



City Council

Mayor John W. Minto
Vice Mayor Rob McNelis – District 1
Councilmember Ronn Hall – District 2
Councilmember Laura Koval – District 3
Councilmember Dustin Trotter – District 4

CITY OF SANTEE

REGULAR MEETING AGENDA

Santee City Council

Interim City Manager | Gary Halbert
City Attorney | Shawn D. Hagerty
City Clerk | James Jeffries

MEETING INFORMATION

Wednesday, May 28, 2025
6:30 p.m.
Council Chamber | Building 2
10601 Magnolia Ave • Santee, CA 92071

TO WATCH LIVE:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)
www.cityofsanteeca.gov

IN-PERSON ATTENDANCE

Members of the public who wish to view the Council Meeting live may watch the live taping of the in the Council Chamber on the meeting date and time listed above.

LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip before the item is called. Your name will be called when it is time to speak.

PLEASE NOTE: Public Comment will be limited to 3 minutes and speaker slips will only be accepted until the item is called. The timer will start when the participant begins speaking.



The City Council also sits as the Community Development Commission Successor Agency and the Santee Public Finance Authority. Any actions taken by these agencies are separate from the actions taken by City Council. For questions regarding this Agenda, please contact the City Clerk's Office at (619) 258-4100 x114.

ROLL CALL: Mayor John W. Minto
Vice Mayor Rob McNelis – District 1
Councilmember Ronn Hall – District 2
Councilmember Laura Koval – District 3
Councilmember Dustin Trotter – District 4

LEGISLATIVE INVOCATION: Foothills Christian Church – Kevin Miller

PLEDGE OF ALLEGIANCE

ADJOURNMENT IN MEMORY: Paul Berghoff

ADJOURNMENT IN MEMORY: Jerry Park

RECOGNITION: Santana High School Students Ben Siekert and Abraham Espino

CONSENT CALENDAR:

PLEASE NOTE: Consent Calendar items are considered routine and will be approved by one motion with no separate discussion. The public, staff or Council Members may request specific items be removed from the Consent Calendar for separate discussion or action. Speaker slips for this category must be submitted to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$114,150.29 for April 2025 Legal Services. (Finance – Jennings)**
- (4) **Adoption of a Resolution Ratifying the City Manager’s Approval of the Third Amendment to the Contract with Countywide Mechanical Systems, Inc. for Emergency Plumbing Repairs at Fire Station #4 and As-Needed Plumbing Maintenance Services Through FY 2024-25. (Community Services – Chavez)**
- (5) **Adoption of a Resolution Awarding Eight On-Call Professional Service Agreements to Qualified Planning and Environmental Services Firms and Authorize the City to Award Task Orders. (Planning and Building – Sawa)**
- (6) **Adoption of a Resolution Modifying the Position Title of the Hazard Mitigation Grant Program (HMGP) Manager from Hazard Mitigation Project Manager to Emergency Manager – HMGP Project Manager. (Fire/Human Resources – Wallace/Freeman)**



- (7) **Acceptance and Appropriation of FY 2024 Urban Area Security Initiative (UASI) Grant Training Funds for Training Reimbursement. (Fire – Wallace)**
- (8) **Adoption of a Resolution to Extend Contract with Life-Assist, Inc. for the Purchase of Emergency Medical Services Supplies on an As-Needed Basis per National Purchasing Partners dba NPPGov Contract #PS20180. (Fire – Wallace)**

NON-AGENDA PUBLIC COMMENT (15 minutes):

Persons wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the Agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda. This first Non-Agenda Public Comment period is limited to a total of 15 minutes. Additional Non-Agenda Public Comment will be heard prior to Council Reports.

PUBLIC HEARING:

- (9) **Resolution Adopting a List of Projects for Fiscal Year 2025-26 Funded by Senate Bill 1: the Road Repair and Accountability Act of 2017. (Engineering – Schmitz)**

Recommendation:

Adopt the Resolution approving a list of projects funded by the Road Maintenance and Rehabilitation Account for SB1 reporting requirements.

- (10) **Public Hearing for Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 for a Multi-Family Residential Development Consisting of 52 Units and Related Site Improvements on a 2.63 Gross Acre Parcel Located at 7737 Mission Gorge Drive (APN 386-701-02) in a High Residential (R-22) Zone and General Plan Land Use Designation and Finding the Project Exempt from the California Environmental Quality Act Pursuant to the Class 32 Infill Exemption. (Applicant: KB Homes). (Planning and Building – Sawa)**

Recommendation:

1. Conduct and close the Public Hearing; and
2. Find Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Approve Tentative Map TM-2024-0003 per the Resolution; and
4. Approve Development Review Permit DR-2024-0005 per the Resolution.



CONTINUED BUSINESS:

- (11) Approve Amendment to Cannabis Retail Business Application Process. (City Attorney – Hagerty)**

Recommendation:

Staff recommends that City Council approve the proposed procedural change.

- (12) Feasibility Study for the Construction of a Fourth Fire Station in Northeast Santee – Staff Update on Progress. (Fire – Wallace)**

Recommendation:

Receive presentation and provide direction to staff to work with the County of San Diego to obtain formal concurrence that operating a fire station at Woodglen Vista Park would not be inconsistent with the deed condition. Council input is requested on whether to proceed with the Woodglen Vista Park feasibility study now, or whether to wait for the County's concurrence before incurring the expense for the feasibility study.

- (13) Second Reading and Adoption of an Ordinance Amending Chapter 2.40 of the Santee Municipal Code Pertaining to Election Campaign Finance and Control. (City Clerk – Jeffries)**

Recommendation:

1. Conduct the Second Reading and adopt the Ordinance; and
2. Provide direction to staff on if there should be a separate campaign contribution limit for Mayoral candidates.

NEW BUSINESS:

- (14) Resolution Determining a Distillery to be a Permitted Use in the Industrial Districts on the Basis of Similarity to Uses Specifically Listed. (Planning and Building – Sawa)**

Recommendation:

Staff recommends that City Council adopt the Resolution.

- (15) Presentation of the Proposed Capital Improvement Program for Fiscal Years 2026-2030. (City Manager/Finance – Halbert/Jennings)**

Recommendation:

Review and discuss the Proposed Capital Improvement Program for Fiscal Years 2026-2030 and provide direction to staff as necessary.



NON-AGENDA PUBLIC COMMENT (Continued):

All public comment not presented within the first Non-Agenda Public Comment period above will be heard at this time.

CITY COUNCIL REPORTS:

CITY MANAGER REPORTS:

CITY ATTORNEY REPORTS:

CLOSED SESSION:

- (16) **Public Employment**
(Gov. Code section 54957)
Title: City Manager
- (17) **Conference with Labor Negotiators**
(Government Code Section 54957.6)
City Designated Representative: City Manager
Employee Organization: Santee Firefighters Association
- (18) **Conference with Legal Counsel—Existing Litigation**
(Gov. Code section 54956.9(d)(1))
Name of Case: Preserve Wild Santee v. City of Santee, SDSC Case No. 37-2022-00041478-CU-MC-CTL

ADJOURNMENT:





BOARDS, COMMISSIONS & COMMITTEES
MAY AND JUNE MEETINGS

May 07	Santee Park and Recreation Committee	Council Chamber
May 12	Community Oriented Policing Committee	Council Chamber
May 14	Council Meeting	Council Chamber
May 28	Council Meeting	Council Chamber
June 04	Santee Park and Recreation Committee	Council Chamber
June 09	Community Oriented Policing Committee	Council Chamber
June 11	Council Meeting	Council Chamber
June 25	Council Meeting	Council Chamber

The Santee City Council welcomes you and encourages your continued interest and involvement in the City’s decision-making process.

For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City’s website at www.CityofSanteeCA.gov.

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 12132 of the American with Disabilities Act of 1990 (42 USC § 12132). Any person with a disability who requires modification or accommodation in order to participate in a meeting should direct such a request to the City Clerk’s Office at (619) 258-4100, ext. 114 at least 48 hours before the meeting, if possible.



MEETING DATE May 28, 2025

ITEM TITLE ADJOURNMENT IN MEMORY OF PAUL BERGHOFF

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Tonight's meeting will be adjourned in memory of Paul Berghoff. Paul passed away peacefully on April 17, 2025, at the age of 92, shortly after his beloved wife, Loretto Berghoff, with whom he shared 64 years of marriage.

A passionate entrepreneur, Paul, founded and operated several family businesses, including an investment firm, a family restaurant, and multiple sports complexes. One of those sports complexes is located here in Santee and we know it as Sportsplex USA Santee. Paul founded Sportsplex USA in 1994 by operating a newly developed sports park in Poway. Building on its success in Poway, Sportsplex USA was selected by the City of Santee in 2003 to operate a new facility it was building. After 7 years, Sportsplex USA Santee opened in 2010 which has since welcomed hundreds of thousands of visitors annually, leaving a lasting legacy in our community.

Paul's passion for sports extended deeply into his personal life, he was unashamed to admit his passion for athletics far surpassed his interest in academics. He played many sports well, though he jokingly claimed he wasn't great at any. His proudest athletic achievement was playing tennis for the U.S. Army in Japan. Golf became his favorite pastime later in life, followed by basketball, platform tennis, and swimming.

Paul was also a man of unwavering faith, he supported many Catholic causes, including his home parishes, Catholic Charities, and Franciscan Outreach. He routinely, and discreetly, made generous donations of both his time and his resources to these efforts.

Paul was a cherished father to Anne Berghoff Bastow, Paul Berghoff Jr. and Bill Berghoff. His son Bill has worked at Sportsplex USA Santee since it opened and along with the Sportsplex team will carry Paul's legacy forward.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *gmk*

Adjourn in memory of Paul Berghoff.

ATTACHMENT

Adjournment Certificate



City of Santee In Deepest Sympathy

On the 28th day of May 2025, the Santee City Council meeting adjourned in memory of

Paul Berghoff

Vice Mayor District 1
Rob McNelis

Mayor
John W. Minto

Councilmember District 2
Ronn Hall

Councilmember District 3
Laura Koval



Councilmember District 4
Dustin Trotter

DO MORE ► DUE EAST



MEETING DATE May 28, 2025

ITEM TITLE ADJOURNMENT IN MEMORY OF JERRY PARK

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Tonight's meeting will be adjourned in memory of Jerry Park. Jerry was an active member of the Santee community and lived a life defined by dedication, service and love. At 18, Jerry enlisted in the United States Army, serving honorably for three years. After his time in the Army, he went on to serve his community as a San Diego Police Officer for 35 years, demonstrating steadfast dedication to public safety. Also, after his time in the Army, Jerry married Sharon Park on July 24, 1965. Their nearly 60-year union was a testament to enduring commitment and partnership.

Outside of his professional life, Jerry continued to serve the community in a number of ways. He was a little league coach for the American National Little League for 5 years. He was a member of the Santee Elks for 35 years, serving on the Board of Trustees for at least 10 years. During his time as an Elk, he established their recycling program, which generated thousands of dollars for the Elks. He and another man would go every week to sort the cans and take them to the recycling center. He was even dubbed "Dr. Trash."

Jerry was active in Guardian Angels Catholic Church, where he ushered every Saturday night for 50 years. He took communion to the sick with his wife for several years, hosted Bible studies at their home for 10 years, and for several years, he made up bags of clothes and food for the homeless and went around to deliver them.

Jerry is survived by his beloved wife, Sharon Park; his son, Kevin Park and wife Carmen Park; his daughter, Vernicea Hilligas and husband Lenny Hilligas; seven grandchildren, and nine great-grandchildren.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *elt*

Adjourn in memory of Jerry Park.

ATTACHMENT

Adjournment Certificate



City of Santee In Deepest Sympathy

On the 28th day of May 2025, the Santee City Council meeting adjourned in memory of

Jerry Park

Vice Mayor District 1
Rob McNelis

Mayor
John W. Minto

Councilmember District 2
Ronn Hall

Councilmember District 3
Laura Koval



Councilmember District 4
Dustin Trotter

DO MORE ► DUE EAST



MEETING DATE May 28, 2025

ITEM TITLE RECOGNITION OF SANTANA HIGH SCHOOL STUDENTS BEN SIEKERT AND ABRAHAM ESPINO

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Ben Siekert and Abraham Espino are students in Santana High School's Career Technical Education (CTE) program, Auto Body Repair and Refinishing. Recently, Ben and Abraham competed in the SkillsUSA California State Leadership and Skills Conference. SkillsUSA is a premier event showcasing the state's most highly skilled CTE students with over 4,000 students competing in 120 skilled and leadership competitions. This event is a testament to the excellence and relevance of Career Technical Education. The championships are a crucial part of a year-long process that begins at regional levels. Winners not only receive gold, silver, or bronze medals but also scholarships. The Gold medalist qualifies for the national conference in June.

At the California State Championships, Ben and Abraham competed in the Collision Repair Technology portion of the event and their talents were recognized with Ben receiving the Gold medal and Abraham receiving the Silver medal. This is an incredible achievement that highlights the exceptional skill and dedication of each Ben and Abraham fostered within Santana High School's Career Technical Education program.

The City of Santee would like to recognize Ben Siekert, Abraham Espino and the Santana High School Auto Body program for their wins at the SkillsUSA Championships and wishes Ben the best of luck at the National level.

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *EW*

Recognize Ben Siekert, Abraham Espino and the Santana High School Career and Technical Education program.

ATTACHMENT

Proclamation
Certificates of Recognition



| Proclamation

WHEREAS, Career Technical Education is a type of educational program that prepares students for careers in specific technical and occupational fields; and

WHEREAS, Career Technical Education combines academic knowledge with hands-on training and real-world experience, equipping students with the skills and knowledge needed for various job roles; and

WHEREAS, Career Technical Education programs can be found in high schools, community colleges, and technical schools; and

WHEREAS, Santana High School's amazing Career Technical Education program Auto Body Repair and Refinishing is celebrating major success; and

WHEREAS, in the recent SkillsUSA State Championship for Collision Repair Technology, one Santana student won gold, and another earned silver; and

WHEREAS, these incredible achievements highlight the dedication put forth by staff in Santana High School's Career Technical Education program.

NOW, THEREFORE, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council do hereby proclaim that Santana High School's Career Technical Education program receives due recognition and commendation for its dedication to building and fostering exceptional skills for its students and providing top-tier real-world training that leads to outstanding results.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-eighth day of May, two thousand twenty-five, and have caused the Official Seal of the City of Santee to be affixed.

Mayor John W. Minto

City of Santee

Certificate of Recognition

This Certificate is Proudly Presented in Recognition of

BEN SIEKERT

The City of Santee recognizes Ben Siekert, Gold Medal Winner in the Collision Repair Technology category at the California SkillsUSA Championships. Ben is a student in Santana High School's Career Technical Education program "Auto Body Repair and Refinishing." He now has the opportunity to advance to the National Conference in June. Congratulations and Best of Luck at the National level, Ben!

Mayor John W. Minto

May 28, 2025

DO MORE ► DUE EAST



City of Santee

Certificate of Recognition

This Certificate is Proudly Presented in Recognition of

ABRAHAM ESPINO

*The City of Santee recognizes Abraham Espino, Silver Medal Winner in the Collision Repair Technology category at the California SkillsUSA Championships. Abraham is a student in Santana High School's Career Technical Education program "Auto Body Repair and Refinishing."
Congratulations, Abraham!*

Mayor John W. Minto
May 28, 2025

DO MORE ► DUE EAST



MEETING DATE May 28, 2025

ITEM TITLE APPROVAL OF READING BY TITLE ONLY AND WAIVER OF READING IN FULL OF ORDINANCES AND RESOLUTIONS ON THE AGENDA

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

This Item asks the City Council to waive the reading in full of all Ordinances on the Agenda (if any) and approve their reading by title only. The purpose of this Item is to help streamline the City Council meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of Items on the agenda.

State law requires that all Ordinances be read in full either at the time of introduction or at the time of passage, unless a motion waiving further reading is adopted by a majority of the City Council. (Gov. Code, § 36934). This means that each word in each Ordinance would have to be read aloud unless such reading is waived. Such reading could substantially delay the meeting and limit the time available for discussion of substantive Items. Adoption of this waiver streamlines the procedure for adopting the Ordinances on tonight's Agenda (if any), because it allows the City Council to approve Ordinances by reading aloud only the title of the Ordinance instead of reading aloud every word of the Ordinance.

The procedures for adopting Resolutions are not as strict as the procedures for adopting Ordinances. For example, Resolutions do not require two readings for passage, need not be read in full or even by title, are effective immediately unless otherwise specified, do not need to be in any particular format unless expressly required, and, with the exception of fixing tax rates or revenue amounts, do not require publication. However, like Ordinances, all Resolutions require a recorded majority vote of the total membership of the City Council. (Gov. Code § 36936).

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

It is recommended that the Council waive the reading of all Ordinances and Resolutions in their entirety and read by title only.

ATTACHMENT

None.



MEETING DATE May 28, 2025

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

A listing of checks that have been disbursed since the last Council meeting is submitted herewith for approval by the City Council.

FINANCIAL STATEMENT

Adequate budgeted funds are available for the Payment of Demands per the attached listing.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *GH*

Approve the Payment of Demands as presented.

ATTACHMENT

- 1) Summary of Payments Issued
- 2) Voucher Lists

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/07/25	Accounts Payable	\$ 341,180.53
05/14/25	Accounts Payable	30,679.27
05/14/25	Accounts Payable	245,950.39
05/14/25	Accounts Payable	160,511.73
05/15/25	Payroll	482,161.20
05/15/25	Accounts Payable	14,287.08
05/16/25	Accounts Payable	56,926.27
05/20/25	Accounts Payable	156,485.34
		\$ 1,488,181.81
	TOTAL	\$ 1,488,181.81

I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.

Heather Jennings

Heather Jennings, Director of Finance

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139217	5/7/2025	14954 ADVANCED ELECTRICAL INNOVATION	644	54873	ELECTRICAL REPAIRS & MAINT	1,930.10
					Total :	1,930.10
139218	5/7/2025	15614 BALDWIN, JULIA	2005024.001		REFUND	36.00
					Total :	36.00
139219	5/7/2025	12951 BERRY, BONNIE	May 1, 2025		RETIREE HEALTH PAYMENTS	91.00
					Total :	91.00
139220	5/7/2025	10022 BRAUN NORTHWEST INC	40049 REVISED	55084	AMBULANCE REMOUNT	199,300.01
					Total :	199,300.01
139221	5/7/2025	10682 CONSOLIDATED ELECTRICAL	1069-1066947	55117	TRAFFIC SUPPLIES - REPLACEMEI	12,391.25
					Total :	12,391.25
139222	5/7/2025	10032 CINTAS CORPORATION 694	4227405188	54844	MISC FLEET RENTALS	74.14
					Total :	74.14
139223	5/7/2025	10268 COOPER, JACKIE	May 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
139224	5/7/2025	10486 COUNTY OF SAN DIEGO	04032025		NOE - CITYWIDE SLURRY SEAL AN	50.00
					Total :	50.00
139225	5/7/2025	10486 COUNTY OF SAN DIEGO	202500314		RECORDED DOCUMENT - TERMIN/	17.00
					Total :	17.00
139226	5/7/2025	15413 COUNTYWIDE MECHANICAL SYSTEMS	72469	55099	PLUMBING REPAIRS & RELATED M	1,352.62
			72845	55099	PLUMBING REPAIRS & RELATED M	928.77
			73069	55099	PLUMBING REPAIRS & RELATED M	2,065.51
			73102	55099	PLUMBING REPAIRS & RELATED M	1,379.57
			73363	55099	PLUMBING REPAIRS & RELATED M	445.60
			73385	55099	PLUMBING REPAIRS & RELATED M	1,076.30
			73386	55099	PLUMBING REPAIRS & RELATED M	848.48
			73388	55099	PLUMBING REPAIRS & RELATED M	1,016.83
			73616	55099	PLUMBING REPAIRS & RELATED M	6,961.78

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139226	5/7/2025	15413	15413 COUNTYWIDE MECHANICAL SYSTEM (Continued)			Total : 16,075.46
139227	5/7/2025	10333	COX COMMUNICATIONS	141609201; APR25	APT IT-FS4 8950 COTTONWOOD A	207.39
						Total : 207.39
139228	5/7/2025	14555	FIFTH ASSET INC DBA DEBTBOOK	DB2007542	55227 ANNUAL SUBSCRIPTION FEE	10,000.00
						Total : 10,000.00
139229	5/7/2025	12655	DELL MARKETING LP	10809756190	55204 MONTHLY WEBSITE HOSTING FEE	484.89
						Total : 484.89
139230	5/7/2025	14446	ENTERPRISE FM TRUST	282938A-050325 FOT0183330	55040 VEHICLE LEASING PROGRAM FLEET MAINTENANCE SERVICES	13,857.67 1,223.75
						Total : 15,081.42
139231	5/7/2025	12638	GEORGE HILLS COMPANY, INC.	INV1031698	55094 ADMIN-LIABILITY CLAIMS	1,500.00
						Total : 1,500.00
139232	5/7/2025	10066	GLOBALSTAR USA LLC	89585007	SATELLITE PHONE SERVICE	106.21
						Total : 106.21
139233	5/7/2025	14785	HEARTLAND FIRE	QTR 4 BILLING SNTFF20425	HTFA FY 24-25 4TH QTR FIREFIGHTER 2 TESTING	9,880.00 950.00
						Total : 10,830.00
139234	5/7/2025	10204	LIFE ASSIST INC	1590072	54807 EMS SUPPLIES	866.55
						Total : 866.55
139235	5/7/2025	15610	LLOYD, BOB	292868	REIMBURSEMENT	35.00
						Total : 35.00
139236	5/7/2025	15225	LONG, CHERYL L	May 1, 2025	RETIREE HEALTH PAYMENT	91.00
						Total : 91.00
139237	5/7/2025	10507	GREAT AMERICA FINANCIAL SVCS	39097372	MITEL MXE III CONTROLLER SATA :	1,588.52
						Total : 1,588.52
139238	5/7/2025	15342	NAPA AUTO PARTS	958205	55003 VEHICLE REPAIR PART	184.23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139238	5/7/2025	15342 NAPA AUTO PARTS	(Continued)			Total : 184.23
139239	5/7/2025	10095 RASA	5851	54976	MAP CHECK - LAKE CANYON SUBI	700.00
						Total : 700.00
139240	5/7/2025	12237 RAYON, KYLE	May 1,2025		RETIREE HEALTH PAYMENT	91.00
						Total : 91.00
139241	5/7/2025	15425 RENEWELL FLEET SERVICE LLC	5354	55073	VEHICLE REPAIR PART	395.66
						Total : 395.66
139242	5/7/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	152129329-001	54925	IRRIGATION PARTS	37.13
			152297409-001	54925	IRRIGATION PARTS	215.90
			152385982-001	54925	IRRIGATION PARTS	91.00
			152440933-001	54925	IRRIGATION PARTS	845.03
			152440933-002	54925	IRRIGATION PARTS	509.02
			152440933-003	54925	IRRIGATION PARTS	3,743.95
						Total : 5,442.03
139243	5/7/2025	10837 SOUTHWEST TRAFFIC SIGNAL	84188	54948	TRAFFIC SIGNAL - MONTHLY MAIN	3,255.00
			84189	54948	TRAFFIC SIGNAL - MARKOUT REPC	315.00
			84190	54948	TRAFFIC SIGNAL - SERVICE CALLS	4,472.07
			84191	54948	TRAFFIC SIGNAL - SERVICE CALLS	384.42
			84192	54955	TRAFFIC SIGNAL - MARKOUT REPC	118.57
			84200	54955	TRAFFIC SIGNAL - SERVICE CALLS	367.79
			84201	54955	TRAFFIC SIGNAL - SERVICE CALLS	164.96
			84202	54955	TRAFFIC SIGNAL - SERVICE CALLS	1,139.23
			84203	54955	TRAFFIC SIGNAL - SERVICE CALLS	1,072.24
			84204	54955	TRAFFIC SIGNAL - SERVICE CALLS	2,556.88
						Total : 13,846.16
139244	5/7/2025	10217 STAPLES ADVANTAGE	6029463724	54870	OFFICE SUPPLIES - P&B, E	147.62
						Total : 147.62
139245	5/7/2025	10119 STEVEN SMITH LANDSCAPE INC	3253	54900	A 2 LANDSCAPE SERVICES	550.00
			3270	54900	A 2 LANDSCAPE SERVICES	275.00
			3298	54900	A 2 LANDSCAPE SERVICES	21,760.00
			3398	54900	A 2 LANDSCAPE SERVICES	21,760.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
139245	5/7/2025	10119	10119 STEVEN SMITH LANDSCAPE INC (Continued)			Total : 44,345.00	
139246	5/7/2025	11112	ULINE	191737490	GENERAL PROMOTIONAL SUPPLIE	904.88	
						Total : 904.88	
139247	5/7/2025	12480	UNITED SITE SERVICES	INV-5279863	55056	PORTAPOT ADA	135.54
						Total : 135.54	
139248	5/7/2025	10642	USPS-POC	4302025		POSTAGE REIMBURSEMENT	1,865.69
						Total : 1,865.69	
139249	5/7/2025	10325	VALLEY POWER SYSTEM INC	R 51134	54902	VEHICLE SUPPLIES	528.64
						Total : 528.64	
139250	5/7/2025	10475	VERIZON WIRELESS	6110694197		WIFI SERVICE	1,220.31
						Total : 1,220.31	
139251	5/7/2025	10331	WHITE CAP LP	50030955697	54961	TOOLS, MATERIALS & SUPPLIES	404.83
						Total : 404.83	
139252	5/7/2025	12930	WILLIAMS, ROCHELLE	May 1, 2025		RETIREE HEALTH PAYMENT	91.00
						Total : 91.00	
139253	5/7/2025	12641	WITTORFF, VICKY DENISE	May 1, 2025		RETIREE HEALTH PAYMENT	31.00
						Total : 31.00	

37 Vouchers for bank code : ubgen

Bank total : 341,180.53

37 Vouchers in this report

Total vouchers : 341,180.53

Prepared by: Juan M
 Date: 5-7-25
 Approved by: [Signature]
 Date: 5/7/25

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	000004		VEHICLE REPAIR PARTS	10.26
			000023		WELLNESS EVENT	200.00
			000032		WELLNESS	150.00
			000062		MATERIALS & SUPPLIES	128.01
			000063		MATERIALS & SUPPLIES - ROBOTIK	107.74
			002531		MEETING SUPPLIES	7.24
			005961		VOLUNTEER AUTO X TRAINING	9.71
			010386		MEETING SUPPLIES	79.12
			013049		STATION SUPPLIES	25.64
			019888		BUNNY TRAIL SUPPLIES	5.39
			020184		MATERIALS & SUPPLIES	372.34
			021826		MEETING SUPPLIES	103.52
			028385		SENIOR SUPPLIES	71.28
			031075		CITY COUNCIL SUPPLIES	33.21
			0325117		MEMORIAL PLAQUE	233.77
			03272025		VIDEO MANAGEMENT SOFTWARE	300.00
			03282025		TRANSPORTATION CHARGE	26.99
			035151		SENIOR SUPPLIES	61.28
			035607		WELLNESS EVENT	9.43
			036153		SENIOR PROGRAM SUPPLIES	6.78
			037453		BUNNY TRAIL SUPPLIES	15.06
			04012025		EVENT PROMOTION	90.00
			04022025A		TRANSPORTATION CHARGE	27.25
			04022025B		TRANSPORTATION CHARGE	19.51
			040581		MEETING SUPPLIES	19.89
			04072025		TRANSPORTATION CHARGE	18.67
			041025		TRANSPORTATION CHARGE	45.99
			041057		MEETING SUPPLIES	28.70
			04152026		ANNUAL SUBSCRIPTION	179.95
			04182025B		TRANSPORTATION CHARGE	28.89
			047956		WELLNESS	73.85
			05052025		CR-ONLINE FITNESS MEMBRSHP	-179.95
			0524839		VEHICLE SUPPLIES	96.32
			054764		TEEN CENTER SUPPLIES	29.16
			057856		EVENT SUPPLIES	105.42
			083326		MEETING SUPPLIES	21.99

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	(Continued)			
			088247		MEETING SUPPLIES	46.68
			093414		MEETING SUPPLIES	40.21
			1000836		PEER SUPPORT MEETING	16.99
			101568		CPRS PROFESSIONAL DEVELOPM	25.00
			10383		MEETING SUPPLIES	18.23
			104315		MEETING SUPPLIES	18.53
			1091368		ENGINEERING SUPPLIES	58.08
			110147		MEETING SUPPLIES	40.79
			11478		MEETING SUPPLIES	17.92
			1185889480		STATION SUPPLIES	1,653.12
			1186254566		WELLNESS	69.91
			1190426482		STATION SUPPLIES	1,771.64
			13862621		SUMMER MARKETING BROCHURE	597.89
			1533082		MATERIALS & SUPPLIES	116.37
			15937		WELLNESS EVENT	164.50
			16487		APPARATUS SUPPLIES	220.08
			171035		MEETING SUPPLIES	27.50
			1715339		EVENT PROMOTION	335.47
			1717		OFFICE SUPPLES	128.49
			1804211		OFFICE SUPPLIES	11.62
			18628		MEETING SUPPLIES	19.52
			1928		EQUIPMENT IDENTIFICATION	173.00
			1929		EQUIPMENT IDENTIFICATION	131.00
			20094564464		WEARING APPAREL	42.28
			2034639		OFFICE SUPPLIES	29.91
			204068		DISPATCHER APPRECIATION WK	124.52
			224289		CONCERT MAGNETS	505.70
			2269		BUNNY TRAIL SUPPLIES VEHICLE	64.99
			2373		EQUIPMENT	990.19
			238-249		WEARING APPAREL	18.00
			24203		GFOA FY2024 COA REVIEW	610.00
			249381		SENIOR TRIP	57.58
			2553864		BUNNY TRAIL SUPPLIES	43.05
			26-12917-97767		APPARATUS SUPPLIES	362.32
			26-12917-97768		APPARATUS SUPPLIES	53.65
			2703552		CONFERENCE ACCOMMODATIONS	2,422.67

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	(Continued)			
			274715		OFFICE SUPPLIES	215.49
			28163		EQUIPMENT	514.87
			28221		APPARATUS EQUIPMENT	1,525.35
			29247102		EVENT PROMOTIONAL ITEMS	792.67
			29402785		SIGNAGE	59.59
			29445510		FNL EVENT FLYERS	64.57
			29458233		CONCERT FLYERS	226.25
			29464224		FIRE FLYER	51.39
			29472966		PICKLEBALL BANNER	36.87
			29478567		EVENT BANNERS	433.42
			2949610		RECREATION SUPPLIES	26.81
			300017863		CSMFO MEMBERSHIP	150.00
			30603		MEETING DUES	60.00
			309040404		2025 CONCERT HEALTH PERMIT	325.50
			309086826		COUNTY OF SD - RECORDED DOC	0.01
			309104130		COUNTY OF SD - RECORDED DOC	0.06
			322457		PROFESSIONAL DEVELOPMENT	200.00
			3285975		SMALL TOOLS	192.96
			33473271		EVENT SUPPLIES	284.62
			34EW3XW		FAA DRONE REGISTRATION	5.00
			35122810		VEHICLE EQUIPMENT	59.45
			3518645		SMALL TOOLS	23.28
			3557805		OFFICE MATERIALS	130.56
			3564225		OFFICE SUPPLIES	40.70
			3670		EVENT BANNER DECALS	300.11
			3696622		OFFICE SUPPLIES	53.61
			3884260		OFFICESUPPLIES	18.29
			3884260-CR		OFFICE SUPPLIES	-10.76
			3-BUNNY25		BUNNY TRAIL SUPPLIES	43.05
			3U2MK6		CONFERENCE FLIGHT	435.20
			3Z03ROK		MEETING DUES	75.00
			4008256		CITY CLERKS OFFICE SUPPLIES	175.70
			4010238		MATERIALS & SUPPLIES	139.86
			4054610		CODE COMPLIANCE SUPPLIES	6.44
			406231		FACEBOOK BOOST - DISCOVER YC	25.89
			4079415		COMPUTER EQUIPMENT	88.15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	(Continued)			
			4182025A		TRANSPORTATION CHARGE	28.76
			4328136		DOMAIN NAME RENEWAL	44.34
			435527		SAFETY EQUIPMENT	971.85
			43T5C4		TRANSPORTATION	227.92
			4510100		STATION SUPPLIES	4.26
			4824200		OFFICE SUPPLIES	61.70
			5125818		OFFICE MATERIALS	242.43
			5368259		CLERK OFFICE OFFICE SUPPLIES	12.91
			5525365		WEBSITE HOST RENEWAL	215.88
			55928		BUILDING SUBSCRIPTION	69.97
			56630		OFFICE SUPPLIES	300.35
			5807488		MEETING SUPPLIES	59.48
			5993054		SAFETY APPAREL	51.50
			6002B		TRANSPORTATION SEMINAR	130.00
			6259401		VEHICLE SUPPLIES	40.68
			6440263		ENGINEERING SUPPLIES	86.09
			6512449		MATERIALS & SUPPLIES	100.98
			6607		PSHRA MEMBERSHIP	790.00
			6998-0662		GOOGLE CLOUD SEARCH	55.24
			7016227		GRAFFITI REMOVAL	94.13
			7018626		DRONE PROPELLER GUARDS	39.52
			7020494		TRAINING MATERIALS	84.04
			70A4CA4-0003		WEBSITE SUBSCRIPTION	1,320.00
			7153415		FIRE PREVENTION SUPPLIES	20.45
			72987		MATERIALS & SUPPLIES	265.80
			73151896		MEETING SUPPLIES	7.25
			736615543		BUNNY TRAIL SUPPLIES	319.96
			7720217		SHOP SUPPLIES	71.10
			7984114		EQUIPMENT SUPPLIES	155.25
			8020229		STATION SUPPLIES	7.74
			8030175		GRAFFITI REMOVAL	81.24
			80663		OFFICE SUPPLIES	162.04
			80686		MATERIALS & SUPPLIES SUMMER	189.16
			8241254-4		EVENT SUPPLIES SUMMER	168.64
			824154-1		EVENT SUPPLIES GENERAL	15.07
			824154-2		EVENT SUPPLIES	96.95

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	(Continued)			
			824154-3		SUMMER EVENT SUPPLIES	72.90
			83109		WELLNESS	13.55
			8312223		COUNTY OF SD - RECORDED DOC	0.45
			8312539		COUNTY OF SD - FEE FOR RECOR	2.60
			84091		WELLNESS	27.11
			8413052		MATERIALS & SUPPLIES	320.05
			8521305		MATERIALS & SUPPLIES	19.36
			8523529		SIGNAGE	238.62
			8535		SIGNAGE	26.94
			8704816		APA VIRTUAL CONFERENCE REGIS	400.00
			88379		EQUIPMENT	222.07
			88387		EQUIPMENT	192.98
			9055436		BUNNY TRAIL SUPPLIES	18.99
			9204243		MATERIALS & SUPPLIES	279.07
			9220207		ENGINEERING AND P&B SUPPLIES	17.93
			9257		OFFICE MATERIALS - GLASS PART	355.58
			9292		OFFICE MATERIALS - GLASS PART	742.53
			9293		OFFICE MATERIALS - GLASS PART	344.80
			9357853-A		APPARATUS SUPPLIES	145.74
			9357853-B		APPARATUS SUPPLIES	16.04
			9508204		BUILDING SUPPLIES	53.86
			9803419		APPARATUS SUPPLIES	107.42
			99514		SMALL TOOLS	34.89
			AD7R93B		COMPUTER EQUIPMENT	695.30
			B913379F		MEETING SUPPLIES	14.48
			CR11416		CR-EQUIP SUPPLIES RETRND	-1,657.44
			CR1185889480		CR-STATION SUPPLIES	-1,653.12
			INV-76551		CFED WEST	106.25
			MC17449793		EMAIL MARKETING SUBSCRIPTION	350.00
			MWY-OK2		MEETING SUPPLIES	245.34
			PEL001333632		EMS SUPPLIES	163.36
			PKN3SGDTG72		PROFESSIONAL DEVELOPMENT	36.40
			QUALITY-1		REFUND CHARGES	-213.04
			QUALITY-2		REFUND CHARGES	-189.75
			QUALITY-3		REFUND CHARGES	-189.75
			QUALITY-4		REFUND CAHRGES	-255.03

