

CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

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

MEETING INFORMATION

Wednesday, June 25, 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: Sonrise Church – Pastor Jerry Phillips

PLEDGE OF ALLEGIANCE

PROCLAMATION: Parks and Recreation Month

RECOGNITION: Anita Bautista

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 Meeting Minutes of the Santee City Council for the Regular Meetings of May 14, 2025, and May 28, 2025. (City Clerk Jeffries)
- (3) Approval of Payment of Demands as Presented. (Finance Jennings)
- (4) Approval of the Expenditure of \$129,731.15 for May 2025 Legal Services. (Finance – Jennings)
- (5) Adoption of a Resolution Accepting the Citywide Crack Sealing Program 2025 (CIP 2025-03) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act ("CEQA"). (Engineering – Schmitz)
- (6) Adoption of a Resolution Establishing the Appropriations Limit for FY 2025-26. (Finance Jennings)

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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:

(7) Continue Public Hearing for Tentative Map TM-2023-0003 and Development Review Permit DR-2023-0007 for a Multi-Family Residential Development Located at 10939 Summit Avenue (APN 378-190-01-00) to the July 9, 2025, City Council Meeting (Applicant: Warmington Residential). (Planning and Building – Sawa)

<u>Recommendation</u>: Open and continue the Public Hearing to July 9, 2025.

CONTINUED BUSINESS:

(8) City Council Direction on the Selection Process, Including Interview Questions, for Phase IV of the Retail Commercial Cannabis Business (CCB) Permit Application Review and Finding the Direction is Not a "Project" as Defined by the California Environmental Quality Act ("CEQA") and Therefore Not Subject to CEQA. (Planning and Building – Sawa)

<u>Recommendation</u>: Provide staff direction related to the Phase IV selection process.

(9) An Ordinance to Adopt the Santee Fire Hazard Severity Zone Map as Recommended by Cal Fire for Compliance with Government Code Section 51179 and Find that the Action is Not a Project and Therefore Not Subject to the California Environmental Quality Act. (Fire – Wallace)

Recommendation:

Staff recommends that the City Council conduct First Reading of the Ordinance and set the Second Reading and adoption for July 9, 2025, to comply with the 120-day adoption window.





(10) Continued Review of the Proposed Operating Budget for Fiscal Year 2025-26, and Resolution Adopting the Operating Budget for Fiscal Year 2025-26 and Taking Related Actions. (City Manager/Finance – Halbert/Jennings)

Recommendation:

Adopt the following Resolutions:

- 1. Approving and adopting the Operating Budget for Fiscal Year 2025-26 and taking related actions, including any changes directed by the City Council.
- 2. Approving the Santee Firefighters' Association Memorandum of Understanding.

NEW BUSINESS:

(11) Resolution Proclaiming an Emergency, Authorizing the Maintenance of Existing Defensible Space Areas in the San Diego River Corridor and Finding Such Action is Exempt from Review Under the California Environmental Quality Act ("CEQA") Pursuant to CEQA Guidelines Section 15269(c). (City Manager – Halbert)

Recommendation:

Adopt the Resolution:

- 1. Proclaiming the immediate fire risk emergency; and
- 2. Approving the maintenance of defensible space areas to reduce fuel in ten existing defensible space areas to safeguard life, health, or property; and
- 3. Authorizing the Interim City Manager to take other actions as necessary.

(12) Resolution Awarding the Construction Contract to T&M Electric Inc. DBA Perry Electric for the Traffic Signal and Communications Upgrade Project – Isolated Locations (CIP 2023-09). (Engineering – Schmitz)

Recommendation:

Adopt the Resolution:

- Awarding the construction contract for the Traffic Signal and Communications Upgrade Project – Isolated Locations (CIP 2023-09) to T&M Electric Inc. DBA Perry Electric in the amount of \$931,200.00; and
- 2. Authorizing the City Manager to execute all necessary documents for the contract on behalf of the City; and
- 3. Authorizing the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$93,120.00; and
- 4. Determining this action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15301(c), Existing Facilities, of the CEQA Guidelines.



