoke;[178,179]

WHEREAS, pharmacies sell cigarettes cheaper than other stores[118] and advertise tobacco product discounts more than other stores in California;[80]

WHEREAS, commercial tobacco-free pharmacy sales policies decrease the availability of tobacco products by reducing tobacco retailer density by up to three times compared with communities that do not have such policies,[119] and immediately after the nationwide CVS policy change to not sell tobacco products, cigarette purchases declined and smokers who had previously purchased their cigarettes exclusively at CVS were up to twice as likely to stop buying cigarettes entirely;[120]

WHEREAS, research indicates that the density and proximity of tobacco retailers increase smoking behaviors, including number of cigarettes smoked per day,[90] particularly in neighborhoods experiencing poverty;[90,180-182]

WHEREAS, the density of tobacco retailers near adolescents’ homes has been associated with increased youth smoking rates[101] and initiation of noncigarette tobacco product use;[183]

WHEREAS, adults who smoke are likely to have a harder time quitting when residential proximity to tobacco retailers is closer[107] and density is higher;[184-186]

WHEREAS, tobacco retailers are more prevalent in underserved communities, especially in neighborhoods with a higher proportion of African American or Hispanic residents;[93-98]

WHEREAS, tobacco retailer density is higher in urban compared to rural areas, except for low-income communities, which have higher tobacco retailer densities regardless of geography, and Hispanic communities, which are associated with variable retailer densities across geography;[97,187]

WHEREAS, policies to reduce tobacco retailer density have been shown to be effective[103,104,188,189] and can reduce or eliminate inequities in the location and distribution of tobacco retailers;[103,104]

WHEREAS, six out of 10 tobacco retailers in California sold cigar products using cannabis-related flavor descriptors and these retailers were more prevalent in school neighborhoods with lower median income;[190]

WHEREAS, both youth and adult commercial tobacco users are more likely to also use cannabis;[191,192]

WHEREAS, strict enforcement of policies prohibiting retail sales of cigarettes to youth, sales of cigarettes via vending machines, and other means through which youth gain access to commercial tobacco in the business settings can limit their opportunities to obtain these products;[26,27]

WHEREAS, strong policy enforcement and monitoring of retailer compliance with tobacco control policies (e.g., requiring identification checks) is necessary to achieve reductions in youth tobacco sales;[193,194]

WHEREAS, the Institute of Medicine recognizes that retailers are not likely to comply with youth commercial tobacco access laws unless such laws are actively enforced through retailer compliance checks paired with meaningful penalties on business owners for violations;[195]

WHEREAS, according to survey data collected by SAY San Diego and published in 2023 for National City, 18% of tobacco product retailers sold tobacco products to underage investigators, and 26% of store clerks failed to ask investigators for their age-verification documents;[197]

WHEREAS, over 25% of tobacco retailers are within 500 feet of a school in National City, and over 50% of retailers are within 1000 feet of a school in National City;[198]

WHEREAS, state law explicitly permits cities and counties to enact local tobacco retail licensing ordinances, and allows for the suspension or revocation of a local license for a violation of any state tobacco control law (Cal. Bus. & Prof. Code § 22971.3);

WHEREAS, California courts have affirmed the power of the city council to regulate business activity to discourage violations of law. See, e.g., *Cohen v. Board of Supervisors*, 40 Cal. 3d 277 (1985); *Bravo Vending v. City of Rancho Mirage*, 16 Cal. App. 4th 383 (1993); *Prime Gas, Inc. v. City of Sacramento*, 184 Cal. App. 4th 697 (2010);

WHEREAS, over 180 cities and counties in California have passed tobacco retailer licensing ordinances in an effort to stop youth from using tobacco;[9]

WHEREAS, survey data from neighboring City of Chula Vista collected by city staff in 2020 and 2021 suggests that at least 35% of students in grades 9-12 in the Sweetwater Union High School District had used an electronic cigarette/vaping device at least once, and that 44% of electronic cigarettes/vaping devices were access from retail locations (e.g. convenience stores, gas stations, vape shops) with a further 18% acquired through online purchase;[199]

WHEREAS, in the City Council has a substantial interest in protecting youth and underserved populations from the harms of commercial tobacco use; and

WHEREAS, survey data from National City residents collected by SAY San Diego in 2023 suggests the majority of National City residents would support a tobacco retailer license requirement and believe that such a license would reduce commercial tobacco product sales to minors;[200] and

WHEREAS, the City Council finds that a local licensing system for tobacco retailers is appropriate to ensure that retailers comply with tobacco control laws and business standards of the city in order to protect the health, safety, and welfare of our residents;

NOW THEREFORE, it is the intent of the City Council, in enacting this ordinance, to ensure compliance with the business standards and practices of the City and to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, especially those which prohibit or discourage the sale or distribution of tobacco products to youth, but not to expand or reduce the degree to which the acts regulated by federal or state law are criminally proscribed or to alter the penalties provided therein. Accordingly, the City Council enacts the following regulations as not preempted by the Federal Cigarette Labeling and Advertising Act, 15 U.S. Code sec. 1332, et seq.

Section 9.38.020 Definitions. For purposes of this chapter:

A. "Arm's Length Transaction" means a sale in good faith and for valuable consideration that reflects the fair market value in the open market between two informed and willing parties, neither of which is under any compulsion to participate in the transaction. A sale between relatives, related companies or partners, or a sale for which a significant purpose is avoiding the effect of the violations of this chapter is not an Arm's Length Transaction.

B. "Applicant" means the Person applying for a permit pursuant to this chapter.

C. “Cannabis” has the meaning set forth in California Business and Professions Code Section 26001, as that section may be amended from time to time.

D. “Cannabis Product” has the meaning set forth in California Business and Professions Code Section 26001, as that section may be amended from time to time.

E. “Cannabis Retailer” means any retail establishment in which cannabis or cannabis products are sold or offered for sale to persons that do not hold a license to engage in commercial cannabis activity issued by the State of California in accordance with the Business and Professions Code Section 26000 et seq., as that section may be amended from time to time.

F. “Child-Resistant Packaging” means packaging that meets the definition set forth in Code of Federal Regulations, title 16, section 1700.15(b), as in effect on January 1, 2015, and was tested in accordance with the method described in Code of Federal Regulations, title 16, section 1700.20, as in effect on January 1, 2015.

G. “Cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing more than 4.5 pounds per thousand.

H. “Cigarette” means: (1) any roll of tobacco wrapped in paper or in any substance not containing tobacco; and (2) any roll of tobacco wrapped in any substance containing tobacco which, because of its appearance, the type of tobacco used in the filler, or its packaging and labeling, is likely to be offered to, or purchased by, consumers as a cigarette described herein.

I. "City" means City of National City, California.

J. “Compliance checks” means systems the department uses to investigate and ensure that tobacco retailers are following and complying with the requirements of this chapter. Compliance checks may involve the use of persons between the ages of 18 and 20 who purchase or attempt to purchase tobacco products. Compliance checks may also be conducted by the department or other units of government for educational, research, and training purposes or for investigating or enforcing federal, state, or local laws and regulations relating to tobacco products.

K. “Coupon” means any voucher, rebate, card, paper, note, form, statement, ticket, image, or other issue, whether in paper, digital, or other form, used for commercial purposes to obtain an article, product, service, or accommodation without charge or at a discounted price.

L. “Delivery sale” means the sale of any tobacco product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a tobacco retail establishment. Delivery sale includes the sale of any tobacco product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.

M. “Department” means [insert department name] and any agency or person designated by the City to enforce or administer the provisions of this chapter.

N. "Electronic Smoking Device" means an electronic device that may be used to deliver any

aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah. “Electronic Smoking Device” includes any component, part, or accessory of the device, and also includes any substance that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine. “Electronic Smoking Device” does not include “drugs,” “devices,” or “combination products,” authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act. "

O. "Flavored Tobacco Product" means any tobacco product that imparts:

1. a taste or odor distinguishable by an ordinary consumer, other than the taste or odor of tobacco, either prior to or during the consumption of such tobacco product, including but not limited to tastes or odors relating to any fruit, chocolate, vanilla, honey, candy, cocoa, dessert, alcoholic beverage, mint, wintergreen, menthol, herb, or spice; or
2. a cooling or numbing sensation distinguishable by an ordinary consumer during the consumption of such tobacco product.

P. “Full Retail Price” means the displayed price plus all applicable taxes and fees if such taxes and fees are not included in the displayed price. For the purposes of this chapter, “Displayed Price” means the price displayed for a tobacco product on its packaging or on any related shelving, advertising, or display where the tobacco product is sold or offered for sale.

Q. "Little Cigar” means any roll of tobacco other than a cigarette wrapped entirely or in part in tobacco or any substance containing tobacco and weighing no more than 4.5 pounds per thousand. Little Cigar includes, but is not limited to, tobacco products known or labeled as small cigar, little cigar, or cigarillo.

R. “Manufacturer” means any person, including any repacker or relabeler, who manufactures, fabricates, assembles, processes, or labels a tobacco product, or imports a finished tobacco product for sale or distribution into the United States.

S. “Moveable Place of Business” means any form of business that is operated out of a kiosk, truck, van, automobile or other type of vehicle or transportable shelter and not a fixed address store front or other permanent type of structure authorized for sales transactions.

T. "Person" means any human being, partnership, cooperative association, corporation, personal representative, receiver, trustee, assignee, or any other legal entity.

U. “Pharmacy” means any retail establishment in which the profession of pharmacy is practice by a pharmacist licensed by the State of California in accordance with the Business and Professions Code and where prescription pharmaceuticals are offered for sale, regardless of whether the retail establishment sells other retail goods in addition to prescription pharmaceuticals.

V. “Proprietor” means a person with an ownership or managerial interest in a business. An ownership interest shall be deemed to exist when a person has a 10% or greater interest in the stock, assets, or income of a business other than the sole interest of security for debt. A managerial interest shall be deemed to exist when a person has or shares ultimate control over the day-to-day operations of a business.

W. “Recreation Facility” means an area, place, structure, or other facility that is used either permanently or temporarily for community recreation, even though it may be used for other purposes, and includes but is not limited to, a gymnasium, playing court, playing field, and swimming pool.

X. “Sale” mean any transfer, exchange, barter, gift, offer for sale, or distribution for a commercial purpose, in any manner or by any means whatsoever.

Y. "Self-Service Display" means the open display or storage of tobacco products in a manner that is physically accessible in any way to the general public without the assistance of the retailer or employee of the retailer and a direct face-to-face transfer between the purchaser and the retailer or employee of the retailer. A vending machine is a form of Self-Service Display.

Z. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. “Smoking” includes using an electronic smoking device.

AA. "Tobacco Product" means:

1. Any product containing, made of, or derived from tobacco or nicotine that is intended for human consumption or is likely to be consumed, whether inhaled absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, snuff, snus, or chewing tobacco;
2. Any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or
3. Any component, part, or accessory of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, mouthpieces, and pipes. "Tobacco Product" does not mean “drugs,” “devices,” or “combination products,” authorized for sale by the United States Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

BB. "Tobacco Retailer" means any person who sells, offers for sale, or exchanges or offers to exchange for any form of consideration, tobacco products. This definition is without regard to the quantity of tobacco products sold, offered for sale, exchanged, or offered for exchange.