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139255	5/14/2025	10001 US BANK	(Continued)			
			SDO2BUD		MEETING DUES	450.00
			SO585635		VEHICLE EQUIPMENT	541.79
			SVLUIQ4		SECURITY CERTIFICATE	99.99
			W54265		EQUIPMENT SUPPLIES	1,528.56
					Total :	30,679.27
					Bank total :	30,679.27
					Total vouchers :	30,679.27

1 Vouchers for bank code : ubgen

1 Vouchers in this report

Prepared by: *Tucker*
Date: 5.14.25
Approved by: _____
Date: 5/14/25

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139256	5/14/2025	10003 A & B SAW & LAWNMOWER SHOP	041825	54823	EQUIPMENT SUPPLIES	249.98
Total :						249.98
139257	5/14/2025	11139 ACE UNIFORMS, LLC - SAN DIEGO	SD0221709	54990	WEARING APPAREL	372.31
Total :						372.31
139258	5/14/2025	13456 AGRICULTURAL PEST CONTROL	798250 800483	54828 54828	FY24/25 PEST CONTROL SERVICE: PEST CONTROL SERVICES	632.65 165.00
Total :						797.65
139259	5/14/2025	15604 BANUELOS, EMILIO	294489		LIVESCAN	35.00
Total :						35.00
139260	5/14/2025	10017 BAY CITY ELECTRIC WORKS	W308355 W308356 W308357 W308358 W308370 W308371 W308374 W308376 W311417 W311443 W312192 W312193	55024 55024 55024 55024 55024 55024 55024 55024 55024 55024 55024 55024	GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS (O GENERATOR MAINT & REPAIRS (O	205.00 205.00 205.00 205.00 1,163.50 968.76 1,142.65 1,107.65 221.25 205.00 205.00 205.00
Total :						6,038.81
139261	5/14/2025	10668 CALIFORNIA BUILDING STANDARDS	JAN-MAR 2025		JAN - MAR 2025 SB1473 FEES	490.50
Total :						490.50
139262	5/14/2025	10032 CINTAS CORPORATION 694	4227454536 4228102129	54844 54844	STATION SUPPLIES MISC SHOP RENTALS	55.66 74.14
Total :						129.80
139263	5/14/2025	10035 COMPETITIVE METALS INC	540849	54845	SHOP REPAIR	75.28
Total :						75.28

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139264	5/14/2025	15625 CONTRACTING SOLUTIONS	10473		BUSINESS LICENSE REFUND	108.00
					Total :	108.00
139265	5/14/2025	10161 CORE SERVICES INC	91221	54916	CUSTODIAL SERVICES - OFFICES	5,043.39
			91241	54916	CUSTODIAL SERVICES - OFFICES	5,043.39
			91242	54916	CUSTODIAL SERVICES - OFFICES	1,199.99
					Total :	11,286.77
139266	5/14/2025	12153 CORODATA RECORDS	RS7081053	54996	CORODATA RECORDS MANAGMEN	1,068.35
					Total :	1,068.35
139267	5/14/2025	10333 COX COMMUNICATIONS	038997401; APR25 094486701; MAY25		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,568.22
					Total :	3,625.22
139268	5/14/2025	13227 DAWSON, CHANNING M.	947284		EMPLOYEE REIMBURSEMENT	250.00
					Total :	250.00
139269	5/14/2025	10433 DEPARTMENT OF CONSERVATION	JAN-MAR 2025		JANUARY - MARCH 2025 SMIP FEE	1,600.47
					Total :	1,600.47
139270	5/14/2025	11119 FERGUSON ENTERPRISES INC	5334257	55000	PLUMBING SUPPLIES	153.58
					Total :	153.58
139271	5/14/2025	10196 FIRE PREVENTION SERVICES INC	2041		WEED ABATEMENT SPECIAL ASSE	31,034.76
					Total :	31,034.76
139272	5/14/2025	11196 HD SUPPLY FACILITIES	9234654014 9235737737	54803 55060	STATION SUPPLIES FACILITIES MAINTENANCE SUPPLI	476.24 446.02
					Total :	922.26
139273	5/14/2025	12955 IRON MOUNTAIN OUTFITTERS	100615	54946	PSD UNIFORM APPAREL	2,607.15
					Total :	2,607.15
139274	5/14/2025	10997 LAKESIDE FIRE PROTECTION	286		VEHICLE REPAIR	4,591.56
					Total :	4,591.56
139275	5/14/2025	10204 LIFE ASSIST INC	1589761	54807	EMS SUPPLIES	1,277.65

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139275	5/14/2025	10204 LIFE ASSIST INC	(Continued)			
			1590039	54807	EMS SUPPLIES	2,906.43
			1591447	54807	EMS SUPPLIES	1,510.76
					Total :	5,694.84
139276	5/14/2025	15624 LIMITLESS IV THERAPY INC	9071		BUSINESS LICENSE REFUND	42.00
					Total :	42.00
139277	5/14/2025	10174 LN CURTIS AND SONS	INV940338	55140	FIREFIGHTING EQUIPMENT	1,817.77
			INV940779	55168	FIREFIGHTING EQUIPMENT	7,066.89
					Total :	8,884.66
139278	5/14/2025	10720 MALL MEDIA INC	25891U		EVENT SUPPLIES	76.53
					Total :	76.53
139279	5/14/2025	15244 MENG, JAMES	2005-05		REFUNDABLE DEPOSIT	437.39
					Total :	437.39
139280	5/14/2025	10308 O'REILLY AUTO PARTS	2968-280988	54864	VEHICLE REPAIR PARTS	49.25
			2968-281469	54864	VEHICLE REPAIR PART	23.38
			2968-281753	54864	VEHICLE SUPPLIES	17.22
					Total :	89.85
139281	5/14/2025	10308 O'REILLY AUTO PARTS	2968-282040	54864	VEHICLE REPAIR PART	25.22
					Total :	25.22
139282	5/14/2025	14614 PARADIGM MECHANICAL CORP	110797	54821	FY24/25 HVAC MAINT & REPAIRS	164.88
			110812	54821	HVAC MAINT & REPAIRS	133.66
			110813	54821	HVAC MAINT & REPAIRS	133.66
			110814	54821	HVAC MAINT & REPAIRS	267.32
			110815	54821	HVAC MAINT & REPAIRS	279.20
			110869	54821	HVAC MAINT & REPAIRS	139.60
			110870	54821	HVAC MAINT & REPAIRS	273.26
			110871	54821	HVAC MAINT & REPAIRS	121.79
					Total :	1,513.37
139283	5/14/2025	14690 PATH INC	Q10 JAN25-MAR25	54265	ARPA FUNDED - PATH SD HOMELE:	25,077.88

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139283	5/14/2025	14690 14690 PATH INC			(Continued)	Total : 25,077.88
139284	5/14/2025	10241 PETTY CASH - CAROLINE SUCH	041825		PETTY CASH REIMB - PB&E	414.46
					Total :	414.46
139285	5/14/2025	12062 PURETEC INDUSTRIAL WATER	2278917	55043	DEIONIZED WATER SERVICE	194.72
					Total :	194.72
139286	5/14/2025	15343 QUADIENT FINANCE USA INC	2128-8		QUADIENT POSTAGE FUNDING	301.90
					Total :	301.90
139287	5/14/2025	15425 RENEWELL FLEET SERVICE LLC	5522	55073	VEHICLE REPAIR PARTS	888.14
					Total :	888.14
139288	5/14/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	152490846-001	54925	IRRIGATION PARTS	997.30
					Total :	997.30
139289	5/14/2025	10213 SOUTH BAY FOUNDRY INC	0244531	55230	MEMORIAL PARK BENCH	2,586.00
					Total :	2,586.00
139290	5/14/2025	10837 SOUTHWEST TRAFFIC SIGNAL	84199	54955	TRAFFIC SIGNAL - MISC. TASKS ZC	960.59
					Total :	960.59
139291	5/14/2025	11910 SPECTRUM GAS PRODUCTS	00648548	55028	EMS SUPPLIES	280.50
					Total :	280.50
139292	5/14/2025	10217 STAPLES ADVANTAGE	6029528787 6029603999	54869 54897	FY 24/25 OFFICE SUPPLIES - FINAN OFFICE SUPPLIES	127.06 114.17
					Total :	241.23
139293	5/14/2025	10617 STATE OF CALIFORNIA	L0895977936		UNEMPLOYMENT 3/31/25	2,926.00
					Total :	2,926.00
139294	5/14/2025	10119 STEVEN SMITH LANDSCAPE INC	3179 3201 3494 3544	54900 54812 54812 54812	A 2 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES	330.00 5,730.04 59,925.88 870.88

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139294	5/14/2025	10119 10119 STEVEN SMITH LANDSCAPE INC	(Continued)			Total : 66,856.80
139295	5/14/2025	15523 SUPERIOR READY MIX CONCRETE	2736012	55222	ASPHALT MATERIALS & SUPPLIES	625.73
						Total : 625.73
139296	5/14/2025	10250 THE EAST COUNTY	00151521 00152072 00152136		INVITATION TO BID - CITYWIDE SLL NOA - DRAFT EIR PALISADE COMM NOTICE OF PUBLIC HEARING - ZOI	847.00 647.50 217.00
						Total : 1,711.50
139297	5/14/2025	11193 TMAN TRAFFIC SUPPLY	16837	54940	TRAFFIC SIGNS & SUPPLIES	1,602.75
						Total : 1,602.75
139298	5/14/2025	15091 T-MOBILE USA INC	993045165; APR25		CITY HALL	1,198.36
						Total : 1,198.36
139299	5/14/2025	12480 UNITED SITE SERVICES	114-14047915	55056	PORTAPOT	352.58
						Total : 352.58
139300	5/14/2025	10255 VECTOR SOLUTIONS / TARGET SOLU	INV115112	55188	ANNUAL SOFTWARE RENEWAL	9,170.67
						Total : 9,170.67
139301	5/14/2025	14097 VOICES FOR CHILDREN	3_41825	54968	CDBG SUBRECIPIENT	1,419.60
						Total : 1,419.60
139302	5/14/2025	14687 WEX BANK	104729952		FLEET CARD FUELING	16,192.61
						Total : 16,192.61
139303	5/14/2025	15254 YUNEX LLC	CIP 2023-02 RR		RETENTION RELEASE - STREETLIC	25,383.31
						Total : 25,383.31
139304	5/14/2025	12510 ZERO WASTE USA	759944		PET WASTE BAGS	966.45
						Total : 966.45
139305	5/14/2025	10318 ZOLL MEDICAL CORPORATION	90111718	55201	EQUIPMENT PM SERVICE	3,400.00
						Total : 3,400.00
50 Vouchers for bank code : ubgen						Bank total : 245,950.39

vchlist
05/14/2025 1:57:16PM

Voucher List
CITY OF SANTEE

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>	
50	Vouchers in this report					Total vouchers :	245,950.39

Prepared by: *Jmclh*

Date: 5.14.25

Approved by: *[Signature]*

Date: 5/14/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
41482	5/14/2025	10955 DEPARTMENT OF THE TREASURY	May 25 Retiree PPE 5/7/25		FEDERAL WITHHOLDING TAX FEDERAL WITHHOLDING TAX	211.00 120,887.63
					Total :	121,098.63
41498	5/14/2025	10956 FRANCHISE TAX BOARD	May 2025 Retiree PPE 5/7/25		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 39,367.10
					Total :	39,413.10
2 Vouchers for bank code : ubgen						Bank total : 160,511.73
2 Vouchers in this report						Total vouchers : 160,511.73

Prepared by: Justin
Date: 5.15.25
Approved by: E-Balk
Date: 5.20.25

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					rhsabc	30,450.53	609.01						
					roth	113,795.84	13,067.81						
					sb-1		92.07						
					sb-3		73.44						
					sffa		3,717.12						
					sffapc		1,059.36						
					st1cs3	82,255.54	2,467.66	-2,467.66					
					st2cs3	15,934.38	478.03	-478.03					
					texlif		249.64						
					vaccpr		728.05						
					vaccpt		185.99						
					vcnpr		419.08						
					vcnpt		132.95						
					vgcipt		63.62						
					vghipr		31.12						
					vision	16,501.94	549.01						
					voladd		17.50						
					voldis		167.45						
					vollif		145.88						
					vollpb			-145.88					
Grand Totals	16,691.45		767,441.18				285,279.98	90,239.81					

EB
5/13/25

Gross:	767,441.18
Net:	482,161.20

<< No Errors / 11 Warnings >>

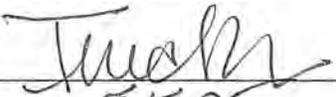
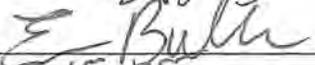
PPE 5/7/25
Paydate 5/15/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139306	5/15/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535881		FLEXIBLE SPENDING ACCOUNT	3,046.15
					Total :	3,046.15
139307	5/15/2025	14793 CONTROLLING INS COST IN CA, SCHOOL 2025-05			EMPLOYEE ASSISTANCE PROGRAM	431.43
					Total :	431.43
139308	5/15/2025	12722 FIDELITY SECURITY LIFE	166799826		EYEMED - VOLUNTARY VISION	1,160.47
					Total :	1,160.47
139309	5/15/2025	10844 FRANCHISE TAX BOARD	PPE 5/7/25		WITHHOLDING ORDER	266.56
					Total :	266.56
139310	5/15/2025	10784 NATIONAL UNION FIRE INSURANCE	May 2025		VOLUNTARY AD&D	35.05
					Total :	35.05
139311	5/15/2025	10335 SAN DIEGO FIREFIGHTERS FEDERAL	May 2025		LONG TERM DISABILITY-SFFA	1,386.50
					Total :	1,386.50
139312	5/15/2025	10424 SANTEE FIREFIGHTERS	PPE 5/7/25		DUES/PEC/BENEVOLENT/BC EXP	4,920.68
					Total :	4,920.68
139313	5/15/2025	10776 STATE OF CALIFORNIA	PPE 5/7/25		WITHHOLDING ORDER	449.53
					Total :	449.53
139314	5/15/2025	10776 STATE OF CALIFORNIA	PPE 5/7/25		WITHHOLDING ORDER	260.30
					Total :	260.30
139315	5/15/2025	10001 US BANK	PPE 5/7/25		PARS RETIREMENT	1,688.88
					Total :	1,688.88
139316	5/15/2025	14600 WASHINGTON STATE SUPPORT	PPE 5/7/25		WITHHOLDING ORDER	641.53
					Total :	641.53
11 Vouchers for bank code : ubgen						Bank total : 14,287.08
11 Vouchers in this report						Total vouchers : 14,287.08

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by: 
Date: 5-15-25
Approved by: 
Date: 5-15-25

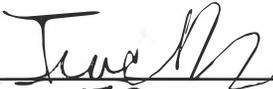
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6236773	5/16/2025	14704 457 MISSIONSQUARE	PPE 5/7/25		ICMA - 457	45,148.86
					Total :	45,148.86
6601412	5/16/2025	14705 RHS MISSIONSQUARE	PPE 5/7/25		RETIREE HSA	11,777.41
					Total :	11,777.41
2 Vouchers for bank code : ubgen						Bank total : 56,926.27
2 Vouchers in this report						Total vouchers : 56,926.27

Prepared by: *Traci M*
Date: 5-16-25
Approved by: *E. Butcher*
Date: 5-20-25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
5253	5/20/2025	10353 PERS	05 25 3		RETIRMENT PAYMENT	156,485.34	
						Total :	156,485.34
1 Vouchers for bank code : ubgen						Bank total :	156,485.34
1 Vouchers in this report						Total vouchers :	156,485.34

Prepared by: 
Date: 5-20-25
Approved by: 
Date: 5-20-25

MEETING DATE May 28, 2025

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$114,150.29 FOR APRIL 2025 LEGAL SERVICES

DIRECTOR/DEPARTMENT Heather Jennings, Finance *HJ*

SUMMARY

Legal services invoices proposed for payment for the month of April 2025 total \$114,150.29 as follows:

1) General Retainer Services	\$ 17,877.00
2) Labor & Employment	19,738.70
3) Litigation & Claims	9,396.85
4) Special Projects - General Fund	39,368.84
5) Special Projects – Other Funds	144.50
6) Third-Party Reimbursable Projects	27,624.40
Total	\$ 114,150.29

FINANCIAL STATEMENT

Account Description: Legal Services

	AMOUNT	BALANCE
General Fund:		
Adopted Budget	\$ 891,530.00	
Revised Budget	966,530.00	
Prior Expenditures	(697,186.08)	
Current Request	(86,381.39)	\$ 182,962.53
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 25,000.00	
Revised Budget	25,000.00	
Prior Expenditures	(10,348.77)	
Current Request	(144.50)	\$ 14,506.73

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *EWK*

Approve the expenditure of \$114,150.29 for April 2025 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary April 2025
2. Legal Services Billing Recap FY 2024-25



**LEGAL SERVICES BILLING SUMMARY
APRIL 2025**

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer	\$ 17,877.00	1028877	
1001.00.1201.51020	17,877.00		
Labor & Employment:			
Labor & Employment	19,738.70	1028878	
1001.00.1201.51020	19,738.70		
Litigation & Claims:			
Litigation & Claims	8,843.40	1028879	
Schaeffer Receivership	161.45	1028889	
Collinwood Drive Receivership	173.40	1028891	
Hope for the Homeless Lakeside Inc.	218.60	1028890	
1001.00.1201.51020	9,396.85		
Special Projects (General Fund):			
Community Oriented Policing	13,365.34	1028880	
CEQA Special Advice	4,017.10	1028895	
Water Quality	722.50	1028882	
Prop 218	57.80	1028883	
Advanced Records Center Services for PRA	11,380.10	1028885	
Cannabis	2,312.00	1028886	
General Telecommunications Work	57.80	1028887	
Surplus Land Act/Real Property Special Advice	1,965.20	1028888	
Housing and Planning Legal Support	5,491.00	1028884	
1001.00.1201.51020	39,368.84		
Mobile Home Rent Control Commission	144.50	1028881	2901.04.4106.51020
	144.50		
Third-Party Reimbursable:			
MSCP Subarea Plan	770.40	1028892	spp1704a.10.05
HomeFed Project	9,605.60	1028893	tm22001a.10.05
Walker Trails	128.40	1028894	grd1313a.50.05
Popeyes	342.40	1028898	grd1394a.50.05
Redevelopment of Carlton Oaks Golf Course	12,754.40	1028896	cup1906a.10.05
Palisade Warehouse	1,027.20	1028899	dr23002a.10.05
Summit Townhomes	2,097.20	1028900	tm23003a.10.05
City Ventures Cottonwood and Park	898.80	1028901	tm24001a.10.05
	27,624.40		
Total	\$ 114,150.29		

**LEGAL SERVICES BILLING RECAP
FY 2024-25**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo./Yr.</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 216,530.00	\$ 216,530.00	\$ 161,440.19	\$ 55,089.81	Apr-25	\$ 17,877.00
Labor & Employment	80,000.00	105,000.00	72,444.12	32,555.88	Apr-25	19,738.70
Litigation & Claims	75,000.00	125,000.00	128,446.22	(3,446.22)	Apr-25	9,396.85
Special Projects	520,000.00	520,000.00	334,855.55	185,144.45	Apr-25	39,368.84
Total	<u>\$ 891,530.00</u>	<u>\$ 966,530.00</u>	<u>\$ 697,186.08</u>	<u>\$ 269,343.92</u>		<u>\$ 86,381.39</u>
Other City Funds:						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 6,455.81	\$ 3,544.19	Apr-25	\$ 144.50
Capital Projects	5,000.00	5,000.00	2,881.46	2,118.54	Apr-25	-
SLEMSA JPA	10,000.00	10,000.00	1,011.50	8,988.50	Apr-25	-
Total	<u>\$ 25,000.00</u>	<u>\$ 25,000.00</u>	<u>\$ 10,348.77</u>	<u>\$ 14,651.23</u>		<u>\$ 144.50</u>
Third-Party Reimbursable:						
Total			<u>\$ 143,826.55</u>			<u>\$ 27,624.40</u>

Total Previously Spent to Date FY 2024-25	
General Fund	\$ 697,186.08
Other City Funds	10,348.77
Applicant Deposits or Grants	143,826.55
Total	<u>\$ 851,361.40</u>

Total Proposed for Payment	
General Fund	\$ 86,381.39
Other City Funds	144.50
Applicant Deposits or Grants	27,624.40
Total	<u>\$ 114,150.29</u>

MEETING DATE May 28, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA RATIFYING THE CITY MANAGER'S APPROVAL OF THE THIRD AMENDMENT TO THE CONTRACT WITH COUNTYWIDE MECHANICAL SYSTEMS, INC. FOR EMERGENCY PLUMBING REPAIRS AT FIRE STATION #4 AND AS-NEEDED PLUMBING MAINTENANCE SERVICES THROUGH FY 2024-25

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services 

SUMMARY On November 1, 2022, the City entered into a Contract with Countywide Mechanical Systems, Inc. ("Contractor") for Plumbing Repairs and Maintenance Services for Fiscal Year 2022-23 in an amount not to exceed of \$43,640.00 ("Contract") after a formal bid process was completed per RFB #22/23-20065.

Effective July 1, 2023, the City extended the Contract through June 30, 2024, pursuant to Section 6 of the Contract and increased the FY 2023-24 Contract not-to-exceed amount to a new total of \$60,256.88.

On February 14, 2024, the City approved the First Amendment to the Contract to increase Extra Work for the replacement of restroom fixtures and installation of a wall mounted drinking fountain at Big Rock Park, in the amount of \$27,848.00, increasing the total not to exceed amount from \$60,256.88 to \$88,104.88 for Fiscal Year 2023-24 ("First Amendment").

Effective July 1, 2024, the City extended the Contract through June 30, 2025, pursuant to Section 6 of the Contract and increase the FY 2024-25 Contract not-to-exceed amount to a new total of \$62,246.13.

On August 14, 2024, the parties entered into the Second Amendment to the Contract to perform extra work at City Hall building 4 to dig up and expose main sewer cap dead leg sewage line, in the amount of \$18,957.00 increasing the total not to exceed amount from \$62,246.13 to \$81,203.13 for Fiscal Year 2024-25.

On May 8, 2025, staff was made aware of an active water leak at Fire Station #4. The leak was unable to be stopped without turning off water service to the station. The estimate to repair the copper supply line exceeded the funds available on the current contract. Santee Municipal Code (SMC) section 3.24.140(B)(2) allows the City Manager to authorize services in the case of an emergency, as defined in SMC section 3.24.020, as long as the procurement is subsequently ratified by the City Council.

Staff recommends the City Council adopt the Resolution ratifying the City Manager's emergency approval of the Third Amendment to the Contract, which will increase the not-to-exceed amount for Fiscal Year 2024-25 by \$4,000.00, from \$81,203.13 to \$85,203.13.

ENVIRONMENTAL IMPACT

This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

FINANCIAL STATEMENT #8

Funding for this contract is provided in the Fiscal Year 2024-25 Community Services Department operating budget.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *glt* Adopt the resolution ratifying the City Manager's approval to execute the Third Amendment to the Contract with Countywide Mechanical Systems, Inc. for the emergency Plumbing Repairs at FS#4 and as-needed Maintenance Services through June 30, 2025.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
RATIFICATION OF THE APPROVAL OF THE THIRD AMENDMENT TO THE
CONTRACT WITH COUNTYWIDE MECHANICAL SYSTEMS, INC. FOR EMERGENCY
PLUMBING REPAIRS AT FIRE STATION #4 AND AS-NEEDED MAINTENANCE
SERVICES THROUGH FYE 2024/25.**

WHEREAS, on November 1, 2022, the City entered into an agreement with Countywide Mechanical Systems, Inc. (“Contractor”) for Plumbing Repairs and Maintenance Services for Fiscal Year 2022-23 in the not-to-exceed amount of \$43,640.00 (“Contract”); and

WHEREAS, effective July 1, 2023, the City exercised its option to extend the Contract for 12 months through June 30, 2024, in accordance with Section 6 of the Agreement and increased the not-to-exceed amount to \$60,256.88 for Fiscal Year 2023-24 to reflect an increase in the Consumer Price Index in accordance with Section 6 of the Contract; and

WHEREAS, in June 2023, the City Council approved the Fiscal Year 2024-2028 Capital Improvement Program Budget, which identified minor renovations for Big Rock Park to be funded by the Recreation Revolving Fund; and

WHEREAS, on February 14, 2024, the City approved the First Amendment to the Contract to increase Extra Work for the replacement of restroom fixtures and installation of a wall mounted drinking fountain at Big Rock Park, in the amount of \$27,848.00, increasing the total not to exceed amount from \$60,256.88 to \$88,104.88 for Fiscal Year 2023-24 (“First Amendment”); and

WHEREAS, effective July 1, 2024, the City exercised its option to extend the Contract for an additional 12 months through June 30, 2025, in accordance with Section 6 of the Agreement and increased the not-to-exceed amount to \$62,246.13 for Fiscal Year 2024-25 to reflect an increase in the Consumer Price Index in accordance with Section 6 of the Contract; and

WHEREAS, on August 14, 2024, the parties entered into the Second Amendment to the Contract to perform extra work for needed repairs plumbing in City Hall building 4, to dig up and expose main sewer cap dead leg sewage line, in the amount of \$18,957.00, increasing the total not to exceed amount from \$62,246.13 to \$81,203.13 for Fiscal Year 2024-25; and

WHEREAS, on May 8, 2025, a water leak was discovered at Fire Station #4 that required immediate repair. Santee Municipal Code (SMC) section 3.24.140(B0(2) allows the City Manager to authorize services in the case of an emergency, as defined in SMC Section 3.24.020, as long as the procurement is subsequently ratified by the City Council.

WHEREAS, this item is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

RESOLUTION NO. _____

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, as follows:

Section 1. The above recitals are hereby incorporated as though fully set forth herein.

Section 2. The City Council ratified approval for the City Manager to execute the Third Amendment to the Contract with Countywide Mechanical Systems, Inc. ("Contractor") for Plumbing Repairs and Maintenance Services, which will increase the not-to-exceed amount by \$4,000.00, from \$81,203.13 to \$85,203.13 to cover expenses for an emergency repair of a water leak at FS#4 and to cover any additional expenses for needed plumbing repairs through the end of Fiscal Year 2024-25. If and when the Contract is extended for another year, the FY 2025-26 Contract amount will revert to \$62,246.13.

Section 3. This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

Section 4. If any provision of this Resolution, to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

Section 5. This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of May 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE May 28, 2025

ITEM TITLE ADOPTION OF THE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AWARDED EIGHT ON-CALL PROFESSIONAL SERVICE AGREEMENTS TO QUALIFIED PLANNING AND ENVIRONMENTAL SERVICES FIRMS, AND AUTHORIZE THE CITY TO AWARD TASK ORDERS

DIRECTOR/DEPARTMENT Sandi Sawa, Planning and Building



SUMMARY

On March 14, 2025, the City of Santee (City) issued a Request for Qualifications (RFQ) No.24/25-30011 seeking qualified planning and environmental services consultants to provide as-needed on-call services to support the City initiative. The scope includes current and long-range planning, environmental compliance, technical studies, staff augmentation, and community outreach.

The City received eight proposals from the following firms: Ascent, Chambers Group, Dudek, Harris & Associates, MIG, Placeworks, RICK Planning + Design and RRM Design Group. All eight firms demonstrated the requisite qualifications and experience to perform the services outlined in the RFQ. Staff recommends entering into professional services agreements (PSA) with all eight firms to establish a pool of qualified consultants. The PSAs do not guarantee work to the selected consultants.

Individual projects would be provided to the qualified consultants authorized through task orders issued by the City. The Director of Planning and Building or Project Manager will select the most qualified on-call firm after Council approves the list of projects and budget to be issued under the on-call. Each task order will include a detailed scope of work, deliverables, schedule, and not-to-exceed cost based on the firm's rate schedule submitted in their proposal. Task orders allow the City to manage work on a project-specific basis while maintaining administrative efficiency. The use of task orders also ensures transparency and control over budget and performance expectations for each assignment.

Following adoption of the Resolution and execution of the eight on-call professional service agreements, the City will solicit task order proposals from the selected planning and environmental firms to support the update to the City's Conservation/Open Space Element. In compliance with Senate Bill 1425, which mandates cities to update their local open-space plans by January 1, 2026, the City will issue a task order to the selected on-call firm to initiate the work and ensure completion prior to the deadline. Council has authorized the budget for this project in the current Fiscal Year (2024/2025). The total estimated cost for this initial task order is approximately \$156,000.

In addition to the Conservation/Open Space Element, the City will solicit task order proposals and award a task order for consulting support related to the Hazard Mitigation Grant Program.

These services will support Phase I of the project which consists of design and environmental review of the project. The total estimated cost for this task order will not exceed \$423,440, consistent with the adopted CIP budget for Fiscal Years 2024-2028.

Subject to approval of this item and budget availability, the City will solicit task order proposals from the on-call firms and award individual task orders for the projects and amounts specified below.

1. Conservation/Open Space Element Update: estimated at \$156,000
2. Hazard Mitigation Grant Program: estimated total cost is \$423,440

The amounts specified for each of the projects identified above are subject to change pending final task order negotiations. The final task order award amounts will be authorized based on budget availability and City of Santee procurement policies.

Upon approval, the City Manager will be authorized to execute the agreements on behalf of the City. The City Attorney may make minor modifications as needed to correct technical issues, ensure legal compliance, and incorporate negotiated changes approved by the City Manager.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) as it's considered an administrative activity. However, the task order projects identified herein, as well as future projects, may be subject to environmental review or preparation of a Program Environmental Impact Report (EIR) in accordance with CEQA Guidelines Section 15168.

FINANCIAL STATEMENT

Funding for the Conservation/Open Space Element is included in the FY 2024-25 adopted Planning Budget. Funding for the Hazard Mitigation EIR is included in the FY 2024-28 adopted Capital Improvement Program. The value of each consultant agreement will be based on the aggregate total of all executed task orders and task order amendments issued over the term of the contract. Total project costs and funding sources will be identified prior to the issuance of each task order.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt the resolution awarding eight on-call professional service agreements to qualified planning and environmental firms and authorize the City to solicit task order proposals and award task orders to the selected on-call firms to provide professional services related to the Conservation/Open Space Element and the Hazard Mitigation Grant Program.

ATTACHMENT

1. Resolution
2. Sample Professional Services Agreement

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AWARDING EIGHT ON-CALL PROFESSIONAL SERVICE AGREEMENTS TO
QUALIFIED PLANNING AND ENVIRONMENTAL SERVICES FIRMS, AND AUTHORIZE
THE CITY TO AWARD TASK ORDERS**

WHEREAS, on March 14, 2025, the City issued a Request for Qualifications (RFQ No. 24/25-30011) seeking qualified planning and environmental consultants to provide as-needed on-call services to support the Planning & Building Department and the Fire Department's Hazard Mitigation Program; and

WHEREAS, in response to the solicitation, the City received proposals from eight planning and environmental services consulting firms; and

WHEREAS, the City determined all eight consultants demonstrated the requisite qualifications and experience to perform the services outlined in the scope of work that was included in the RFQ; and

WHEREAS, the City recommends entering into Professional Services Agreements (PSA) with all eight firms to establish a pool of qualified consultants to provide as-needed services related, but not limited to, current and long-range planning, CEQA compliance, biological services, technical studies, staff augmentation, and community outreach; and

WHEREAS, the PSAs do not guarantee work to the selected consultants. Individual assignments will be authorized through task orders issued by the City and each task order will include a detailed scope of work, deliverables, a project and fee schedule; and

WHEREAS, the value of each consultant agreement will be based on the aggregate total of all executed task orders and task order amendments issued over the term of the contract. Total project costs and funding sources will be identified prior to the issuance of each task order. For task order projects that exceed \$25,000, the City will request Council approval prior to issuance of the task order; and

WHEREAS, following adoption of this Resolution and execution of the eight on-call professional service agreements, the City will solicit task order proposals from the selected on-call planning and environmental firms to provide professional services related to specific projects identified on the project list; and

WHEREAS, The City has identified two upcoming projects to be solicited to the on-call firms, which includes the Conservation/Open Space Element, with a not-to-exceed amount of \$156,000, and the Hazard Mitigation Grant Program, with an estimated cost of \$423,000; and

WHEREAS, the City shall adhere to the procurement procedures mandated by the applicable project funding agencies or the City's purchasing code. The selection of the most qualified on-call firm shall be made by the Director of Planning and Building or the Project Manager, following approval of the project and budget by the City Council or City Manager depending on the dollar value threshold of the project. Upon successful negotiations with the selected on-call firm, a task order will be issued; and

RESOLUTION NO. _____

WHEREAS, upon a, the City Manager will be authorized to execute the agreements on behalf of the City. The City Attorney may make minor modifications as needed to correct technical issues, ensure legal compliance, and incorporate negotiated changes approved by the City Manager; and

WHEREAS, this action to award on-call professional services agreements is exempt from the California Environmental Quality Act (CEQA) as it's considered an administrative activity. However, the task order projects identified herein, as well as future projects, may be subject to environmental review or preparation of a Program Environmental Impact Report (EIR) in accordance with CEQA Guidelines Section 15168.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, as follows:

SECTION 1: The City will award and execute eight on-call agreements to the selected, planning and environmental consultants.

SECTION 2: The City will request task order proposals from the on-call consulting firms and will award the task orders following the procurement processes required by the project.

SECTION 3: The City will be authorized to execute two task orders, one task order for the Conservation/Open Space Element with a not to exceed amount of \$156,000 and the second task order for the Hazard Mitigation Grant Program with a not to exceed amount of \$423,440.

SECTION 4: This Resolution shall take effect immediately upon its passage.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 28th day of May, 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

**SAMPLE PROFESSIONAL SERVICES AGREEMENT FOR
NON-EXCLUSIVE AS-NEEDED ON-CALL
PROFESSIONAL PLANNING AND ENVIRONMENTAL SERVICES**

This Professional Services Agreement for Non-Exclusive As-Needed On-Call Professional Planning and Environmental Services ("Agreement"), effective as of _____, 2025, is between the **City of Santee**, a California charter city, and _____, a _____ with its principal place of business at _____ ("Consultant"), either of which may also be referred to as "Party" or, collectively, as "Parties".

BACKGROUND

- A. The City requires assistance of professional planning and environmental services firms to provide as-needed on-call services to support the City's initiatives and projects.
- B. On March 14, 2025, the City published Request for Qualifications # 24/25-30011 ("RFQ") inviting the submission of qualifications from firms interested in providing as-needed on-call planning and environmental services. Eight firms responded, each of which demonstrated the professional qualifications, experience, and performance plan that will competently satisfy the City's requirements.
- C. Instead of selecting a single consultant, it is in the City's best interest to award each of the eight qualified firms, including Consultant, this non-exclusive professional planning and environmental services agreement, which will qualify the Consultant to bid on specific projects to be solicited by the City.
- D. This Agreement establishes the terms by which the City will select and retain professional planning and environmental services for specific projects and by which Consultant is qualified to apply to and provide such services.
- E. The total Agreement value is the cumulative amount of all executed task orders and task order amendments issued under this Agreement. The not-to-exceed total for each project will be identified in the task order issued to the Consultant.

AGREEMENT

1. **PURPOSE OF AGREEMENT**

This Agreement pre-qualifies eligible consulting firms to bid on specific planning and environmental projects that the City will solicit on an as-needed project-by-project basis and establishes the general terms and conditions of the Parties' agreement so that projects may be defined, solicited, and awarded in the most efficient manner possible.

2. **TERM OF AGREEMENT**

This Agreement will remain in effect for a three year period through June 30, 2028, or the expiration date of the active task order, or whichever date is later. The Agreement may be extended up to two additional years, which shall be exercised in writing and signed by the Parties. The City may request planning and environmental assistance on a project-by-project basis as needed by the City throughout the term of this Agreement. Project assignments will be awarded through individual task

orders during the term of this Agreement. The term of the Agreement will be in effect until the expiration date of the Agreement or the expiration date of an active task order, whichever date is later. In the event the task order termination date exceeds the Agreement termination date, the Agreement terms will apply until the project is complete.

3. **TASK ORDER SOLICITATION**

For each project to be awarded under this Agreement, the City will prepare task order solicitation including a scope of work and project description with sufficient detail to allow Consultant the opportunity to submit a task order proposal to provide the requisite services.

3.1 Solicitation. Each firm that responded to the RFQ and has entered into a Professional Services Agreement For Non-Exclusive As-Needed On-Call Professional Planning and Environmental Services will be given the same opportunity to submit a proposal on each project task order. Task order proposals will not be solicited from any other firm unless no responsive proposal is received.