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:

- (13) Conference with Legal Counsel—Anticipated Litigation (Government Code section 54956.9(d)(2)) Significant exposure to litigation: Twelve potential cases related to the retail cannabis business selection process
- (14) Threat to Public Services or Facilities

 (Gov. Code section 54957(a))
 Consultation with: City Attorney regarding threat to public services

ADJOURNMENT:

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REGULAR MEETING AGENDA

June 25, 2025 | 6:30 p.m.



BOARDS, COMMISSIONS & COMMITTEES JUNE AND JULY MEETINGS

June	04	Santee Park and Recreation Committ		Council Chamber
June	09	Community Oriented Policing Commit		Council Chamber
June	11	Council Meeting		Council Chamber
June	25	Council Meeting		Council Chamber
July	02	Santee Park and Recreation Committ	tee	Council Chamber
July	14	Community Oriented Policing Commit		Council Chamber
July	09	Council Meeting		Council Chamber
July	23	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 June 25, 2025

ITEM TITLE PROCLAIMING JULY 2025 AS PARKS AND RECREATION MONTH -"BUILD TOGETHER, PLAY TOGETHER" IN THE CITY OF SANTEE

DIRECTOR/DEPARTMENT

John W. Minto, Mayor

SUMMARY

July is nationally recognized as Parks and Recreation month and is the time to celebrate the variety of opportunities offered by the Community Services Department that can be enjoyed by youth, adults, seniors, and families.

As we celebrate the 40th anniversary of Parks and Recreation Month, citizens of Santee are reminded that parks and recreation enrich the lives of residents and visitors, as well as adding value to the community's homes, neighborhoods and economic prosperity.

This Proclamation recognizes the importance of access to local parks, recreation programs, special events, trails, open space, and facilities. We, therefore, declare the month of July 2025 as Parks and Recreation Month.

While the majority of the City's recreational amenities and programs are funded through the City's General Fund, others receive support from fundraising efforts and donations from various community organizations.

In FY 2024/25, fundraising and donation proceeds helped provide approximately \$66,000:

- \$24,736 for Woodglen Vista Park sport court resurfacing
- \$15,891 for Town Center Community Park irrigation improvements
- \$12,000 towards senior recreation programs and activities
- \$5,000 towards teen recreation programs and activities
- \$5,100 towards youth and senior recreation program financial assistance
- \$2,000 towards Santee special events
- \$1,200 for the Santee Veterans Memorial banner program

Dean Velasco, Chair of the Santee Park and Recreation Committee (SPARC) and SPARC committee members will accept the proclamation. The purpose of the Committee is to act in an advisory capacity to the City Council on matters pertaining to municipal parks and recreation programs in the City of Santee.

FINANCIAL STATEMENT

N/A

<u>CITY ATTORNEY REVIEW</u> ⊠ N/A □ Completed

RECOMMENDATION (

Present the proclamation

ATTACHMENTS Proclamation





Proclamation

WHEREAS, each July we celebrate Parks and Recreation Month, and this year marks the 40th anniversary of Parks and Recreation Month. Recreation, parks, and programs are an essential part of communities throughout this country, including the City of Santee; and

WHEREAS, this year's focus is "Build Together, Play Together", reminding us that together we are building and maintaining sustainable parks and green spaces that are accessible and inclusive for current and future generations; and

WHEREAS, together, parks and recreation build thriving, strong, vibrant and resilient communities focused on health and mental well-being, and increase a community's economic prosperity; and

WHEREAS, together, parks and recreation professionals improve the lives of people, making a lasting impact in communities across the country, as well as for the citizens of the City of Santee; and

WHEREAS, together, parks and recreation help people play and connect through programs, community events, and facilities that help cultivate lifelong friendships, memories and family bonds; and

WHEREAS, together, parks and recreation encourage physical activities by providing space for sports, hiking, swimming, and many other activities designed to promote active lifestyles; and

WHEREAS, combined fundraising and donations received in Fiscal Year 2024/25 totaled approximately \$66,000 and have been spent on improving facilities, sports courts and fields, recreation programs, events, and veterans memorial banners; and

WHEREAS, together the Santee Park & Recreation Committee (SPARC) acts in an advisory capacity to the City Council on matters about parks and recreation in the city of Santee.