CC. “Tobacco Retailing” means engaging in the activities of a tobacco retailer.

DD. “Youth-Oriented Facility” means a parcel in the city that is occupied by:

1. a private or public kindergarten, elementary, middle, junior high, or high school;
2. a library open to the public;
3. a playground open to the public;
4. a youth center, defined as a facility where children, ages 6 to 17, inclusive, come together for programs and activities;
5. a recreation facility open to the public, defined as an area, place, structure, or other facility that is used either permanently or temporarily for community recreation, even though it may be used for other purposes;
6. a park open to the public or to all the residents of a private community;
7. a licensed child-care facility or preschool [other than a small-family day care home or a large-family day care home [as defined in California Health & Safety Code § 1596.78]].

Section 9.38.030 General requirements and prohibitions.

A. *Tobacco retailer’s license required*. It shall be unlawful for any person to engage in tobacco retailing in the City without first obtaining and maintaining a valid tobacco retailer’s license for each location at which tobacco retailing is to occur.

B. *Lawful business operation*. In the course of tobacco retailing or in the operation of the business or maintenance of the location for which a license issued, it shall be a violation of this chapter for a licensee, or any of the licensee’s agents or employees, to violate any local, state, or federal law applicable to the sale of tobacco products.

C. *Smoking prohibited*. Smoking, including smoking for the purpose of sampling any tobacco product, is prohibited within the indoor area of any retail establishment licensed under this chapter. Smoking also prohibited outdoors within 25 feet of any retail establishment licensed under this chapter.

D. *Minimum Legal Sales Age*. No person engaged in tobacco retailing shall sell a tobacco product to a person under 21 years of age.

E. *Display of License*. Each tobacco retailer license shall be prominently displayed in a publicly visible location at the licensed location.

F. *Positive identification required*. No person engaged in tobacco retailing shall sell a tobacco product to another person without first verifying by means of government- issued photographic identification that the recipient is at least 21 years of age.

G. *Self-service displays prohibited*. Tobacco retailing by means of a self-service display is prohibited.

H. *On-site Sales*. All sales of tobacco products shall be conducted in-person in the licensed location. It shall be a violation of this chapter for any tobacco retailer or any of the tobacco retailer’s agents or employees to engage in the delivery sale of tobacco products or to knowingly or recklessly sell or provide tobacco products to any person that intends to engage in the delivery sale of the tobacco product in the City.

I. *Posting of Signs.* Every tobacco retailer shall post conspicuously in their place of business at each point of purchase a notice stating that the sale of tobacco products and cigarettes to persons under twenty-one years of age is prohibited by law and subject to penalties. The notice shall also state that photo identification is required to purchase tobacco products. The letters of the sign shall be at least one-half inch in height.
    a. Any sign meeting the content requirements of California Business and Professional Code Section 22952(b) and regulations promulgated thereunder, and the posting requirements of California Penal Code Section 308(c), satisfies Subsection I of this Section.

Section 9.38.040 Limits on eligibility for a tobacco retailer license.

A. *Mobile Vending*. No license may issue to authorize tobacco retailing at other than a fixed location. No tobacco retail license will be issued to a moveable place of business.

B. *Licensed cannabis businesses*. No license may issue, and no existing license may be renewed, to authorize tobacco retailing at a location licensed for commercial cannabis activity by the State of California under Business and Professions Code Division 10.

C. *Pharmacies*. One year after the effective date of this ordinance, no license may issue, and no existing license may be renewed, to authorize tobacco retailing in a pharmacy.

D. *Proximity to youth-oriented facilities*. No new license may issue to authorize tobacco retailing within 1,000 feet of a youth-oriented facility as measured by a straight line from the nearest point of the property line of the parcel on which the youth-oriented facility is located to the nearest point of the property line of the parcel on which the applicant’s business is located.

E. *Proximity to other tobacco retailers*. No new license may issue to authorize tobacco retailing within 1,000 feet of a tobacco retailer location already licensed pursuant to this chapter as measured by a straight line from the nearest point of the property line of the parcel on which the applicant’s business is located to the nearest point of the property line of the parcel on which an existing licensee’s business is located.

F. *Proximity to cannabis retailers*. No new license may issue to authorize tobacco retailing within [1,000] feet of an existing cannabis retailer as measured by a straight line from the nearest point of the property line of the parcel on which the applicant’s business is located to the nearest point of the property line of the parcel on which an existing cannabis retailer is located.

G. *Measure of distance*. The distance between any tobacco retail store and any school, playground, recreation center or facility, childcare center, library, or other tobacco retailer, or cannabis retailer, shall be measured in a straight line, without regard to intervening structures, from the exterior of the tobacco retail store to the closest property line of the school, playground, recreation center or facility, childcare center, or library.

H. *Population and density*. The issuing of tobacco retailer licenses is limited as follows:

1. The total number of tobacco retailer licenses within the city shall be limited to one for each [2,500] inhabitants of the city.
2. For the purposes of this subsection, the total population of the city shall be determined by the most current published total available from the U.S. Census Bureau or the California State Department of Finance, whichever has been more recently updated, as of the date the license application is filed.
3. No new license may issue to authorize tobacco retailing if the number of tobacco retailer licenses already issued equals or exceeds the total number authorized pursuant to subsection (1).

I. *Existing retailers*. A tobacco retailer operating lawfully on the date this ordinance is adopted may receive an exemption from Subsection D, E, F, and H, as long as all of the following conditions are met:

1. the license is timely obtained and is renewed without lapse or revocation;
2. the tobacco retailer is not closed for business or otherwise suspends Tobacco Retailing for more than sixty (60) consecutive days;

3. the tobacco retailer does not substantially change the business premises or business operation. A substantial change to the business operation includes, but is not limited to, the transferring of a location to a new Proprietor(s); and
4. the tobacco retailer retains the right to operate under other applicable laws.

J. *Change of business dispute*. If the City determines that a tobacco retailer has substantially changed their business premises or operation and the tobacco retailer disputes this determination, the Tobacco Retailer bears the burden of proving by a preponderance of evidence that such change(s) do not constitute a substantial change.

Section 9.38.050 Restrictions on location of tobacco products, and tobacco advertising displays.

A. It is unlawful for any tobacco retailer to place, maintain or cause to be placed or maintained any tobacco product or tobacco advertising display within two feet of any candy, snack, or non-alcoholic beverage display inside a tobacco retail store located within one thousand feet (1,000) of any youth-oriented facility.
B. Except as allowed in subsection A, it is unlawful for any person to advertise tobacco products within one thousand feet (1,000) of any youth-oriented facility.
C. Subsection A does not apply to commercial establishments where access to the premises by persons under twenty-one years of age is prohibited by law.

Section 9.38.060 Sale of flavored tobacco products prohibited.

A. It shall be unlawful for any tobacco retailer to sell any flavored tobacco product.

B. *Presumptive Flavored Tobacco Product*. Any communication by, or on behalf of, the manufacturer or retailer of a tobacco product that indicates that the product imparts: a taste or smell other than the taste or smell of tobacco; or a cooling or numbing sensation, constitutes presumptive evidence of a violation of this section. Presumptive evidence may include but is not limited to the use of terms such as “cool,” “chill,” “ice,” “fresh,” “arctic,” or “frost” to describe the product.

Section 9.38.070 Tobacco product pricing and packaging.

A. *Packaging and labeling*. No tobacco retailer shall sell any tobacco product to any consumer unless the tobacco product: (1) is sold in the manufacturer’s packaging intended for sale to consumers; (2) conforms to all applicable federal labeling requirements; and (3) conforms to all applicable child-resistant packaging requirements. Upon request by the City, a licensee must provide a copy of the certificate of compliance or full laboratory testing report for the packaging used.

B. *Display of price*. The price of each tobacco product offered for sale shall be clearly and conspicuously displayed on the tobacco product or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale.

C. *Distribution of tobacco samples or promotional items.* It is unlawful for any person to distribute free or nominally priced tobacco products.

D. *Prohibition of tobacco coupons and discounts.* No tobacco retailer shall:

1. honor or redeem, or offer to honor or redeem, a coupon to allow a consumer to purchase a tobacco product for less than the full retail price;

2. sell any tobacco product to a consumer through a multiple-package discount or otherwise provide any such product to a consumer for less than the full retail price in consideration for the purchase of any tobacco product or any other item; or

3. provide any free or discounted item to a consumer in consideration for the purchase of any tobacco product.

E. *Minimum package size for little cigars and cigars*. No tobacco retailer shall sell:

1. any little cigar unless it is sold in a package of at least [20] little cigars; or

2. any cigar unless it is sold in a package of at least at least [6] cigars ; provided, however, that this subsection shall not apply to a cigar that has a price of at least [$X.00] per cigar, including all applicable taxes and fees.

F. *Minimum prices for cigarettes, little cigars, and cigars*. No tobacco retailer shall sell:

1. Cigarettes at a displayed price that is less than [$X.00] per package of 20 cigarettes;

2. Little cigars at a displayed price that is less than [$X.00] per package of little cigars; or

3. Cigars at a displayed price that is less [$X.00] per cigar.

The minimum prices established in this section shall be adjusted annually by the Department in proportion with the Consumer Price Index, using a system established by the Department.

G. *Prohibition on the sale of individual cigarettes*. No tobacco retailer shall sell cigarettes individually or in packages containing less than 20 cigarettes.

Section 9.38.080 License application procedure.

A. An application for a tobacco retailer’s license shall be submitted in the name of each proprietor proposing to conduct retail tobacco sales and shall be signed by each proprietor or an authorized agent thereof. All applications shall be submitted on a form supplied by the Department.

B. A license issued contrary to this Chapter, contrary to any other law, or on the basis of false or misleading information shall be revoked pursuant to this Chapter. Nothing in this Chapter shall be construed to vest in any person obtaining and maintaining a tobacco retailer’s license any status or right to act as a tobacco retailer in contravention of any provision of law.

C. Applicant submissions must contain the following information:

1. The name, address, and telephone number of each proprietor of the business seeking a license.

2. The business name, address and telephone number of the location for which a license is

sought.

3. The name and mailing address authorized by each proprietor to receive all communications and notices required by, authorized by, or convenient to the enforcement of this Chapter.

4. Proof that the location for which a tobacco retailer’s license is sought has been issued all necessary state license for the sale of tobacco products.

5. Whether or not any proprietor or any agent of the proprietor has admitted violating, or has been found to have violated, this Chapter or any other local, state, or federal law governing the sale of tobacco products and, if so, the dates and locations of all such violations within the previous five years.

6. A signed affidavit affirming that the proprietor has not sold and will not sell any tobacco product without a license required by this Chapter.

7. Such other information as the Department deems necessary for the administration or enforcement of this Chapter as specified on the application form required by this section.

8. Copies of applications for licenses and licenses issued pursuant to California Business and Professions Code Section 22970 et seq., the "Cigarette and Tobacco Products Licensing Act of 2003." If an application for a license pursuant to the "Cigarette and Tobacco Products Licensing Act of 2003" has been denied, copies of documentation regarding the reason for the denial of such license.

D. *Change in information.* A licensed tobacco retailer shall inform the Department in writing of any change in the information submitted on an application for a Tobacco Retailer's license within 10 business days of a change.

E. All information specified in an application pursuant to this section shall be subject to disclosure under the California Public Records Act (California Government Code Section 6250 et seq.) or any other applicable law, subject to the laws' exemptions.

Section 9.38.090 License issuance and renewal.