4. **TASK ORDER PROPOSALS AND AWARD**

4.1 Evaluation. Proposals will be evaluated and scored on a combination of factors determined to be in the best interest in of the City, including: overall qualifications and technical expertise specific to the project, experience providing similar services, and feedback from clients for which the proposer provided similar services, with an emphasis on relevant experience; reasonableness and competitiveness of proposed fees and hours; and any other criteria or standards specified in the task order solicitation.

4.2 The City reserves the right to award one or more task orders for each project if in the City's best interests. A sample task order is included for reference as Attachment D to the Agreement.

5. **TASK ORDER**

Upon selection of the successful task order proposal, the City and successful firm will negotiate, finalize, and sign a task order, which will supplement the terms of this Agreement. If there is any conflict between this Agreement and any project specific agreement, this Agreement will control.

6. **CONSULTANT RIGHTS AND RESPONSIBILITIES**

6.1 Licenses. Consultant holds all necessary licenses and has the necessary qualifications to provide these services in the State of California and will keep all licenses current throughout the term of this Agreement. This includes a City business license.

6.2 No Guarantee. Consultant acknowledges that this Agreement does not guarantee project award.

6.3 No Obligation. Consultant is not obligated to submit a task order proposal for each task order solicitation

6.4 Timeliness. Consultant will perform all services in a prompt and timely manner.

6.5 Compliance. All services Consultant performs will comply with the City's Municipal Code, Land Development Manual, Public Works Standards, BMP Design Manual, General Plan, San Diego Area Regional Standard Drawings, Standard Specifications for Public Works Construction, and Caltrans Standard Specifications and Drawings as well as all other codes and practices applicable to a project.

7. **COMPENSATION**

For each task order project that may be awarded to Consultant, the following payment terms apply:

- 7.1 Fees Charged. The City will compensate Consultant for work on projects awarded under this Agreement in accordance with rates offered in Consultant's Schedule of Rates and Fees, which is attached as **Attachment B** and is incorporated here as if fully set forth. Consultant's Schedule of Rates and Fees will remain in force throughout the term and any extension or renewal of this Agreement unless otherwise agreed on a project by project basis.
- 7.2 Agreement Escalation. Consultant's loaded hourly rates may be adjusted annually in accordance with the percentage change in the Consumer Price Index (CPI), as published by the U.S. Bureau of Labor Statistics for Urban Wage Earners and Clerical workers. Any such rate adjustment shall take effect on each annual anniversary of the Effective Date of this Agreement and following confirmation from the City on the published CPI rate for the prior quarter.
- 7.3 Project Budget. Each task order solicitation will include a not-to-exceed amount or other limitation, such as a Developer Fund, that caps the funds available for that project in a fiscal year. Consultant will not be paid for services that exceed the specified annual cap or other limitation.
- 7.4 Funding Source Requirements. The source of funds available to pay for services may vary by project and may impose additional requirements on the Parties. Consultant agrees to comply with all requirements set by an applicable funding source. Examples of funding sources include, but are not limited to, state or federal planning or housing grants, hazard mitigation grants and local smart growth improvement grants.
- 7.5 Monthly Invoice. Consultant will send a monthly invoice that identifies all work performed and expenses incurred in connection with a specific project during the preceding month. Invoices shall be sent to the City no more than 30 days after services were performed by the Consultant. The invoice will detail charges by categories, including labor, travel, materials, equipment, supplies, sub-consultant charges and miscellaneous expenses. If Consultant is awarded more than one project under this Agreement, the projects will be invoiced separately for each task order. Invoices should be sent to the assigned City Project Manager designated in the task order, who will review the invoice and either put it in line for payment or contact Consultant to discuss and resolve any disputed charges.
- 7.6 Payment. City will use its best efforts to pay all approved invoices within 30 days of receipt. Payment of an invoice will not waive any defects in Consultant's work.

7.7 No Payment for Additional Work. Consultant will not be paid for work that is outside the scope of services defined in a written task order or task order amendment thereto, for charges that exceed the task order budget, for services performed before authorization to proceed, or for services performed after the project ends or is terminated.

8. **INSURANCE**

Throughout the term of this Agreement and awarded task order Consultant will maintain insurance coverage sufficient to meet the requirements set forth in **Attachment C**, which is incorporated by this reference. Consultant will provide evidence that such requirements have been met before incurring any charges for services, and must provide updated information to the City Representative in the event any changes are made during the term of this Agreement.

9. **INDEMNIFICATION**

To the fullest extent permitted by law, Consultant agrees to indemnify, defend (with independent counsel reasonably approved by the City) and hold harmless the City and its officers, employees and elected and appointed officials, agents, and volunteers (each, an "Indemnified Party") from and against any and all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type, expressly including but not limited to those arising from bodily injury (including death) or property damage, arising out of or resulting from any act or omission to act of the Consultant, Consultant's agents, officers, employees, subconsultants, or independent consultants hired by Consultant under this Agreement. The Consultant's obligations apply regardless of whether or not a liability is caused or contributed to by the negligence (including passive negligence) or other act or omission of an Indemnified Party. The acceptance or approval of the Consultant's work by an Indemnified Party shall not relieve or reduce the Consultant's indemnification obligation. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the City, its officials, officers, agents, employees or representatives. The provisions of this Section shall survive completion of the work under this Agreement or the termination of this Agreement and are not limited by the provisions relating to insurance. If the Consultant maintains additional coverage or higher limits than those indicated herein, then the City shall be entitled to additional coverage or higher limits maintained by the Consultant.

10. **NO CONFLICT OF INTEREST**

Consultant represents that it presently has no interest and will not acquire any interest, direct or indirect, in any real property located in the City that may be affected by the services to be performed by the Consultant under this Agreement. Consultant further represents that in performance of this Agreement, no person having any such interest shall be employed by it.

10.1 No City Interest. The Consultant represents that no City employee or official has a material financial interest in the Consultant's business. During the term of this Agreement and/or as a result of being awarded this Agreement, Consultant will not offer to, encourage or accept any financial interest in the Consultant's business from any City employee or official.

11. **TERMINATION**

Either the City Manager or the Consultant may terminate this Agreement and any task order, without cause, by giving the other 30 days written notice of termination and including the effective final date.

11.1 For Cause. If the Consultant or the City fail to fulfill their obligations in a timely and proper manner, or if either violates any of the term of this Agreement, the other Party has the right to terminate this Agreement by giving written notice of such termination and specifying the effective final date. The Consultant shall be entitled to receive compensation in accordance with the terms of this Agreement for any project work satisfactorily completed prior to termination. Consultant will not be relieved of liability for damage caused by breach of either this Agreement or task order and any payments due may be withheld to off-set anticipated damages.

11.2 Return of Property. Within 30 days of the date of termination, Consultant will return all property belonging to the City.

11.3 Final Invoice. Upon termination, Consultant will submit a final invoice for all unbilled work performed through the date of termination. The City will have no obligation to pay Consultant for work performed after termination of this Agreement.

12. **NOTICE**

Any notice to be given to the other party related to the Master Agreement or executed task order can be delivered by electronic mail, hand delivery, or by depositing the document in any United States Post Office, certified mail, return receipt requested, postage prepaid, and addressed as shown below and shall be effective upon receipt thereof.

City:	Consultant:
Name	Attn:
Title:	Title
Santee of Santee	Address
10601 Magnolia Avenue	
Santee, CA 92071	
Email	Email
Phone	Phone

13. **GENERAL TERMS AND CONDITIONS**

13.1 Independent Contractor. The Consultant is retained as an independent contractor and is not an agent or employee of the City. No individual associated with the Consultant will become a City employee by virtue of this Agreement. The Consultant's work must align with the task order and any directions or amendments from the City. The Consultant has no authority, express or implied, to bind the City to any obligation. The Consultant remains fully independent and shall perform all services either personally or through its employees, if

applicable. Neither the Consultant nor its employees will be considered City employees, partners, agents, or principals and will not receive City employee benefits, including worker's compensation, disability insurance, vacation, or sick pay. Consultant must independently maintain at its own expense unemployment, disability, and worker's compensation insurance and other insurance as well as licenses and permits usual or necessary for performing the services.

- 13.2 Maintenance of Records. Books, documents, papers, accounting records, and other evidence pertaining to work done and costs incurred pursuant to this Agreement shall be maintained by Consultant and made available for inspection, audit and copying by the Santee at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment under the Agreement.
- 13.3 Ownership and Use of Work . All documents and materials prepared pursuant to this Agreement will be considered the property of the City, and will be turned over to the City upon demand, but in any event upon completion of the work. The City reserves the right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other documents and materials prepared under this Agreement without the permission of Consultant. All documents and materials shall be delivered in a reproducible form. As used herein, "documents and materials" include, but are not limited to, any original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, and computer files prepared or developed pursuant to this Agreement.
- 13.4 Confidentiality. Consultant will keep confidential all information, in whatever form, produced, prepared, observed or received by Consultant to the extent such information is confidential by law or otherwise required by this Agreement. Any reports, information, data or materials given to or prepared or assembled by Consultant under this Agreement are confidential and shall not be made available to any individual or organization by Consultant without the City's prior written approval.
- 13.5 Delays in Performance. Neither the City nor Consultant will be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint. If such circumstances occur, the non-performing party will, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.
- 13.6 Compliance with Law. Consultant will comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government. If Consultant's failure to comply with applicable laws, ordinances, codes and regulations results in a claim for damage or liability to Santee, Consultant will be responsible for indemnifying and holding the Santee harmless as provided in this Agreement.
- 13.7 Permits. Consultant will assist the City when necessary to obtain and maintain any and all permits required of Consultant by federal, state and local regulatory agencies.

- 13.8 Standard of Care. Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.
- 13.9 Assignment and Subcontractors. Consultant may not assign, delegate, sublet, or transfer this Agreement or any rights or interest under this Agreement without the City's written consent, which may be withheld for any reason. A consent to one assignment will not be deemed to be consent to any subsequent assignment. Nothing contained herein will prevent Consultant from employing independent associates and subcontractors as Consultant may deem appropriate to assist in the performance of services hereunder.
- 13.10 Scope of Contract and Hierarchy of Terms. This Agreement includes all terms and conditions specified in Request for Proposal # 24/25-30011 and Contractor's successful proposal or offer ("Proposal") upon which this Agreement was awarded, which are incorporated for all purposes. To the extent there is any conflict among the documents, the following order of priority shall control: (a) this Master Agreement; (b) any task orders awarded pursuant to this Agreement (c) the RFQ; and (d) Consultant's Proposal.
- 13.11 Integration. This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.
- 13.12 Laws, Venue, and Attorneys' Fees. This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees.
- 13.13 Third Party Rights. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Santee and the Consultant.
- 13.14 Severability and Waiver. The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Agreement shall not constitute a waiver of any other portion thereof.
- 13.15 Non-discrimination. Consultant will comply with all applicable federal, state and local laws, ordinances, and regulations, and will not discriminate in any way, against any person on the basis of race, color, national origin, religious creed, ancestry, age (over 40), sex, sexual orientation, physical handicap, medical condition, genetic information, marital status, or military and veteran status, in connection with the performance and services of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF SANTEE

CONSULTANT

By: _____
City Manager

By: _____

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP

By: _____
Shawn Hagerty - City Attorney

ATTACHMENTS

- Attachment A: On-Call Scope of Services
- Attachment B: Consultant's Schedule of Rates and Fees
- Attachment C: Insurance Requirements
- Attachment D: Sample Task Order

ATTACHMENT A ON-CALL SCOPE OF WORK

The City may request assistance from the on-call planning and environmental firms to provide as-needed services to support the City's initiatives and projects through, but not limited to, the following services:

- Staff support services
- Current planning and long-range planning services
- Project management services including scheduling, resource management, and invoicing
- Technical assistance, including conduct and review of surveys related to, without limitation, biological resources, cultural, archaeological and tribal cultural resources, air quality, noise, greenhouse gas emissions, and climate change and sustainability
- Preparation and review of CEQA documents including notices, entitlement-related documents, Environmental Impact Reports, Initial Studies, and Mitigated Negative Declarations
- Review development applications for compliance with the Santee Municipal Code and other applicable plans, policies, or regulations and coordinate initial project consultation and interdepartmental discretionary review of entitlement applications
- Attend and/or make presentations at City Council and other meetings
- Community outreach services including but not limited to facilitation of public workshops as well as development and implementation of community outreach plans
- Writing staff reports, resolutions, ordinances, and conditions of approval
- Conducting site visits and assessments including but not limited to condition compliance and defensible space

ATTACHMENT B
Consultant's Schedule of Rates and Fees

[INDIVIDUAL RATE SCHEDULES TO BE INCLUDED FOR EACH CONSULTANT PRIOR TO AGREEMENT
EXECUTION]

ATTACHMENT C

Insurance Requirements

- a. Commercial General Liability
- (i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.
 - (ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:
 - (1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
 - (iii) Commercial General Liability Insurance must include coverage for the following:
 - (1) Bodily Injury (including death) and Property Damage
 - (2) Personal Injury/Advertising Injury
 - (3) Premises/Operations Liability
 - (4) Products/Completed Operations Liability
 - (5) Aggregate Limits that Apply per Project
 - (6) Explosion, Collapse and Underground (UCX) exclusion deleted
 - (7) Contractual Liability with respect to this Contract
 - (8) Broad Form Property Damage
 - (9) Independent Consultants Coverage
 - (iv) All such policies shall name the City of Santee, its City Council and each member thereof, its officers, employees, volunteers and agents as Additional Insureds under the policy.
 - (v) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City. All deductibles and self-insured retentions must be declared to the City prior to commencing work under this Agreement.
- b. Automobile Liability
- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Automobile Liability Insurance for bodily injury (including death) and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.
 - (ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto).

- (iii) The automobile liability program may utilize deductibles, but not a self-insured retention, subject to written approval by the City.

c. Workers' Compensation/Employer's Liability

- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts indicated herein.
- (ii) Such insurance shall include an insurer's Waiver of Subrogation in favor of the City and will be in a form and with insurance companies acceptable to the City.
- (iii) If insurance is maintained, the workers' compensation and employer's liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City.
- (iv) Before beginning work, the Consultant shall furnish to the City satisfactory proof that he/she has taken out for the period covered by the work under this Agreement, full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof. Consultant shall require all subconsultants to obtain and maintain, for the period covered by the work under this Agreement, worker's compensation of the same type and limits as specified in this Section.

d. Professional Liability (Errors and Omissions)

- (i) At all times during the performance of the work under this Agreement and for 60 months following the date of Project completion and acceptance by the City, the Consultant shall maintain Professional Liability insurance, in a form and with insurance companies acceptance to the City and in an amount indicated herein; provided, however, that if the work under this Agreement involves teaching, coaching, or childcare, Consultant shall provide Educators Legal Liability ("ELL") insurance in lieu of Professional Liability insurance.

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e. Pollution/Asbestos Legal Liability

- (i) At all times during the performance of the work under this Agreement and for sixty (60) months following the date of Project completion, the Consultant shall maintain Pollution Legal Liability insurance and/or Asbestos Legal Liability insurance and/or Errors and Omissions (if the Project involves environmental hazards) in an amount indicated herein.
- (ii) The Consultant, along with all employees, agents and subcontractors who have a reasonable probability of coming into contact with hazardous materials, shall be adequately trained to comply with and shall comply with all laws and regulations relating to the care and protection of the environment in the performance of the work performed by the Consultant or any portion thereof.

f. Cyber Liability.

- (i) At all times during the performance of the work under this Agreement and for sixty (60) months following the date of Project completion, the Consultant shall carry and maintain, at its own expense, including any City-approved deductibles or retentions, Cyber Liability insurance in an amount stated herein. The Cyber Liability policy must include security and privacy liability, media liability, business interruption and extra expense, and cyber extortion liability, as specified by the City. Such coverage is required if Consultant provides products and/or services related to information technology and electronic data processing (including hardware and software) to the City or as otherwise required by the City.

g. Minimum Policy Limits Required.

- (i) The following insurance limits are required for the Agreement:

	<u>Combined Single Limit</u>
Commercial General Liability	\$2,000,000 per occurrence/\$4,000,000 aggregate for bodily injury (including death), personal injury and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury (including death) and property damage
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Professional Liability / ELL	\$1,000,000 per claim and aggregate (errors and omissions)

If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

h. Evidence of Insurance Required.

- (i) Prior to execution of the Agreement, the Consultant shall file with the City evidence of insurance from an insurer or insurers certifying to the coverage of all insurance required herein. Such evidence shall include original copies of the ISO CG 2010 (or insurer's equivalent) signed by the insurer's representative, Certificate of Insurance (most recent version of Acord 25 Form or equivalent), and Additional Insured Endorsement verifying compliance with the requirements. All evidence of insurance shall be signed by a properly authorized officer, agent or qualified representative of the insurer and shall certify the names of the insured, any additional primary insureds, where appropriate, the type and amount of the insurance, the location and operations to which the insurance applies, and the expiration date of such insurance.

i. Policy Provisions Required.

- (i) The City of Santee, its City Council and each member thereof, its officers, employees, volunteers and agents shall be named as an additional insured on the Commercial General Liability policy, and, if the Project involves environmental hazards, on the Pollution/Asbestos Liability policy using form 2010 1185 or equivalent. Any subconsultant, subcontractor or similar entity performing work on the Project must add the City as an additional insured using CG form 20 38, or broader coverage. Blanket endorsements may be accepted at City's discretion. All policies shall contain or shall be endorsed to contain a provision that advanced written notice of any cancellation, including cancellation for non-payment of premium, shall be provided to the City. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on endorsements. At the City's sole discretion, the requirement to endorse policies to provide advanced written notice of cancellation to the City may be waived upon the Consultant's agreement that it shall provide the City with copies of any notices of cancellation immediately upon receipt.
- (ii) General Liability, Automobile Liability, and if required, Pollution Liability insurance policies shall contain a provision stating that the Consultant's policies are primary insurance and that the insurance of the City or any named additional insureds shall not be called upon to contribute to any loss.

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j. Qualifying Insurers.

- (i) All policies required shall be issued by acceptable insurance companies, as determined by the City, which satisfy the following minimum requirements:

Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State. Such insurance carrier shall have not less than an 'A' policyholder's rating and a financial rating of not less than "Class VII" according to the latest Best Key Rating Guide. Due to market fluctuations in the Workers Compensation sector, the City reserves the right and at its sole discretion to review and accept the Consultant's proposed Workers compensation insurance.

k. Additional Insurance Provisions

- (i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.
- (ii) If at any time during the life of the Agreement, the Consultant fails to maintain in full force any insurance required by the Agreement documents the City may terminate the Agreement or may elect to withhold compensation in an amount sufficient to purchase insurance to replace any expired or insufficient coverage.
- (iii) The Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.
- (iv) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.
- (v) Neither the City, nor its City Council, nor any member of thereof, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Contract.

ATTACHMENT D Sample Task Order

CITY OF SANTEE TASK ORDER FORM (Under Master Agreement No. [###])

1. GENERAL INFORMATION

Task Order No.: [Insert Task Order Number]
Project Name: [Insert Project Title]
Date Issued: [MM/DD/YYYY]
Master Agreement No.: [Insert Agreement Number]
City Department: [Department Name]
City Project Manager: [Name, Title, Email, Phone]
Contractor Name: [Contractor Legal Name]
Contractor Project Manager: [Name, Title, Email, Phone]

2. SCOPE OF SERVICES

Description of Services:
[Provide a detailed description of the tasks, services, deliverables, and objectives.]

Reference Documents:
[List any applicable specifications, plans, reports, etc.]

3. SCHEDULE

Notice to Proceed Date: [MM/DD/YYYY]
Completion Date: [MM/DD/YYYY or X days from NTP]

Milestones (if applicable):

Milestone	Description	Due Date
[Milestone 1]	[Brief Description]	[MM/DD/YYYY]
[Milestone 2]	[Brief Description]	[MM/DD/YYYY]

4. COMPENSATION

Compensation Type:

- Time and Materials (T&M)
- Lump Sum
- Not-to-Exceed (NTE)

Maximum Amount: \$[Insert Total Amount]

Loaded Hourly Rates:

[Attach or reference Attachment B – Fee Schedule]

Payment Terms:

[Monthly invoicing, milestone payments, etc.]

5. SPECIAL TERMS OR CONDITIONS (IF ANY)

[List any additional requirements such as insurance, reporting, travel reimbursement, etc.]

6. AUTHORIZATION

This Task Order is issued pursuant to the terms and conditions of Master Agreement No. [###]. By signing below, both parties agree to the scope, schedule, and compensation described herein.

CITY APPROVAL

Signature: _____
Name: [City Representative Name]
Title: [City Title]
Date: _____

CONTRACTOR APPROVAL

Signature: _____
Name: [Contractor Representative Name]
Title: [Contractor Title]
Date: _____

Attachments:

- Attachment A – Scope of Work
- Attachment B – Fee Schedule / Rate Sheet
- Attachment C – Schedule
- Other: _____

MEETING DATE May 28, 2025

ITEM TITLE RESOLUTION MODIFYING THE POSITION TITLE OF THE HAZARD MITIGATION GRANT PROGRAM (HMGP) MANAGER FROM HAZARD MITIGATION PROJECT MANAGER TO EMERGENCY MANAGER – HMGP PROJECT MANAGER

DIRECTOR/DEPARTMENT Harley Wallace, Deputy Fire Chief *HW*
Rida Freeman, Director of Human Resources *RF*

SUMMARY

The City of Santee currently employs a Part-Time, Limited Term Project Manager to coordinate the completion of grant requirements for the Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) grant. To align with federal reimbursement requirements and more accurately reflect the responsibilities of the position, this item changes the title of this position from Hazard Mitigation Project Manager to Emergency Manager – HMGP Project Manager.

The change in title for this position will allow the City to be reimbursed for work performed by the Emergency Manager – HMGP Project Manager by FEMA under the terms of the HMGP grant.

The proposed change is for the position title only; there is no proposed change to the adopted pay range for the position.

FINANCIAL STATEMENT *AS*

A position title change has no fiscal impact; the adopted salary range for the position is not changing.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *best*

Adopt the Resolution approving of the following items:

- A change to the position title of the City's Hazard Mitigation Project Manager to Emergency Manager – HMGP Project Manager; and
- An Amended Salary Schedule including the position of Emergency Manager – HMGP Project Manager.

ATTACHMENT(S)

- Resolution
- Amended Salary Schedule



RESOLUTION NO

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING AN AMENDED SALARY SCHEDULE TO REFLECT A CHANGE OF POSITION TITLE OF THE HAZARD MITIGATION PROJECT MANAGER TO EMERGENCY MANAGER – HMGP PROJECT MANAGER

WHEREAS, on August 14, 2024, the City Council accepted and appropriated the FEMA Hazard Mitigation Grant Program (HMGP) funds (Reso 098-2024); and

WHEREAS, on October 23, 2024, the City Council approved an amended salary schedule and authorized the addition of a Hazard Mitigation Project Manager position to execute the duties of the HMGP (Reso 112-2024); and

WHEREAS, the City of Santee will request reimbursement from FEMA's Hazard Mitigation Grant Program (HMGP) for the completed work of the project; and

WHEREAS, the City Council recognizes the necessity to change the title of the HMGP Project Manager position to align with federal guidelines for grant funding; and

WHEREAS, California Code of Regulations, Title 2, Section 570.5 requires that, for purposes of determining a retiring employee's pension allowance, the pay rate be limited to the amount listed on a pay schedule that meets certain requirements and is approved by the governing body in accordance with the requirements of the applicable public meeting laws; and

WHEREAS, the City Council desires to amend the Hourly, General and Management Salary Schedule, effective May 28, 2025, to change the title of the Hazard Mitigation Project Manager to Emergency Manager – HMGP Project Manager, as reflected in the attached Exhibit "A".

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Santee, California, does hereby find, determine and declare that the Hourly, General and Management Salary Schedule as provided in Exhibit "A" is approved and effective on May 28, 2025.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of May 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

RESOLUTION NO

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment: Exhibit A (Salary Schedule)

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

<u>Classification</u>		A	B	C	D	E
Fire Captain / PM Base salary	Hourly	39.38	41.35	43.42	45.59	47.87
	Annual	114,681.27	120,416.62	126,437.06	132,758.00	139,396.67
 <i>Educational Incentive</i>						
Fire Captain / PM 31-45 units = 1.5% over base	Hourly	39.97	41.97	44.07	46.27	48.59
	Annual	116,401.24	122,222.88	128,333.74	134,749.57	141,487.66
Fire Captain / PM 46 units and over = 3.0% over base	Hourly	40.56	42.59	44.72	46.96	49.31
	Annual	118,121.58	124,029.12	130,230.40	136,740.39	143,578.26
Fire Captain / PM A.A. Degree = 4.5% over base	Hourly	41.15	43.21	45.37	47.64	50.02
	Annual	119,841.91	125,835.02	132,126.67	138,731.94	145,669.21
Fire Captain / PM Bachelor Degree = 6% over base	Hourly	41.75	43.83	46.02	48.33	50.74
	Annual	121,561.88	127,641.24	134,023.33	140,723.53	147,760.59

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

<u>Classification</u>		A	B	C	D	E
Fire Captain Base salary	Hourly	37.69	39.57	41.55	43.63	45.81
	Annual	109,742.67	115,230.85	120,992.07	127,041.03	133,393.10
 <i>Educational Incentive</i>						
Fire Captain 31-45 units = 1.5% over base	Hourly	38.25	40.16	42.17	44.28	46.50
	Annual	111,388.75	116,959.06	122,807.33	128,946.69	135,394.04
Fire Captain 46 units and over = 3.0% over base	Hourly	38.82	40.76	42.80	44.94	47.18
	Annual	113,035.21	118,687.64	124,621.84	130,851.98	137,394.99
Fire Captain A.A. Degree = 4.5% over base	Hourly	39.38	41.35	43.42	45.59	47.87
	Annual	114,681.27	120,416.62	126,437.06	132,758.00	139,396.67
Fire Captain Bachelor Degree = 6% over base	Hourly	39.95	41.95	44.04	46.24	48.56
	Annual	116,327.36	122,144.49	128,251.95	134,663.32	141,396.86

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

Classification		A	B	C	D	E
Fire Engineer/PM	Hourly	34.21	35.89	37.65	39.57	41.44
	Base salary	Annual	99,610.40	104,499.11	109,631.28	115,224.21
 <i>Educational Incentive</i>						
Fire Engineer / PM 31-45 units = 1.5% over base	Hourly	34.72	36.42	38.21	40.16	42.06
	Annual	101,104.84	106,066.42	111,275.36	116,952.66	122,491.71
Fire Engineer / PM 46 units and over = 3.0% over base	Hourly	35.23	36.96	38.78	40.76	42.69
	Annual	102,598.90	107,634.15	112,920.17	118,680.65	124,301.87
Fire Engineer / PM A.A. Degree = 4.5% over base	Hourly	35.75	37.50	39.34	41.35	43.31
	Annual	104,092.92	109,201.46	114,564.60	120,409.08	126,112.33
Fire Engineer / PM Bachelor Degree = 6% over base	Hourly	36.26	38.04	39.91	41.94	43.93
	Annual	105,587.35	110,769.18	116,209.03	122,137.52	127,922.47

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

<u>Classification</u>		A	B	C	D	E
Fire Engineer Base salary	Hourly	32.57	34.17	35.85	37.68	39.46
	Annual	94,846.81	99,500.75	104,388.24	109,713.74	114,910.75
 <i>Educational Incentive</i>						
Fire Engineer 31-45 units = 1.5% over base	Hourly	33.06	34.68	36.39	38.24	40.05
	Annual	96,269.64	100,993.42	105,954.24	111,359.46	116,634.35
Fire Engineer 46 units and over = 3.0% over base	Hourly	33.55	35.19	36.92	38.81	40.65
	Annual	97,692.42	102,485.75	107,519.88	113,005.20	118,358.39
Fire Engineer A.A. Degree = 4.5% over base	Hourly	34.04	35.71	37.46	39.37	41.24
	Annual	99,114.87	103,978.43	109,085.83	114,650.95	120,082.00
Fire Engineer Bachelor Degree = 6% over base	Hourly	34.53	36.22	38.00	39.94	41.83
	Annual	100,538.03	105,470.74	110,651.46	116,296.71	121,805.60

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

Classification		A	B	C	D	E	F	G	H
Firefighter Paramedic	Hourly	28.95	30.14	31.38	32.67	34.60	36.00	37.46	38.97
Base salary	Annual	84,311.53	87,775.10	91,382.71	95,138.14	100,768.87	104,839.72	109,075.34	113,492.10

Educational Incentive (after completing 2.5 years of employment)

		G	H
Firefighter Paramedic		38.02	39.56
31-45 units = 1.5% over base		110,711.27	115,194.41
Firefighter Paramedic		38.58	40.14
46 units and over = 3.0% over base		112,347.22	116,897.18
Firefighter Paramedic		39.14	40.73
A.A. Degree = 4.5% over base		113,983.92	118,599.50
Firefighter Paramedic		39.70	41.31
Bachelor Degree = 6% over base		115,619.85	120,301.82

CITY OF SANTEE
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE
 EFFECTIVE JULY 4, 2024

Classification		A	B	C	D	E	F	G	H
Firefighter	Hourly	24.57	25.79	26.97	28.44	29.86	31.35	32.92	34.57
Base salary	Annual	71,539.10	75,114.45	78,537.15	82,814.74	86,955.79	91,303.96	95,868.15	100,662.67
<i>Educational Incentive (after completing 2.5 years of employment)</i>								G	H
Firefighter								33.42	35.09
31-45 units = 1.5% over base								97,306.37	102,172.57
Firefighter								33.91	35.61
46 units and over = 3.0% over base								98,744.28	103,682.47
Firefighter								34.40	36.12
A.A. Degree = 4.5% over base								100,182.48	105,192.73
Firefighter								34.90	36.64
Bachelor Degree = 6% over base								101,620.36	106,702.25

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
29	Account Clerk	Hourly	25.44	26.72	28.05	29.46	30.93
		Annual	52,925.24	55,571.58	58,350.22	61,267.98	64,331.15
35	Administrative Secretary	Hourly	29.51	30.98	32.53	34.16	35.87
		Annual	61,377.31	64,446.12	67,668.48	71,052.23	74,604.72
	Assistant City Clerk	Hourly		35.48	to	50.68	
		Annual		73,790.19	to	105,414.58	
	Assistant to the City Manager	Hourly		67.90	to	96.25	
		Annual		141,228.86	to	200,192.12	
50	Assistant Engineer	Hourly	42.74	44.87	47.12	49.47	51.95
		Annual	88,892.57	93,337.46	98,004.57	102,904.47	108,049.94
43	Assistant Planner	Hourly	35.95	37.75	39.64	41.62	43.70
		Annual	74,782.35	78,521.34	82,447.50	86,570.02	90,898.13
58	Associate Civil Engineer / Associate Traffic Engineer	Hourly	52.07	54.67	57.41	60.28	63.29
		Annual	108,306.82	113,722.64	119,409.10	125,379.36	131,648.61
49	Associate Planner	Hourly	41.69	43.78	45.97	48.27	50.68
		Annual	86,724.62	91,060.90	95,614.02	100,395.06	105,414.58
33	Building Development Technician I	Hourly	28.09	29.49	30.97	32.51	34.14
		Annual	58,419.62	61,340.50	64,407.57	67,628.17	71,009.78
35	Building Development Technician II	Hourly	29.51	30.98	32.53	34.16	35.87
		Annual	61,377.31	64,446.12	67,668.48	71,052.23	74,604.72
	Building Official	Hourly		62.38	to	81.39	
		Annual		129,747.69	to	169,291.29	
	City Clerk	Hourly		51.95	to	72.75	
		Annual		108,060.15	to	151,310.85	
	City Engineer	Hourly		69.37	to	93.96	
		Annual		144,292.83	to	195,434.60	
	City Manager (Single Rate)	Hourly		126.14	to	126.14	
		Annual		262,355.93	to	262,355.93	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
26	Code Compliance Assistant	Hourly	23.63	24.81	26.05	27.35	28.72
		Annual	49,146.29	51,603.69	54,183.84	56,893.17	59,737.63
44	Code Compliance Officer	Hourly	36.85	38.69	40.63	42.66	44.79
		Annual	76,652.01	80,484.39	84,508.93	88,734.08	93,170.81
46	Confidential Accountant	Hourly	38.72	40.65	42.69	44.82	47.06
		Annual	80,532.54	84,559.17	88,787.15	93,226.35	97,887.80
37	Confidential Administrative Secretary - HR	Hourly	31.00	32.55	34.18	35.89	37.68
		Annual	64,484.70	67,708.85	71,094.32	74,648.95	78,381.57
46	Confidential Payroll Specialist	Hourly	38.72	40.65	42.69	44.82	47.06
		Annual	80,532.54	84,559.17	88,787.15	93,226.35	97,887.80
46	Confidential Secretary to City Manager/Council	Hourly	38.72	40.65	42.69	44.82	47.06
		Annual	80,532.54	84,559.17	88,787.15	93,226.35	97,887.80
	Crossing Guards ^ (Single Rate)	Hourly			16.50		
	Deputy Fire Chief	Hourly		72.45	to	99.13	
		Annual		150,701.53	to	206,196.17	
35	Development Services Technician	Hourly	29.51	30.98	32.53	34.16	35.87
		Annual	61,377.31	64,446.12	67,668.48	71,052.23	74,604.72
	Director of Community Services	Hourly		74.40	to	99.21	
		Annual		154,760.74	to	206,355.91	
	Director of Development Services	Hourly		73.62	to	99.25	
		Annual		153,131.62	to	206,441.92	
	Director of Engineering/City Engineer	Hourly		73.62	to	99.25	
		Annual		153,131.62	to	206,441.92	
	Director of Finance / City Treasurer	Hourly		77.78	to	104.66	
		Annual		161,791.16	to	217,692.34	
	Director of Fire & Life Safety (Fire Chief)	Hourly		88.34	to	115.31	
		Annual		183,745.27	to	239,841.21	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
	Director of Human Resources	Hourly		72.64	to	98.07	
		Annual		151,099.30	to	203,984.31	
	Director of Planning & Building / City Planner	Hourly		73.62	to	99.25	
		Annual		153,131.62	to	206,441.92	
	Economic Development Manager	Hourly		46.92	to	63.34	
		Annual		97,587.09	to	131,743.44	
48	Engineering Inspector	Hourly	40.68	42.71	44.85	47.09	49.44
		Annual	84,609.42	88,839.88	93,281.57	97,945.82	102,843.24
39	Equipment Mechanic	Hourly	32.57	34.20	35.91	37.71	39.59
		Annual	67,749.18	71,136.77	74,693.55	78,428.28	82,349.47
	Emergency Manager - HMGP Project Manager^ (Hazard Mitigation Grant Program)	Hourly		56.57	to	76.92	
		Annual		117,660.02	to	159,994.98	
17	Emergency Medical Technician 56-hour	Hourly	18.92	19.87	20.86	21.90	23.00
		Annual	55,095.04	57,861.44	60,744.32	63,772.80	66,976.00
17	Emergency Medical Technician 12-hour <i>*Annual calculated based on a 42-hour weekly average</i>	Hourly	18.92	19.87	20.86	21.90	23.00
		Annual*	41,321.28	43,396.08	45,558.24	47,829.60	50,232.00
	Emergency Medical Technician Part-Time ^	Hourly		18.92	to	23.00	
35	Equipment Operator	Hourly	29.51	30.98	32.53	34.16	35.87
		Annual	61,377.31	64,446.12	67,668.48	71,052.23	74,604.72
42	Facilities Maintenance Supervisor	Hourly	35.08	36.83	38.67	40.60	42.64
		Annual	72,958.35	76,606.03	80,436.30	84,458.33	88,680.99
25	Facilities Maintenance Technician	Hourly	23.05	24.20	25.41	26.69	28.02
		Annual	47,947.49	50,344.73	52,862.26	55,505.07	58,280.19
35	Field Inspector	Hourly	29.51	30.98	32.53	34.16	35.87
		Annual	61,377.31	64,446.12	67,668.48	71,052.23	74,604.72
	Finance Manager	Hourly		57.43	to	77.54	
		Annual		119,462.59	to	161,274.57	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
	Fire Battalion Chief (2920 hours)	Hourly Annual		43.56 127,186.06	to to	59.05 172,418.96	
	Fire Battalion Chief - Administration (2080 hours)	Hourly Annual		61.15 127,186.06	to to	82.89 172,418.96	
	Fire Division Chief	Hourly Annual		64.19 133,518.49	to to	86.65 180,225.82	
44	Fire Inspector	Hourly Annual	36.85 76,652.01	38.69 80,484.39	40.63 84,508.93	42.66 88,734.08	44.79 93,170.81
	Fire Marshal	Hourly Annual		62.38 129,747.69	to to	81.39 169,291.29	
	Graduate Intern ^	Hourly		16.50	to	21.32	
38	Human Resources Technician	Hourly Annual	31.78 66,096.77	33.37 69,401.58	35.03 72,871.63	36.79 76,515.44	38.63 80,341.11
38	Human Services and Open Space Coordinator	Hourly Annual	31.78 66,096.77	33.37 69,401.58	35.03 72,871.63	36.79 76,515.44	38.63 80,341.11
	IT Systems Technician^	Hourly		27.76	to	33.74	
53	Information Technology Analyst	Hourly Annual	46.02 95,727.61	48.32 100,513.95	50.74 105,540.17	53.28 110,816.92	55.94 116,357.97
	Information Technology Manager	Hourly Annual		52.21 108,602.34	to to	70.49 146,613.31	
53	Information Technology GIS Analyst	Hourly Annual	46.02 95,727.61	48.32 100,513.95	50.74 105,540.17	53.28 110,816.92	55.94 116,357.97
	Information Technology/GIS Technician^			30.56	to	37.14	
35	Irrigation Specialist	Hourly Annual	29.51 61,377.31	30.98 64,446.12	32.53 67,668.48	34.16 71,052.23	35.87 74,604.72
29	Landscape and Irrigation Maintenance Worker	Hourly Annual	25.44 52,925.24	26.72 55,571.58	28.05 58,350.22	29.46 61,267.98	30.93 64,331.15