A. *Issuance of license*. Upon the receipt of a complete and adequate application for a tobacco retailer's license and the license fee required by this chapter, the Department may grant or deny the application for license, or it may delay action for a reasonable period of time to complete any investigation of the application of the applicant deemed necessary.

B. *Denial of application.* The Department may deny an application for a tobacco retailer’s license based on any of the following reasons:

1. The information presented in the application is inaccurate or false. Intentionally supplying inaccurate information shall be a violation of this chapter;
2. The application seeks authorization for tobacco retailing at a location for which this chapter prohibits a license to be issued;
3. The application seeks authorization for tobacco retailing for a proprietor to whom this chapter prohibits a license to be issued; or
4. The application seeks authorization for tobacco retailing in a manner that is

prohibited pursuant to this chapter, that is unlawful pursuant to any other chapter of this Code, or that is unlawful pursuant to any other law.

5. Any other suitable reason the granting of a license to the applicant is not consistent with the public health and welfare, including the applicant’s history of noncompliance with this Chapter and other laws relating to the sale of tobacco products.

6. The applicant is under the age of twenty-one.

Section 9.38.100 License renewal and expiration.

A tobacco retailer's license is invalid if the appropriate fee has not been timely paid in full or if the term of the license has expired. The term of a tobacco retailer license is one (1) year. Each tobacco retailer will apply for the renewal of their tobacco retailer’s license and submit the license fee no later than thirty (30) days prior to expiration of the current license. A retailer that fails to timely submit a renewal application and fee is ineligible for license renewal and must submit a new application pursuant to this Chapter.

Section 9.38.110 Licenses not transferrable, past violations at retail location.

A. *Licenses not transferrable*. A tobacco retailer's license may not be transferred from one Person to another or from one location to another. A new tobacco retailer's license is required whenever a tobacco retailer has a tobacco retailing location has a change in proprietors.

B. *Past violations*. Notwithstanding any other provision of this chapter, prior violations at a location shall continue to be counted against a location and license ineligibility periods shall continue to apply to the location unless:

1. The location has been transferred to the new Proprietor(s) in an Arm's Length Transaction; and

2. The new proprietor(s) provide the City with clear and convincing evidence that the new Proprietor(s) have acquired the location in an Arm's Length Transaction.

Section 9.38.120 License conveys a limited, conditional privilege.

Nothing in this chapter shall be construed to grant any Person obtaining and maintaining a Tobacco Retailer's license any status or right other than the limited conditional privilege to act as a Tobacco Retailer at the location in the City identified on the face of the permit. Nothing in this chapter shall be construed to render inapplicable, supersede, or apply in lieu of, any other provision of applicable law

Section 9.38.130 Fee for license

The fee to issue or to renew a tobacco retailer's license shall be established from time to time by resolution of the City Council. The fee shall be calculated so as to recover the total cost of administration and enforcement of this chapter, including, but not limited to, issuing a license, administering the l program, retailer education, retailer inspection and compliance checks, documentation of violations, and prosecution of violators, but shall not exceed the cost of the regulatory program authorized by this chapter. All fees and interest upon proceeds of fees shall be used exclusively to fund the program. Fees are nonrefundable except as may be required by law.

Section 9.38.140 Compliance monitoring.

A. Compliance with this chapter shall be monitored by the Department. In addition, the City may designate additional persons to monitor compliance with this chapter. All licensed premises must be open to inspection by city staff or designated persons during regular business hours.

B. The Department shall inspect each tobacco retailer at least one (1) time per 12-month period.

C. The city will conduct at least two compliance checks per 12-month period that involves the participation of persons between the ages of 18 and 20 to enter licensed premises to attempt to purchase tobacco products.

D. Nothing in this section shall create a right of action in any licensee or other person against the city or its agents

Section 9.38.150 Suspension or revocation of permit.

A. *Notice.* Upon discovery of a suspected violation, the Department shall issue the alleged violator, either personally or by first class mail addressed to the authorized address, an administrative citation that sets forth the alleged violation and which shall inform the alleged violator of their right to be heard on the accusation.

B. *Hearings.* Upon issuance of an administrative citation, a person accused of violating this Ordinance may request in writing a hearing on the matter. Hearing requests must be made within 10 business days of the issuance of a citation and delivered to the City Manager or other designated City officer. Failure to properly request a hearing within 10 business days of the issuance of that citation will terminate the person’s right to a hearing. The City Manager or other designated City official will set a time and place for the hearing. Written notice of the hearing time and place will be mailed first class or delivered in person to the accused violator at least 10 business days prior to the hearing.

C. *Hearing officer*. The City shall designate a hearing officer. The hearing officer will be an impartial employee of the City or an impartial person retained by the City to conduct the hearing.

D. *Decision*. If the hearing officer determines that a violation of this Ordinance did occur, that decision, along with the hearing officer’s reasons for finding a violation and the penalty to be imposed under Section of this Ordinance, shall be recorded in writing, a copy of which shall be provided to the accused violator. If the hearing officer finds that no violation occurred, or finds grounds for not imposing any penalty, such findings shall be recorded and a copy provided to the acquitted accused violator.

E. *Costs*. If this administrative citation is upheld by the hearing officer, the city’s actual expenses in holding the hearing up to a maximum of [one thousand dollars [$1,000]] must be paid by the person requesting the hearing.

F. *Appeals*. Appeals of any decision made by the hearing officer shall be filed in the superior court for the jurisdiction of the city in which the alleged violation occurred.

G. *Continued violation*.

1. Each day on which a tobacco product is distributed, sold, or offered for sale in violation of this Chapter shall constitute a separate violation of this Chapter; and

2. Each individual tobacco product that is distributed, sold, or offered for sale in violation of this Chapter shall constitute a separate violation of this Chapter.

H. *Revocation of License Wrongly Issued.* A tobacco retailer's license shall be revoked if the Department finds, after the Licensee is afforded notice and an opportunity to be heard, that one or more of the bases for denial of a license under this Chapter existed at the time application was made, or at any time before the permit issued, or one or more of the bases for denial of a renewal permit under this Chapter existed at the time the renewal permit was issued. Notice and appeal of the revocation shall be conducted in accordance with this section.

I. If a license issued under this chapter is suspended or revoked, all tobacco products at the suspended or revoked tobacco retailer's location shall be removed from public view for the duration of the suspension or revocation. The tobacco retailer additionally shall not display any advertisement relating to tobacco products that promotes the sale or distribution of such products from the tobacco retailer's location or that could lead a reasonable consumer to believe that such products can be obtained at that location for the duration of the suspension or revocation.

Section 9.38.160 Violations and penalties.

A. Any licensee who is found to be in violation of this Ordinance, whether such violation is determined by a hearing officer or superior court; or the Licensee has pleaded guilty, "no contest," or its equivalent, or admitted to a violation, will be charged an administrative fine and as well as their license suspended or revoked follows:

1. Upon a finding by the Department of a first violation of this chapter at a location, the Licensee shall be issued a warning.

2. Upon a finding by the Department of a second violation of this chapter at a location within any 36-month period, the licensee will be charged an administrative fine of $300 and the license shall be suspended for 90 days.

3. Upon a finding by the Department of a third violation of this chapter at a location within any 36-month period, the licensee will be charged an administrative fine of $600 and the license shall be suspended for one year.

4. Upon a finding by the Department of a fourth violation of this chapter at a location within any 36-month period, the licensee will be charged an administrative fine of $1,000 and the license shall be revoked.

B. *Tobacco retailing without a valid license.* In addition to any other penalty authorized by law, if the Department finds based on a preponderance of evidence, after notice and an opportunity to be heard, that any person has engaged in tobacco retailing at a location without a valid tobacco retailer's permit, either directly or through the person's agents or employees, the person shall be ineligible to apply for, or to be issued, a tobacco retailer's permit as follows:

1. After a first violation of this section at a location within any 36-month period, no new permit may issue for the person or the location (unless proprietorship of the

business at the location has been transferred in an Arm's Length Transaction), until 90 days have passed from the date of the violation.

2. After a second violation of this section at a location within any 36-month period, no new permit may issue for the person or the location (unless proprietorship of the business at the location has been transferred in an Arm's Length Transaction), until 180 days have passed from the date of the violation.

3. After of a third or subsequent violation of this section at a location within any 36-month period, no new license may issue for the person or the location (unless Proprietorship of the business at the location has been transferred in an Arm's Length Transaction), until five years have passed from the date of the violation.

C. Whenever evidence of a violation of this chapter is obtained in any part through the participation of a Person under the age of 18 years old, such a Person shall not be required to appear or give testimony in any civil or administrative process brought to enforce this chapter and the alleged violation shall be adjudicated based upon the preponderance of the evidence presented.

D. All tobacco retailers are responsible for the actions of their employees relating to the sale, offer to sell, and furnishing of tobacco products at the retail location. The sale of any tobacco product shall be considered an act of the tobacco retailer.

E. Tobacco products offered for sale in violation of this Chapter are subject to seizure by the Department or its designee and shall be forfeited after the licensee or any other owner of the tobacco products seized is given reasonable notice and an opportunity to demonstrate that the tobacco products were not offered for sale in violation of this Chapter. The decision by the Department may be appealed pursuant to the procedures set forth in Section 9.38.150. Forfeited tobacco products shall be destroyed and properly disposed of at the cost of the seller after all internal appeals have been exhausted and the time in which to seek judicial review pursuant to California Code of Civil Procedure section 1094.6 or other applicable law has expired without the filing of a lawsuit or, if such a suit is filed, after judgment in that suit becomes final.

F. Violations of this Chapter may, in the discretion of the [district attorney/city counsel], be prosecuted as infractions or misdemeanors when the interests of justice so require.

G. Violations of this Chapter are hereby declared to be public nuisances.

H. In addition to other remedies provided by this Chapter or by other law, any violation of this Chapter may be remedied by a civil action brought by the [district attorney/city counsel], including administrative or judicial nuisance abatement proceedings, civil code enforcement proceedings, and suits for injunctive relief.

I. The remedies specified in this section are cumulative and in addition to any other remedies available under State or local law for a violation of this Code.

Section 9.38.170 Exceptions.

A. Nothing in this Chapter prevents the provision of tobacco products to any person as part of an indigenous practice or a lawfully recognized religious or spiritual ceremony or practice

B. Nothing in this Chapter shall be construed to penalize the purchase, use, or possession of a tobacco product by any person not engaged in tobacco retailing.

Section 9.38.180 Construction and severability.

It is the intent of the City Council to supplement applicable state and federal law and not to duplicate or contradict such law and this ordinance shall be construed consistently with that intention. If any section, subsection, subdivision, paragraph, sentence, clause, or phrase of this Chapter, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases of this Chapter, or its application to any other person or circumstance. The City Council hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

Section 9.38.190 Public records.

All information provided to the Department by a licensee or license applicant pursuant to this Chapter shall be subject to disclosure under the California Public Records Act (California Government Code section 6250 et seq.) or any other applicable law.

SECTION 2: Effective date.

This Ordinance shall take effect and be in force from and after [30 days after date of enactment].

SECTION 3: References

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16 Cal. Bus. & Prof. Code § 22970.1 (Finding that state tobacco excise tax revenues “have declined by hundreds of millions of dollars per year due, in part, to unlawful distributions and untaxed sales of cigarettes and tobacco products,” and that “the licensing of ... retailers will help stem the tide of untaxed distributions and illegal sales of cigarettes and tobacco products.”).

17 Cal. Rev. & Tax Code § 30111 (providing that state tobacco taxes “are in lieu of all other state, county, municipal, or district taxes on the privilege of distributing cigarettes or tobacco products.”); Cal. Bus. & Prof. Code § 22964 (providing that the Stop Tobacco Access to Kids Act does not “preempt or otherwise prohibit the adoption of a local standard that imposes a more restrictive legal age to purchase or possess tobacco products.”).

18 Cal. Bus. & Prof. Code § 22971.3 (“Nothing in this division preempts or supersedes any local tobacco control law other than those related to the collection of state taxes. Local licensing laws may provide for the suspension or revocation of the local license for any violation of a state tobacco control law.”).

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199 CHULA VISTA CITY COUNCIL, STAFF REPORT NO. 22-0189, TOBACCO SALES: CONSIDER PROHIBITING FLAVORED TOBACCO SALES WITHIN THE CITY OF CHULA VISTA (2022).

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SAY San Diego
Social Advocates for Youth

Why a Tobacco Retail License Program Matters!

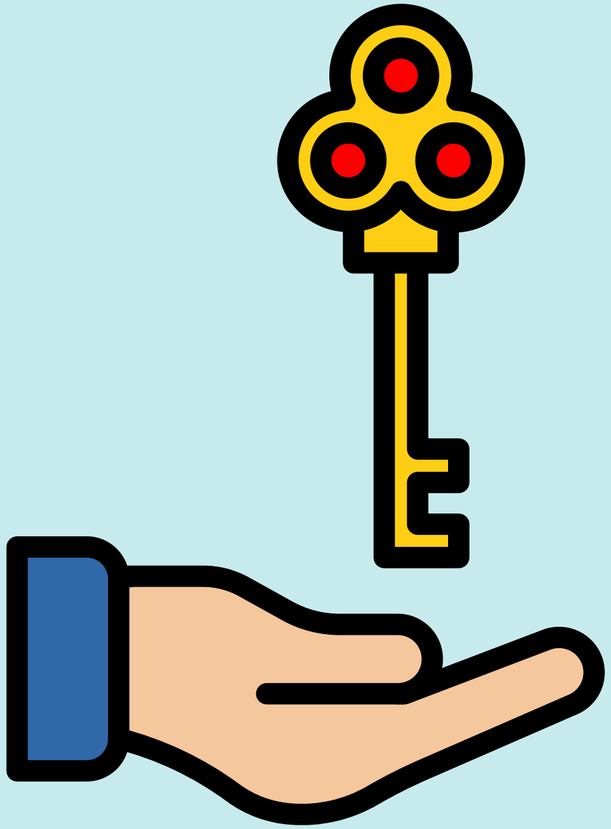


Presented by: Manuel Andrade, Senior Prevention Specialist

2024

SAN DIEGO SMOKE-FREE PROJECT

Key Concepts



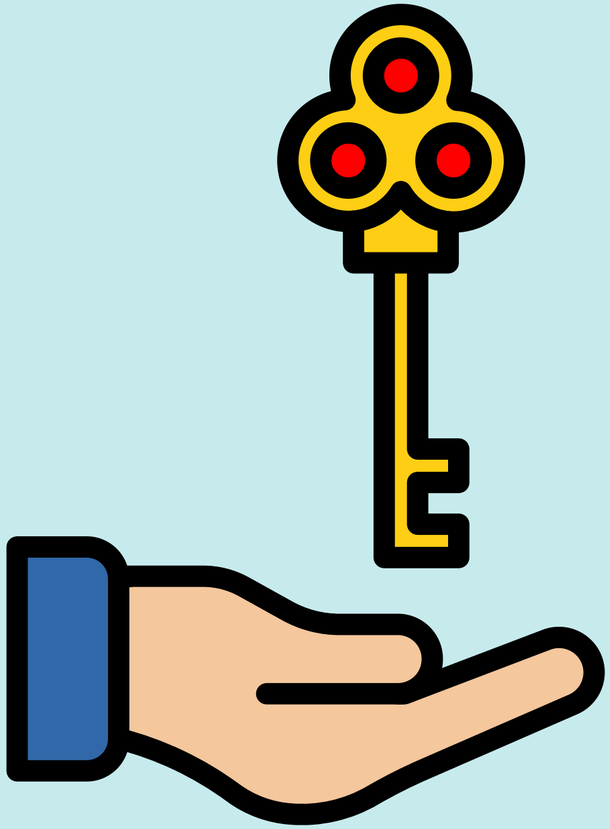
Who is in National City & who is affected by tobacco?

What is a Tobacco Retail License Program (TRL)?

How does a strong TRL serve National City residents?

How can you get involved?

Key Concepts



Who is in National City and who is affected by tobacco?

National City's Demographics

Population: 56,846

- Latino: 64.9%
- API: 17.6%
- White: 10.2%

Under 21 years old: 26.4%

Tobacco Retailers: 54

Schools: 16

- 81.3% of schools located within 1000 ft.
- 43.8% of schools located within 500 ft.

California Tobacco Health Assessment Tool

National City

Tobacco Retailers

Tobacco Retailers	54	
Retailers per 1,000 Population	1.0	
Retailers Within 500' of School	14	25.9 %
Retailers Within 1,000' of School	29	53.7 %

Public Schools

Schools	16	
High	3	18.8 %
Middle/Junior High	3	18.8 %
Elementary	10	62.5 %
Schools Within 500' of Tobacco	7	43.8 %
Schools Within 1,000' of Tobacco	13	81.3 %

Local Policy

Tobacco Retail Licensing (TRL)	No	0 %
Flavor Sales Restriction	No	0 %
Smokefree Multi-Unit Housing (MUH)	No	0 %

Age

Total Population	56,345	
Under Age 5	3,080	5.5 %
Age 5 - 17	9,520	16.9 %
Under Age 21	14,995	26.6 %

Race / Ethnicity

Total Population	56,345	
White	5,772	10.2 %
Hispanic / Latino	36,575	64.9 %
Asian & Pacific Islander	9,912	17.6 %
Black	2,398	4.3 %
All Other Races	1,688	3.0 %

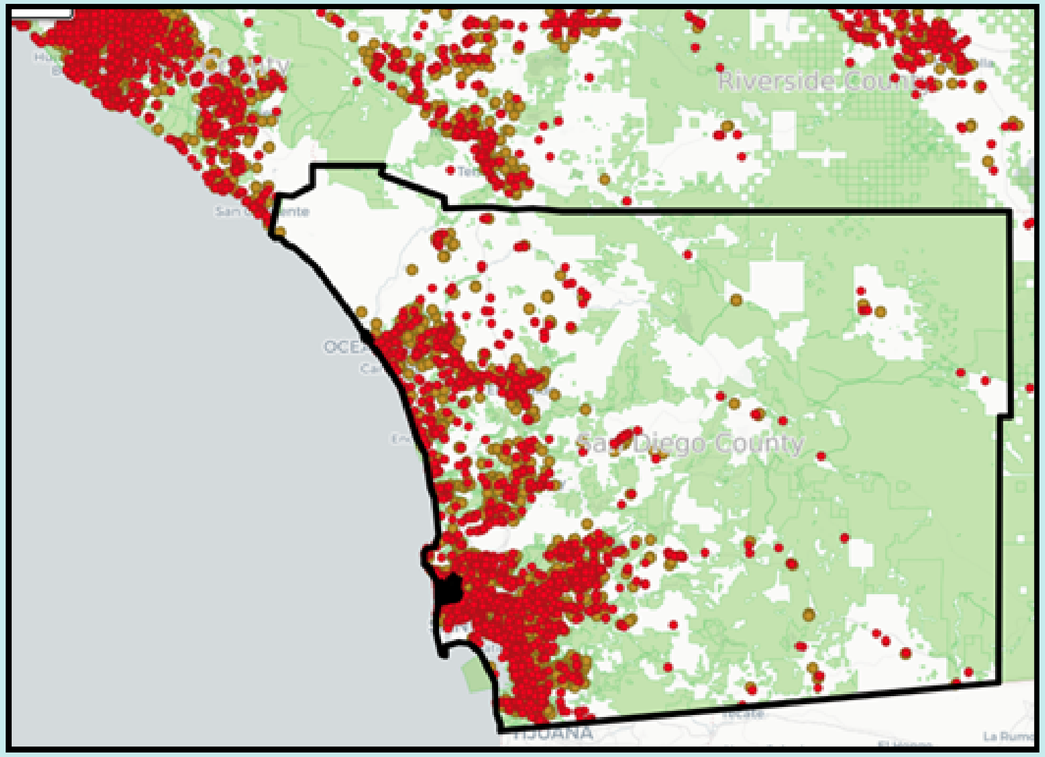
Earnings and Poverty

Households	17,440	
Median/Average Household Income	$ 59,850	
Receiving SNAP	3,355	19.2 %

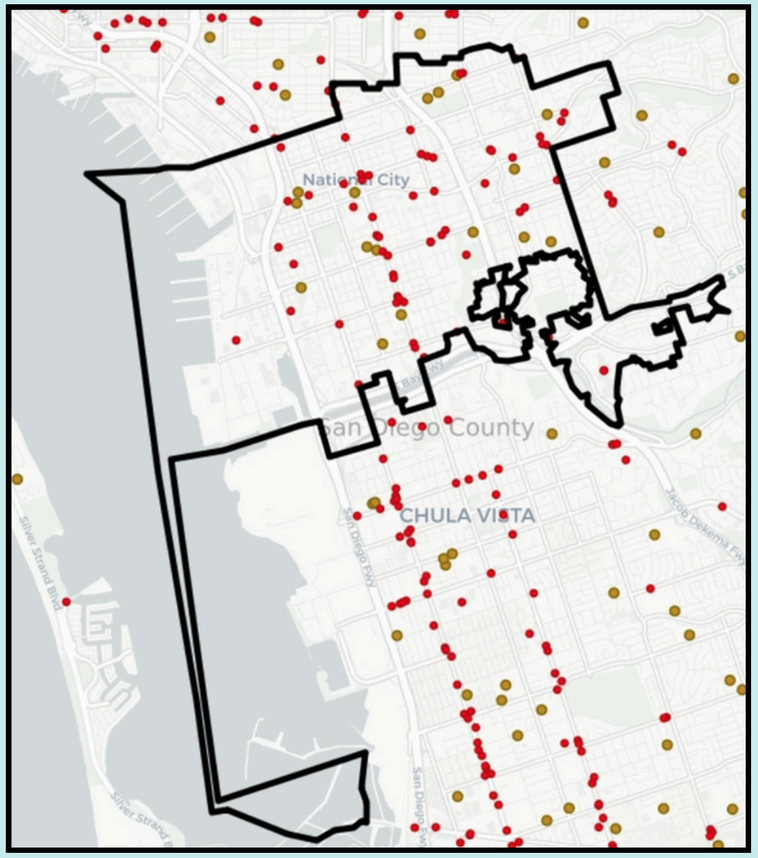
California Tobacco Health Assessment Tool. (April 2024) Stanford School of Health). Retrieved from: https://cthat.org/

Tobacco Retailers

San Diego County & National City



San Diego County



National City

California Tobacco Health Assessment Tool. (April 2024) Stanford School of Health. Retrieved from: https://cthat.org/

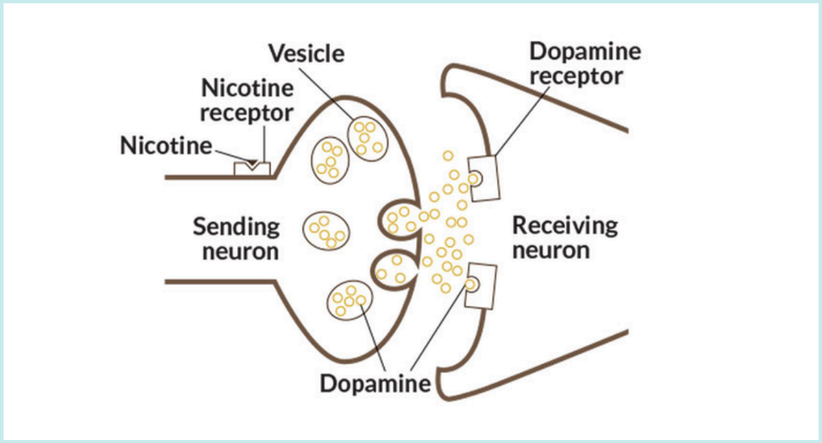
Who is Affected by Tobacco?