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
48	Lead Equipment Mechanic	Hourly	40.68	42.71	44.85	47.09	49.44
		Annual	84,609.42	88,839.88	93,281.57	97,945.82	102,843.24
29	Maintenance Worker	Hourly	25.44	26.72	28.05	29.46	30.93
		Annual	52,925.24	55,571.58	58,350.22	61,267.98	64,331.15
46	Management Analyst	Hourly	38.72	40.65	42.69	44.82	47.06
		Annual	80,532.54	84,559.17	88,787.15	93,226.35	97,887.80
43	Management Assistant	Hourly	35.95	37.75	39.64	41.62	43.70
		Annual	74,782.35	78,521.34	82,447.50	86,570.02	90,898.13
	Marketing Aide^	Hourly		16.50	to	21.32	
	Marketing Coordinator	Hourly		35.48	to	50.68	
		Annual		73,790.19	to	105,414.57	
	Marketing Manager	Hourly		49.66	to	67.05	
		Annual		103,289.65	to	139,473.69	
28	Marketing Specialist	Hourly	24.82	26.07	27.37	28.74	30.17
		Annual	51,634.45	54,216.39	56,927.13	59,773.39	62,762.22
34	Marketing Specialist II	Hourly	28.79	30.23	31.74	33.33	34.99
		Annual	59,880.25	62,874.40	66,017.86	69,318.81	72,784.61
	Office Assistant ^	Hourly		16.50	to	21.32	
48	Parks & Landscape Supervisor	Hourly	40.68	42.71	44.85	47.09	49.44
		Annual	84,609.42	88,839.88	93,281.57	97,945.82	102,843.24
	Principal Civil Engineer	Hourly		64.53	to	87.40	
		Annual		134,225.91	to	181,799.62	
	Principal Planner	Hourly		51.14	to	69.04	
		Annual		106,370.51	to	143,602.46	
	Principal Traffic Engineer	Hourly		64.53	to	87.40	
		Annual		134,225.91	to	181,799.62	
39	Procurement Specialist	Hourly	32.57	34.20	35.91	37.71	39.59
		Annual	67,749.18	71,136.77	74,693.55	78,428.28	82,349.47

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification		A	B	C	D	E
	Public Services Manager	Hourly		49.66	to	67.05	
		Annual		103,289.65	to	139,473.69	
44	Public Works Supervisor	Hourly	36.85	38.69	40.63	42.66	44.79
		Annual	76,652.01	80,484.39	84,508.93	88,734.08	93,170.81
	Recreation Aide ^	Hourly		16.50	to	18.21	
28	Recreation Coordinator	Hourly	24.82	26.07	27.37	28.74	30.17
		Annual	51,634.45	54,216.39	56,927.13	59,773.39	62,762.22
	Recreation Leader ^	Hourly		16.56	to	19.67	
	Recreation Services Manager	Hourly		49.66	to	67.05	
		Annual		103,289.65	to	139,473.69	
	Recreation Supervisor	Hourly		35.48	to	50.68	
		Annual		73,790.19	to	105,414.58	
23	Secretary	Hourly	21.94	23.04	24.19	25.40	26.67
		Annual	45,636.97	47,918.84	50,314.65	52,830.43	55,472.17
36	Senior Account Clerk	Hourly	30.25	31.76	33.35	35.01	36.76
		Annual	62,911.87	66,057.48	69,360.53	72,828.49	76,470.16
53	Senior Accountant	Hourly	46.02	48.32	50.74	53.28	55.94
		Annual	95,727.61	100,513.95	105,540.17	110,816.92	116,357.97
50	Senior Building Inspector	Hourly	42.74	44.87	47.12	49.47	51.95
		Annual	88,892.57	93,337.46	98,004.57	102,904.47	108,049.94
	Senior Civil Engineer / Senior Traffic Engineer	Hourly		56.57	to	76.92	
		Annual		117,660.02	to	159,994.98	
	Senior Human Resources Analyst	Hourly		46.86	to	63.26	
		Annual		97,471.99	to	131,588.04	

CITY OF SANTEE
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE
 EFFECTIVE MAY 28, 2025

Range	Classification					
		A	B	C	D	E
	Senior Management Analyst		44.63	to	60.25	
			92,830.47	to	125,321.93	
	Senior Management Analyst/ Grant Coordinator		46.86	to	63.26	
			97,471.99	to	131,588.04	
	Senior Planner		44.47	to	60.03	
			92,495.42	to	124,871.86	
50	Special Events Supervisor		35.48	to	50.68	
			73,790.19	to	105,414.58	
	Storm Water Program Assistant^		28.73	to	34.92	
	Storm Water Program Coordinator	42.74	44.87	47.12	49.47	51.95
		88,892.57	93,337.46	98,004.57	102,904.47	108,049.94
	Student Intern ^		16.50	to	19.67	
	Technical Professional Expert ^		50.00	to	160.00	

^Part-time, temporary status

CITY OF SANTEE
MAYOR AND CITY COUNCIL MEMBERS SALARY SCHEDULE
EFFECTIVE JULY 4, 2024

<u>Range</u>	<u>Classification</u>		
	City Council Member	Monthly	1,925.94
		Annual	23,111.28
	Mayor	Monthly	3,245.81
		Annual	38,949.67

MEETING DATE May 28, 2025

ITEM TITLE ACCEPTANCE AND APPROPRIATION OF FY 2024 URBAN AREA SECURITY INITIATIVE (UASI) GRANT TRAINING FUNDS FOR TRAINING REIMBURSEMENT

DIRECTOR/DEPARTMENT Harley Wallace, Deputy Fire Chief 

SUMMARY

Each year since 2003, the U.S. Department of Homeland Security has provided San Diego County agencies funds in the form of Urban Area Security Initiative (UASI) Grants. The UASI grants are managed by the City of San Diego Office of Homeland Security (SD OHS) and are used to purchase items, materials, and programs that will assist the entire region in times of natural or terrorism-based disasters. The grants have a requirement that a certain portion be utilized for training.

UASI training fund priorities are established by the Urban Area Working Group (UAWG) and, in previous years, were available to individual agencies for specified training on a first-come, first-served fiscal year basis until the funds were depleted. However, the currently vetted process allocates specific dollar amounts to specific agencies.

During the application process, the Regional Technology Project (RTP) and the UAWG approved the proposal from the City of Santee. Training participation costs will be reimbursed up to the allocated amount, \$28,696. This award is for course fees associated with participation in the All American Leadership (AAL) Leadership Academy. All activities funded with this award must be completed within the sub-recipient performance period of September 1, 2024, to December 15, 2026.

FINANCIAL STATEMENT 

Up to \$28,696 of FY 2024 Urban Area Security Initiative training funds managed by the City of San Diego will be utilized for pre-approved UASI grant training costs associated with participation in the All American Leadership (AAL) Leadership Academy, as well as tuition costs.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION 

Accept and appropriate \$28,696 in FY 2024 UASI grant training funds for UASI training costs associated with the participation in the All American Leadership (AAL) Leadership Academy, and tuition costs.

ATTACHMENT

Notification of Sub-recipient Award Approval



May 7, 2025

Gary Halbert
 Interim City Manager, City of Santee
 10601 N Magnolia Ave
 Santee, CA 92071

SUBJECT: NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL
 FY 2024 Homeland Security Grant Program
 Grant# 2024-0088 Cal OES ID# 073-66000
 Subrecipient Performance Period: September 1, 2024 to December 15, 2026

Subrecipient:

The San Diego Office of Emergency Services (SD OES) has approved your FY24 Urban Area Security Initiative (UASI) award.

Activities:	Amount:	Due Date:
All Projects	\$28,696	
Project 027 Goal 3 Training ²	\$28,696	December 15, 2026

² Training funds are limited to approved courses (see Attachment A).

During the application process, the UASI Advisory Group vetted, and the Urban Area Working Group (UAWG) approved your project(s). Throughout the grant cycle, SD OES will use performance milestones set in the Homeland Security Grant Program (HSGP) application as indicators of performance, and this information may be used in assessing future competitive grant applications.

All activities funded with this award must be completed within the subrecipient performance period. If additional time is needed, an extension request must be submitted at least 30 days prior to the project end date. Approval of extensions is not guaranteed and will be based on the feasibility of the revised timeline, a justified reason for the request, and the subrecipient’s overall grant management performance, including timely project execution and compliance with grant requirements. If an extension is not approved, or if no request is submitted, any remaining funds not submitted for reimbursement by the project expiration date will be reallocated.

You are required to comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, projects requiring EHP review, federal schedule and sole source procurement requests, regardless of dollar amount, require prior approval from SD OES and the California Governor’s Office of Emergency Services (Cal OES). Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this grant. Subrecipients are required to obtain a

performance bond for any equipment item over \$250,000 or any vehicle, aircraft, or watercraft that has been paid with HSGP funds prior to receiving the final product(s). Performance bonds must be submitted to your UASI Program Representative no later than the time of reimbursement.

All non-RFP/competitive procurements will require a pre-procurement review by SD OES to ensure compliance. This includes inadequate competition scenarios, Federal Award Schedules (GSA), joint procurement endeavors, piggy-backing arrangements, cooperative agreements, and non-competitive agreements. Additionally, Cal OES prior approval is required for all HSGP-funded noncompetitive procurements of training, regardless of the dollar amount, per GMM 2017-01-A.

Following acceptance of this award, you must sign and return the SD OES Memorandum of Understanding (MOU) as well as the Cal OES standard assurances. Once your completed MOU and standard assurances are signed and received by SD OES, you may request reimbursement of eligible grant expenditures.

Your agency must coordinate with SD OES to prepare and submit quarterly projections and milestone reporting via email so that SD OES can comply with the Bi-Annual Strategic Implementation Reports (BSIR) for the duration of the grant period or until you complete all activities, and the grant is formally closed. Failure to submit required reports could result in grant reduction, suspension, or termination.

This grant is subject to all provisions of 2 CFR Part 200. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to SD OES within 30 days upon receipt of an invoice from SD OES.

Your dated signature is required on this letter. Please sign and return the original to your UASI Program Representative at 9601 Ridgehaven Court, San Diego, CA 92123 within 20 days of receipt and keep a copy for your files.

For further assistance, please feel free to contact your SD OES UASI Program Representative at (619) 533-6758.

Sincerely,



Chris Heiser
Executive Director
City of San Diego Office of Emergency Services

Gary Halbert
Interim City Manager, City of Santee

Date

MEETING DATE May 28, 2025

ITEM TITLE RESOLUTION TO EXTEND CONTRACT WITH LIFE-ASSIST, INC. FOR THE PURCHASE OF EMERGENCY MEDICAL SERVICES SUPPLIES ON AN AS-NEEDED BASIS PER NATIONAL PURCHASING PARTNERS DBA NPPGOV CONTRACT #PS20180.

DIRECTOR/DEPARTMENT Harley Wallace, Deputy Fire Chief 

SUMMARY

Santee Municipal Code Section 3.24.130(A) authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs as determined by the purchasing agent to be in the City's best interest. In November 2020, the League of Oregon Cities, in cooperation with National Purchasing Partners and its Government Division dba NPPGOV (of which the City is a member agency), issued Solicitation No. 1935 for the procurement of a wide variety of Public Safety Medical Supplies, Equipment, and Monitors using a competitive Request for Proposals process. Based on evaluation criteria including pricing, breadth and quality of products, customer support and ability to meet delivery timelines, Life-Assist, Inc was awarded Contract #PS20180 for an initial three-year term of May 29, 2020, through May 28, 2023, with annual auto renewals up through May 28, 2026. On July 1, 2021, the City entered into a contract with Life-Assist, Inc. for the purchase of emergency medical supplies pursuant to Contract #PS20180. Contract #PS20180 was renewed by NPPGov for the first extension year on May 29, 2023, the second extension year on May 29, 2024, and has now been renewed for the third of three (3) 12-month periods, ending May 28, 2026.

The City's contract with Life-Assist, Inc. is set to expire on May 28, 2025. Staff recommends utilizing the extended NPPGov Contract #PS20180 to purchase as-needed EMS supplies from Life-Assist, Inc. for a contract term of May 29, 2025, through May 28, 2026, for an amount not to exceed \$242,880.

Santee Municipal Code (SMC) Section 3.24.180 requires City Council approval of all contracts exceeding \$50,000 in any single fiscal year. Staff recommends utilizing the NPPGov Contract #PS20180 to purchase as-needed EMS supplies on an as-needed basis from Life-Assist, Inc., for an amount not to exceed \$242,880 for a contract term of May 29, 2025, through May 28, 2026.

FINANCIAL STATEMENT 

Funding for the FY2024-25 portion of this contract is included in the FY 2024-25 Fire Department Emergency Medical Services operating budget, and funding for the FY 2025-26 portion of this contract will be included in the proposed FY 2025-26 Fire Department Emergency Medical Services operating budget.

CITY ATTORNEY REVIEW N/A • Completed



RECOMMENDATION *ell*

Adopt the attached Resolution extending the contract for the purchase of emergency medical services supplies on an as-needed basis from Life-Assist, Inc., per NPPGov Contract #PS20180 for a term of May 29, 2025, through May 28, 2026, for an amount not to exceed \$242,880 and authorize the City Manager to execute all related documents.

ATTACHMENT

NPPGov Contract #PS20180 Extension Letter
Resolution



May 19, 2025

RE: Contract Number: PS20180 (RFP 1935 Public Safety Medical Supplies, Equipment & Monitors)

To Whom It May Concern:

Through this letter, I wish to notify you that, pursuant to section 3.1 of the aforementioned agreement between the League of Oregon Cities and Life-Assist, Inc., the agreement has been automatically extended one year until the anniversary of the Effective Date in 2026.

Sincerely,

Signed by:

Patricia M. Mulvihill

0BD4F25C35F54D0...

Patricia M. Mulvihill
Executive Director
League of Oregon Cities

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE EXTENSION OF THE CONTRACT WITH LIFE-ASSIST, INC.
FOR THE PURCHASE OF EMERGENCY MEDICAL SERVICES SUPPLIES ON AN
AS-NEEDED BASIS PER NATIONAL PURCHASING PARTNERS DBA NPPGOV
CONTRACT #PS20180**

WHEREAS, Santee Municipal Code Section 3.24.130(A) authorizes the City to join with other public jurisdictions in cooperative; purchasing plans or programs as determined by the purchasing agent to be in the City's best interest; and

WHEREAS, in November 2020, the League of Oregon Cities, in cooperation with National Purchasing Partners and its Government Division dba NPPGov, issued Solicitation No. 1935 for the procurement of a wide variety of Public Safety Medical Supplies, Equipment, and Monitors to be purchased by public agencies on an as-needed basis using a competitive Request for Proposals process; and

WHEREAS, the City is currently a member of the NPPGov; and

WHEREAS, based on evaluation criteria including pricing, breadth and quality of products offered, customer support and ability to meet delivery timelines, Life-Assist, Inc. was awarded Contract #PS20180 for an initial three-year term of May 29, 2020 through May 28, 2023, with annual possible renewals up through May 28, 2026; and

WHEREAS, on July 1, 2021, the City entered into a contract with Life-Assist, Inc. for the purchase of emergency medical supplies pursuant to Contract #PS20180; and

WHEREAS, on May 29, 2023, Contract PS20180 was renewed by NPPGov for the first of three (3) one-year renewal options, and the City extended their contract with Life-Assist, Inc. for the period of May 29, 2023 through May 28, 2024; and

WHEREAS, on May 29, 2024 Contract PS20180 was renewed by NPPGov for the second of three (3) one-year renewal options, and the City extended their contract with Life-Assist, Inc. for the period of May 29, 2024 through May 28, 2025; and

WHEREAS, Contract PS20180 has now been renewed by NPPGov for the third of three (3) one-year renewal options, for the period of May 29, 2025 through May 28, 2026; and

WHEREAS, Staff has evaluated the pricing, products, and support provided by Life-Assist, Inc. through Contract #PS20180, and the purchasing agent has determined that extending the City's current contract through utilization of the recently extended Contract #PS20180 would be in the City's best interest; and

WHEREAS, Staff recommends utilizing NPPGov Contract #PS20180 to purchase as-needed EMS supplies from Life-Assist, Inc. for a contract term of May 29, 2025, through May 28, 2026, for an amount not to exceed \$242,880; and

RESOLUTION NO. _____

WHEREAS, Santee Municipal Code Section 3.24.180 requires City Council approval of all contracts exceeding \$50,000 in any single fiscal year.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the City Council hereby authorizes the extension of the City's contract with Life-Assist, Inc. for the purchase of emergency medical services supplies on an as-needed basis per NPPGov Contract #PS20180 with a term of May 29, 2025, through May 28, 2026, for an amount not to exceed \$242,880, and authorizes City Manager to execute all related documents.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28nd day of May 2025, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE May 28, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

DIRECTOR/DEPARTMENT Carl Schmitz, Engineering 

SUMMARY

On April 28, 2017 the Governor signed Senate Bill 1 (SB1) known as the Road Repair and Accountability Act of 2017. SB1 increases per gallon fuel excise taxes; increases diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years, to address basic road maintenance, rehabilitation and critical safety needs on the state highway and local streets and road system.

Beginning November 1, 2017, the State Controller (Controller) began depositing SB1 revenues into the Road Maintenance and Rehabilitation Account (RMRA). A percentage of RMRA funding is apportioned by formula to eligible cities and counties pursuant to Streets and Highways Code (SHC) Section 2032(h).

In order to receive RMRA funds local agencies must submit to the California Transportation Commission (CTC) a list of projects proposed to be funded by RMRA in the form of a City Council Resolution. SB1 includes accountability and governmental transparency provisions to inform the public of projects proposed for funding, and to report on status of projects each year.

This item requests City Council approval of the proposed project list within the Resolution to meet CTC reporting requirements. The proposed list includes the following five Capital Improvement Program projects: Bridge Restorations Citywide, Concrete Repair and Replacement Program, Pavement Repair and Rehabilitation Citywide, Crack Sealing Citywide, and Pavement Roadway Maintenance Citywide.

ENVIRONMENTAL REVIEW

Compliance with the California Environmental Quality Act (CEQA) would be required prior to construction authorization.

FINANCIAL STATEMENT 

Funding for the Fiscal Year 2025-26 SB1 RMRA (Gas Tax) projects is included in the Proposed 2024-2028 Capital Improvement Program.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION 

Adopt the Resolution approving a list of projects funded by the Road Maintenance and Rehabilitation Account for SB1 reporting requirements.

ATTACHMENTS Resolution



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2025-26 FUNDED BY
SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City, will receive an estimated \$1,565,129 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, this is the 9th year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate 14 streets/roads, one bridge and concrete sidewalks throughout the City this year and several similar projects into the future; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City streets and roads are in an at-lower-risk condition and

this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a good condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Santee, State of California, as follows:

Section 1: The foregoing recitals are true and correct.

Section 2: The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

A. Project Title: Pavement Repair and Rehabilitation 2025

Project Description: This project will fund the administration and construction to repair roads with asphalt overlays and reconstruction of the pavement section. It will also conduct adjacent repairs to curbs, gutters, sidewalks, pedestrian ramps, and associated drainage improvements.

Project Location: As identified in the City's Pavement Management Report dated April 2022 and Street List 'A' - Pavement Repair and Rehabilitation 2025, available for review on the City's website at the link below:

<https://www.cityofsanteeca.gov/documents/engineering/street-maintenance/street-list-a-pavement-repair-and-rehabilitation-2025.pdf>

Estimated Project Schedule: Start 01/2025 - Completion 04/2026 based on the components being funded with RMRA funds.

Estimated Project Useful Life: 15 to 20 Years.

B. Project Title: Pavement Roadway Maintenance 2025

Project Description: This project will fund the administration and construction to repair roads with slurry seals, cape seals and chip seals for City streets. It will also conduct adjacent repairs to curbs, gutters, sidewalks, pedestrian ramps, and associated drainage improvements.

Project Location: As identified in the City's Pavement Management Report dated April 2022 and Street List 'B' - Pavement Roadway Maintenance 2025, available for review at on the City's website at the link below:

<https://www.cityofsanteeca.gov/documents/engineering/street-maintenance/street-list-b-pavement-roadway-maintenance-2025.pdf>

Estimated Project Schedule: Start 01/2025 - Completion 04/2026 based on the components being funded with RMRA funds.

Estimated Project Useful Life: 10 to 15 Years.

C. Project Title: Citywide Crack Sealing Program 2025

Project Description: This project will fund the administration and construction to repair roads with crack sealing prior to asphalt overlays, reconstruction, slurry seals, and cape seals that will be performed by the Pavement Roadway Maintenance Citywide 2025 and Pavement Repair and Rehabilitation Citywide 2025 program projects.

Project Location: Various streets as identified on Street List 'A' - Pavement Repair and Rehabilitation 2025 and Street List 'B' - Pavement Roadway Maintenance 2025, available for review on the City's website at the following links below:

<https://www.cityofsanteeca.gov/documents/engineering/street-maintenance/street-list-a-pavement-repair-and-rehabilitation-2025.pdf>

<https://www.cityofsanteeca.gov/documents/engineering/street-maintenance/street-list-b-pavement-roadway-maintenance-2025.pdf>

Estimated Project Schedule: Start 01/2025 - Completion 12/2025 based on the components being funded with RMRA funds.

Estimated Project Useful Life: 10 to 15 Years.

Section 3: The following previously proposed and adopted projects may also utilize Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

A. Project Title: Bridge Restorations Citywide

Project Description: This project will fund the administration and construction for maintenance and repairs to City bridges. This includes the replacement of bridge deck joint seals, deck seals, patching and concrete overlays.

Project Location: Various City bridges whose prioritization is based on the Caltrans bi-annual bridge inspection reports. Bridges include Cuyamaca Street, Carlton Hills Boulevard, Carlton Oaks Drive, Prospect Avenue, Olive Lane, Mission Gorge Road and Mast Boulevard.

Estimated Project Schedule: Start 07/2025 - Completion 06/2027 based on the components being funded with RMRA funds.

Estimated Project Useful Life: 20 to 50 Years

B. Project Title: Concrete Repair/Replacement Program 2025

Project Description: This project will fund the administration and construction to repair or replace damaged concrete curbs, gutters, sidewalks, driveways and pedestrian ramps throughout the City.

Project Location: Various streets as identified on Street List 'C' - Citywide Concrete Repair/Rehabilitation Program 2025, available for review on the City's website at the link below:

<https://www.cityofsanteeca.gov/documents/engineering/street-maintenance/street-list-c-concrete-repair-and-replacement-2025.pdf>

Estimated Project Schedule: Start 01/2025 - Completion 04/2026 based on the components being funded with RMRA funds.

Estimated Project Useful Life: 20 to 50 Years

PASSED AND ADOPTED by the City Council of the City of Santee, State of California at a Regular Meeting thereof held this 28th day of May 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE May 28, 2025

ITEM TITLE PUBLIC HEARING FOR TENTATIVE MAP TM-2024-0003 AND DEVELOPMENT REVIEW PERMIT DR-2024-0005 FOR A MULTI-FAMILY RESIDENTIAL DEVELOPMENT CONSISTING OF 52 UNITS AND RELATED SITE IMPROVEMENTS ON A 2.63 GROSS ACRE PARCEL LOCATED AT 7737 MISSION GORGE ROAD (APN 386-701-02) IN A HIGH RESIDENTIAL (R-22) ZONE AND GENERAL PLAN LAND USE DESIGNATION AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION. (APPLICANT: KB HOMES)

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Planning and Building Department
MSM

SUMMARY

The project is a request by KB Homes for a Tentative Map (TM-2024-0003) and Development Review Permit (DR-2024-0005) for a 52-unit multi-family residential development on a 2.63-gross acre parcel located at 7737 Mission Gorge Road in the R-22 zone. The R-22 designation allows for 22-30 dwelling units per gross acre and the project has a proposed density of 20 dwelling units per acre which is determined to be consistent with the Land Use Element.

The project consists of 52 multi-family units amongst 12 single-unit buildings and 20 duplex buildings varying from 33 feet 8 inches to 36 feet 11 inches in height. There are two floor plans- 1,440 and 1,470 square feet-with three stories, three bedrooms, and an attached two-car garage. Fifteen guest parking will be provided throughout the site, and 12 public parking spaces will be provided on the east side of Aubrey Glen Drive. A common open space area for residents will feature a tot lot, picnic tables, benches, and lawn area located at the southeast portion of the site. Drought tolerant landscaping would be planted throughout the development. The site will be accessed from a new driveway on the east side of Aubrey Glen Drive. Street improvements include the repair and replacement of inadequate pavement and sidewalks.

ENVIRONMENTAL REVIEW

The project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15332; Class 32 of the CEQA Guidelines (In-fill Development), because the project is consistent with the General Plan and Zoning Ordinance, is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects on traffic, noise, air quality or water quality, and can be served by all required utilities and public services. None of the exceptions to the Class 32 exemption found in State CEQA Guidelines Section 15300.2 apply to the project.

FINANCIAL STATEMENT *MSM*

Staff costs for application processing are paid on an actual cost recovery basis. Development Impact Fees are estimated to total \$1,541,442.22.

CITY ATTORNEY REVIEW N/A Completed



RECOMMENDATION *GA*

1. Conduct and close the public hearing; and
2. Find Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Approve Tentative Map TM-2024-0003 per the attached Resolution; and
4. Approve Development Review Permit DR-2024-0005 per the attached Resolution.

ATTACHMENTS

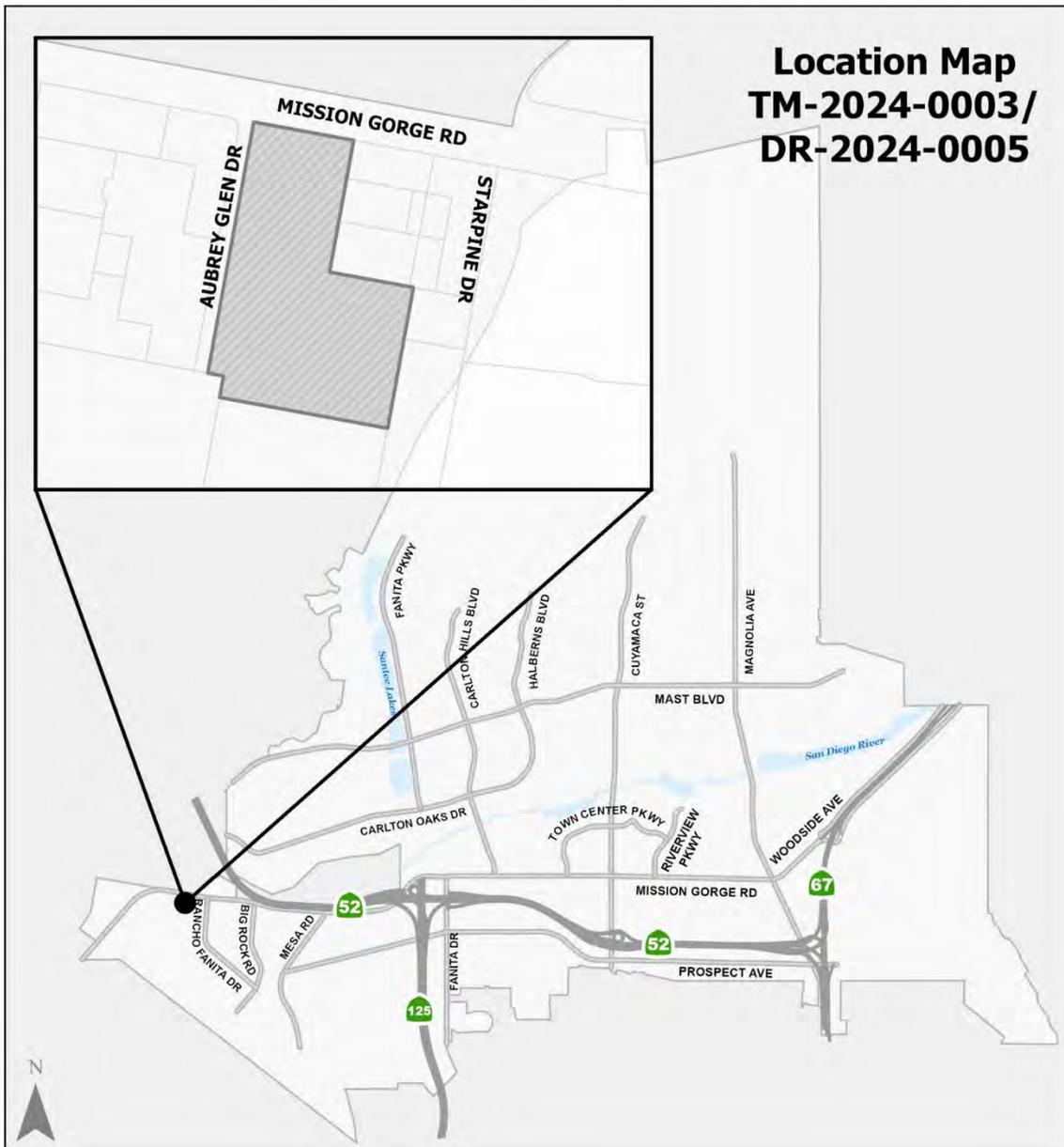
Staff Report
Aerial Vicinity Map
Project Plans
Class 32 CEQA Exemption Analysis
Resolutions

STAFF REPORT

PUBLIC HEARING FOR TENTATIVE MAP TM-2024-0003 AND DEVELOPMENT REVIEW PERMIT DR-2024-0005 FOR A MULTI-FAMILY RESIDENTIAL DEVELOPMENT CONSISTING OF 52 UNITS AND RELATED SITE IMPROVEMENTS ON A 2.63 GROSS ACRE PARCEL LOCATED AT 7737 MISSION GORGE ROAD (APN 386-701-02) IN A HIGH RESIDENTIAL (R-22) ZONE AND GENERAL PLAN LAND USE DESIGNATION AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION.

**APPLICANT: KB HOMES (JOHN ABOUD)
CITY COUNCIL MEETING
MAY 28, 2025**

On May 16, 2025, a Notice of the Public Hearing was published in the East County Californian and **655** adjacent owners or residents of property within 300 feet of the request and other interested parties were notified by U.S. Mail.



A. SITUATION AND FACTS

1. Requested by KB Homes (John Abboud)
2. Land Owner..... Advantage Assed Acquisition I, LLC
3. Type and Purpose of Request Tentative Map and Development Review for a multi-family residential development consisting of 52 units.
4. Location 7737 Mission Gorge Road
5. Site Area 2.63 gross acres
6. Number of lots One
7. Hillside Overlay No
8. Existing Zoning..... High Density Residential 22-30 DU/AC (R-22)
9. Surrounding Zoning North: General Commercial (GC)
South: Medium Density Residential (R-7)
East: Medium Density Residential (R-7)
West: Medium-High Density Residential (R-14)
10. General Plan Designation High Density Residential (R-22)
11. Existing Land Use Vacant (Former Pure Flo Water Site)
12. Surrounding Land Use..... North: Commercial (Gas station)
South: Multi-family residential
East: Single-family residential
West: Multi-family residential
13. Terrain Slopes downhill from south to north
14. Environmental Status The project is exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15332, In-Fill Development
15. APN..... 386-701-02
16. Within Airport Influence Area..... No

B. BACKGROUND

History:

The project site was previously used as a bottled water retail and distribution facility (Pure Flo) but has been vacant since Pure Flo ceased operations over ten years ago. In May 2022, a multi-family residential project with 96 units was approved for this property pursuant to the Essential Housing Ordinance. The project was not considered by City Council because it met the objective criteria to qualify as an Essential Housing Project with a ministerial review and approval process.

Existing Conditions:

The project site is located on the southeast corner of Mission Gorge Road and Aubrey Glen Drive. The topography of the site is characterized by a down slope from south to north with an elevation change of approximately 24 feet. A one-story building, canopy structure, and an asphalt parking lot remain from Pure Flo's business operations. The surrounding uses include a gas station to the north, single-family residential to the east, multi-family residential to the west, and a multi-family residential development under construction to the south.

C. PROJECT DESCRIPTION

Overview:

The proposed development includes 52 multi-family units within a mix of 12 single-unit buildings and 20 duplex buildings ranging from 33 feet 8 inches to 36 feet 11 inches in height. Two floor plans are proposed - 1,440 and 1,470 square feet - each offering three stories, three bedrooms, and an attached two-car garage. Fifteen guest parking spaces will be included throughout the site and 12 diagonal public parking spaces will be striped on the east side of Aubrey Glen Drive for a total of 27 guest parking spaces. Vehicular access will be provided by a new driveway along Aubrey Glen Drive. Additionally, street improvements include replacement of deteriorated pavement and sidewalks.

Approximately 29,000 square feet (29 percent) of the site will be landscaped with drought tolerant trees, shrubs, and ground cover plants. A common open space area is provided for the residents that includes a tot lot, picnic tables, benches, and lawn play areas.

D. ANALYSIS

General Plan Consistency:

The project furthers Objective 5.0 of the Housing Element which encourages a wide range of housing by location, type of unit, and price. The project has a density of 20 dwelling units per gross acre. A capacity of 64 lower-income dwelling units is identified for the project site in the Housing Element Sites Inventory (Table C-1). The project would result in a net gain of 52 units for above moderate-income households. The High Density Residential (R-22) zone, which implements the R-22 General Plan Land Use Designation, has a density range of 22 to 30 dwelling units per acre. The

Implementation Section (8.1; page 1-24) of Land Use Element states that “A residential development proposal does not have to provide the minimum number of units per gross acre indicated by a residential density range to be found consistent with the General Plan. The minimum density figure established for each range is intended to encourage the location of certain product types and densities which are consistent with adjacent land uses, access, public services and environmental concerns.” Therefore, this project is consistent with the goals, objectives, and policies of the General Plan.

Zoning Ordinance Consistency:

The proposed project, a multi-family residential development, is consistent with the R-22 zone and development standards in the Zoning Ordinance as shown in Table 1.

Table 1: Development Standards Summary (R-22)

	Required	Proposed
Density	22-30 dwelling units/acre	20 dwelling units/acre ¹
Maximum Lot Coverage	70%	33%
Maximum Height	55 feet (five stories)	36 feet 11 inches (three stories)
Total Parking	117	119
Resident Parking	104	104
Guest Parking	13	15 ²
EV Parking	2	2
Setbacks		
Front	25 feet	25 feet
Sides	10 feet	10 feet (both sides)
Rear	10 feet	10 feet

¹See density consistency in General Plan Consistency Analysis above

²12 off-site public parking spaces will be provided on Aubrey Glen Drive

Architectural Style

The proposed townhome buildings incorporate architectural elements seen in Spanish Colonial Revival, Mission Revival, and Mediterranean style buildings common to Santee and California. The buildings feature earth-tone stucco finishes and s-tile roofs. Architectural details are provided to create visual interest and articulation such as wall plane projections, stone and brick veneer, windowsill trim, decorative window shutters, awnings, metal balcony railings, and variation of roof lines. Combined with new landscaping, the project will offer a visually attractive residential development that will aesthetically enhance the site.

Compatibility Adjacent Land Uses

The surrounding land uses include a gas station to the north, single-family residential to the east, a multi-family development under construction to the south, and multi-family development to the west. The project has a similar architecture style and a

compatible density with the surrounding multi-family developments. Furthermore, multi-family residential is a permitted use in the R-22 zone and the project complies with the applicable development standards.

A noise analysis prepared by RECON in January 2025 concluded that noise impacts to and from the project would be less than significant, and both interior and exterior noise levels would comply with City standards

Parking & Access

Pursuant to Chapter 13.24.040 of the Santee Municipal Code, two parking spaces are required for each three-bedroom unit and one guest parking space for every four units. A total of 117 parking spaces are required for the project, of which 104 spaces are to be provided in two-car garages for residents and 13 spaces to be reserved for guests. The project proposed 119 parking spaces. Charging stations for electric vehicles are required for 13 percent of the required guest parking spaces and will be installed for two parking spaces along private street "F."

The site will be accessed from a new 26-foot-wide driveway on the east side of Aubrey Glen Drive and will feature decorative pavers at the entrance.

Traffic

A Transportation Analysis Screening concluded the project would generate approximately 374 average daily trips, including 25 AM and 30 PM peak hour trips. A Vehicle Miles Traveled (VMT) or Level of Service (LOS) analysis was not required based on trip generation thresholds.

Safe Routes to School:

This project would be served by Chet F. Harritt Elementary and Junior High School (kindergarten through eighth grade) and West Hills High School. Routes to both schools have sidewalks along their entire lengths.

Drainage:

The site currently drains from south to north with flows from adjacent properties that confluence on Mission Gorge Road prior to entering the existing storm drain system, ultimately discharging into the San Diego River. The drainage pattern after development of the proposed project will be similar to the existing condition. Proposed improvements to drainage and stormwater infrastructure include a modular wetland system to treat water prior to discharging from the site, a biofiltration system, and a clean out on Mission Gorge Road.

Environmental Status:

The proposed project is exempt from the requirements of CEQA, pursuant to Section 15332; Class 32 of the CEQA Guidelines (In-fill Development), because the project is consistent with the General Plan and Zoning Ordinance, is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects on traffic, noise, air quality or water quality, and can be served by all required utilities and public services.

Development Impact Fees:

The applicant shall pay all development impact fees in effect at the time of issuance of building permits. At present, the fees are estimated to be as follows:

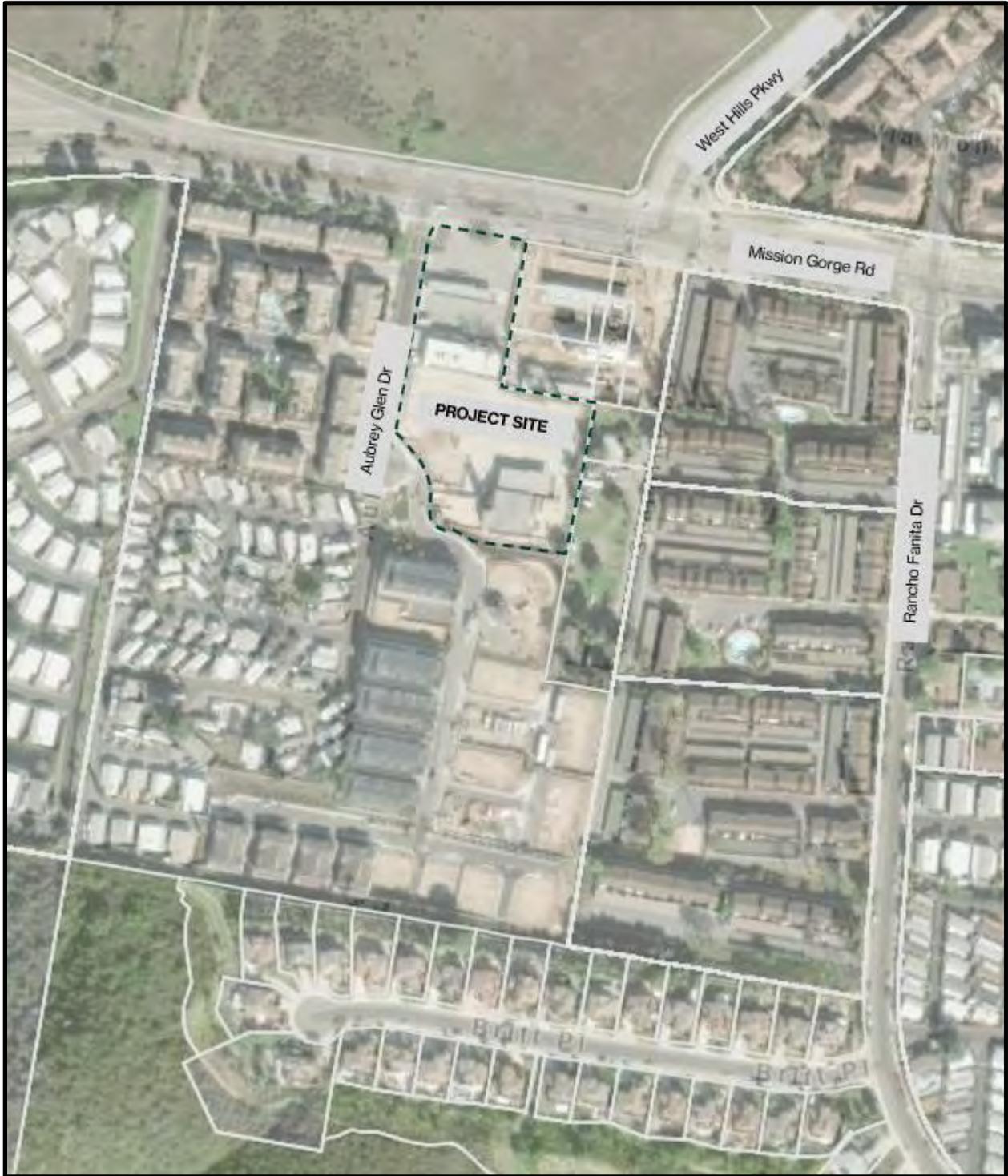
Drainage	\$ 32,546.70
Traffic Mitigation	\$ 156,678.30
Traffic Signal.....	\$ 21,950.10
Park-in-Lieu	\$ 560,862.90
Public Facilities	\$ 438,245.10
RTCIP Fee.....	\$ 149,503.12
Fire Facilities.....	\$ 147,595.50
Long Range Plan....	\$ 6,812.10
Administration	\$ 27,248.40
Total	\$1,541,442.22

E. STAFF RECOMMENDATION

- 1) Conduct and close the public hearing; and
- 2) Find Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 Categorically Exempt from the provisions of CEQA pursuant to Section 15332 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
- 3) Approve Tentative Map TM-2024-0003 per the attached Resolution; and
- 4) Approve Development Review Permit DR-2024-0005 per the attached Resolution.

AERIAL VICINITY MAP

TM-2024-0003/DR2024-0005/ENV 2025-0008
7737 Mission Gorge Rd.



Item 10 attachment Project Plans is available via the link below:

<https://www.cityofsanteeca.gov/departments/city-clerk/document-central/city-clerk/council-agendas/2025/05-28-2025-item-10-project-plans.pdf>

Item 10 attachment Class 32 CEQA Exemption Analysis is available via the link below:

<https://www.cityofsanteeca.gov/departments/city-clerk/document-central/city-clerk/council-agendas/2025/05-28-2025-item-10-class-32-ceqa-exemption-analysis.pdf>

RESOLUTION NO.

RESOLUTION FOR TENTATIVE MAP (TM-2024-0003) FOR A MULTI-FAMILY RESIDENTIAL DEVELOPMENT CONSISTING OF 52 UNITS AND RELATED SITE IMPROVEMENTS ON A 2.63 GROSS ACRE PARCEL LOCATED AT 7737 MISSION GORGE ROAD (APN 386-701-02) IN A HIGH RESIDENTIAL (R-22) ZONE AND GENERAL PLAN LAND USE DESIGNATION AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION

APPLICANT: KB HOMES

APN: 386-701-02

RELATED CASE FILES: DR-2024-0005 & ENV-2025-0008

WHEREAS, on September 17, 2024, KB Homes submitted a complete application for a Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 to construct a 52-unit multi-family residential development on a 2.63-gross acre parcel (APN 386-701-02) located at 7737 Mission Gorge Road in the High Density Residential (R-22) zone with a High Density Residential (R-22) Land Use Designation; and

WHEREAS, based on the environmental assessment, the City, as lead agency, has determined the project is exempt from the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq., because it is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects to traffic, noise, air quality, or water quality, and can be served by all required utilities and public services; and

WHEREAS, the project furthers Objective 5.0 of the Housing Element, which encourages a wide range of housing by location, type of unit, and price; and

WHEREAS, the Housing Element Sites Inventory identifies the 2.63-acre project as a lower income housing site but the project proposes 52 units for above moderate-income households, still a net gain to the City's housing stock; and

WHEREAS, the project is consistent with the applicable General Plan Land Use Designation, all applicable General Plan policies, and the Zoning Ordinance land use regulations; and

WHEREAS, the proposed project is located outside Airport Influence Area 1 of Gillespie Field and does not require review by the San Diego Airport Land Use Commission; and

WHEREAS, the project is subject to the payment of development impact fees based on the project's residential use classification and number of units; and

WHEREAS, the City has adopted a Capital Improvement Plan (CIP) for Fiscal Years 2022-2026 in accordance with Government Code section 66002 that identifies the public infrastructure services and facilities the City provides, maintains, and improves, such as roads, sidewalks, traffic circulation, water drainage, utilities, and parks in the

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interest of the public's health, safety, and welfare ("Public Facility or "Public Facilities"); and

WHEREAS, the Mitigation Fee Act (Gov. Code sections 66000-66025) authorizes the City to impose fees as a condition of issuing a building permit to offset/ help fund the impacts of new construction of Public Facilities when the purpose and use of the fee is reasonably related to the type of development project and to the need for the Public Facility (Gov. Code section 66001(a)); and

WHEREAS, in 2019, the City adopted a comprehensive Development Impact Fees and Dedication Ordinance, Ordinance 565, which was amended by Ordinance 612 in 2023, to require the Director of Finance to annually prepare and make available to the public a report that, among other things, demonstrates the relationship between development impact fees and the City's determination and use of such fees consistent with the Mitigation Fee Act; and

WHEREAS, Resolution 097-2023 recognizes that new development requires the construction of capital improvements such as drainage improvements, traffic improvements, traffic signals, public park facilities, community facilities and other public improvements, public services and community amenities. The resolution provides the current City of Santee Development Impact Fee Report, and makes findings related to the purpose and use of the City's impact fees, how the fees relate to a development project and impact on Public Facilities, and how the individual fees are calculated; and

WHEREAS, on January 8, 2025, the City approved a Nexus Impact Study, adopted new impact fee categories, and approved updated development impact fees for all new development; and

WHEREAS, the project calls for new construction that will both benefit from and burden various Public Facilities based on the demand generated by the project for those facilities, including drainage, traffic, traffic signals, park-in-lieu, public facilities, fire facilities, long range planning and program administration. As a result, the project is subject to the assessment of development impact fees based on the project's commercial use residential and size and measured by the its proportional contribution to the cost of capital improvements to specific Public Facilities; and

WHEREAS, it is in the interest of the public's health, safety and welfare for the project to pay the costs of constructing these public facilities that are reasonably related to the impacts of the project; and

WHEREAS, the subject project is not subject to Measure N as the project is not a General Plan amendment, Planned Development Area, or new Specific Planning Area, nor would it increase the residential density permitted by law, make changes to the General Plan Residential Land Use categories that would intensify use, make changes to the land use designation of any parcel in a manner that intensifies use, nor make changes to slope criteria, minimum parcel sizes, or lot averaging provisions of the General Plan

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that would permit increased density or intensity of use; and

WHEREAS, the Planning & Building Department scheduled Tentative Map TM-2024-0003 for public hearing on May 28, 2025; and

WHEREAS, on May 28, 2025, the City Council held a duly advertised public hearing on Tentative Map TM-2024-0003; and

WHEREAS, the City Council considered the Staff Report, the CEQA Exemption, all recommendations by staff, public testimony, and all other relevant information contained in the administrative record regarding the project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, after considering the evidence presented at the public hearing, as follows:

SECTION 1: On May 28, 2025, the City Council approved filing a CEQA Exemption pursuant to State CEQA Guidelines Section 15332 and determined that the project qualifies under the Class 32 categorical exemption. The project (a) is consistent with the applicable General Plan Designation and all applicable General Plan policies, as well as with applicable zoning designation and regulations; (b) the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; (c) the project site has no value as habitat for endangered, rare or threatened species; (d) approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and (e) the site can be adequately served by all required utilities and public services. None of the exceptions to the Class 32 exemption found in State CEQA Guidelines Section 15300.2 apply to the project. No further environmental review is required for the City to adopt this Resolution.

SECTION 2: The findings in accordance with the State Subdivision Map Act (Government Code Section 66410 et. seq.) Chapter 12 of the Santee Municipal Code (SMC) are made as follows:

- A. The Tentative Map as conditioned is consistent with all Elements of the Santee General Plan because the site is zoned R-22. The R-22 zoning classification allows a residential density of 22 to 30 dwelling units per gross acre. The proposed project has a density of 20 dwelling units per acre. The Land Use Element specifies that a residential development proposal does not have to provide the minimum number of units per gross acre indicated by a residential density range to be found consistent with the General Plan.
- B. The 2.63-acre project site is in the Housing Element Sites Inventory and the project would result in a net gain of 52 units for above moderate-income households that would be added to the City's housing stock.
 1. The design and improvements of the proposed development are consistent with all Elements of the Santee General Plan as well as City Ordinances because all

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necessary services and facilities are, or will be, available to serve this subdivision. The applicant shall pay all development impact fees in effect at the time of issuance of building permits. The fees are to be used for and are needed for the impacts caused by the development to which they apply. At present, the fees are estimated to be as follows:

a. Drainage.....\$ 32,546.70

Drainage Fee: \$32,546.70 (estimated based on \$0.43 per square foot of livable building square footage for each residential unit). Drainage fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. The Drainage Fee will be used to fund the Drainage Facilities needs generated by new development in the City in order to maintain the City's existing level of service.

b. Traffic Mitigation\$ 156,678.30

Traffic Mitigation Fee: \$156,678.30 (estimated based on \$2.07 per square foot of livable building square footage for each residential unit). Traffic Mitigation fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, is calculated by multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Traffic Mitigation Fees will fund the expansion and construction of new traffic mitigation facilities necessary to serve new growth.

c. Traffic Signal\$ 21,950.10

Traffic Signal Fee: \$21,950.10 (estimated based on \$0.29 per square foot of livable building square footage for each residential unit). Traffic Signal fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. The Traffic Signal Fee will be used to fund the expansion and construction of new traffic signal facilities necessary to serve new growth.

Park-in-Lieu\$ 560,862.90

Park-in-Lieu Fee: \$560,862.90 (estimated based on \$7.41 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per

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square foot (dollars per square foot per unit) for each residential unit. Park-in-Lieu Fee is used to fund the parkland needs generated by new development in the City.

Public Facilities.....\$ 438,245.10

Public Facilities Fee: \$438,245.10 (estimated based on \$5.79 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Public Facilities Fee is used to fund the park and recreation facility needs generated by new development.

RTCIP Fee.....\$ 149,503.12

RTCIP Mitigation Fee: \$149,503.12 (estimated based on \$2,875.06 per each residential unit). RTCIP fees are calculated in accordance with SMC §12.30.200 and the City's Fee Schedule, and in this case, are the result of multiplying the number of dwelling units and the fee rate (dollars per dwelling unit). RTCIP mitigation fee is for improvements to the Regional Arterial System.

Fire Facilities.....\$ 147,595.50

Fire Facilities Fee: \$147,595.50 (estimated based on \$1.95 per square foot of livable building square footage for each residential unit). Fire Facilities fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Fire Facilities Fee will fund the construction of new fire stations and apparatus to serve the City.

Long Range Plan....\$ 6,812.10

Long Range Planning Fee: \$6,812.10 (estimated based on \$0.09 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Long Range Planning Fee is used to fund new development's fair-share portion of updates to the General Plan elements that are necessary to mitigate the impacts of new development.

Administration.....\$ 27,248.40

Program Administration Fee: \$27,248.40 (estimated based on \$0.36 per square foot of livable building square footage for each residential unit).

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Program Administration fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and is 2% of each impact fee amount, added to fund the administrative costs necessary to support the DIF Program.

Total **\$1,541,442.22**

- C. The site is physically suitable for density and type of development because the site is designated in the Santee General Plan and zoned for multi-family residential development within the proposed density. The use is compatible with surrounding development, access is provided to the site, and utilities are available to serve the development.
- D. The discharge of sewage waste from the subdivision into the Padre Dam Municipal Water District sewer system will not result in violation of existing requirements prescribed by the California Regional Water Quality Control Board specified by the Health and Safety Code Section 5411.
- E. The design of the subdivision or the type of improvements will not cause serious public health problems since the project will be connected to a public sewer system.
- F. Neither the design of the subdivision nor the proposed improvements are likely to cause substantial environmental damage or substantially and avoidably injure fish or wildlife or their habitat because no habitat or endangered wildlife species currently exist on the development footprint of the site.
- G. The design of the subdivision or the type of improvements do not conflict with easements acquired by the public at large, for access through, or use of property with the proposed subdivision. The Tentative Map identifies existing easements which do not conflict with the design or improvements of the subdivision.
- H. The design of the subdivision has provided, to the extent feasible, for future passive or natural heating or cooling opportunities as defined under Section 66473.1 of the State Subdivision Map Act due to the orientation of the proposed lots and homes.
- I. The effects of the subdivision on the housing need for the San Diego region have been considered and balanced against the public service needs of the City of Santee residents and available fiscal and environmental resources.

SECTION 3: Tentative Map TM-2024-0003, dated May 28, 2025, consisting of 52 units amongst 12 one-unit buildings and 20 duplex buildings, a private driveway, 15 guest parking spaces, and a common open space area on a 2.63-gross acre parcel located at 7737 Mission Gorge Road is hereby approved subject to the following conditions:

- A. The applicant shall obtain approval of Development Review Permit DR-2024-0005.

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- B. Minor and Major Revisions to the Tentative Map shall be reviewed by the Engineering Department for substantial conformance and approved by the City Engineer, unless, in the City Engineer's judgement, a Major Revision should be reviewed by City Council.
- C. The applicant shall include provisions in their design contract with their design consultants that following acceptance by the City, all construction drawings or technical reports accepted by the City, exclusive of architectural building plans, shall become the property of the City. Once accepted, these plans may be freely used, copied or distributed by the City to the public or other agencies as the City may deem appropriate. An acknowledgement of this requirement from the design consultant shall be included on all construction drawings at the time of plan submittal. (Engineering)
- D. Prior to Building Permit issuance:

1. Street Improvement Plans shall be submitted to the Engineering Department and will be completed and accepted prior to the issuance of a building permit.

Prior to the start of construction of any improvements, public or private, within the limits of the public right-of-way, the applicant shall have plans accepted, agreements executed, securities posted, and an Encroachment Permit issued. All improvements shall be installed in accordance with City standards and at the applicant's cost unless otherwise indicated. The following improvements are conditioned as part of this development:

- a. Provide public improvements on the east side of Aubrey Glen Drive to include a paved width of 28 feet from centerline, fire hydrants, drainage, concrete curb and gutter, streetlights, drainage facilities, pedestrian facilities and landscaping.

In addition, provide improvements to Aubrey Glen Drive with an overall right-of-way width of 66 feet in total as shown on the Tentative Map dated March 21, 2025, and be to the satisfaction of the Director of Engineering. Provide dedication/vacation as necessary to achieve said width. Provide striping for angled parking on the east side of Aubrey Glen Drive to the satisfaction of the Director of Engineering.

- b. Repair or replace failed or inadequate pavement to the centerline of the street and failed sidewalks on Aubrey Glen Drive and Mission Gorge Road to the satisfaction of the Director of Engineering.
- c. Construct a 30-foot driveway entrance on Aubrey Glen Drive per City of Santee Public Works Standard Drawing PW-38, to the satisfaction of the Director of Engineering.
- d. Construct Mission Gorge Road to major road standards (82' curb to curb/102' right-of-way). Show curb, gutter, sidewalks, street lighting, drainage, fire hydrants and pedestrian ramps at curbs. Construct a 5-foot- wide meandering

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sidewalk along Mission Gorge Road to the satisfaction of the Director of Engineering. Remove the existing sidewalk underdrain and brow ditch located at the northeast corner of the site and replace with meandering sidewalk connecting with the existing sidewalk to the east.

- e. Street improvement plans shall be one hundred percent (100%) complete at the time of plan submittal, be prepared in accordance with City guidelines and the requirements set forth herein, and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal. The items to be submitted include but are not limited to the following:

- 1) 100 percent complete improvement plans
- 2) Estimate for the cost of construction
- 3) Resolution of Approval approving the project
- 4) Plan check fees

In addition to the above electronic submittal requirements, one hard copy of the full-sized improvement plans shall be provided to the project engineer. Plan check and inspection fees shall be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full. (Engineering)

2. A Storm Water Facilities Maintenance Agreement accepting responsibility for all structural BMP maintenance, repair and replacement as outlined in said O&M plan binding on the land throughout the life of the project will be required prior to issuance of building permit. (Engineering)
3. The applicant shall pay all development impact fees in effect at the time of issuance of building permits.
4. Impact fee amounts shall be calculated in accordance with current fee ordinances in effect at the time of issuance of building permit. The applicant shall provide certification of final site and building areas by their engineer of work to be approved by the City Engineer for use in calculating the final fee amounts. Fees shall be adjusted on an annual basis in accordance with the Municipal Code.

E. Prior to Grading Permit Issuance:

1. Rough Grading Plans may be submitted to the Engineering Department and accepted prior to map recordation. The following conditions shall apply to acceptance of the grading plans and issuance of a grading permit:
 - a. Project landscape and irrigation plans for all slope planting on all slopes over three feet in height shall be included in the grading plan set and shall be prepared at the same scale as the grading plans 1" = 20'. Design shall include a temporary high line for irrigation to permit slope planting to occur

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- immediately following grading until such time as individual meters are installed to permit connection of the irrigation to the homeowner's meter.
- b. Project improvement plans shall be completed to the satisfaction of the Director of Engineering and ready for approval prior to the issuance of a grading permit. Plans shall be prepared at a scale of 1" = 20'.
 - c. Project precise grading and improvement plans shall be completed and approved prior to issuance of any building permits or the start of construction of the street improvements.
 - d. Obtain a grading permit and complete rough grading in accordance with City standards prior to the issuance of any building permits.
 - e. All recommended measures identified in the approved geotechnical and soil investigation shall be incorporated into the project design and construction.
 - f. Retaining walls shall be adequately designed by a licensed structural engineer and shall incorporate wall drainage with appropriate outlet.
 - g. The grading plans shall be prepared at a scale of 1" = 20'. Plans shall include a note that requires immediate planting of all slopes within sixty days following installation of water mains to serve the project. Slope planting shall be fully established prior to occupancy of any unit.
 - h. Excess soil generated from grading operations shall be hauled to a legal dumping site as approved by the Director of Engineering.
 - i. The applicant shall record a drainage maintenance agreement with the adjacent Laurel Heights property owner regarding the installation and perpetual maintenance obligations of the proposed offsite drainage connection located along the south property line of the subject site. Said agreement shall be to the satisfaction of the Director of Engineering, and be recorded prior to the issuance of occupancy.
 - j. The applicant shall obtain a letter of permission from each of the offsite properties in which grading and or improvement work will occur. This shall include those identified as possible encroachments on Sheet 5 of the tentative map, unless the encroachments are intended to remain as they currently exist.
 - k. To the maximum extent practical, avoid intersection/overlap of sanitary sewer and storm drain systems. In areas where sanitary sewer and storm drain systems intersect, details and cross sections must be provided and show elevations of both pipes. Sanitary sewer pipes shall be placed at a lower elevation (e.g. beneath) than storm drain pipes.
 - l. The site shall be designed using gravity and downward slopes to convey site drainage.
 - m. Cut sheets showing details of stormwater conveyance and structures shall be included in the grading plans, including, but not limited to, green street elements, treatment control structural BMPs, Full Trash Capture (FTC) devices, and brow ditches. These storm water conveyances and structures shall be maintained by the HOA.
 - n. Grading plans shall be one hundred percent complete at the time of plan check submittal, be prepared in accordance with City guidelines and be ready for acceptance by the City. Partial or incomplete submittals will not

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be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal. The items to be submitted include but are not limited to the following:

- 1) 100% complete grading, landscape, and irrigation plans.
- 2) A completed grading permit application.
- 3) Estimate for the cost of construction.
- 4) Drainage Study specified here within.
- 5) Geotechnical Study specified here within.
- 6) Storm Water Quality Management Plan specified here within.
- 7) Operation & Maintenance (O&M) plan specified here within.
- 8) Letters of permission from any adjoining property owners if grading is proposed off-site. Letters shall be in a form acceptable to the City.
- 9) Letters of acknowledgement signed and sealed, from each design consultant acknowledging City ownership of all construction drawings following City approval as specified here within.
- 10) Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the above-mentioned full-sized plans, documents and reports shall be provided to the project engineer. Plan check and inspection fees shall be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full. (Engineering)

2. Precise Grading Plans shall be submitted to the Engineering Department and be completed and accepted prior to each phase of development. Phase specific conditions shall be specified at the time of approval for a specific phase. (Engineering)
3. Construction Site Storm Water Compliance (Engineering):
 - a. Provide proof of coverage under the General Permit for Discharges of Storm Water Associated with Construction Activity (Construction General Permit, WQ 2022-0057-DWQ) prior to start of construction. This project disturbs one or more acres of soil or disturbs less than one acre but is part of a larger common plan of development that in total disturbs one or more acres. Construction activity subject to this permit includes clearing, grading and disturbances to the ground such as stockpiling, or excavation.
 - b. Submit a copy of the draft project specific Storm Water Pollution Prevention Plan (SWPPP) to the City for review and approval. The Construction SWPPP should contain a site map(s) which shows the construction site perimeter, existing and proposed buildings, lots, roadways, storm water collection and discharge points, general topography both before and after construction, and drainage patterns across the project. The Construction SWPPP must list BMPs the applicant will use to protect storm water runoff and the placement of those BMPs. Section XIV of the Construction General Permit describes the SWPPP

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requirements.

F. Prior to approval of the Final Map, unless other timing is indicated, the subdivider shall complete the following or have plans submitted and approved, agreements executed, and securities posted:

1. To coordinate with the City's Geographic Information System, horizontal and vertical control for all construction drawings, grading plans, landscape plans, street improvement plans, plot plans, etc., shall be obtained from ROS 11252. All plans, exclusive of the map and building plans, shall be prepared at an engineering scale of 1" = 20' unless otherwise approved by the project engineer. (Engineering)
2. If plans are prepared in digital format using computer aided drafting (CAD), then in addition to providing one hard copy and a digital submittal of the plans the applicant shall submit a copy of the plans in a digital .DXF file format at the time of its approval or as requested by the Director of Engineering. The digital file shall be based on accurate coordinate geometry calculations. The digital file for the Final Map shall specifically include each of the following items in a separate layer: (Engineering)
 - a. Lot boundaries.
 - b. Lot numbers.
 - c. Subdivision boundary.
 - d. Right-of-way.
 - e. Street centerlines, and
 - f. Approved street names.
3. Obtain the basis of bearings for the Final Map from ROS 11252. All monumentation shall be in accordance with the SMC and shall be to the satisfaction of the Director of Engineering. (Engineering)
4. Final Map - The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal. The items to be submitted include but are not limited to the following:

Please include the following with the first submittal:

- a. Final Map
- b. Current preliminary title reports (dated within six months of submittal date).
- c. All documents listed in the preliminary title report.
- d. All reference maps used to prepare the Final Map.
- e. Closure calculations for the map.
- f. Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the full-sized Final Map shall be provided to the project engineer. Map check fees shall

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be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full.

The signature submittal of the final map mylars shall be by appointment only. Contact the project engineer to schedule a time for this final submittal.

- a. A copy of the map in Autocad format for incorporation into the City GIS data base.
 - b. Mylars of the map with all required signatures and notaries obtained including Padre Dam Municipal Water District if they are to sign the map.
 - c. Copies of certified return receipts for all signature omission letters.
 - d. Subdivision Map Guarantee
(Engineering)
5. Starting with the first plan check submittal, all plan sets including the Final Map shall be submitted concurrently to Padre Dam Municipal Water District for review and approval. The City does not coordinate the review process with Padre Dam, this is the responsibility of the design engineer and the landscape architect. Failure to properly coordinate this review may result in delay of issuance of permits required for construction. It is incumbent upon the applicant to oversee the plan submittals of their design consultants. (Engineering)
6. A rough grading permit to allow early subdivision grading in accordance with Section 11.40.155 of the Grading Ordinance may be obtained following approval of the Tentative Map. (Engineering)
7. Provide a drainage study prepared by a registered Civil Engineer, with demonstrated expertise in drainage analysis and experience in fluvial geomorphology and water resources management. Storm drainage shall be designed to adequately convey storm water runoff without damage or flooding of surrounding properties or degradation of water quality. (Engineering)
- a. The drainage study shall identify and calculate storm water runoff quantities expected from the site and upstream of the site and verify the adequacy of all on-site or off-site facilities necessary to discharge this runoff. The drainage system design shall be capable of collecting and conveying all surface water originating within the site, and surface water that may flow onto the site from upstream lands, and shall be in accordance with the latest adopted Master Drainage Plan, the requirements of the City of Santee Public Works Standards, including analysis of the 10-year, 50-year and 100-year frequency storms, and be based on full development of upstream areas.
 - b. The drainage study shall compute rainfall runoff characteristics from the project area including, at a minimum, peak flow rate, flow velocity, runoff volume, time of concentration, and retention volume. These characteristics shall be developed for the 10-year, 50-year and 100-year frequency six- hour

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storm during critical hydrologic conditions for soil and vegetative cover. Storm events shall be developed using isopluvial maps and in accordance with the San Diego County Hydrology Manual.

8. Provide a Storm Water Quality Management Plan (SWQMP) prepared and in accordance with the City of Santee Storm Water Ordinance and in accordance with the City of Santee Best Management Practices (BMP) Design Manual dated February 2016. The SWQMP must include BMPs to address water quality and hydromodification. An Operation and Maintenance (O & M) Plan describing maintenance requirements and costs for BMP maintenance and provision of maintenance verification will be provided. (Engineering)

The SWQMP shall include the following:

- a. Develop and implement appropriate BMPs to ensure that the project does not increase pollutant loads from the site. A combination of respective storm water BMPs, including Site Design, Source Control, and Structural Treatment Control shall be implemented in accordance with the approved SWQMP.
- b. The project design shall incorporate Low Impact Development (LID) and site design BMPs to minimize directly connected impervious areas and to promote infiltration using LID techniques as outlined in the County of San Diego's LID handbook. Parking areas shall be designed to drain to landscape areas. Private roads shall be designed to drain to vegetated swales or landscaped areas.
- c. The site shall comply with full trash capture requirements by providing completely enclosed trash and recycling enclosures, and fitting all storm drain inlets with a State certified grate/screen or trash rack. Said devices must be designed to capture debris of five (5) mm or greater, while preventing flooding potential. In addition, any adjacent public storm drain inlet structure to which the site discharges must also be retrofitted with trash capture devices. The device which shall be used for public inlets is the ADS FlexStorm Connector Pipe Screen system or approved equal.
- d. All inlets must be labeled with a concrete stamp or equivalent - stating, "No Dumping - Drains to River". If work is performed on a public inlet, the public inlet must be labeled with the following standard specification: Public storm drain inlet markers shall be 4" diameter, stainless steel, natural embossed, inlet marker as manufactured by Almetek Industries or approved equal. Marker shall contain/state "No Dumping" with "Fish w/ Wave" symbol and "Drains to Waterways" legend. Marker shall contain 2" long x 1/4" diameter threaded rod and shall be installed flush and wet-set in top of inlet, centered on width of inlet opening.
- e. Down spouts and HVAC systems are not permitted to be connected to any storm drain conveyance system. All non-storm water discharges must either drain to landscaped areas or be plumbed to the sewer.
- f. Fire suppression systems must be designed to be able to discharge to a sewer clean out for all maintenance and testing activities or otherwise captured and contained on-site.

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- g. California native/drought-tolerant plants shall be used to the maximum extent feasible to minimize the need for irrigation. Where irrigation is necessary, then the system shall be designed and installed to prevent overspray or irrigation runoff during normal operations and during a break in the line.
 - h. The final project submittal shall include a standalone O&M Plan in accordance with the City of Santee BMP Design Manual.
9. Provide a geotechnical study prepared in accordance with the requirements of the Santee General Plan. The study will be subject to independent third-party review to be paid for by the applicant. The applicant shall place a cash deposit with the Engineering Department in an amount satisfactory to the Director of Engineering to cover the cost of the review. All recommended measures identified in the approved study shall be incorporated into the project design. The Geotechnical/Seismic Hazard Study for the Safety Element of the Santee General Plan which details, in Table A-1, study criteria necessary to conform to the General Plan requirements, can be accessed from the City's website.

The geotechnical report shall analyze any proposed infiltration techniques (trenches, basins, dry wells, permeable pavements with underground reservoir for infiltration) for any potential adverse geotechnical concerns. Geotechnical conditions such as: slope stability, expansive soils, compressible soils, seepage, groundwater depth, and loss of foundation or pavement subgrade strength should be addressed, and mitigation measures provided. (Engineering)

10. Minimum BMPs for storm water and water quality will be incorporated into the development's CC&R's via reference to the project's SWQMP. (Engineering)
11. The applicant shall make the following conveyances on the Final Map (Engineering):
- a. Dedicate a visibility clearance easement at all street intersections in accordance with Section 13.10.050 of the Zoning Ordinance.
 - b. Dedicate/vacation of right-of-way along Aubrey Glen Drive adjacent to the site such that the ultimate right-of-way to centerline varies in width from 28 to 38 feet. Right-of-way width and transition shall be in accordance with the Tentative Map dated March 21, 2025, and be to the satisfaction of the Director of Engineering.
 - c. Dedicate right-of-way along Mission Gorge Road adjacent to the site such that the ultimate right-of-way width to centerline is 51 feet.
 - d. Dedicate to the City of Santee a 26-foot wide fire and emergency vehicular access easement over all driveways and private streets.
 - e. Dedicate drainage and access easements for all storm drainage improvements proposed for City maintenance.
12. Applicant shall place all new utilities required to serve the project underground. No overhead facilities or extension of overhead facilities is permitted.

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In addition, the applicant shall underground any existing overhead facilities on-site and underground any overhead facilities adjacent to the project to the satisfaction of the Director of Engineering. Adjacent facilities are defined as existing overhead facilities in the abutting half street and may include extension of the undergrounding to either side of the project to the nearest existing utility pole. (Engineering)

13. Provide certification to the Director of Engineering that sewer and water can be provided to the site and that financial arrangements have been made to provide said services. If private sewer or water mains are allowed to serve the project, then a building permit for these facilities will be required and they shall be maintained by a homeowner's association. (Engineering)

G. During grading, site preparation or construction activities:

1. The applicant shall notify all contractors, subcontractors and material suppliers that the following work schedule restrictions apply to this project:
 - a. No site work, building construction, or related activities, including equipment mobilization will be permitted to start on the project prior to 7:00 am and all work for the day shall be completed by 7:00 pm.
 - b. No work is permitted on Sundays or City Holidays.
 - c. No deliveries, including equipment drop-off and pick-up, shall be made to the project except between the hours of 8:00 am and 6:00 pm, Monday through Saturday, excluding City Holidays. Deliveries of emergency supplies or equipment necessary to secure the site or protect the public are excluded.
 - d. If the applicant fails or is unable to enforce compliance with their contractors, subcontractors and material suppliers regarding the specified work hours, a reduction of permissible work hours may be imposed by the Director of Engineering.