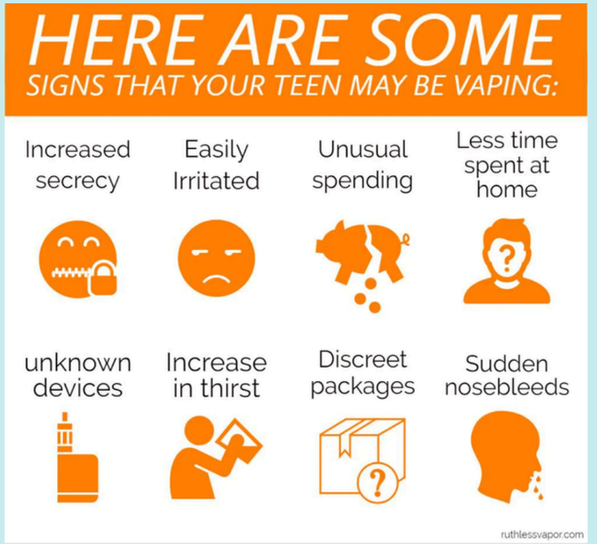
Nicotine addiction in youth:

- makes it harder to concentrate, learn, and control impulses
- changes, replaces and rewires natural chemicals in the brain, increasing ability to become addicted

The hippocampus and frontal cortex suffer most from drug use, impacting youths':

- decision making
- mood
- learning
- memory





Nicotine & Addiction (n.d.). Retrieved from: (https://teen.smokefree.gov/the-risks-of-tobacco/nicotine-addictiSheplayon
Shipley. T. (2015, August 19). Explainer: The Nicotine Brain. Retrieved From: Nicotine & Addiction (n.d) Retrieved from: (https://teen.smokefree.gov/the-risks-of-tobacco/nicotine-addictiSheplayon
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Signs Your Teen May Be Vaping (n.d) Retrived from: https://ruthlessvapor.com/blogs/ruthless-e-liguid/teen-vaping

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Signs Your Teen May Be Vaping (n.d) Retrived from: https://ruthlessvapor.com/blogs/ruthless-e-liguid/teen-vaping

The Impact of Addiction

- Addiction disrupts youth's hierarchy of needs, desires and dreams, including eating, sleeping, studying, exercise, hygiene, respect etc.

- Addiction is defined as a chronic, relapsing disorder characterized by compulsive drug seeking, continued use despite harmful consequences, and long-lasting changes in the brain.
- It is considered both a complex brain disorder and a mental illness.

- Harm from tobacco and other drugs in youth can be long-term and irreversible

Nicotine = Brain Posion

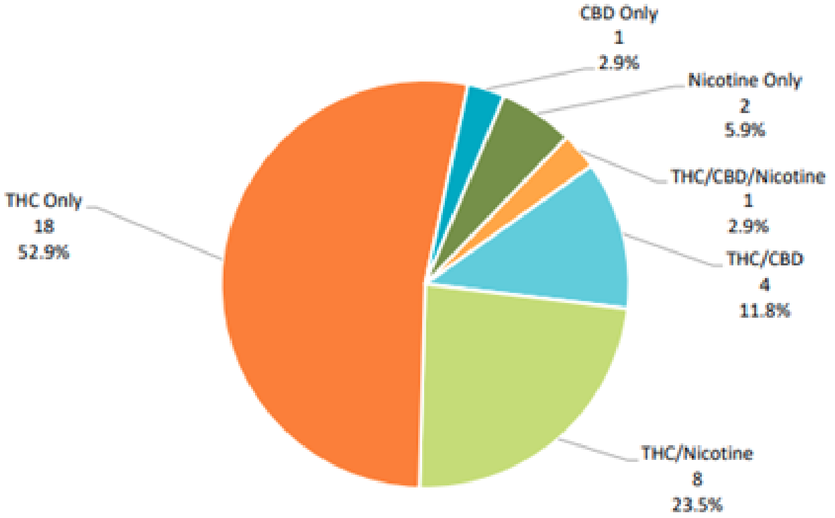


Clark O. (2020, November 2) Addiction and Maslow Hierarchy of Needs. Retrieved from: https://www.rehab4addiction.co.uk/resources/addiction-maslows-hierarchy-needs
Fenton R. (2022, February 11) Teen who nearly died from lung damage cause by vaping now relies on oxygen 24/7. Retrived from: https://www.mirror.co.uk/news/us-news/teen-who-nearly-died-lung-26203425February 11)

The Impact of Addiction

Nicotine Addiction = Severe Lung Damage





"We eliminated everything that we could possibly think of that could have caused it," Dr. Karen Schultz, a specialist in pediatrics and pulmonology, told WFAA.

It wasn't until another family member revealed that Tryston had been regularly vaping since he was in 8th grade, a habit his parents reportedly didn't know about, that doctors came to a possible diagnosis.

RELATED: FDA Investigates 127 Seizures Potentially Linked to E-Cigarettes

Cast B. (2023, November 9). Doctors use breast implants to save lung transplant patient who nearly died from vaping. Retrieved from: https://nypost.com/2023/11/09/lifestyle/doctors-use-breast-implants-to-save-former-vaper-who-nearly-died/
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Harmata C. (2019, August 22). 17-Year-Old Boy's Lungs Completely Blocked from Vaping, Doctors Say. Retrieved from: https://people.com/health/17-year-old-boys-lungs-completely-blocked-from-vaping-doctors-say/
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Hagiage A. (2020, January 10). Teen's graphic images of vaping damage go viral: 'My lung tissue was just completely destroyed'. Retrieved from: https://www.yahoo.com/lifestyle/teens-graphic-images-of-vaping-damage-goes-viral-my-lung-tissue-was-just-completely-destroyed

Sweetwater Union High School District (SUHSD) Vaping and Tobacco Survey (2021)

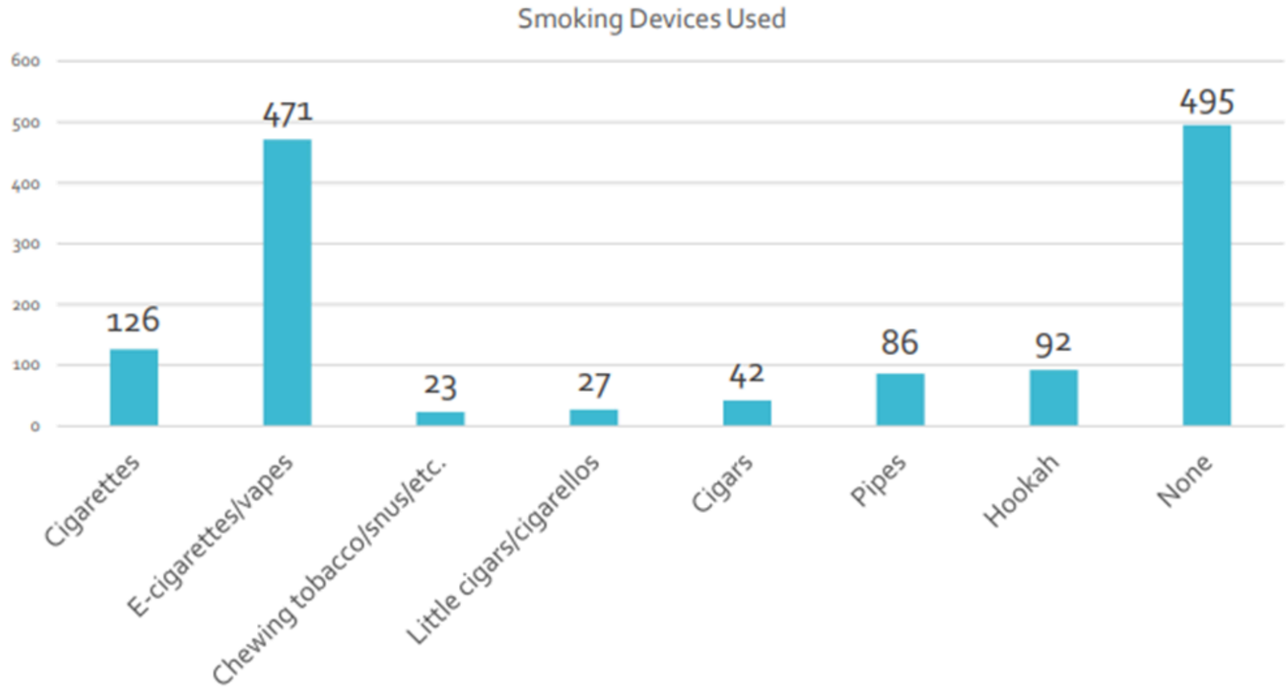
Perception, Use, and Where SUHSD Students Obtain Tobacco Products



2,404 survey responses were collected from students in grades 9-12 from 14 SUHSD campuses.

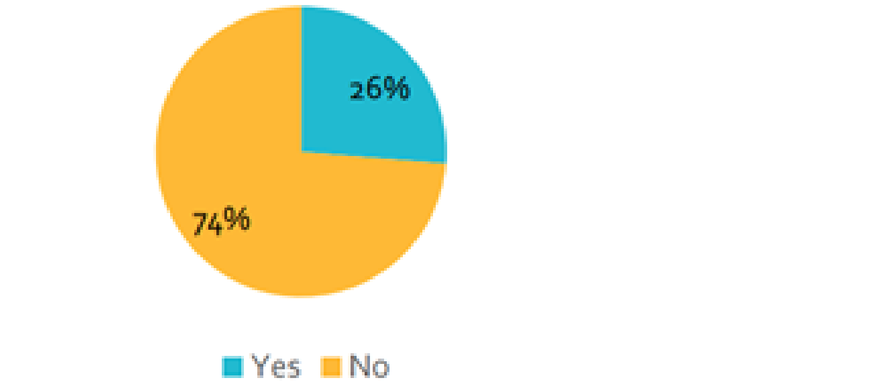
SUHSD Vaping & Tobacco Survey (2021)

- The total for those who have tried E-cigarette/vape use nearly exceeded those who have not.
- The value for E-cigarettes/vapes can fit all the other tobacco products values within it with room to spare.



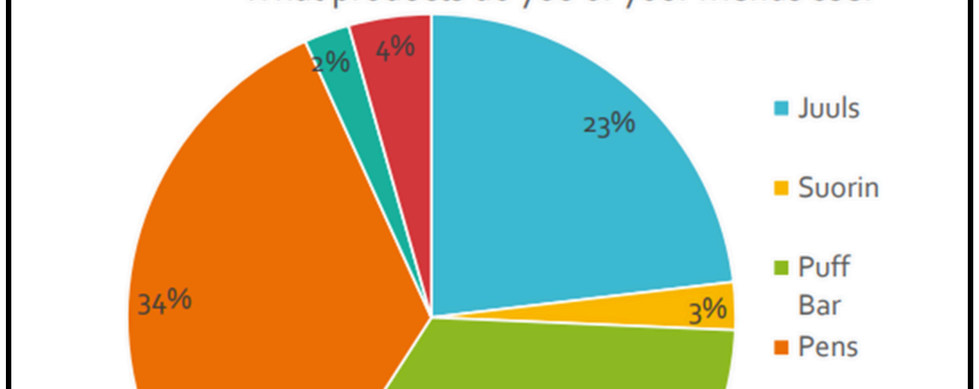
City Council Staff Report. (2022, September 27). Tobacco Sales: Consider Prohibiting Flavored Tobacco Sales within the City of Chula Vista. Retrieved from: https://pub-chulavista.escribemeetings.com/filestream.ashx?DocumentId=27896

SUHSD Vaping & Tobacco Survey (2021)



Student Quotes:

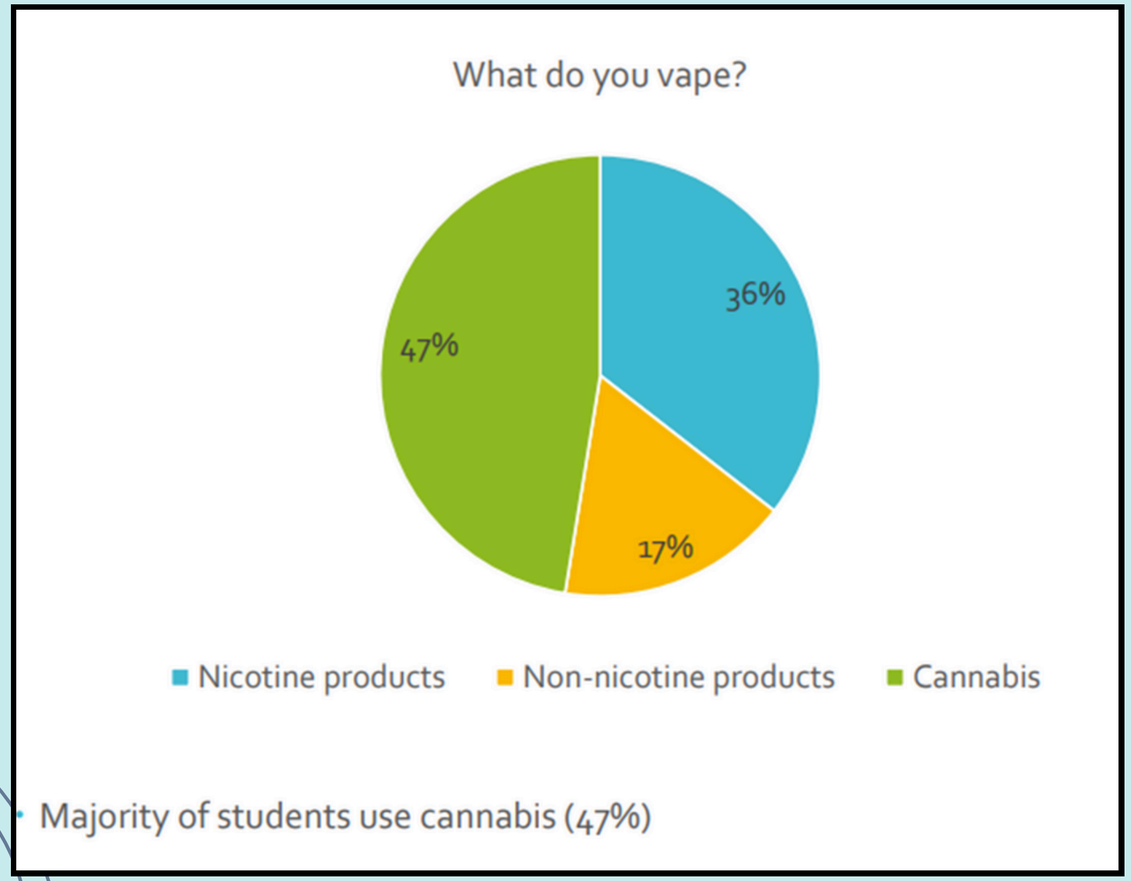
- "I believe that they are both bad and vaping is more addicting to people"
- " Only if they're nicotine-safe"
- "No, because I've heard it can cause cancer even faster than cigarettes can and we don't know the long term effects."
- "I believe it is safer compared to cigarettes but still bad"
- "I think both are very dangerous. It doesn't matter which one is more dangerous because both negatively effect your lungs and health."
- "It doesn't damage your lungs as much"
- "I'm not sure but lots of people have said it's better than smoking"

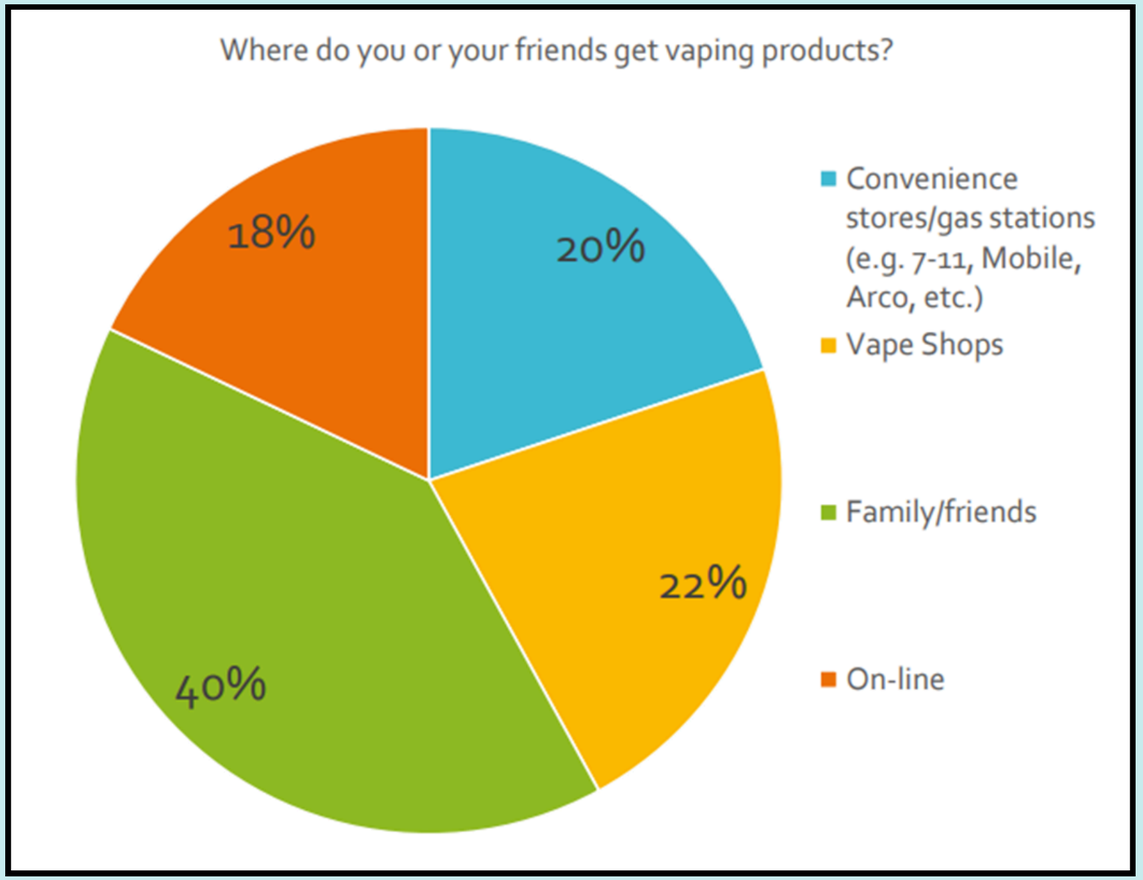


- Juuls, Puff Bars, and Pens constitute the majority of products used totaling 91% of products used
- Pens and puff bars account for 68%

City Council Staff Report. (2022, September 27). Tobacco Sales: Consider Prohibiting Flavored Tobacco Sales within the City of Chula Vista. Retrieved from: https://pub-chulavista.escribemeetings.com/filestream.ashx?DocumentId=27896

SUHSD Vaping & Tobacco Survey (2021)





City Council Staff Report. (2022, September 27). Tobacco Sales: Consider Prohibiting Flavored Tobacco Sales within the City of Chula Vista. Retrieved from: https://pub-chulavista.escribemeetings.com/filestream.ashx?DocumentId=27896

Young Adult Tobacco Purchase Survey in National City (YAPTS)

San Diego Smoke-Free Project measured how often National City tobacco retailers would sell tobacco to underage (18-19 year old) volunteers.

- **9 of 50 (18%) stores sold tobacco products to an underage volunteer** – eight illegal sales occurred at convenience type stores, the other occurred at a smoke shop.

- **14 of 50 (26%) store clerks failed to ask investigators for their ID**, including during 4 of the 9 illegal sales.

- National City has four smoke shops. **Only one National City smoke shop had 21+ signage** and No investigators were carded at smoke shop doors.

Young Adult Tobacco Purchase. San Diego Smoke-Free Project . 2023. Funded by CDPH under contract #20-10005

San Diego Unified Youth Risk Behavior Survey (RYAS - 2023)

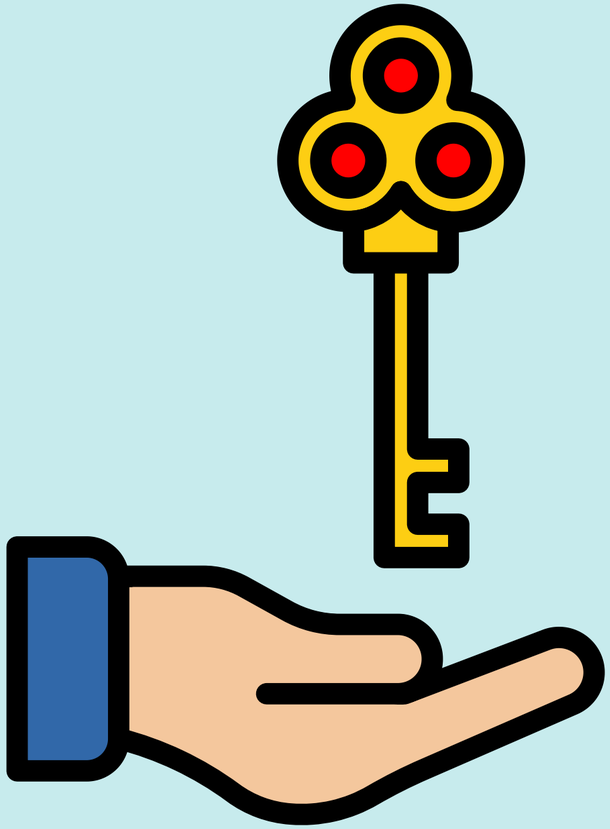
What risks are our high school students taking?