In addition to the above the applicant shall erect one or more signs stating the work hour restrictions. Signs shall be installed as may be required, in the vicinity of the project construction trailer if a job site trailer is used, or at such other locations as may be deemed appropriate by the Engineering Department. The sign shall be a minimum of 24" x 36" and shall be weather-proofed. The sign content shall be provided by the Engineering Department. (Engineering)

2. The applicant shall comply with all applicable sections of the Municipal Code, Land Development Manual and Public Works Standards of the City of Santee.
3. Trench work when required within City streets shall be completed within two weeks of the initial start date, including placement of the final trench patch. Trench plates or temporary pavement placement shall be installed at the end

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of each work day. Advance warning signs on lighted barricades notifying the public of trench plates and or uneven pavement shall be placed and maintained until permanent pavement repairs are made. The maximum length of time including weekends and holidays that trench plates may remain on the street is 72 hours after which temporary or permanent asphalt paving shall be placed. (Engineering)

H. Prior to Occupancy:

1. Provide two print copies and a digital copy of both the final approved SWQMP and the O & M Plan. (Engineering)
2. Submit a print and digital copy of the BMP Certification package. The BMP certification package includes but is not limited to: 'wet' signed and stamped certification form(s), all BMP related product receipts and materials delivery receipts, an inspection and installation log sheet, and photographs to document each stage of BMP installation. (Engineering)
3. Prior to issuance of the final phase of occupancy, an executed contract must be in place with a qualified storm water service provider and a copy of the SWQMP provided to the consultant and the property manager. (Engineering)
4. Vehicle access on Mission Gorge Road, Cuyamaca Street, Olive Lane, Town Center Parkway, Carlton Hills Boulevard, Woodside Avenue, and Riverview Parkway shall be maintained at all times and all work shall be done at night unless otherwise approved by the Director of Engineering. When day work is permitted, work hours shall be from 8:30 am to 3:30 pm, including set up and break down of traffic control. No day work will be permitted during the holiday season, defined as beginning the Saturday before Thanksgiving Day and shall extend through New Year's Day, unless otherwise approved by the Director of Engineering. (Engineering)
5. Full trash capture devices shall be installed in the two storm drain inlets located on either side of Park Center Drive, located just south of the project (COSID Nos. 1283 & 1284). (Engineering)

SECTION 4: The applicant shall defend, indemnify, and hold harmless the City of Santee and its officers, employees, and agents from any claim, action, or proceeding against the City and/or its officers, employees or agents to attack or set aside, void, or annul the approval of the City of Santee concerning this Tentative Map, or any action relating to or arising out of its approval.

SECTION 5: The terms and conditions of the Tentative Map TM-2024-0003 approval shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Tentative Map and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public

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agencies and districts.

SECTION 6: The approval of the Tentative Map TM-2024-003 expires on May 28, 2028 at 5:00 p.m. The Final Map or Maps conforming to this conditionally approved Tentative Map shall be filed with the City Council in time so that City Council may approve the Final Map or Maps before this approval expires unless a time extension for obtaining such approval of the Final Map is approved as provided by the Santee Subdivision Ordinance. The City Council expressly grants to the Planning & Building Director the authority to extend the expiration date of this approval pursuant to Section 13.04.090.B of the SMC, when a request for an extension is filed 60 days prior to the original expiration date.

SECTION 7: Pursuant to Government Code Section 66020, the 90-day approval period in which the applicant may protest the imposition of any fees, dedications, reservations, or exactions imposed pursuant to this approval, shall begin on May 28, 2025.

SECTION 8: The City of Santee hereby notifies the applicant that State Law (SB1535) authorizes the County Clerk to collect a documentary handling fee for the processing of CEQA documents. In order to comply with State Law, the applicant should remit to the City of Santee Department of Development Services, within two (2) working days of the effective date of this approval (the "effective date" being the end of the appeal period, if applicable), a certified check payable to the "County Clerk" in the amount of \$ 50.00. The City of Santee shall file the Notice of Exemption with the County Clerk upon receipt of the certified check. Failure to remit the required fee in full within the time specified above will result in a delay of the start of the thirty-five (35) day statute of limitations on court challenges to the approval under CEQA.

SECTION 9: The documents and materials that constitute the record of proceedings on which these findings have been based are located with the City Clerk at the City of Santee City Clerk's office at 10601 Magnolia Avenue, Building #3, Santee, CA 92071.

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ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of May 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

RESOLUTION NO.

RESOLUTION FOR DEVELOPMENT REVIEW PERMIT DR-2024-0005 FOR A MULTI-FAMILY RESIDENTIAL DEVELOPMENT CONSISTING OF 52 UNITS AND RELATED SITE IMPROVEMENTS ON A 2.63 GROSS ACRE PARCEL LOCATED AT 7737 MISSION GORGE ROAD (APN 386-701-02) IN A HIGH RESIDENTIAL (R-22) ZONE AND GENERAL PLAN LAND USE DESIGNATION AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO THE CLASS 32 INFILL EXEMPTION.

APPLICANT: KB HOMES

APN: 386-701-02

RELATED CASE FILES: TM-2024-0003 & ENV-2025-0008

WHEREAS, the Section 13.08.020 of the Santee Municipal Code (SMC) requires a Development Review Permit for multi-family residential developments; and

WHEREAS, on September 17, 2024, KB Homes submitted a complete application for a Tentative Map TM-2024-0003 and Development Review Permit DR-2024-0005 to construct a 52-unit multi-family residential development on a 2.63-gross acre parcel (APN 386-701-02) located at 7737 Mission Gorge Road in the High Density Residential (R-22) zone with a High Density Residential (R-22) Land Use Designation; and

WHEREAS, based on the environmental assessment, the City, as lead agency, has determined the project is exempt from the California Environmental Quality Act (CEQA), Public Resources Code Section 21000 et seq., because it is located in an urbanized area on property less than five acres, has no habitat value, would not result in any significant effects to traffic, noise, air quality, or water quality, and can be served by all required utilities and public services; and

WHEREAS, the project furthers Objective 5.0 of the Housing Element, which encourages a wide range of housing by location, type of unit, and price; and

WHEREAS, the Housing Element Sites Inventory identifies the 2.63-acre project as a lower income housing site but the project proposed a net gain of 52 units for above moderate-income households, still a net gain to the City's housing stock; and

WHEREAS, the project is consistent with the applicable General Plan Land Use Designation, all applicable General Plan policies, and the Zoning Ordinance land use regulations; and

WHEREAS, the site can be adequately served by all required utilities and public services; and

WHEREAS, the proposed project is located outside Airport Influence Area 1 of Gillespie Field and does not require review by the San Diego Airport Land Use Commission; and

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WHEREAS, the project furthers Objective 5.0 of the Housing Element which encourages a wide range of housing by location, type of unit, and price; and

WHEREAS, the City has adopted a Capital Improvement Plan (CIP) for Fiscal Years 2022-2026 in accordance with Government Code section 66002 that identifies the public infrastructure services and facilities the City provides, maintains, and improves, such as roads, sidewalks, traffic circulation, water drainage, utilities, and parks in the interest of the public's health, safety, and welfare ("Public Facility or "Public Facilities"); and

WHEREAS, the Mitigation Fee Act (Gov. Code sections 66000-66025) authorizes the City to impose fees as a condition of issuing a building permit to offset/ help fund the impacts of new construction of Public Facilities when the purpose and use of the fee is reasonably related to the type of development project and to the need for the Public Facility (Gov. Code section 66001(a)); and

WHEREAS, in 2019, the City adopted a comprehensive Development Impact Fees and Dedication Ordinance, Ordinance 565, which was amended by Ordinance 612 in 2023, to require the Director of Finance to annually prepare and make available to the public a report that, among other things, demonstrates the relationship between development impact fees and the City's determination and use of such fees consistent with the Mitigation Fee Act; and

WHEREAS, Resolution 097-2023 recognizes that new development requires the construction of capital improvements such as drainage improvements, traffic improvements, traffic signals, public park facilities, community facilities and other public improvements, public services and community amenities. The resolution provides the current City of Santee Development Impact Fee Report, and makes findings related to the purpose and use of the City's impact fees, how the fees relate to a development project and impact on Public Facilities, and how the individual fees are calculated; and

WHEREAS, on January 8, 2025, the City approved a Nexus Impact Study, adopted new impact fee categories, and approved updated development impact fees for all new development; and

WHEREAS, the project calls for new construction that will both benefit from and burden various Public Facilities based on the demand generated by the project for those facilities, including drainage, traffic, traffic signals, park-in-lieu, public facilities, fire facilities, long range planning and program administration. As a result, the project is subject to the assessment of development impact fees based on the project's residential use and size and measured by the its proportional contribution to the cost of capital improvements to specific Public Facilities; and

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WHEREAS, the project is subject to the payment of development impact fees in effect at the time of issuance of building permits based on the project's residential use classification and number of units; and

WHEREAS, it is in the interest of the public's health, safety and welfare for the project to pay the costs of constructing these public facilities that are reasonably related to the impacts of the project; and

WHEREAS, the subject project is not subject to Measure N as the project is not a General Plan amendment, within a Planned Development Area, a new Specific Planning Area, nor would it increase the residential density permitted by law, make changes to the General Plan Residential Land Use categories that would intensify use, make changes to the land use designation of any parcel in a manner that intensifies use, nor make changes to slope criteria, minimum parcel sizes, or lot averaging provisions of the General Plan that would permit increased density or intensity of use; and

WHEREAS, the Planning & Building Department scheduled Development Review Permit DR-2024-0005 for public hearing on May 28, 2025; and

WHEREAS, on May 28, 2025, the City Council held a duly advertised public hearing on Development Review Permit DR-2024-0005; and

WHEREAS, the City Council considered the Staff Report, the California Environmental Quality Act (CEQA) Exemption, all recommendations by staff, public testimony, and all other relevant information contained in the administrative record regarding the project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, after considering the evidence presented at the public hearing, as follows:

SECTION 1: On May 28, 2025, the City Council approved filing a CEQA Exemption and determined that the project qualifies under the Class 32 categorical exemption (State CEQA Guidelines § 15332). The project (a) is consistent with the applicable General Plan designation and all applicable General Plan policies, as well as with applicable zoning designation and regulations; (b) the proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; (c) the project site has no value as habitat for endangered, rare or threatened species; (d) approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and (e) the site can be adequately served by all required utilities and public services. None of the exceptions to the Class 32 exemption found in State CEQA Guidelines Section 15300.2 apply to the project. No further environmental review is required for the City to adopt this Resolution.

SECTION 2: The findings in accordance with Section 13.08.080 of the SMC for a Development Review Permit are made as follows:

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- A. *The proposed development meets the purpose and design criteria prescribed in these procedures and other pertinent sections of the zoning ordinance and municipal code.*

The proposed development meets the purpose and design criteria prescribed in the SMC a because multi-family residential as an allowable use in the R-22 zone. Additionally, all development standards are met, including density, landscaping, and building setbacks. The proposed project is consistent with the Fire Code and all proposed improvements will meet the public works standards of the City. The project proposes 20 dwelling units per gross acre. The Land Use Element specifies that a residential development proposal does not have to provide the minimum number of units per gross acre indicated by a residential density range. The proposed development is compatible with the existing multi-family residential development in the area.

- B. *The proposed development is compatible with the General Plan.*

The proposed development conforms to the General Plan in that the proposed multi-family development is permitted within the R-22 zone and public services and facilities will be available to serve the development. The project is consistent with the Objective 5.0 of the Housing Element which encourages a wide range of housing by location, type of unit, and price. The project includes 52 units amongst 10 buildings with architectural features such as varying rooflines, window sill trim, cornices, decorative shutters, and awnings. The proposed development would be compatible with nearby multi-family developments.

SECTION 3: Development Review Permit DR-2024-0005 for a multi-family residential project located at 7737 Mission Gorge Road (APN 386-701-02), is hereby approved subject to the following conditions:

- A. The applicant shall obtain approval of Tentative Map TM-2024-0003.
- B. All construction shall be in substantial conformance with the approved plans dated May 28, 2025, as amended by this Resolution. (All Departments)
- C. The applicant shall comply with all applicable requirements of the SMC, Land Development Manual, and Public Works Standards of the City of Santee. (All Departments)
- D. The applicant shall obtain building permits, as necessary, for the proposed work in compliance with all applicable SMC sections, Uniform Building Code, California Building Code (CBC), Uniform Plumbing Code, National Electric Code, Uniform Mechanical Code, Public Works Standards of the City of Santee, and all requirements of the Fire Department. (All Departments)
- E. The project shall be compliance with the adopted California Building Standards Code at the time of building permit application and shall be subject to expirations for plan review per SMC Section 11.04.030 (Building)

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- F. All building permits shall expire per the CBC, Section 105. (Building)
- G. Following project approval, the applicant shall schedule with the City Project Planner a post approval meeting to discuss the project conditions of approval, timing of design and construction and implementation of the project conditions. The meeting shall be scheduled within 30 days of project approval and prior to any plan submittals. The applicant should include their project design team including project architect, their design engineer and their landscape architect. (Planning)
- H. Minor or Major Revisions to the Development Review Permit, such as changes to the building elevations, site design, or landscaping design, shall be approved by the Planning & Building Director unless in the Director's judgment, a Major Revision should be reviewed by the City Council. (Planning)
- I. The applicant shall include provisions in their design contract with their design consultants that following approval by the City, all construction drawings or technical reports accepted by the City, exclusive of architectural building plans, shall become the property of the City. Once accepted, these plans may be freely used, copied or distributed by the City to the public or other agencies, as the City may deem appropriate. A letter of acknowledgement of this requirement from each design consultant is required at the time of plan submittal. This letter shall be in a format acceptable to the City Engineer. (Engineering)
- J. Prior to Building Permit issuance:
 - 1. All construction plans shall include the following notes (Planning):
 - a. Operations shall conform to SMC Section 5.04.090.
 - b. All equipment shall be equipped with properly maintained mufflers.
 - c. The construction contractor shall place noise-generating construction equipment and locate construction staging areas at the greatest possible distance from sensitive uses whenever feasible during all project construction.
 - d. The construction contractor shall use on-site electrical sources to power equipment rather than diesel generators where feasible.
 - 2. The following shall be incorporated into the project construction plan: "Control of Construction Hours. Construction activities occurring as part of the project shall be subject to the limitations and requirements of Section 5.04.090 of the City Municipal Code which states that construction activities may occur between 7:00 a.m. and 7:00 p.m. Mondays through Saturdays. No construction activities shall be permitted outside of these hours or on Sundays and federal holidays." (Planning)

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3. A complete 40-amp electrical service and wiring for a minimum AC Level 2 electrical vehicle charging station is required and shall be installed in the garage for all units in accordance with the California Code of Regulations Title 24. If required or desired by the homeowner, a minimum Level 2 electrical vehicle charging station shall also be installed. (Planning and Building)
4. All residential units located within 500 feet of the construction site shall be sent a notice regarding the construction schedule. A sign legible at a distance of 50 feet shall also be posted at the construction site. All notices and the signs shall indicate the dates and durations of construction activities, as well as provide a telephone number for the “noise disturbance coordinator.” (Planning and Building)
5. Interior Noise: For the two units located closest to Mission Gorge Road, windows shall have a sound transmission class (STC) rating of 24 or higher. The STC ratings shall be specified on project building plans and shall be verified by the Director of Planning & Building, or designee, prior to the issuance of building permits. (Planning)
6. The project shall provide and maintain a minimum of 15 on-site guest parking spaces. These parking spaces shall be properly signed (i.e. stenciled signage) as guest parking and shall not be used for permanent parking by residents. (Planning)
7. A landscape plan shall be submitted that meets the requirements of the City's Water Efficient Landscape Ordinance. The landscape plan shall be prepared by a licensed landscape architect, and the landscaping shall be to the satisfaction of the Planning & Building Director. (Planning)
8. A bond, equal to the cost of full landscape installation, shall be deposited with the Planning & Building Department and retained for a minimum of one year or until the landscaping is established to the satisfaction of the Planning & Building Director. (Planning)
9. The landscape plan shall provide details for the common recreation area required in accordance with Chapter 13.10 of the SMC. The amenities in the recreation area may be modified to include similar or higher quality features to the satisfaction of the Planning & Building Director. (Planning)
10. Provide a Construction and Demolition debris deposit as required by Chapter 9.04 of the SMC. (Planning)
11. The project shall utilize high-efficiency equipment and fixtures consistent with the current California Green Building Standards Code and Title 24 of the California Code of Regulations. The project shall include the installation of infrastructure to make the proposed project solar-ready. (Planning)

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12. The project shall include the installation of infrastructure necessary for electric vehicle parking, as well as providing preferential parking for electric vehicles. The project shall provide bike parking on-site. (Planning)
13. The project shall not include wood-burning stoves or fireplaces. (Planning)
14. Mechanical equipment, including but not limited to HVAC equipment, shall be screened and architecturally integrated in terms of material, color, shape and size. The screening design shall blend with the building design. (Planning)
15. The City of Santee is in the middle of adopting a new Fire Hazard Severity Zone (FHSZ) map. The forthcoming Local Responsibility Agency FHSZ map shows this development to be in a Very High FHSZ. If the new map that was published on March 24, 2025 is adopted by the City of Santee, prior to application for building permits, all applicable requirements of ignition-resistant construction and home ignition zones shall apply to the Project. These include but are not limited to: California Building Code Chapter 7A, California Fire Code (CFC) Chapter 49, and the SMC amendments including landscaping plan requirements, a Fire Protection Plan being required, and applicable California Government Codes relating to vegetation management. (Fire)
16. A construction safety plan is required at the time of building permit application. This plan must be approved by the Santee Fire Department prior to Construction permit issuance. Please reference CFC Chapter 33. This plan shall also include a phasing plan as approved by the Fire and Building Code Officials. (Fire)
17. A deferred construction permit is required to be submitted to the Santee Fire Department. After approval of the grading permit, please apply for a Private Fire Service Main permit for the installation of the private fire service main system for the onsite private fire hydrants. This hydrant system must be installed and approved prior to any combustibles are brought on site. (Fire)
18. Two residential fire hydrants are required for the Project – One at lot 34 and another at lot 26. The hydrants shall have one, 2 1/2" port and one, 4" port. Hydrants shall be of all bronze construction, painted "fire hydrant yellow" and be installed per Padre Dam Water District requirements. The exact installation location shall be approved by the Fire Department prior to installation via the grading permit plan review process. (Fire)
19. Private Fire Hydrants Systems are required to be inspected, tested, and maintained (ITM) at intervals as specified in National Fire Protection Association Standard 25: Inspection, testing, and maintenance of water-based fire protection systems. Annual reporting of ITM shall be sent to the Santee Fire Department in an approved format. This process shall be documented in

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the community's CC&Rs and funding to pay for the continued inspection, testing, and maintained shall be facilitated. (Fire)

20. Prior to delivery of combustible materials to the Project site, fire apparatus access roads shall be installed leading to within 150' of any area where combustible materials will be placed. These fire apparatus access roads must provide all weather driving capabilities, at least 20 feet-wide, and support the weight of a fire engine (78,000 lbs.). The first layer of asphalt is permitted. All underground utilities including fire mains, fire hydrants and fire service underground devices shall be installed prior to the delivery of construction materials. (Fire)
21. Each home shall have address numbers placed on the street side and must be visible from the street. Numbers shall be block-style, a minimum of 4" in height, black in color (or other approved color), in contrast with their background. (Fire)
22. NFPA 13D automatic fire sprinkler systems are required for these residential units. A deferred submittal is required for each lot and must be submitted to the Santee Fire Department. (Fire)
23. An exterior approved audio/visual device shall be connected to every automatic sprinkler system in an approved location. Such sprinkler water-flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. (Fire)
24. Applicant shall obtain Final Map approval and record the Final Map. Once recorded, the applicant shall within thirty days of recordation, provide one mylar copy of the recorded map to the Engineering Department together with a digital copy of the map to the City for their permanent record. The prints and mylar shall be in accordance with City standards in effect at the time of recordation. (Engineering)
25. Precise Grading Plans shall be submitted to the Engineering Department and be completed and accepted prior to issuance of any building permits or start of construction of the street improvements. The plans shall be prepared at a scale of 1" = 20'. Plan format and content shall comply with Engineering Department standards. (Engineering)
26. Following the issuance of a grading permit the applicant shall complete rough grading in accordance with the approved grading plans and the recommendations of the project's geotechnical engineer. Following completion of the rough grading and prior to issuance of any building permits, provide three originals of a rough grading report, which shall include a compaction report prepared by the geotechnical engineer, and a certification by the project civil engineer that all property corners, slopes, retaining walls, drainage devices and building pads are in conformance with the approved grading plans.

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(Engineering)

27. The applicant shall pay all development impact fees in effect at the time of issuance of building permits. At present, the fees are estimated to be as follows:

- a. Drainage \$32,546.70 or \$0.43/SF

Drainage Fee: \$32,546.70 (estimated based on \$0.43 per square foot of livable building square footage for each residential unit). Drainage fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. The Drainage Fee will be used to fund the Drainage Facilities needs generated by new development in the City in order to maintain the City's existing level of service.

- b. Traffic \$156,678.30 or \$2.07/SF

Traffic Mitigation Fee: \$156,678.30 (estimated based on \$2.07 per square foot of livable building square footage for each residential unit). Traffic Mitigation fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, is calculated by multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Traffic Mitigation Fees will fund the expansion and construction of new traffic mitigation facilities necessary to serve new growth.

- c. Traffic Signal \$21,950.10 or \$0.29/SF

Traffic Signal Fee: \$21,950.10 (estimated based on \$0.29 per square foot of livable building square footage for each residential unit). Traffic Signal fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. The Traffic Signal Fee will be used to fund the expansion and construction of new traffic signal facilities necessary to serve new growth.

- d. Park-in-Lieu \$560,862.90 or \$7.41/SF

Park-in-Lieu Fee: \$560,862.90 (estimated based on \$7.41 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and in this case, are the result of multiplying the total

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square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Park-in-Lieu Fee is used to fund the parkland needs generated by new development in the City.

- e. Public Facilities. . . \$438,245.10 or \$5.79/SF

Public Facilities Fee: \$438,245.10 (estimated based on \$5.79 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City’s Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Public Facilities Fee is used to fund the park and recreation facility needs generated by new development.

- f. RTCIP Fee \$149,503.12 or \$2,875.06/unit

RTCIP Mitigation Fee: \$149,503.12 (estimated based on \$2,875.06 per each residential unit). RTCIP fees are calculated in accordance with SMC §12.30.200 and the City’s Fee Schedule, and in this case, are the result of multiplying the number of dwelling units and the fee rate (dollars per dwelling unit). RTCIP mitigation fee is for improvements to the Regional Arterial System.

- g. Fire Facilities. \$149,503.12 or \$1.95/SF

Fire Facilities Fee: \$149,503.12 (estimated based on \$1.95 per square foot of livable building square footage for each residential unit). Fire Facilities fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City’s Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Fire Facilities Fee will fund the construction of new fire stations and apparatus to serve the City.

- h. Long Range Plan. . \$6,812.10 or \$0.09/SF

Long Range Planning Fee: \$6,812.10 (estimated based on \$0.09 per square foot of livable building square footage for each residential unit). Park-in-lieu fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City’s Fee Schedule, and in this case, are the result of multiplying the total square footage included in the building permit multiplied by the fee rate per square foot (dollars per square foot per unit) for each residential unit. Long Range Planning Fee is used to fund new

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development's fair-share portion of updates to the General Plan elements that are necessary to mitigate the impacts of new development.

- i. Administration . . . \$27,248.40 or \$0.36/SF

Program Administration Fee: \$27,248.40 (estimated based on \$0.36 per square foot of livable building square footage for each residential unit). Program Administration fees are calculated in accordance with SMC §12.30, Ordinance No. 621, and the City's Fee Schedule, and is 2% of each impact fee amount, added to fund the administrative costs necessary to support the DIF Program.

Impact fee amounts shall be calculated in accordance with current fee ordinances in effect at the time of issuance of building permit. The applicant shall provide certification of final site and building areas by their engineer of work to be approved by the Director of Engineering for use in calculating the final fee amounts. Fees shall be adjusted on an annual basis in accordance with the Municipal Code. (Engineering)

K. Prior to Grading Permit Issuance:

1. Prior to the start of ground-disturbing activities, the applicant shall retain a qualified archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for Archaeology (U.S. Department of the Interior, 2012) to carry out all mitigation related to cultural resources. The applicant shall also retain a Native American Monitor of Kumeyaay descent. (Planning)
2. Prior to the start of ground-disturbing activities, the qualified archaeologist shall conduct cultural resources sensitivity training for all construction personnel. Construction personnel shall be informed of the types of archaeological resources that may be encountered, and of the proper procedures to be enacted in the event of an inadvertent discovery of archaeological resources or human remains. The applicant shall ensure that construction personnel attend the training and sign an attendance acknowledgment form. The applicant shall retain documentation demonstrating attendance. (Planning and Engineering)
3. A "noise disturbance coordinator" shall be established. The disturbance coordinator shall be responsible for responding to any local complaints about construction noise. The disturbance coordinator shall determine the cause of the noise complaint (e.g., starting too early or bad muffler) and shall be required to implement reasonable measures to reduce noise levels. (Planning and Building)

L. During grading, site preparation or construction activities:

1. All underground utilities, hydrants, water mains, curbs, gutters and sidewalks

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must be installed, and the drive surface shall be approved prior to combustibles being brought on site (SMC §11.18.020(B)(2)). (Fire)

2. The construction contractor shall use construction equipment powered by California Air Resources Board (CARB) certified Tier 4, or newer, engines and haul trucks that conform to current U.S. Environmental Protection Agency truck standards.(Engineering)
3. During all grading and site preparation activities, the on-site construction superintendent shall ensure implementation of standard best management practices as required by the San Diego Air Pollution Control District (SDAPCD) Rule 55, Fugitive Dust Control. (Engineering)
4. During all grading and site preparation activities, the on-site construction superintendent shall ensure implementation of applicable California Department of Resources Recycling and Recovery (CalRecycle) Sustainable (Green) Building Program Measures, as specified on the CalRecycle website. (Engineering)
5. The project shall comply with the Santee Water Efficient Landscape Ordinance. The ordinance promotes water conservation and efficiency by imposing various requirements related to evapotranspiration rates, irrigation efficiency, and plant factors. (Planning)
6. The project shall comply with Chapters 9.02 and 9.04 of the Santee Municipal Code that pertain to solid waste management and demolition and construction debris recycling. (Building and Engineering)
7. In conformance with SDAPCD Rule 67.0.1, Architectural Coatings, the project shall use low volatile organic compound (VOC) paints. (Building)
8. In conformance with CEQA, the Migratory Bird Treaty Act, and the California Fish and Game Code, brushing, clearing, and/or grading shall not be allowed during the bird breeding season (between January 15 and September 15). If vegetation is to be cleared during the bird breeding season, a qualified biologist shall perform a nesting bird survey within the proposed construction area and appropriately sized buffer no more than 72 hours prior to vegetation disturbance. If the planned vegetation disturbance does not occur within 72 hours of the nesting bird survey, then the area will be resurveyed. If nesting birds are found, then the qualified biologist will establish an adequate buffer zone (on a species-by-species, case-by-case basis) in which construction activities would be prohibited until the nest is no longer active. The size of the buffer zone is determined by the biologist based on the amount, intensity, and duration of construction and can be altered based on site conditions. If appropriate, as determined by the biologist, additional monitoring of the nesting birds may be conducted during construction to ensure that nesting activities are not disrupted. (Planning)

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9. All vehicles, equipment, tools, and supplies shall stay within the limits of the impact area. (Engineering)
10. Best management practices (BMP) features (e.g., silt fencing, straw wattles, and gravel bags) shall be installed where necessary to prevent and/or limit off-site sedimentation runoff in accordance with an approved BMP plan. (Engineering)
11. Any planting stock to be brought onto the project site for landscaping shall be first inspected to ensure that it is free of pest species that could invade natural areas, including, but not limited to, Argentine ants (*Linepithema humile*), non-native fire ants (e.g., *Solenopsis invicta*), and other insect pests.
12. The Construction Contractor shall ensure that construction of the project complies with the recommendations identified in the project specific geotechnical investigation. Recommendations related to general construction, seismic considerations, earthwork, foundations, building floor slabs, lateral earth pressures, corrosivity, drainage, storm infiltrations, exterior concrete and masonry flatwork, and paved areas shall be adhered to during all project design and construction. (Engineering)
13. The qualified archaeologist, or an archaeological monitor (working under the direct supervision of the qualified archaeologist), shall observe all initial ground-disturbing activities, including but not limited to brush clearance, vegetation removal, grubbing, grading, and excavation. The qualified archaeologist, in coordination with the applicant and the City, may reduce or discontinue monitoring if it is determined by the qualified archaeologist that the possibility of encountering buried archaeological deposits is low based on observations of soil stratigraphy or other factors. Archaeological monitoring shall be conducted by an archaeologist familiar with the types of archaeological resources that could be encountered within the project site. The archaeological monitor shall be empowered to halt or redirect ground-disturbing activities away from the vicinity of a discovery until the qualified archaeologist has evaluated the discovery and determined appropriate treatment (as prescribed below). The archaeological monitor shall keep daily logs detailing the types of activities and soils observed, and any discoveries. After monitoring has been completed, the qualified archaeologist shall prepare a monitoring report that details the results of monitoring. The report shall be submitted to the City and any Native American groups who request a copy. A copy of the final report shall be filed at the South Coastal Information Center. (Engineering and Planning)
14. The Native American Monitor shall be present for any pre-construction meeting and for all ground disturbing activities associated with the project. Should any cultural or tribal cultural resources be discovered, no further grading shall occur in the area of the discovery until the City Planner, or designee, with

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concurrence from the Native American Monitor, are satisfied that treatment of the resource has occurred. In the event that a unique archaeological resource or tribal cultural resource is discovered, and in accordance with Public Resources Code (PRC) Section 21083.2(b)(1), (2), and (4), the resource shall be moved and buried in an open space area of the project site, such as slope areas, which will not be subject to further grading activity, erosion, flooding, or any other ground disturbance that has the potential to expose the resource. The on-site area to which the resource is moved shall be protected in perpetuity as permanent open space. No identification of the resource shall be made on-site; however, the applicant shall plot the new location of the resource on a map showing latitudinal and longitudinal coordinates and provide that map to the Native American Heritage Commission (NAHC) for inclusion in the Sacred Lands File. Disposition of the resources shall be at the discretion of the City, but in accordance with the foregoing. (Engineering and Planning)

15. In the event of the unanticipated discovery of archaeological materials, all work shall immediately cease in the area (within 100 feet) of the discovery until it can be evaluated by the qualified archaeologist in consultation with the Native American Monitor. Construction shall not resume until the qualified archaeologist has conferred with the applicant and the City on the significance of the resource. (Engineering and Planning)
16. If it is determined that the discovered archaeological resource constitutes a historical resource or a unique archaeological resource under CEQA, avoidance and preservation in place is the preferred manner of mitigation. Preservation in place may be accomplished by, but is not limited to, avoidance, incorporating the resource into open space, capping, or deeding the site into a permanent conservation easement. In the event that preservation in place is demonstrated to be infeasible and data recovery through excavation is the only feasible mitigation available, a Cultural Resources Treatment Plan shall be prepared and implemented by the qualified archaeologist in consultation with the applicant and the City that provides for the adequate recovery of the scientifically consequential information contained in the archaeological resource. The qualified archaeologist and the City shall consult with appropriate Native American representatives in determining treatment for prehistoric or Native American resources to ensure cultural values ascribed to the resources, beyond those which are scientifically important, are considered. (Engineering and Planning)
17. If human remains are encountered, all work shall halt in the vicinity (within 100 feet) of the discovery and the San Diego County Coroner will be contacted in accordance with PRC Section 5097.98 and Health and Safety Code Section 7050.5. The applicant and the City will also be notified. If the County Coroner determines that the remains are Native American, the NAHC will be notified in accordance with Health and Safety Code Section 7050.5, subdivision (c), and PRC Section 5097.98 (as amended by Assembly Bill 2641). The NAHC will

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designate a Most Likely Descendant (MLD) for the remains per PRC Section 5097.98. The MLD shall complete the inspection of the site within 48 hours of being granted access and shall provide recommendations for the treatment of the remains. Until the landowner has conferred with the MLD, the applicant will ensure that the immediate vicinity where the discovery occurred is not disturbed by further activity, is adequately protected according to generally accepted cultural or archaeological standards or practices. (Engineering and Planning)

M. Prior to Occupancy of any unit, the developer shall complete the following:

1. Complete construction of all improvements shown on the approved plans to the satisfaction of the City Engineer. (Engineering)
2. Plant all new trees in and within 10 feet of the public right-of-way with root control barriers. (Engineering)
3. Prior to final approval of a building, the fire lane leading to that structure must be in place and marked. The fire lane width shall be measured curb to curb (or parking space striping to parking space striping) and shall extend vertically from grade to the highest point of any structures or obstacles constructed adjacent to the fire lane. No building elements, balconies, drains, projections, or any other object shall encroach into this clear space. The fire lane(s) shall be identified by painting curbs red with white-stenciled letters indicating "NO PARKING – FIRE LANE" (where appropriate). Alternatively, signs shall be installed on the edge of the curb indicating the same. The signs shall be every 75 feet (or other approved spacing) and at the entrance to the Project area. Exact placement shall be approved by the fire code official prior to installation. (Fire)
4. Submit to the City of Santee for review, the Covenants, Conditions, and Restrictions (CC&Rs) for the project. The CC&Rs shall be recorded prior to granting occupancy of the first unit. These CC&Rs should include discussion of, but are not limited to the following issues (Planning):
 - a. Prohibition on parking boats, recreational vehicles, etc. on the property.
 - b. Internal setbacks / building separations.
 - c. Individual lot coverage limitations.
 - d. Maintenance of private roads, water and sewer lines, and storm water facilities.
 - e. Maintenance of open space / common recreation areas
 - f. Maintenance of common walls and fences.
 - g. Future accessory structures standards such as carports, patio covers, gazebos, etc

N. Upon establishment of the use pursuant to this Development Review Permit the following conditions shall apply:

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1. All required landscaping shall be adequately watered and maintained in a healthy and thriving condition, free from weeds, trash, and debris. (Planning)
2. The parking areas and driveways shall be well maintained, free of potholes, ruts, and cracks. (Planning)
3. All groundcover installed pursuant to an approved landscape plan shall provide 100 percent coverage within nine months of planting or additional landscaping, to be approved by the Planning & Building Director, shall be required in order to meet this standard. The developer shall be responsible for this planting even if their involvement in the project is otherwise complete. (Planning)

SECTION 4: The applicant shall defend, indemnify, and hold harmless the City of Santee and its officers, employees, and agents from any claim, action, or proceeding against the City and/or its officers, employees or agents to attack or set aside, void, or annul the approval of the City of Santee concerning this Development Review Permit, or any action relating to or arising out of its approval.

SECTION 5: The terms and conditions of Development Review Permit DR-2024-0005 shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Development Review Permit and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public agencies and districts.

SECTION 6: The approval of Development Review Permit DR-2024-0005 expires on May 28, 2028 at 5:00 p.m. except where substantial use has commenced prior to its expiration. If use of the development has not commenced within the three-year period, said expiration date may be extended pursuant to a request for time extension received 60 days prior to the original expiration date. The City Council expressly grants to the City Planner the authority to extend the expiration date of this approval pursuant to Section 13.04.090 of the Santee Municipal Code, when a request for an extension is filed 60 days prior to the original expiration date.

SECTION 7: Pursuant to Government Code Section 66020, the 90-day approval period in which the applicant may protest the imposition of any fees, dedications, reservations, or exactions imposed pursuant to this approval, shall begin on May 28, 2025.

SECTION 8: The City of Santee hereby notifies the applicant that State Law (AB3158), effective January 1, 1991, requires certain projects to pay fees for purposes of funding the California Department of Fish and Wildlife. In order to comply with State Law, the applicant should remit to the City of Santee Department of Development Services, within two (2) working days of the effective date of this approval (the "effective date" being the end of the appeal period, if applicable), a certified check payable to the "San Diego County Clerk" in the amount of \$50.00. Failure to remit the required fee in full within the time specified above will result in notification to the State that a fee was required but not

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paid, and could result in State imposed penalties and recovery under the provisions of the Revenue and Taxation Code. In addition, Section 21089 (b) of the Public Resources Code, and Section 711.4 (c) of the Fish and Game Code, provide that no project shall be operative, vested, or final until the required filing fee is paid.