Alcohol, Tobacco & Other Drug Use

- 31.4% Have used an electronic vapor product (e.g., e-cigarette, vape pipe, hookah pen, JUUL, etc.
- 22% Drank alcohol during the 30 days before taking the survey
- 11.6% Report current binge drinking
- 18.6% Report regular marijuana use

San Diego Unified School District (2023). High School Youth Risk Behavior Surveillance System- San Diego. Retrieved from: https://nccd.cdc.gov/Youthonline/App/Results.aspx?TT=A&OUT=0&SID=HS&QID=QQ&LID=XX&YID=2017&LID2=&YID2=&COL=S&ROW1=N&ROW2=N&HT=QQ&LCT=LL&FS=S1&FR=R1&FG=G1&FA=A1&FI=I1&FP=P1&FSL=S1&FRL=R1&FGL=G1&FAL=A1&FIL=I1&FPL=P1&PV=&TST=False&C1=&C2=&QP=G&DP=1&VA=CI&CS=Y&SYID=&EYID=&SC=DEFAULT&SO=ASC#PageTop

Key Concepts



What is a Tobacco Retail License Program?

Tobacco Retail License (TRL) Programs

- A local policy containing a framework of all laws related to the sale of tobacco products
- Includes a fee to obtain a license to sell tobacco, which funds all compliance checks (not tax dollars)
- Strong TRLs protect youth



Benefits of a Comprehensive Tobacco Retail License Program



- Protects the community from illegal sales
- Reduces youth access to tobacco products
- Ensures retailers who violate the tobacco laws are held accountable
- Reduces the availability of tobacco products and advertising
- Customizable!
    - It can be strengthened and improved

Counter Tobacco (n.d). Licensing, Zoning and Retailer Density . Retrieved from: https://countertobacco.org/policy/licensing-and-zoning/#:~:text=Another%20benefit%20of%20tobacco%20retailer%20licensing%20programs%20is,the%20total%20number%20of%20retailers%20and%20reduce%20density

County of San Diego TRL

- Annual compliance checks
- Strong penalties for violations including suspension of TRL
- Tobacco Control Resource Program (HHSA) responsible for enforcement
- New retailers within 500 feet of an existing licensed tobacco retailer are NOT eligible for a TRL
- Cap of 330 TRLs in the Unincorporated Area
- Minimum price and pack requirement
- Pharmacies are NOT eligible for a TRL
- The annual TRL fee is $730*

National City has no TRL

San Diego Smoke-Free Project is organizing a community coalition to advocate for the adoption of a TRL in National City.

Tobacco Retail License Program Components



How to reduce tobacco retailer density and why

These policy solutions can be implemented in most communities through local regulation, such as tobacco retailer licensing or changes to zoning restrictions.



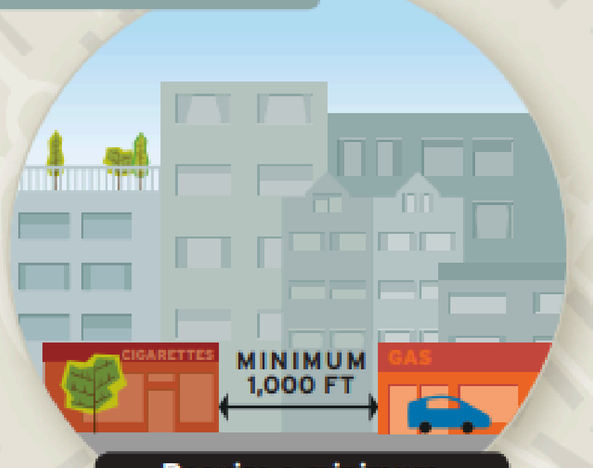
Cap the number of retailers in a geographic area

Example: There can be no more than 15 stores* per district.



Cap the number of retailers relative to population size

Example: There can be no more than 1 store* per 1,000 residents.



Require a minimum distance between retailers

Example: Stores cannot locate within 1,000 ft of an existing store.



Prohibit retailers from locating near schools and other youth-sensitive areas

Example: Stores cannot locate within 1,000 ft of a school or playground.



Prohibit sales of tobacco products at pharmacies or other types of retailers

Example: Pharmacies cannot be licensed to sell tobacco products.

HEALTH: When more tobacco retailers are located in a given area, residents' health suffers. Youth are more likely to start smoking. People who smoke consume more cigarettes per day and have a harder time quitting.

EQUITY: Tobacco retailers cluster in neighborhoods with a high percentage of low-income residents or residents of color. These communities are targeted by tobacco companies, and they disproportionately suffer the health harms caused by tobacco use.

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www.changelabsolutions.org/tobacco-retailer-licensing
www.countertobacco.org/policy/licensing-and-zoning

COUNTER TOBACCO.ORG

Which components of a Tobacco Retail License could be included in National City's program?

A. Compliance/Enforcement

B. Flavors

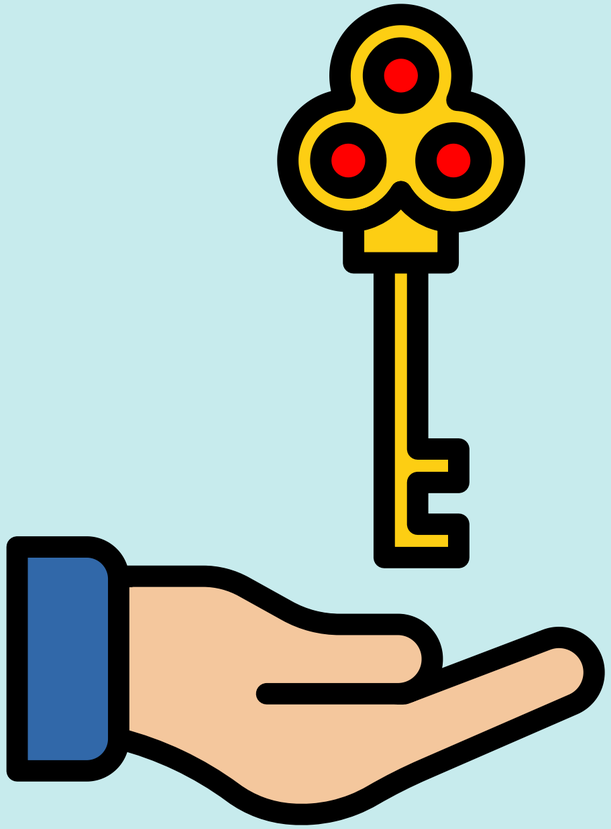
C. Density

D. Fees





Key Concepts



How does a strong TRL serve National City residents?

National City Public Opinion Poll Survey Results

N=113



- 79% Agreed flavored tobacco products often appeal to youth and would support a law that ends the sale of any flavored tobacco product.
- 88% Agreed that store owners in the community should have a license to sell tobacco products the same way they are licensed to sell alcohol.
- 86% Agreed a tobacco retail licensing ordinance would reduce tobacco sales to minors in National City.
- 93% Agreed licensed tobacco retailers who repeatedly violate the law should have their license revoked.

Public Opinion Poll. San Diego Smoke-Free Project . 2023. Funded by CDPH under contract #20-10005

Tobacco Retail License Program for National City

The strongest TRL for National City would include the following components:

- Strong penalties for retailers who violate the law
- Retailers required to ask for ID
- National City Police Department responsible for enforcement
- Cover the costs of compliance checks with the license fee amount
- Assess all retailers annually

VS

Additional components to consider:

- Set a minimum tobacco price and pack size
- Prohibit pharmacies from having a TRL
- Limit the number of retailers that sell tobacco
- Prohibit the sale of ALL flavored tobacco products
- Set distance from youth sensitive areas



For questions and additional information, please contact:

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San Diego Smoke-Free Project is a project of SAY San Diego and is funded by CDPH contract #20-10005

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AGENDA REPORT

Department: **Community Development**
Prepared by: **Pedro Garcia, Community Development Specialist III**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
Discussion of Amending Chapter 9.60 of the National City Municipal Code to Expand Operating Hours for Store Front Cannabis Retail Facilities.

RECOMMENDATION:
Staff recommends that the City Council consider amending Chapter 9.60 of the National City Municipal Code to expand operating hours for store front cannabis retailers from the current hours to six a.m. to ten p.m., seven days a week, in alignment with California State regulations.

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
In response to a Policy 105 Request by Vice-Mayor Bush following a meeting with Sessions by the Bay, a cannabis consumption lounge, the City Council requested that consideration of modifying hours of operation for licensed cannabis retailers in National City be placed on the Council agenda for discussion and consideration. This request was presented at the February 18, 2025 City Council meeting, where it was voted on and approved for placement on the March 4, 2025 agenda for discussion.

The current National City Municipal Code (NCMC) Section 9.60.250(G) limits operating hours for store front cannabis retailers from nine a.m. to nine p.m. daily. The proposed amendment seeks to expand retail operating hours to six a.m. to ten p.m., consistent with California State law, which allows cannabis retailers to operate within these hours. This change is intended to:

- Align local regulations with State law, promoting consistency for cannabis businesses operating in National City.
- Support economic growth by allowing cannabis retailers to maximize operational hours.
- Enhance community safety and compliance by regulating hours uniformly across all licensed cannabis retailers.

This amendment will affect all licensed cannabis retailers operating within National City. It does not increase the number of cannabis licenses or modify any other operational regulations. The amendment strictly pertains to operating hours. Similarly, this amendment does not modify operating hours for non-store front (delivery) retail facilities.

The ordinance proposes to amend *NCMC Section 9.60.250(G)* to read:

“Operating hours of the Store Front Retailer License shall be limited to the hours of six a.m. through ten p.m., seven days a week.”

FINANCIAL STATEMENT:
There is no direct financial impact on the City's General Fund from this ordinance. Indirect economic benefits may be realized through increased sales tax revenue from extended operational hours for cannabis retailers.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Balanced Budget and Economic Development

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBITS:
Exhibit A – Draft Ordinance
Exhibit B – Ordinance Redline

ORDINANCE NO. 2025 -

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, AMENDING CHAPTER 9.60 "COMMERCIAL CANNABIS ACTIVITY" OF THE NATIONAL CITY MUNICIPAL CODE TO MODIFY OPERATING HOURS FOR STORE FRONT RETAIL FACILITIES.

WHEREAS, Chapter 9.60 of the National City Municipal Code regulates the cultivation, processing, manufacturing, testing, sale, delivery, distribution, and transportation of cannabis and cannabis products to protect the health, safety, and welfare of the residents of the City of National City ("City"); and

WHEREAS, the regulations of Chapter 9.60 include operating requirements for various types of cannabis businesses, including limitations on operating hours for store front retail facilities; and

WHEREAS, the proposed amendments to Chapter 9.60 of the National City Municipal Code would modify the operating hours for store front retail facilities to expand such hours to 6:00 a.m. to 10:00 p.m., consistent with state law.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NATIONAL CITY, CALIFORNIA, HEREBY ORDAINS AS FOLLOWS:

Section 1: That the City Council hereby amends Chapter 9.60 of the National City Municipal Code, entitled "Commercial Cannabis Activity," by amending section 9.60.250 to read as follows:

9.60.250 Additional operating requirements for store front retail facilities.

A. Retailers shall verify the age and all necessary documentation of each individual to ensure the customer is not under the age of eighteen years. If the potential customer is eighteen to twenty years old, retailer shall confirm the customer's possession of a valid doctor's recommendation and/or Health and Safety Code Section 11362.71 identification card (medical cannabis card). For adult use or recreational purchases, retailers shall verify that all customers are twenty-one years of age or older for the purchase of cannabis or cannabis products.