SECTION 9: The documents and materials that constitute the record of proceedings on which these findings have been based are located with the City Clerk at the City of Santee City Clerk's office at 10601 Magnolia Avenue, Building #3, Santee, CA 92071.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28th day of May 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE May 28, 2025

ITEM TITLE APPROVE AMENDMENT TO CANNABIS RETAIL BUSINESS APPLICATION PROCESS

DIRECTOR/DEPARTMENT Shawn Hagerty, City Attorney

SUMMARY

On March 27, 2024, the City Council adopted the Application Procedures and Review Criteria for Commercial Cannabis Retail Business Applications (Procedures) as required by Santee Municipal Code section 7.04.130(A). At the time of Council's adoption of the Procedures, the Council did not know how many commercial cannabis retail business applications it would receive, and there was a concern that the City of Santee would receive too many applications for the Council to effectively consider in Phase IV of the process. Therefore, the Procedures included a provision that "[n]o more than ten applicants will advance to Phase IV with the final number of applicants (i.e., ten or less) determined at the City Manager's sole discretion based on the overall quantity and quality of Applicants under consideration." (Procedures, p. 6.) At the same time, however, the Council recognized that changes to the Procedures may be necessary during the process, and therefore provided that the "City may modify, postpone, or cancel the opportunity to submit an application for a CCB permit without liability, obligation, or commitment to any Applicant, person, owner, party, firm, organization or other entity of whatever form related to the process." (Procedures, p. 2.)

The City has received and is currently processing 16 applications under the Procedure. To provide the Council with the opportunity to consider all qualified applicants, and to help the process continue to move forward toward completion in a timely fashion, it is recommended that the City Council modify the Procedures to delete the "no more than ten applicant" limit and allow all qualified applicants, as determined by the City Manager, to move from Phase III to Phase IV. This will allow Council to consider all qualified applicants to make its final determination regarding the opportunity to obtain one of the "up to four" commercial cannabis retail business licenses allowed by Santee Municipal Code section 7.04.100(A).

Santee staff has reviewed this proposed change to the Procedures with the Ad Hoc Cannabis Committee and Committee supports the change.

ENVIRONMENTAL REVIEW

The requested procedural modification is exempt from the California Environmental Quality Act.

FINANCIAL STATEMENT

The requested action will have no financial impact on the City.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

Staff recommends that City Council approve the proposed procedural change.

ATTACHMENT

Application Procedures and Review Criteria for a Commercial Cannabis Business Permit (Retail Applications) – redlined to show amendment





City of Santee

10601 Magnolia Ave
Santee, CA 92071

Email: cannabisinfo@cityofsanteeca.gov

APPLICATION PROCEDURES AND REVIEW CRITERIA FOR A COMMERCIAL CANNABIS BUSINESS PERMIT (RETAIL APPLICATIONS)

Application Period (45 Days)

OPENS – TBD

CLOSES – TBD

These Application Procedures and Review Criteria apply solely to Cannabis Retail applications. Applicants wishing to operate a Microbusiness with Retail are required to apply for a Cannabis Retail permit, prior to being considered for a Microbusiness permit. Additional information regarding Microbusiness permits is provided in Appendix A.

NUMBER OF PERMITS

During this application period, the City of Santee (City) will allow up to four (4) cannabis retail permits under this process.

RETAIL BUSINESS

- “Retailer” is defined as having a physical location from which commercial cannabis activities are conducted. A retailer’s premises may be closed to the public. A retailer may conduct sales exclusive by delivery. (See Section 26070(a)(1) of the California Business and Professions Code and Santee Municipal Code (SMC) Section 7.04.060).

CONTACT

If you have any questions prior to submitting your application or would like an update on the status of your application, please email your questions to cannabisinfo@cityofsanteeca.gov.

APPLICABLE REGULATIONS AND FORMS

Information regarding the Commercial Cannabis Retail Business (CCB) application process can be found on the City’s website at <https://www.cityofsanteeca.gov/business/cannabis-business>.

To be considered for issuance of a CCB Permit, applications must be submitted through the City’s online permitting system by the deadline. There will be no exceptions. These Application Procedures and Review Criteria (hereafter referred to as “Procedures”) constitute the City

Council's adopted Procedures to be used for the City's evaluation of CCB Permit applications pursuant to SMC Section 7.04.130.

Applicants should monitor the City's web page (<https://www.cityofsanteeca.gov/business/cannabis-business>) for information on the process. It is the responsibility of the Applicant to stay informed of all information provided on the webpage.

LIMITATIONS ON MULTIPLE SUBMISSIONS

Persons possessing an individual or cumulative ownership interest of ten percent (10%) or more in a retail cannabis business shall be limited to being a part of only one retail application during this application period. Any applications that share an owner of ten percent (10%) or more will be deemed incomplete.

In addition, the City will only accept one application per property. If the City receives more than one application per property, the City will notify the property owner and the property owner will need to notify the City, in writing, which application is authorized.

Without exception, only one retail permit will be issued per property.

CITY'S RESERVATION OF RIGHTS

The City reserves the right to reject any and/or all applications in accordance with these Procedures. The City may modify, postpone, or cancel the opportunity to submit an application for a CCB permit without liability, obligation, or commitment to any Applicant, person, owner, party, firm, organization or other entity of whatever form related to the process. In addition, the City reserves the right to request and obtain additional information from any Applicant in order to conduct a complete review of the application or an investigation into the truthfulness of the statements set forth in the application or provided at any stage of the application process.

APPLICATION PROCESS

APPLICATION SUBMITTAL REQUIREMENTS

Applications must adhere to the requirements in SMC Chapter 7.04.130 and respond to all requirements of these Procedures. Applicants must submit the required application materials (except the application fee) listed below to the City's online permitting system. As noted below, the application fee must be submitted in person to the City before the application deadline.

1. Cannabis Business Permit Application;
 - A. Business Plan
 - B. Labor and Employment Plan
 - C. Security Plan
 - D. Qualification of Owners
 - E. Neighborhood Compatibility Plan
 - F. Community Benefits and Investment Plan
 - G. Proposed Site Plan

2. Financial Responsibility, Indemnity and Consent to Inspection Agreement;
3. Agreement on Limitations of City's Liability and Indemnification to City;
4. Verification of Live Scan background submittal;
5. Property Owner Consent/Landlord Affidavit;
6. Proof of Insurance or Letter of Insurability from the Insurance Company;
7. Proof of Capitalization;
8. Zoning Verification Letter;
9. Application fee. (This fee shall be submitted in person to the City.)

Please note that responses to the Evaluation Criteria, Sections A-G of #1 above and as further described in Appendix A of the Procedures, shall be limited to 125 pages. If the response exceeds 125 pages, points will be deducted. Responses pertaining to Items #2-8 above shall not be included in the 125-page limitation.

The electronic application portal will ask for each of the items (not including the application fee) listed above to be provided as PDF files. Please compile the PDF files as noted above. Responses shall be saved in separate PDF files.

Applicant responses to the Evaluation Criteria (Sections A-G) must be provided in the section order identified in Appendix A. Each section shall be clearly labeled, with responses provided in the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section may receive a deduction in points.

CRIMINAL BACKGROUND CHECK

Each owner, operator, investor, manager, and employee of the proposed CCB will be required to pass a criminal history background check as required by SMC Section 7.04.080. For the purposes of this application process, only owners as defined in SMC Section 7.04.060 will be required to submit verification that they have applied for their background verification.

Evidence of a conviction by an owner of any the offenses enumerated below shall be grounds for rejection of the application:

1. A violent felony as defined by California Penal Code 667.5 or equivalent offenses in other states;
2. A felony for hiring, employing, or in transporting, carrying, selling, giving away, preparing for sale, or peddling, any controlled substance; or selling, offering to sell, furnishing, offering to furnish, administering, or giving any controlled substance to a minor;
3. A felony for drug trafficking with enhancements pursuant to Section 11370.4 or 11379.8 of the Health and Safety Code; or
4. A crime involving dishonesty, fraud or deceit, including, but not limited to, fraud, forgery, theft, or embezzlement as those offenses are defined in California Penal Code Sections 186.11, 470, 484, and 504a, or equivalent offenses in other states.

This process will be required to meet the minimum threshold qualifications pursuant to SMC Section 7.04.080.

Live Scans will be performed by the San Diego County Sheriff's Department (SDCSD) by appointment only. A copy of the Live Scan form is required as part of the application materials. Applicants shall complete all blank fields provided in the "Request for Live Scan Service" form under the "Applicant Information" section. Applicants shall not alter the pre-completed sections of the Live Scan request form, as any modification may result in Live Scan rejection and/or delay by the DOJ or FBI. A separate form shall be filled out for each owner of the business receiving a Live Scan. The bottom portion of the "Request for Live Scan" form must be filled out by the person conducting the Live Scan. Live Scan results will be sent directly to the SDCSD. If, at any point, the SDCSD background investigation determines that one or more of the owners is ineligible pursuant to the SMC, the application will be denied.

ZONING VERIFICATION LETTER (ZVL)

As part of a complete application packet, an Applicant must obtain a Zoning Verification Letter from the Planning & Building Department. To secure this letter, an Applicant must make a written request to the Planning & Building Department, which shall specify the intended use of the building (for example, retail only or part of a microbusiness proposal) and the proposed building location with its assessor's parcel number.

The issuance of a ZVL does not constitute written evidence of permission given by the City or any of its officials to operate a cannabis business, nor does it establish a "permit" within the meaning of the Permit Streamlining Act, nor does it create an entitlement under the Zoning or Building Code. A regulatory permit for a CCB does not constitute a permit that runs with the land once a cannabis business is established.

FEES

All applicants will be required to submit a fee of \$25,711. Payment must be made by a certified check, cashier's check or money order made payable to the City of Santee by 4pm on TBD. Please note that application fees are non-refundable once the City has begun reviewing the application.

A separate fee for the Zoning Verification Letter (ZVL) of \$267 per application must be paid upon submittal of the request to the Planning and Building Department. The Live Scan fee of the actual cost will be assessed by TBD at time of application for the background check by TBD. Additional Live Scan fees will be applicable if the application is approved.

SUBMITTAL DEADLINE

Applications must be submitted through the City's online permitting system by 4:00 pm on Date. Late applications will not be accepted. Furthermore, applications may be rejected for the following, but not limited to, reasons:

1. It does not meet the requirements of the Procedures.
2. The issuance of the Cannabis Business Permit for the proposed location does not comply with State law or SMC.

INTEGRITY GUIDELINES

The following Integrity Guidelines (“Guidelines”) shall be operative from the start of the adoption of the application procedures, until the completion of Phase IV: City Council Interviews and Final Selection. Each applicant is individually and solely responsible for ensuring compliance with the Guidelines. This responsibility extends to the applicant’s employees, agents, consultants, lobbyists, affiliates, and all other parties or individuals engaged for purposes of developing or supporting the application.

1. Collusive activities among applicants are expressly forbidden and may result in immediate disqualification of any involved parties.
2. Applicants are prohibited from offering promotional outreach, hospitality, gifts, or other like activities directed toward City staff, elected or appointed officials, application reviewers, or consultant(s) hired by the City to assist with the application process (collectively referred to as “City Officials”).
3. All communication related to Phases II – IV cannabis application process with City Officials must be directed to the City designated contact, listed on page 1 of these Procedures. Any attempt to communicate with other City Officials regarding Phases II – IV of the cannabis application process may result in disqualification of the application.
4. Notwithstanding the restrictions on communications set forth in point 3 above, nothing in these Guidelines is intended to restrict or prohibit applicants from communicating with City staff and officials during interviews in Phase III or during an open and public City Council or Commission meeting.
5. Any evidence which indicates an applicant has failed to comply with the Guidelines may result in that applicant’s disqualification. Any questions regarding the Guidelines shall be in writing and shall be transmitted by email to City designated contact.

APPLICATION REVIEW, SCORING, AND APPROVAL PROCESS

PHASE I: DETERMINATION OF ELIGIBILITY

During Phase I, applications will be reviewed by City staff for completeness and compliance to meet the minimum submittal requirements of the Procedures. The determination of eligibility will be based on the criteria outlined in these Procedures. City staff may issue clarifications of these Procedures in writing, and any such clarifications will be posted on the City’s webpage (<https://www.cityofsanteeca.gov/business/cannabis-business>) and shall go into full effect immediately upon being posted on the website. A determination that an application is not eligible for advancement from Phase I to Phase II is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE II: APPLICATION EVALUATION AND REVIEW (1,200 points)

During Phase II, City staff will review and score each application using a merit-based system. Applicants will be scored and ranked using the following evaluation criteria identified in Appendix A:

- Section A – Business Plan (400 points)
- Section B – Labor and Employment Plan (400 points)
- Section C – Security Plan (400 points)

The top applicants from Phase II, as determined by the City Manager, may be eligible to advance to Phase III. The decision as to how many applicants will advance will be determined in the City

Manager's sole discretion based on the quantity and the quality of applications the City receives. Notice of the individual application results of Phase II will be provided via email to the primary contact listed on the application. After the conclusion of Phase II, the points assigned to each applicant will be reset. A determination that an application is not eligible for advancement from Phase II to Phase III is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE III: INTERVIEWS (1,600 points)

During Phase III, a Staff Evaluation and Interview Committee (Committee) designated by the City Manager will conduct a merit-based interview process. Applicants will be scored using the following evaluation criteria identified in in Appendix A:

- Section D – Qualifications of Owners (500 Points)
- Section E – Neighborhood Compatibility (400 Points)
- Section F – Community Benefits and Investments Plan (450 Points)
- Section G – Proposed Site Plan (250 Points)

The City reserves the right to impose requirements on the interview process prior to conducting the interviews, and the City may issue written instructions regarding the manner in which the interviews are conducted.

Upon the completion of Phase III, the Committee will tabulate the scores of all Applicants from Phase III to create a preliminary ranking, which will form the basis for determining who will be invited to participate in Phase IV. The ranking will only be based upon the scores received during Phase III. All qualified applicants, as determined by the City Manager, will advance to Phase IV. After the conclusion of Phase III, the points assigned to each applicant will be reset.

Prior to the tabulation of scores in Phase III, the City reserves the right to request and obtain additional information from any applicant, for purposes of clarifying or validating information provided during Phase III interviews. The City Manager may review the totality of the information received, including any additional information received, to determine which applicants are authorized to participate in Phase IV. A determination that an application is not eligible for advancement from Phase III to Phase IV is subject to appeal in the manner and within the time frame prescribed by resolution of the City Council in accordance with SMC 7.04.220.

PHASE IV: CITY COUNCIL INTERVIEWS AND FINAL DECISION

Upon the completion of Phase III, the City Manager will present to the City Council, at a properly noticed public meeting, the qualifying Applicants that advanced from the Phase III process. The presentation of Applicants by the City Manager shall exclude the Phase I-III scores and rankings. However, the information provided by the Applicants in Phase I-III will be made available to the City Council for purposes of its interviews and final decision.

During Phase IV, the City Council will interview Applicants and make a final determination as to which Applicant(s) will be awarded a CCB permit. **In making this decision, the City Council has full discretion over which Applicant(s), if any, will be awarded a CCB permit, consistent with the purposes and intent of the City's Cannabis Business Permit Ordinance. In making this decision, the City Council shall not be limited by the specific Evaluation Criteria identified in Appendix A or these Procedures.** Each Applicant should be prepared to conduct

a brief presentation and answer questions from the City Council. Further details as to the date, time, place, and length of presentation will be provided prior to the date of public meeting.

In addition to reserving all of its rights, the City Council expressly reserves the right to consider microbusinesses for purposes of making final determination as to whether to award a CCB permit. In addition, the City also expressly reserves the right to award a lesser number of CCB Permits than the maximum allowed under the application process, or to award no permits at all. Any decision made by the City Council to award or not to award a cannabis permit shall be final and shall not be subject to appeal. Notice of the individual application results of Phase IV will be provided in writing via email to the primary contact listed on the application.

After the City Council has made a determination as to which, if any, Applicants may be awarded a CCB permit, the selected Applicants shall enter into a Community Benefit Agreement with the City setting forth the terms and conditions under which the cannabis business will operate that are in addition to the requirements of the SMC within 30 days of being notified of the City Council's intent to issue the CCB permit. The Community Benefit Agreement must be approved by the City Council before the CCB permit may be issued.

Any Applicant wishing to appeal final completeness or selection determination made in Phases I through III of the application Process may file an appeal with the City Clerk's Office within ten (10) days of the Applicant receiving a notice that they will not move forward in the application process. Such appeals shall comply with the requirements of SMC Section 7.04.220 or procedures established thereunder and is subject to an appeal fee. Any decision made by the City Council during Phase IV to award or not award a cannabis permit shall be final and shall not be subject to appeal.

NOTE: Being awarded a CCB permit does not constitute a land use entitlement and does not waive or remove the requirements of applying for and receiving permits for all construction including: electrical, plumbing, fire, Planning & Building Department permits or reviews, and any other permits, licenses, or reviews as deemed necessary by the relevant departments or governmental entities in charge of said permits. Nor does the award of a CCB permit guarantee that the plans submitted via the CCB application process meet the standards or requirements in SMC Titles 11 and 13 and any other permit requirements from other City departments or agencies. Those awarded a CCB permit will be required to demonstrate compliance with all development standards outlined in SMC Title 13.

APPENDIX A: EVALUATION CRITERIA

Public Records Act

The City of Santee is a public agency subject to the California Public Records Act (“CPRA”). Subject to review by a court of competent jurisdiction, the City shall make all determinations under the CPRA regarding when any record is required to be disclosed under the CPRA or when a record may be non-disclosable because an exemption to disclosure under the CPRA or other law applies. Depending on the circumstances, a particular record may be disclosable, permanently non-disclosable or may be non-disclosable at a particular phase of the application process and then disclosable during a later phase. By submitting any application, an Applicant acknowledges the applicability of the CPRA to this process, and agrees that the City, subject to judicial review, is the sole decision maker regarding compliance with the CPRA. Applicants should assume that anything submitted to the City as part of this process may become a disclosable public record.

Microbusiness Applicants

Responses to Evaluation Criteria Sections A-G shall focus primarily on storefront retail operations. Applicants intending to operate cannabis microbusiness operation shall communicate this intent through the Commercial Cannabis Business Permit Application form, under the section entitled “Applicant (Entity) Information.” No additional information regarding proposed microbusiness operation is required in Applicant written responses to Sections A-G of the Evaluation Criteria. Nothing within the Procedures prohibits an Applicant from providing information relating to their microbusiness operations in their written responses. However, Applicants should be aware that no additional points will be awarded during Phase II to Applicants who provide information related to proposed microbusiness operation in their written responses. For Applicants selected to progress to Phase III interviews, the City reserves the right to ask questions related to proposed microbusiness operation, if the Applicant selected one or both of these options on the application form.

PHASE II EVALUATION

Important Instructions:

- Evaluation Criteria identified in Sections A-C will be scored based upon Applicant written response. Points may be deducted for responses that fail to meet State/local regulatory requirements, or best practices for the cannabis industry.
- Applicant responses to the Evaluation Criteria must be provided in the same order identified in Sections A-C below. Each section shall be clearly labeled, with responses provided within the appropriate section. Any response to Evaluation Criteria that is not placed within the appropriate section will receive a deduction in points.
- Any commitments made by an Applicant during the evaluation process will become terms and conditions under which the cannabis business must operate. Applicants awarded a permit that fail to meet commitments made during the evaluation process may have their cannabis business license suspended or revoked by the City.

SECTION A: BUSINESS PLAN (400 points)

1. Finances – Application includes a budget for construction, operations, maintenance, compensation of employees, equipment, property lease, security equipment and staff, City fees, state fees, utility costs, product purchases and other anticipated contingency costs. The budget must demonstrate sufficient capital in place to pay startup costs and at

least three months of operating costs, as well as a description of the sources and uses of funds. The application must also address the following:

- A. Proof of capitalization, in the form of documentation of cash or other liquid assets on hand, Letters of Credit or other equivalent assets. *(Note: Proof of Capitalization shall be submitted in a separate PDF file. See “Application Process” section for more information.)*
 - B. A pro forma for at least three years of operations.
 - C. A schedule for beginning operation, including a narrative outlining any proposed construction and improvements and a timeline for completion.
 - D. A letter from a bank, credit union, or similar financial institution stating that the cannabis applicant has, or will be provided, access to banking services. This letter should be within the last calendar month.
2. Daily Operations – The application describes the day-to-day operations of the proposed retail business. This shall include, at a minimum, a description of the following criteria:
- A. Customer check-in procedures.
 - B. Location(s) and procedures for receiving deliveries during business hours.
 - C. The Point-of-Sale system, including the name of the system, to be used and how it will interact with the state’s mandated track and trace system. Locate and identify the number of Point-of-Sales terminals to be used when the business is at full capacity.
 - D. The expected number of customers to be served per hour/day.
 - E. The proposed product line, including brand names, to be sold at the business, and estimate the percentage of sales of flower and manufactured products.
 - F. How the Cannabis Business will conform to local and state laws. See SMC Section 7.04.360 for local requirements pertaining to retail establishments in the City of Santee.
 - G. How cannabis and cannabis products will be tracked and monitored to prevent diversion.
 - H. The proposed waste management plan, including waste disposal locations and security measures.

SECTION B: LABOR AND EMPLOYMENT PLAN (400 points)

1. Number of Employees – The application identifies the number of employees at initial opening and the maximum number of employees when the business is at full capacity.
2. Employee Responsibilities – The application identifies all positions to be employed at the proposed business, their responsibilities, and the salary ranges for those employment positions.
3. Employee Benefits – The application identifies the benefits provided to employees, including health care, vacation, and medical leave, to the degree they are offered as part of employment.

SECTION C: SECURITY PLAN (400 points)

1. Qualified Security Professional – The application includes a security plan prepared by a qualified professional that meets or exceeds all the security requirements of SMC Section 7.04.320 and state law. The security plan can be prepared with in-house staff or a third-

party security consultant but must clearly demonstrate that it meets the professional standards requested to receive the appropriate points for each criterion in this section. The qualifications of the person(s) preparing the security plan must be provided, for verification that they are able to meet these standards.

2. Premises Diagram – The application includes a Premise Diagram in the Security Plan that meets the following requirements:
 - A. The diagram meets all of the standards identified in Department of Cannabis Control (DCC) California Code of Regulations (CCR) Title 4, Division 19, §15006 Premises Diagram.
 - B. The diagram shows the boundaries of the property and the proposed location to be licensed, showing all dimensions, entrances and exits, interior partitions, walls, rooms, windows, and doorways, and includes a brief statement or description of the principal activity to be conducted therein.
 - C. The diagram shows and identifies commercial cannabis activities that will take place in each area of the premises and identifies all limited-access areas.
 - D. The diagram shows where all cameras are located and assigns a number to each camera for identification purposes.
 - E. If the proposed location consists of only a portion of a property, the diagram is labeled indicating which part of the property will be used for the licensed premises and what activities will be used for the remaining property.
3. Operational Security – The application includes a description of operational security, including but not limited to general security for access/visitor control and inventory control.
4. Cash Handling – The application includes a description of cash handling procedures, including the process for receiving, tracking, storing and transporting cash generated by the retail business.
5. Perimeter Security – The application includes a description of perimeter security, exterior lighting, on-site security guards, proposed guard hours and their responsibilities.
6. Employee Training and Policies – The application includes a description of employee training and general security policies.

PHASE III EVALUATION

Important Instructions:

- During Phase III Interviews, Applicants will be asked questions related to some or all of the Evaluation Criteria Sections D-G.
- Due to the time limitation of interviews, Phase III questions may not address all of the criteria identified within each Section D-G, and the City reserves the right to develop Phase III questions in its sole discretion.
- Scoring for this phase will be based upon information conveyed verbally by Applicants, in response to the questions asked. Any scoring for Section G may also consider photographs, site plans, and other visual depictions provided by Applicants.
- All Applicants will be asked the same questions and be provided the same amount of time for response.

- Any commitment made by an Applicant during the Phase III Interview process may, in the City's sole discretion, become a condition on the business permit, if issued.
- Phase III scoring is independent of results from Phase II. Phase II scoring resets to zero when Phase III commences.

SECTION D: QUALIFICATION OF OWNERS (500 points)

1. Describe the business owner's prior experience in owning, managing, and operating a legally permitted or licensed retail cannabis business in the United States. *For purposes of this section, owner has the definition provided in SMC Section 7.04.060.*
2. Describe the owner and/or team's overall knowledge of the cannabis industry, including identification of how industry best practices and State regulations have been incorporated in existing/prior legal businesses outside the City of Santee.
3. Describe the involvement of the ownership team in the day-to-day operation and management of the proposed business.

SECTION E: NEIGHBORHOOD COMPATIBILITY PLAN (400 points)

1. Describe how the business will take proactive steps to avoid becoming a nuisance or having negative impacts on its neighbors or surrounding community. Additionally, describe how the business will react and respond to complaints specifically related to noise, light, odor, public consumption, loitering, littering, and vehicle and pedestrian traffic, including the business's plan for the use of social media to monitor and respond to complaints.
2. Describe the policies that you would implement, and how you would enforce these policies, to ensure your cannabis products do not end up in the hands of underage youth.

SECTION F: COMMUNITY BENEFITS AND INVESTMENT PLAN (450 points)

1. Describe the benefits that the business will provide to the local community, for example by directly aiding, participating in, or funding the work of local non-profits, community-based organizations, civic organizations, or social services organizations ("Community Organizations"). *Note: Applicants should not identify any specific Community Organization at this time/or provide commitment letter(s) from local Community Organizations in the application submittal. This section is only intended to capture the overall commitment of Applicants to fund or support local community-based activity in general.*
2. Identify the minimum wage that will be offered to employees of the proposed business, excluding tips and gratuities. If entry-level employees are salaried, the Applicant shall divide the minimum annual salary by 2,087 hours to arrive at an hourly rate.
3. Describe the Applicant's plans for local outreach to City of Santee residents for open positions, and any other actions proposed by the Applicant that are intended to benefit the local workforce and/or Applicant's local employees. Identify the anticipated minimum percentage of total annual payroll hours that will be performed at the business by City of Santee residents.

4. The Community Benefits and Investment Plan shall also include a description of the direct fee that will be offered to the City, expressed as a percentage of annual gross receipts. The City anticipates a minimum of 5% of annual gross receipts.

SECTION G: PROPOSED SITE PLAN (250 points)

1. Provide the following information about the existing site:
 - A. Physical address;
 - B. Narrative description of the existing site, including building(s), parking spaces, driveways, pedestrian sidewalks/rights-of-way,
 - C. Photographs of the existing property and building(s);
 - i. Note: Photographs of building interior are not required.
 - D. Description of how the site is currently being used;
 - E. Description of any businesses currently operating on the parcel (if any), and any parcels directly adjacent to the existing site.
2. Provide the following information about the proposed site:
 - A. A site plan, drawn to scale, of the proposed business showing perimeter fencing, driveways, streets, property lines, buildings, parking areas, and outdoor areas.
 - B. A narrative description of proposed site improvements, including façade rehabilitation, building expansion, parking, landscaping, fencing, or other exterior site improvements;
 - i. Note: Descriptions of interior site improvements are not a requirement of this section.
 - C. Visual depictions of the proposed exterior of the cannabis business.
3. Describe how the proposed modifications and utilization of the site for cannabis retail activity will impact the public health, safety, welfare, environmental quality, and/or quality of life in the surrounding area.

MEETING DATE May 28, 2025

ITEM TITLE FEASIBILITY STUDY FOR THE CONSTRUCTION OF A FOURTH FIRE STATION IN NORTHEAST SANTEE - STAFF UPDATE ON PROGRESS

DIRECTOR/DEPARTMENT Harley Wallace, Deputy Fire Chief 

SUMMARY

This is an item regarding the feasibility study for the construction of a temporary fire station in the northeast portion of Santee.

On February 12, 2025, the City Council authorized the appropriation of funds to utilize the existing professional services contract with COAR Design Group for design services for fire station infrastructure projects to conduct a feasibility study for a fourth fire station in the northeastern portion of Santee. The City Council directed staff to proceed with the feasibility study for locating a temporary and future permanent fire station at the former baseball field site within Woodglen Vista Park, and to also evaluate the feasibility of a fire station on the current City Hall property and other potential locations in the northern portion of Santee. The City Council also directed staff to determine if there are any land use restrictions on Woodglen Vista Park that could prohibit the City from operating a temporary or permanent fire station prior to expending funds on a feasibility study.

Staff recently found a County condition in the Woodglen Vista Park quitclaim deed that imposes recreational use restrictions on the park. The City Attorney's Office recommends obtaining the County Board of Supervisors' concurrence that a fire station would not be inconsistent with the County's deed condition prior to constructing a fire station at Woodglen Vista Park, to ensure the project can move forward without issue. Staff requests City Council input on whether to proceed with a feasibility study for Woodglen Vista park now (before receiving the County's concurrence), or whether to first obtain the County's concurrence before expending funds on the Woodglen Vista Park feasibility study.

The attached Staff Report and informational presentation will update the City Council on the progress that has been made regarding this item.

FINANCIAL STATEMENT 

The fiscal impact is currently undeterminable and will depend on the direction to be provided by the City Council. If the City proceeds with the feasibility study for Woodglen Vista Park before obtaining the County's concurrence, there is a risk the feasibility study may not be usable.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION *GH*

Receive presentation and provide direction to staff to work with the County of San Diego to obtain formal concurrence that operating a fire station at Woodglen Vista Park would not be inconsistent with the deed condition. Council input is requested on whether to proceed with the Woodglen Vista Park feasibility study now, or whether to wait for the County's concurrence before incurring the expense for the feasibility study.

ATTACHMENT

Staff Report

STAFF REPORT
UPDATE ON THE FEASIBILITY STUDY FOR THE FUTURE CONSTRUCTION OF A
FOURTH FIRE STATION IN NORTHEAST SANTEE

May 28, 2025

Background

On February 12, 2025, the City Council authorized the appropriation of funds to study the feasibility of a temporary fourth fire station to be located in northeastern Santee. The Council requested that the former baseball field within the Woodglen Vista Park site be considered, but that staff also consider other potential alternative sites to determine if they could meet the response time needs of this area. These additional sites included City Hall, the northern end of Fanita Parkway, the northern end of Cuyamaca Street, and the eastern end of Mast Boulevard. The Community Risk Assessment and Long-Range Master Plan report that was developed by AP Triton, LLC., and presented to the City on March 22, 2023, identified significant emergency response coverage gaps in the southwestern and northeastern portions of the City. The City's third fire station, located at the City operations yard, is scheduled to open in the summer of 2025 and will address the coverage gap in the southwestern area of the City.

Staff Findings

Woodglen Vista Park

Prior to expending funds for the formal feasibility study, Council requested that staff research the Woodglen Vista Park land transfer deed from the County of San Diego to the City of Santee to ensure that the development of a fire station would be an allowable use of this property.

Staff discovered that the County's 1983 quitclaim deed for Woodglen Vista Park imposes recreational use restrictions on the park. The deed contains a condition that the City must maintain the area as a "public park, amusement, or recreational area," or else the County can reclaim ownership of the park. It does not appear that a fire station would be fundamentally inconsistent with the deed condition, but the City Attorney's Office recommends obtaining the County Board of Supervisors' formal concurrence prior to constructing a fire station at Woodglen Vista Park in order to make sure the project can move forward without issue. Staff requests City Council input on whether to proceed with a feasibility study for Woodglen Vista park now (before receiving the County's concurrence), or whether to first obtain the County's concurrence before expending funds on the Woodglen Vista Park feasibility study. If the City proceeds with the feasibility study for Woodglen Vista Park before obtaining the County's concurrence, there is a risk the feasibility study for the site may not be usable.

Emergency Response Time Analysis

During the research into the Woodglen Vista Park quitclaim deed, staff conducted an analysis of five sites in northern Santee to determine the impact these sites would have

on emergency response times. Through this analysis, staff determined that a fire station located at Woodglen Vista Park or City Hall would result in a significant improvement in the emergency response times throughout the northeastern portion of the City. A potential fire station located at the northern end of Fanita Parkway, the northern end of Cuyamaca Street, or the eastern end of Mast Boulevard would still leave significant coverage gaps within the City and are less desirable locations.

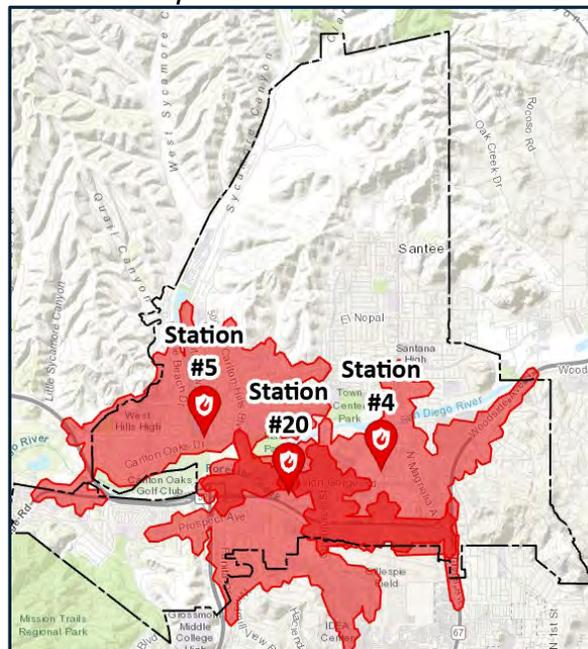
Staff Recommendation

Staff recommends the City continue with the formal feasibility study for a potential fourth fire station at Woodglen Vista Park, and also include an analysis of the City Hall site. Staff further recommends the alternative potential sites at the northern end of Fanita Parkway, northern end of Cuyamaca Street, and eastern end of Mast Boulevard be eliminated from consideration. Staff recommends the formal feasibility study be completed by COAR Design Group under the existing professional service agreement with funds appropriated by the Council for this project. Staff recommends the City obtain formal concurrence from the County of San Diego Board of Supervisors that a fire station is an appropriate use for a portion of the Woodglen Vista Park site under the terms of the land transfer to the City of Santee.

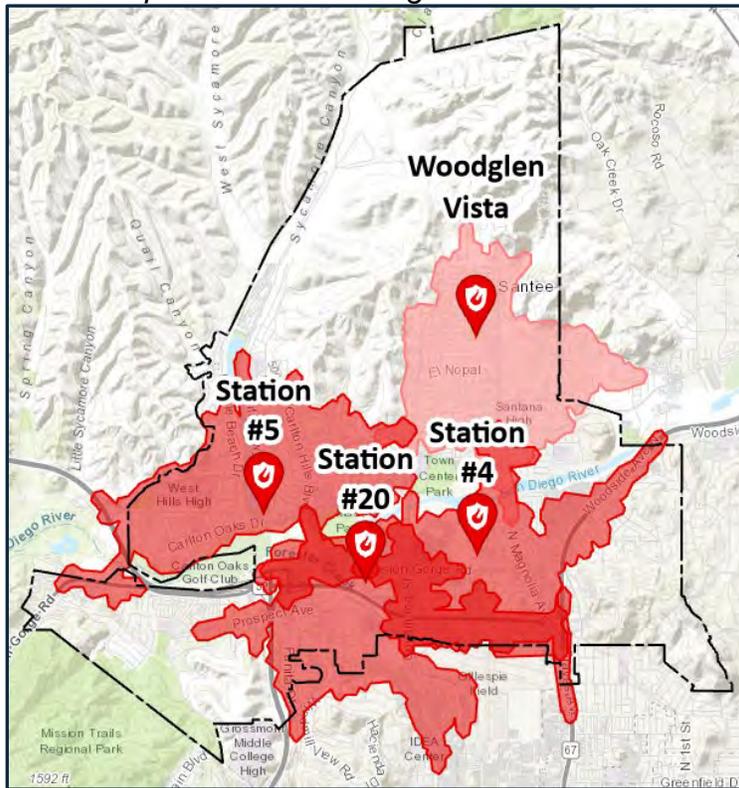
Four-Minute Response Time Analysis

The following maps were developed by City staff and show the four-minute response time coverage for five sites studied in northern Santee. The four-minute response time from the City's two existing fire stations (Station 4 and Station 5) and the soon-to-be opened operations yard station (Station 20) are included to show the existing coverage gap in the City.