1. Access to the premises of a retail licensee/permittee shall be limited to individuals who are at least twenty-one years of age.

2. Notwithstanding Section 9.60.250(A)(1), individuals who are at least eighteen years of age and in possession of a valid physician's recommendation shall be granted access to the premises of a retail licensee/permittee for the sole purpose of purchasing medicinal cannabis consistent with the physician's recommendation.

3. All individuals seeking access to the commercial cannabis retail business must show their government-issued identification, and, if appropriate, doctor's recommendation of Medical Cannabis card, in order to gain access into the retailer. These documents must also be shown at the point of sale station at the time of

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purchase. Doctor recommendations are not to be obtained or provided at the retail location.

B. Entrances into the retailer shall be locked at all times with entry strictly controlled. A "buzz-in" electronic/mechanical entry system shall be utilized to limit access to and entry to the retailer to separate it from the reception/lobby area.

C. Retailers may have only that quantity of cannabis and cannabis products to meet the daily demand readily available for sale on-site in the retail sales area of the retailer. Additional product may be stored in a secured, locked area to which customers, vendors, and visitors shall not have access.

D. All restroom facilities shall remain locked and under the control of management.

E. Limited Access Areas. A retailer shall establish limited-access areas and permit only authorized individuals to enter the limited-access areas. Authorized individuals include individuals employed by the retailer as well as any outside vendors, contractors, or other individuals conducting business that requires access to the limited access area. All individuals granted access to the limited access area shall be at least twenty-one years of age, and if not employed by the retailer, shall be escorted at all times by an employee of the licensee/permittee. A retailer shall maintain a log of all individuals who are not employees who are granted access to the limited access area. These logs shall be made available to the city manager or their designee upon request.

F. Microbusiness Commercial Activity. All cultivation, manufacturing, distribution, and retail activities performed by a licensee under a Type 12-Microbusiness permit shall occur on the same licensed premises. Areas of the premises for manufacturing and cultivation shall be separated from the distribution and retail areas by a wall and all doors between the areas shall remain closed when not in use.

G. Operating hours of the Store Front Retailer License shall be limited to the hours of six a.m. through ten p.m., seven days a week.

H. Store Front/Retail Security Requirements. All provisions incorporated within Section 9.60.230(M) of this chapter (security requirements), are directly applicable to and binding on all commercial cannabis businesses, including all store front/retail businesses. Uniformed licensed security personnel shall be employed to monitor site activity, control loitering and site access, and to serve as a visual deterrent to unlawful activities. Security personnel may be allowed to carry firearms if permitted by San Diego County sheriff's department and authorized by the chief of police.

Section 2: This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it or a summary of it, shall be published once, with the names of the members of the City Council voting for and against the same in the Star News, a newspaper of general circulation published in the County of San Diego, California.

Section 3: The City Clerk shall certify to the adoption of this Ordinance and shall public in accordance with the law.

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INTRODUCED at a regular meeting of the City Council of the City of National City, California, held on this __th day of _____, 2025.

PASSED and ADOPTED this _____ of _____, 2025.

_____
Ron Morrison, Mayor

ATTEST:

_____
Shelley Chapel, MMC, City Clerk

APPROVED AS TO FORM:

_____
Barry J. Schultz, City Attorney

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9.60.250 Additional operating requirements for store front retail facilities.

A. Retailers shall verify the age and all necessary documentation of each individual to ensure the customer is not under the age of eighteen years. If the potential customer is eighteen to twenty years old, retailer shall confirm the customer's possession of a valid doctor's recommendation and/or Health and Safety Code Section 11362.71 identification card (medical cannabis card). For adult use or recreational purchases, retailers shall verify that all customers are twenty-one years of age or older for the purchase of cannabis or cannabis products.

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2. Notwithstanding Section 9.60.250(A)(1), individuals who are at least eighteen years of age and in possession of a valid physician's recommendation shall be granted access to the premises of a retail licensee/permittee for the sole purpose of purchasing medicinal cannabis consistent with the physician's recommendation.

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B. Entrances into the retailer shall be locked at all times with entry strictly controlled. A "buzz-in" electronic/mechanical entry system shall be utilized to limit access to and entry to the retailer to separate it from the reception/lobby area.

C. Retailers may have only that quantity of cannabis and cannabis products to meet the daily demand readily available for sale on-site in the retail sales area of the retailer. Additional product may be stored in a secured, locked area to which customers, vendors, and visitors shall not have access.

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G. Operating hours of the Store Front Retailer License shall be limited to the hours of six~~nine~~ a.m. through ten~~nine~~ p.m., seven days a week.

H. Store Front/Retail Security Requirements. All provisions incorporated within Section 9.60.230(M) of this chapter (security requirements), are directly applicable to and binding on all commercial cannabis businesses, including all store front/retail businesses. Uniformed licensed security personnel shall be employed to monitor site activity, control loitering and site access, and to serve as a visual deterrent to unlawful activities. Security personnel may be allowed to carry firearms if permitted by San Diego County sheriff's department and authorized by the chief of police.

(Ord. No. 2021-2487, 5-4-2021)

AGENDA REPORT

Department: **Finance**
Prepared by: **Bruce Foltz, Director of Finance**
Meeting Date: **Tuesday, March 4, 2025**
Approved by: **Benjamin A. Martinez, City Manager**

SUBJECT:
City Council Expenditure Report: July 2024 through January 2025

RECOMMENDATION:
Receive and File Expenditure Report for the City Council for the period of July 2024 Through January 2025

BOARD/COMMISSION/COMMITTEE PRIOR ACTION:
Not Applicable.

EXPLANATION:
On June 4, 2024 the City Council of the City of National City adopted the Fiscal Year 2025, operating and capital budget. Within the City's adopted General Fund budget of $73,572,536, an additional $400,000 was allocated to the City Council's total operating budget of $832,684. The adopted budget allocated $100,000 to each of the four Council Districts to support each of the City Councilmembers in providing better customer service to the individual Districts. These funds can be used in any combination towards necessary operating cost and support staff. Along with the additional allocation of resources, the City Council also updated City Council Policy No. 121, which identified the parameters and eligible uses of these funds. These funds may be used to support full or part-time staffing, professional services, travel, training, and conferences. These funds shall not be used to contribute to or support non-profit or tax-exempt organizations, for political activities, or gifts of public funds. The use of these funds shall be in alignment with the City adopted Strategic Plan and must be used in accordance with the City's purchasing policy. All funds will expire at the end of the fiscal year and may not be carried over to subsequent years.

This report, detailed in Exhibit A, encompasses the period of July 1, 2024 through January 31, 2025, and is an analysis of the expenditures of the Mayor's Office and each of the four City Councilmember's operating budgets. Below is a summary of that report. This table reflects the first seven months of actual expenditures in relation to the adopted budget and the available funds for this fiscal year.

Total City Council Expenditures	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmembers Salary & Benefits	263,706.00	148,176.87	115,529.13	56%
Support Staff Salary & Benefits	363,978.00	237,142.65	126,835.35	65%
Operating Expenditures	205,000.00	17,570.58	187,429.42	9%
Total	832,684.00	402,890.10	429,793.90	48%

Exhibit A shows the comparison of actual expenditures to budget for each of the four Council Districts along with the Mayor's Office. For the first seven months or 7/12th (58%) of the fiscal year completed, total expenditures for this fiscal year are $402,890 compared to the adopted budget of $832,684. Year-to-date expenditures represent 48% of the current year's budget with a remaining balance of $429,793.

FINANCIAL STATEMENT:
Presented in Exhibit A.

RELATED CITY COUNCIL 2020-2025 STRATEGIC PLAN GOAL:
Balanced Budget and Economic Development

ENVIRONMENTAL REVIEW:
This is not a project under CEQA, and is therefore, not subject to environmental review. CCR15378; PRC 21065.

PUBLIC NOTIFICATION:
The Agenda Report was posted at least 72 hours before the Regular Meeting date and time, and 24 hours before a Special Meeting in accordance with the Ralph M. Brown Act

ORDINANCE:
Not Applicable

EXHIBIT:
Exhibit A – City Council Expenditure Report

Exhibit A

FY 2025
City Council Actual to Budget Expenditures
For the Period July 2024 through January 2025

Mayor Ron Morrison	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmember Salary & Benefits	109,274.00	67,713.12	41,560.88	62%
Support Staff Salary & Benefits	123,978.00	68,853.62	55,124.38	56%
Operating Expenditures	45,000.00	3,433.14	41,566.86	8%
Total	278,252.00	139,999.88	138,252.12	50%

District 1 Luz Molina	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmember Salary & Benefits	38,608.00	19,787.69	18,820.31	51%
Support Staff Salary & Benefits	60,000.00	32,058.80	27,941.20	53%
Operating Expenditures	40,000.00	1,955.28	38,044.72	5%
Total	138,608.00	53,801.77	84,806.23	39%

District 2 Jose Rodriguez	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmember Salary & Benefits	38,608.00	19,787.69	18,820.31	51%
Support Staff Salary & Benefits	60,000.00	50,197.45	9,802.55	84%
Operating Expenditures	40,000.00	1,267.59	38,732.41	3%
Total	138,608.00	71,252.73	67,355.27	51%

District 3 Ditas Yamane	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmember Salary & Benefits	38,608.00	19,348.78	19,259.22	50%
Support Staff Salary & Benefits	60,000.00	37,448.61	22,551.39	62%
Operating Expenditures	40,000.00	10,475.68	29,524.32	26%
Total	138,608.00	67,273.07	71,334.93	49%

District 4 Marcus Bush	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmember Salary & Benefits	38,608.00	21,539.59	17,068.41	56%
Support Staff Salary & Benefits	60,000.00	48,584.17	11,415.83	81%
Operating Expenditures	40,000.00	438.89	39,561.11	1%
Total	138,608.00	70,562.65	68,045.35	51%

Total City Council Expenditures	FY 2025 Annual Budget	FY 2025 July to January Actual Exp.	FY 2025 Remaining Balance	Actual to Budget Percentage
Councilmembers Salary & Benefits	263,706.00	148,176.87	115,529.13	56%
Support Staff Salary & Benefits	363,978.00	237,142.65	126,835.35	65%
Operating Expenditures	205,000.00	17,570.58	187,429.42	9%
Total	832,684.00	402,890.10	429,793.90	48%

CITY COUNCIL ITEM REQUEST

The City Council Item Request Form is for members of the City Council to submit written requests to the City Manager's Office for inclusion of an item on a future City Council Meeting Agenda. At the meeting where the initial written request is heard, discussion should be limited to whether the item should be added to an agenda and a date, not the merit of the item. A majority vote of the City Council is required for the item to be added to a future City Council Meeting Agenda for action.

Requesting Member of City Council: Council Member Rodriguez

Today's Date: Tuesday, February 25th, 2025

Is this matter considered Time-Sensitive by another entity deadline? Yes

WRITTEN REQUEST

I, Council Member Rodriguez hereby request that the following item be placed on the National City Council meeting agenda for consideration on Tuesday, March 4th 2025. Ordinance attached as part of the request.

Discussion on section 8.32.015 - Restrictions on keeping certain animals, birds and reptiles. Specifically regarding allowing chickens within residential properties larger than 4,000 sq ft.