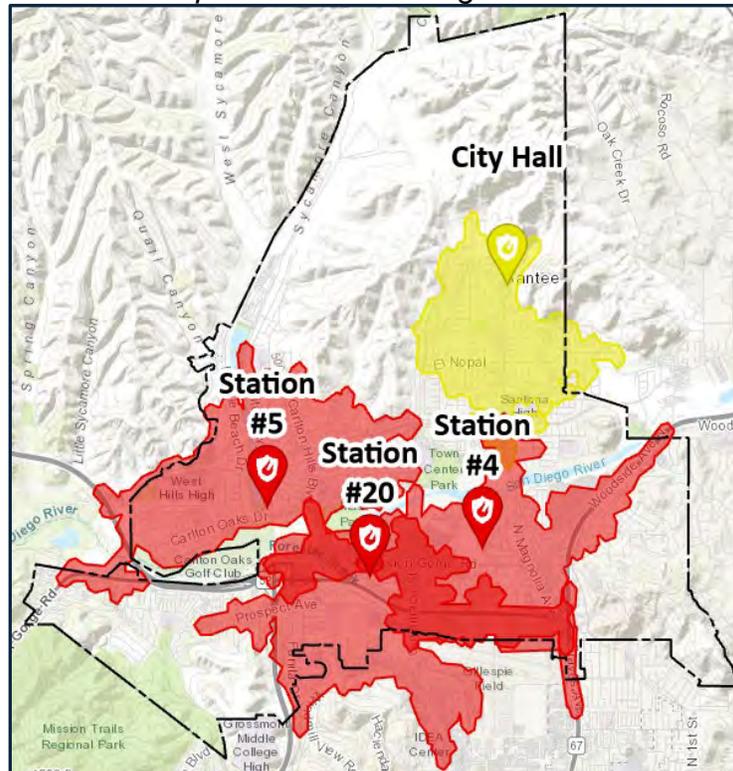
Map 1: 4-Minute Response Times from Santee Fire Stations



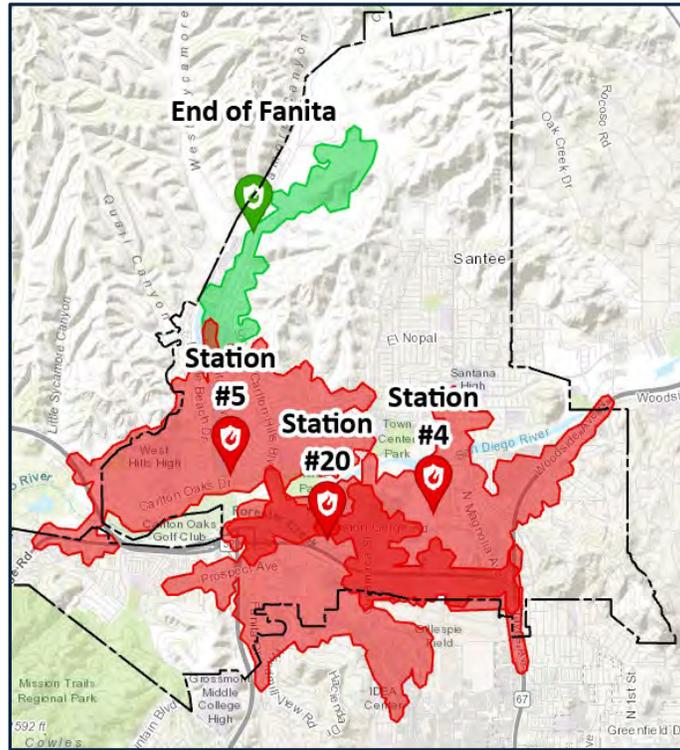
Map 2: 4-Minute Response from Existing Fire Stations and Woodglen Vista



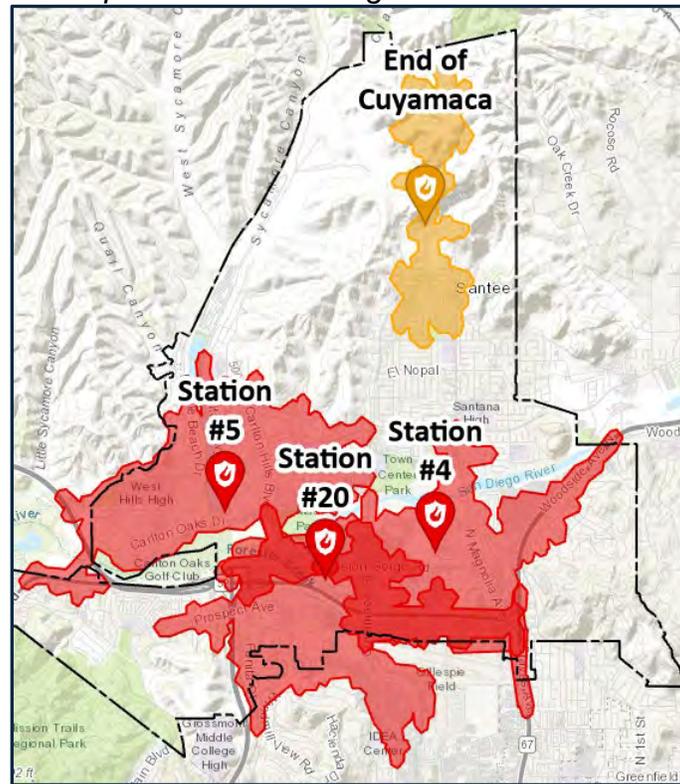
Map 3: 4-Minute Response from Existing Fire Stations and City Hall



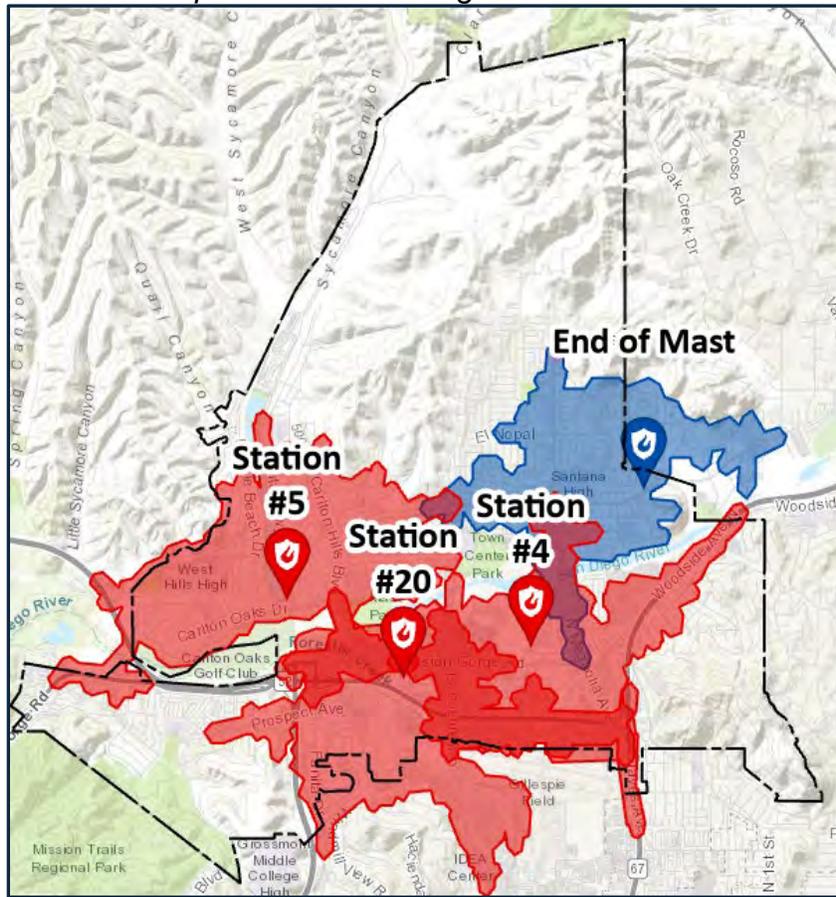
Map 4: 4-Minute Response from Existing Fire Stations and Fanita Parkway



Map 5: 4-Minute Response from Existing Fire Stations and Cuyamaca Street



Map 6: 4-Minute Response from Existing Fire Stations and Mast Boulevard



MEETING DATE May 28, 2025

ITEM TITLE SECOND READING AND ADOPTION OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING CHAPTER 2.40 OF THE SANTEE MUNICIPAL CODE PERTAINING TO ELECTION CAMPAIGN FINANCE AND CONTROL

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved by unanimous vote at a Regular City Council Meeting on Wednesday, May 14, 2025. The Ordinance is now presented for Second Reading and adoption.

Vote at First Reading: AYES: HALL, KOVAL, MCNELIS, MINTO
 NOES: NONE
 ABSENT: TROTTER

Additionally, at the May 14, 2025, City Council meeting, Council directed staff to provide additional information related to separate campaign contribution limits for City Council candidates and Mayoral candidates. Staff has conducted research at a San Diego County wide level and has summarized the findings in the attached report for City Council consideration. Should the City Council desire to set separate campaign contribution limits for Mayoral candidates, staff would ask Council for additional time to research the limit for other cities across the State of California and to bring back that information along with a recommendation at a future City Council meeting.

FINANCIAL STATEMENT

The proposed Amendment has no direct financial impact on the City budget.

CITY ATTORNEY REVIEW N/A • Completed

RECOMMENDATION

1. Conduct the Second Reading and adopt the Ordinance; and
2. Provide direction to staff on if there should be a separate campaign contribution limit for Mayoral candidates.

ATTACHMENT

- Ordinance
- Campaign Contribution Limits Chart
- Campaign Contribution Limit Comparison Report



ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AMENDING CHAPTER 2.40 OF THE SANTEE MUNICIPAL CODE PERTAINING TO
ELECTION CAMPAIGN FINANCE AND CONTROL**

WHEREAS, Chapter 2.40 of the Santee Municipal Code regulates election campaign finance and control within the City of Santee; and

WHEREAS, Section 2.40.060, subdivision (A), outlines limits to campaign contributions from persons other than the candidate and establishes that the total amount contributed per person with respect to a single election in support of or opposition to such candidate, including contributions to all committees supporting or opposing such candidate, shall not exceed seven hundred dollars (\$700.00); and

WHEREAS, Section 2.40.060, subdivision (C) allows for the dollar limit for campaign contributions set forth in subdivision (A) to be adjusted by an Ordinance adopted by the Santee City Council to reflect changes in the Consumer Price Index, rounded to the nearest fifty dollars (\$50.00) on or after January 2 of the year 2003, and on or after January 2 of every odd-numbered year thereafter; and

WHEREAS, in September 2015, the Santee City Council adopted Ordinance 532 increasing the campaign contribution limit to \$700.00; and

WHEREAS, the 2015 through 2024 Consumer Price Index rates reflect an increase of \$295.02, bringing the calculated limit to \$983.76; and

WHEREAS, the increase in the Consumer Price Index allows for an increase in campaign contributions under Section 2.40.060 (C) to one thousand dollars (\$1,000.00); and

WHEREAS, the current date is after January 2 of an odd-numbered year.

NOW, THEREFORE, the City Council of the City of Santee, California, does ordain as follows:

Section 1. The City Council of the City of Santee hereby amends Section 2.40.060, subdivision (A), of the Santee Municipal Code as follows:

Section 2.40.060 (A) No person other than the candidate is permitted to make, and no campaign treasurer may solicit or accept, any contribution which will cause the total amount contributed by such person with respect to a single election in support of or opposition to such candidate, including contributions to all committees supporting or opposing such candidate, to exceed one thousand dollars (\$1,000.00).

ORDINANCE NO. _____

Section 2. The City Council hereby authorizes and directs the City Clerk to undertake such actions as may be reasonably necessary or convenient to the carrying out and administration of the actions authorized by this Ordinance.

Section 3. This Ordinance shall become effective thirty (30) days after its passage.

Section 4. The City Clerk is directed to publish notice of this Ordinance as required by law.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 14th day of May 2025, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on 28th day of May 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

City of Santee
Campaign Contribution Limits
Per Ordinance No. 419 Adopted October 10, 2001

<u>Date</u>	<u>Description</u>	<u>CPI Index*</u>	<u>Potential Increase</u>	<u>Calculated Limit</u>	<u>Allowable Limit**</u>
10/10/01	Adopted per Ord. No. 419				\$ 500.00
01/02/03	2002 CPI Index	4.00%	\$ 20.00	\$ 520.00	\$ 500.00
01/02/04	2003 CPI Index	3.30%	\$ 17.16	\$ 537.16	
01/02/05	2004 CPI Index	3.70%	\$ 19.87	\$ 557.03	\$ 550.00
01/02/06	2005 CPI Index	4.00%	\$ 22.28	\$ 579.32	
01/02/07	2006 CPI Index	3.00%	\$ 17.38	\$ 596.70	\$ 600.00
01/02/08	2007 CPI Index	2.30%	\$ 13.72	\$ 610.42	
01/02/09	2008 CPI Index	3.20%	\$ 19.53	\$ 629.95	\$ 650.00
01/02/10	2009 CPI Index	0.60%	\$ 3.78	\$ 633.73	
01/02/11	2010 CPI Index	1.20%	\$ 7.60	\$ 641.34	\$ 650.00
01/02/12	2011 CPI Index	2.70%	\$ 17.32	\$ 658.65	
01/02/13	2012 CPI Index	1.50%	\$ 9.88	\$ 668.53	\$ 650.00
01/02/14	2013 CPI Index	1.70%	\$ 11.37	\$ 679.90	
01/02/15	2014 CPI Index	1.30%	\$ 8.84	\$ 688.74	\$ 700.00
01/02/16	2015 CPI Index	1.90%	\$ 13.09	\$ 701.82	
01/02/17	2016 CPI Index	3.00%	\$ 21.05	\$ 722.88	\$ 700.00
01/02/18	2017 CPI Index	2.00%	\$ 14.46	\$ 737.34	
01/02/19	2018 CPI Index	2.50%	\$ 18.43	\$ 755.77	\$ 750.00
01/02/20	2019 CPI Index	2.30%	\$ 17.38	\$ 773.15	
01/02/21	2020 CPI Index	2.50%	\$ 19.33	\$ 792.48	\$ 800.00
01/02/22	2021 CPI Index	8.80%	\$ 69.74	\$ 862.22	
01/02/23	2022 CPI Index	6.10%	\$ 52.60	\$ 914.81	\$ 900.00
01/02/24	2023 CPI Index	3.60%	\$ 32.93	\$ 947.75	
01/02/25	2024 CPI Index	3.80%	\$ 36.01	\$ 983.76	\$ 1,000.00

*San Diego All Urban Consumers CPI Index

**Actual limit is rounded to the nearest \$50.00 in accordance with Ordinance No. 419 and is only adjusted on or after January 2 of an odd-numbered year.

CAMPAIGN CONTRIBUTION LIMIT COMPARISON REPORT

At the May 14, 2025, City Council meeting, staff was directed to bring back additional information related to campaign contribution limit comparisons for City Council By-District candidates versus citywide At-Large Mayoral candidates. The City of Santee last gave consideration to and updated the campaign contribution limit in 2015. Since that time, in 2018, the City of Santee transitioned from At-Large to By-District election for Councilmembers while the Mayor is still elected At-Large. This transition means that candidates for City Council campaign in approximately one fourth of the City while the candidates for Mayor campaign across the entire City.

Santee Population and Registered Voter Comparison:

Based on the 2020 Census data, Santee has a total population of 60,162 with approximately 15,000 residents in each district. Additionally, recent numbers provided by the County of San Diego Registrar of Voters state there are currently 39,600 registered voters in Santee with a varying number of registered voters in each District. The following chart shows this detailed information.

District	2020 Total Population	Current Number of Registered Voters
1	15,513	10,541
2	14,931	8,904
3	15,033	9,997
4	14,685	10,158
At-Large Mayor	60,162	39,600

San Diego County Campaign Contribution Limit City to City Comparison:

Staff has conducted research of campaign contribution limits for other cities in San Diego County. Two cities in San Diego County have separate contribution limits for a Mayor, those cities are Carlsbad and San Diego. A full comparison of the limits is shown in the following chart.

City	Council Limit	Mayor Limit
El Cajon	\$10,000	\$10,000
Escondido	\$5,900	\$5,900
La Mesa*	\$5,900	\$5,900
Oceanside	\$5,900	\$5,900
National City	\$1,230	\$1,230
Lemon Grove*	\$1,230	\$1,230
Carlsbad	\$1,100	\$3,600
San Diego	\$800	\$1,450
Santee	\$700	\$700
Vista	\$610	\$610
Chula Vista	\$410	\$410

CAMPAIGN CONTRIBUTION LIMIT COMPARISON REPORT

City	Council Limit	Mayor Limit
Solana Beach	\$270	\$270
Encinitas	\$250	\$250
Imperial Beach	\$250	\$250
Poway	\$250	\$250
San Marcos	\$250	\$250
Coronado*	\$200	\$200
Del Mar*	\$200	\$200

*These cities do not have City Council Districts.

Summary:

Candidates for City Council and Mayor may receive contributions from any individual regardless of their place of residence. As outlined in this document, since the transition to By-District elections in 2018, At-Large candidates for Mayor must reach four times the number of residents and voters as compared to By-District candidates for City Council. The City Council has not considered changes to campaign contributions since 2015 when Ordinance 532 was adopted. Should the City Council desire to set separate campaign contribution limits for Mayoral candidates, staff would ask Council for additional time to research the limit for other cities across the State of California and to bring back that information along with a recommendation at a future City Council meeting.

The Ordinance proposed in this Agenda item only reflects a change in Santee's current campaign contribution limit set by Ordinance 532. As stated at the May 14, 2025, City Council meeting, based on annual Consumer Price Index (CPI) increases each year since 2015, Santee's current campaign contribution limit may be increased to \$1,000.

MEETING DATE May 28, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA DETERMINING A DISTILLERY TO BE A PERMITTED USE IN THE INDUSTRIAL DISTRICTS ON THE BASIS OF SIMILARITY TO USES SPECIFICALLY LISTED

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Planning and Building 

SUMMARY

The City of Santee's (City) zoning code is a permissive zoning code, meaning that only uses expressly listed are allowed and all other uses are prohibited. From time to time, uses not expressly listed may need to be reviewed for consistency with other land uses. Santee Municipal Code (SMC) Section 13.04.040 authorizes the City Council to make such a use determination.

Distilleries are not currently listed as a permitted use in the Light Industrial or General Industrial Districts (SMC Table 13.14.030(A)), collectively considered the "Industrial Districts". However, micro-breweries and wineries are allowed in these districts.

For the purposes of this determination, a distillery is defined as:

A facility licensed by the California Department of Alcoholic Beverage Control for the production, bottling, storage, and distribution of distilled spirits for commercial purposes. A distillery may include tasting rooms and retail sales areas, with or without food service, and may allow on-site and/or off-site consumption in accordance with applicable local, state, and federal laws.

Given the comparable intensity, production activities, and consumption aspects of a distillery relative to a micro-brewery and winery, staff has determined that distilleries are consistent with the purpose and intent of the Industrial Districts. Additionally, the proposed use supports General Plan goals related to economic development, business diversity, and activation of mixed-use areas.

During the review process, comments were received from the Fire and Sheriff's Departments. The Fire Department noted that, due to the specialized fire and life safety risks associated with the storage and handling of high-proof alcohol, a third-party technical report will be required as part of any future project submittal involving a distillery. The Sheriff's Department expressed concern that as the number of alcohol-serving businesses increases, there may be a corresponding rise in calls for service. Over time, this could affect staffing levels if alcohol-related incidents increase.

This item requests that the City Council make a use determination that distilleries are permitted uses in the Light Industrial and General Industrial Districts, subject to compliance with all applicable code requirements and agency reviews.





CITY OF SANTEE
COUNCIL AGENDA STATEMENT

FINANCIAL STATEMENT *JK*

The proposed Amendment has no direct financial impact on the City budget.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *GA*

Staff recommends that City Council adopt the Resolution

ATTACHMENT

Resolution



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA DETERMINING A DISTILLERY TO BE A PERMITTED USE IN THE
INDUSTRIAL DISTRICTS ON THE BASIS OF SIMILARITY TO USES SPECIFICALLY
LISTED**

WHEREAS, land uses not expressly listed in Title 13 of the Santee Municipal Code (SMC) are prohibited; and

WHEREAS, in order to ensure that the zoning ordinance regulations permit similar uses in each district, SMC section 13.04.040 authorizes City Council to determine that a use not specifically listed as a permitted use in any district may be deemed a permitted use or conditional use on the basis of similarity to uses that are specifically permitted; and

WHEREAS, distilleries are not currently listed as permitted uses in the Light Industrial or General Industrial Districts (Table 13.14.030(A)), collectively known as the “Industrial Districts”; and

WHEREAS, micro-breweries and wineries, are listed as permitted land uses within the Industrial Districts in SMC Table 13.14.030(A)(20); and

WHEREAS, a request for a determination of similar uses has been received pursuant to SMC Section 13.04.040(B) to determine that a distillery is sufficiently similar to a micro-brewery and winery operations appropriate for inclusion as a permitted use in the Industrial Districts; and

WHEREAS, the Planning and Building Director has determined that the proposed use meets and conforms to the applicable goals and objectives of the General Plan as well as the purpose of each of the subject zoning districts and determined that the proposed use is sufficiently similar to listed uses and should be a permitted use in the Industrial Districts; and

WHEREAS, City Council shall base its decision upon findings that (1) the use in question is of a similar intensity to other permitted uses in the Industrial Districts; (2) the use in question meets the purpose and intent of the Industrial Districts in which it is proposed; and (3) the use in question meets and conforms to the applicable goals and objectives of the General Plan; and

WHEREAS, if approved, this resolution shall be effective ten (10) calendar days after the date of decision;

NOW, THEREFORE, the City Council of the City of Santee hereby finds, determines, and resolves as follows:

SECTION 1. The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 2. Based upon substantial evidence in the record, City Council makes the following findings in support of a determination of similar use:

- A. The use in question is of a similar intensity to other permitted uses in the Industrial Districts;
- B. The use in question meets the purpose and intent of the Industrial Districts in which it is proposed; and
- C. The use in question meets and conforms to the applicable goals and objectives of the General Plan.

SECTION 3. It is hereby determined that a distillery is a permitted use in the Industrial Districts on the basis of similarity to uses specifically listed.

SECTION 4. The documents and materials that constitute the record of proceedings on which this Resolution has been based are located at City Hall, 10601 N. Magnolia Avenue, Santee, CA 92071. The custodian of the record of proceedings is the Department of Planning and Building.

SECTION 5. This Resolution will become effective ten (10) calendar days after its adoption.

APPROVED AND ADOPTED this 28th day of May 2025.

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE May 28, 2025

ITEM TITLE PRESENTATION OF THE PROPOSED CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2026-2030

DIRECTOR/DEPARTMENT Gary Halbert, Interim City Manager
Heather Jennings, Director of Finance *HJ*

SUMMARY

The Proposed Capital Improvement Program (CIP) for Fiscal Years 2026-2030 will be presented to the City Council for initial review and discussion. The proposed CIP will be included on the June 11, 2025 City Council meeting agenda to provide an opportunity for additional discussion and adoption.

The purpose of the CIP is to provide a multi-year planning tool for the infrastructure and other capital needs of the community, and to coordinate the scheduling and financing of projects. Emphasis has been placed on the first two years, which upon City Council action will become the adopted capital projects budget. Once adopted, the CIP is continually monitored to ensure funding sources are available as projected and is revised bi-annually in response to continually evolving priorities and economic conditions.

FINANCIAL STATEMENT

The Proposed Capital Improvement Program will establish the appropriated capital projects budget for fiscal years 2025-26 and 2026-27 once adopted and reflects \$51.9 million in funded projects in the first two fiscal years.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *GHK*

Review and discuss the Proposed Capital Improvement Program for Fiscal Years 2026-2030 and provide direction to staff as necessary.

ATTACHMENT

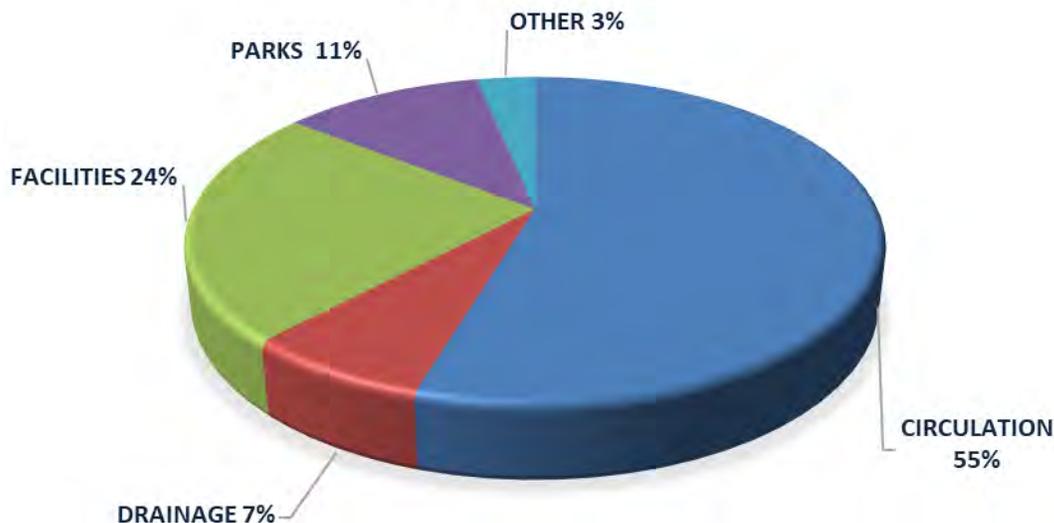
1. Staff Report
2. Proposed Capital Improvement Program for Fiscal Years 2026-2030.

**STAFF REPORT
CAPITAL IMPROVEMENT PROGRAM OVERVIEW
FOR FISCAL YEARS 2026-2030
CITY COUNCIL MEETING
MAY 28, 2025**



The Capital Improvement Program (CIP) for Fiscal Years 2026-2030 is a five-year planning tool that assists the City Council with setting priorities, identifies unfunded needs, helps staff in managing workloads, project schedules and budgets, and establishes the appropriated CIP budget for the first two fiscal years. Funding is allocated to projects based on existing available funds and projected revenues. Staff has identified 76 projects totaling \$455.6 million over the next five years for infrastructure and other capital needs of the community and the City. Of the \$455.6 million, \$127.9 million is funded and \$327.7 million is unfunded. The CIP reflects five project categories: Circulation, Drainage, Facilities, Parks, and Other projects.

**CAPITAL IMPROVEMENT PROGRAM BY
PROJECT TYPE**



Circulation Projects

Circulation projects comprise the largest portion of the CIP, totaling \$254.7 million or 55% of the total project costs. Highlights in this category include:

- Pavement Repair and Rehabilitation / Pavement Roadway Maintenance: These ongoing projects have a combined total identified cost of \$24.1 million over the next five years. This project will focus on overlays, full reconstruction, slurry seals, and cape seals on City streets. Allocated funding for both projects totals \$5.0 million in FY 2025-26 and \$2.4 million in FY 2026-27.
- Traffic Signal and Communication Upgrades at Isolated Intersections: This project is fully funded in FY 2025-26 at a total project cost of \$1.3 million. This project will upgrade

**STAFF REPORT
CAPITAL IMPROVEMENT PROGRAM OVERVIEW
FOR FISCAL YEARS 2026-2030
CITY COUNCIL MEETING
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existing traffic signals, communication systems, and detection cameras per the City's Transportation Improvement Master Plan.

- Cuyamaca Street Right Turn Lane at Mission Gorge will be completed in FY 2025-26. This project will provide a dedicated right-turn lane onto Mission Gorge Road traveling east-bound. Total costs for this project are \$2.7 million
- Smart Traffic Signals: This project will install smart traffic signals on major arterial streets. It is fully funded at \$721,000 in FY 2025-26 and \$274,000 in FY 2026-27.
- State Route 52 Improvements: This project is reflected at a total cost of \$98 million. The City is working with regional partners to actively pursue improvements on State Route 52 between State Route 125 and Interstate 15 to reduce congestion on both the freeway and Santee streets. Allocated federal and SANDAG funding totals \$1.5 million in FY 2025-26 and \$4.1 million in FY 2026-27. The majority of the estimated project costs, \$73.0 million, is unfunded at this time.

Drainage Projects

Drainage projects total \$34.0 million and represent 7% of the CIP. Highlights in this category include:

- CMP Storm Drain Replacement Program: This is an annually appropriated program with a five-year identified cost of \$16.1 million, \$500,000 of which is funded in the first two years. This ongoing project focuses on the assessment, design, and construction of repairs or rehabilitation of corrugated metal pipe (CMP) storm drains throughout the City.
- Storm Drain Trash Diversion: The total project cost over the next five years is \$1.2 million. The project is fully funded and has a combined budget in year one and two of \$434,000. This project supports the State's efforts in addressing trash in the City's waterways.

Facility Projects

Facility projects comprise the second largest portion of the CIP, totaling \$110.2 million, or 24% of the CIP. Highlights in this category include:

- Community Center: The Community Center is projected to cost \$23.5 million and is fully funded, with construction expected to begin in FY 2025-26.
- Various City Hall Improvements including wood repairs, repainting of City Hall buildings and parking lot light poles, and the replacement of the roof at Building 6 have been completed. The modification of the public counter in Building 4 is included in year three.
- Network wiring and a Centralized Alarm System are proposed to be updated at City Hall in FY 2025-26. These two projects are both fully funded.

**STAFF REPORT
CAPITAL IMPROVEMENT PROGRAM OVERVIEW
FOR FISCAL YEARS 2026-2030
CITY COUNCIL MEETING
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- **Fire Station Projects:** The total estimated cost for a comprehensive remodel and maintenance of the oldest fire station, Fire Station 4, the design and construction of a new fire station and one temporary station, and an Emergency Operations Center is included in this Capital Improvement Program Budget. The estimated cost of all facilities is \$47.9 million. The majority of the projects are currently unfunded with the intent to develop a funding strategy for the facilities.
- **Operations Center Upgrades:** The upgrades proposed for the Operations Center include the addition of a Vactor truck dumping and de-watering station. This upgrade is needed to ensure that water and waste removed from the storm water system during cleaning does not contaminate the stormwater collection system. This project is expected to cost \$985,000 and is fully funded in FY 2025-26.

Park Projects

Park projects total \$50.9 million, or 11% of the CIP. There are several projects planned for future years once funding is identified. Current highlights in this category include:

- **General Park Improvements:** This project is an annual allocation used for improvement and systematic replacement of existing park facilities and amenities. The total identified cost included in the CIP is \$226,300.
- **Sports Field and Court Improvements:** This project is an annual allocation used to improve City sports fields and courts. The total identified cost included in the CIP is \$276,300.
- **TCCP Artificial Turf Replacement.** This is an annual allocation of \$150,000 that will be set aside and accumulated until the useful life of the current artificial turf has expired. This annual allocation was previously included in the Operating Budget but has been moved to the CIP to better reflect the use of the funds.
- **Video/Camera Locations for Trails and Parks:** This is a priority for the City Council and is fully funded for FY 2025-26 and FY 2026-27 with a total project cost of \$269,100.
- **Weston Park Playground Shade Installation** will install a shade covering over the playground at Weston Park. This project is projected to cost \$180,500 and is fully funding in year one of the CIP.

Other Projects

Other projects total \$14.8 million, or 3% of the CIP, and include information technology and various other projects such as the following:

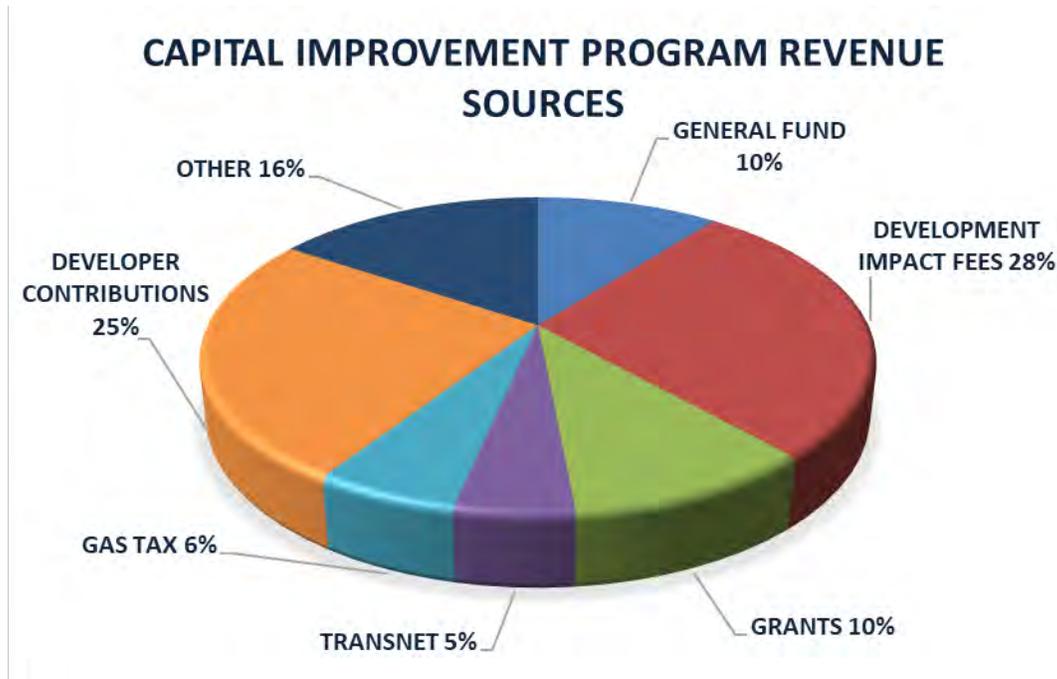
**STAFF REPORT
CAPITAL IMPROVEMENT PROGRAM OVERVIEW
FOR FISCAL YEARS 2026-2030
CITY COUNCIL MEETING
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- Asset Management. This project will develop the City's formal Asset Management program to improve how assets are tracked, evaluated, and maintained. The initial project cost is \$250,000.
- Broadband Infrastructure Improvements: This project will provide a secure, wired, fiber optic connection from City Hall to the City's Operations Center and is fully funded in FY 2025-26 with an estimated cost of \$1.1 million.
- Financial Management System Upgrade: This project includes the implementation, software licensing, and training costs to a new Enterprise Resource Planning (ERP) system for the City's accounting and financial management system. This project is fully funded in FY 2025-26 with a proposed cost of \$1 million.
- San Diego River Defensible Space and Hazardous Fuels Reduction: This project will significantly reduce the threat of property loss and casualties in fire-prone areas of the City. The project is funded with \$6.9 in grant funding from FEMA's Hazard Mitigation Program and \$728,000 from the San Diego River Conservancy. The total cost for this project is \$7.6 million.
- Town Center Specific Plan Implementation. This project will initiate the implementation of the Town Center Specific Plan, beginning with the development of a sign program throughout the Specific Plan area. This project is not slated to be funded until FY 2027-28, year three, but the timing can be reevaluated depending on need.

Revenue Sources

As previously mentioned, of the \$455.6 million identified in the Capital Improvement Program, \$127.9 million in funding has been identified with existing available funds and projected revenues over the next five fiscal years. Programed revenues come from a variety of sources.

**STAFF REPORT
CAPITAL IMPROVEMENT PROGRAM OVERVIEW
FOR FISCAL YEARS 2026-2030
CITY COUNCIL MEETING
MAY 28, 2025**



The primary revenue sources for the CIP are as follows.

- Development Impact Fees received from new development, which include Drainage, Park-in-Lieu, Public Facilities, Regional Transportation Congestion Improvement Program (RTCIP), Traffic Mitigation, and Traffic Signal fees. These fees together are the largest CIP revenue source.
- Developer contributions are fees received pursuant to Development projects.
- Federal and State grants
- General Fund
- Gas Tax and SB1 Road Maintenance and Rehabilitation (RMRA) Program funds
- TransNet
- Various other funding sources

Under the direction of the City Manager, the Finance Department prepares the City's Capital Improvement Program budget document. Additional information regarding the City's CIP budget may be obtained by contacting the City of Santee Finance Department or through the City's web site at www.cityofsanteeca.gov.

Item 15 Proposed Capital Improvement Program for Fiscal Years 2026-2030 attachment is available via the link below:

<https://www.cityofsanteeca.gov/departments/city-clerk/document-central/city-clerk/council-agendas/2025/05-28-2025-item-15-proposed-capital-improvement-program.pdf>