NOW, THEREFORE, I, John W. Minto, Mayor of The City of Santee, on behalf of the City Council, do hereby proclaim July 2025 as

"Parks and Recreation Month - Build Together, Play Together"

in the city of Santee and encourage all Santee residents to recognize the importance of access to local parks, recreation programs, special events, trails, open space and facilities.

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

Mayor John W. Minto



MEETING DATE June 25, 2025

ITEM TITLE CERTIFICATE OF RECOGNITION FOR ANITA BAUTISTA FOR YEARS OF SERVICE ON THE SANTEE PARKS AND RECREATION COMMITTEE

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Anita Bautista is a longtime resident of Santee, having moved to the community in 1974, and is a dedicated advocate for the community. Her unwavering support and passionate commitment to Parks and Recreation have left a lasting impact on the city. Over the years, Anita has played an active role in numerous city initiatives, including hot dog fundraisers, community special events, and civic meetings. Whether welcoming attendees at city special events or providing lunches for members of the Fire, Sheriff and Community Services Departments, her contributions have been both meaningful and deeply appreciated.

In recognition of her outstanding service, Anita was honored in 2017 as the 71st Assembly District Woman of the Year. She received commendations in Sacramento highlighting her dedication and compassion for the community.

With over 50 years of community involvement, 30 of which have been dedicated to the Santee Parks and Recreation Committee (SPARC), Anita has been instrumental in shaping the city's parks, recreational programs, facilities and community events. Her leadership and advocacy have enhanced services for residents of all ages.

Effective in 2025, Anita became an honorary member of SPARC but is always welcome to attend committee meetings, events, and show her support for the community and city staff.

The City of Santee proudly acknowledges Anita Bautista's remarkable legacy and extends its sincere gratitude for her enduring commitment to improving the quality of life for all who live, work and play in Santee.

<u>CITY ATTORNEY REVIEW</u> ⊠ N/A • □ Completed

RECOMMENDATION W

Present Certificate of Recognition

ATTACHMENT

Certificate of Recognition



City of Santee Certificate of Recognition

This certificate is proudly presented in recognition of

ANITA BAUTISTA

With sincere appreciation for your dedicated volunteer service to the City of Santee Parks & Recreation Committee. Your generous gift of time, advocacy, and steadfast commitment has significantly contributed to enhancing the quality of life for all who live, work, and play in Santee.
Your efforts have made a lasting and positive impact on the Santee Parks & Recreation Department and the community.

Mayor John W. Minto June 25, 2025

DO MORE ► DUE EAST





MEETING DATE June 25, 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

<u>CITY ATTORNEY REVIEW</u> □ 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 June 25, 2025

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE REGULAR MEETINGS OF MAY 14, 2025, AND MAY 28, 2025

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

Submitted for your consideration and approval are the minutes of the above meetings.

FINANCIAL STATEMENT

N/A

<u>CITY ATTORNEY REVIEW</u> ⊠ N/A • □ Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENT

May 14, 2025, Regular Meeting Minutes May 28, 2025, Regular Meeting Minutes



DRAFT

Minutes Santee City Council Council Chamber – Building 2 10601 Magnolia Avenue Santee, California May 14, 2025

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

<u>ROLL CALL</u>: Present: Mayor John W. Minto, Vice Mayor Rob McNelis, and Councilmembers Ronn Hall, and Laura Koval. Absent: Councilmember Dustin Trotter.

Officers present: City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Rev. Travis Ferguson, Christ Lutheran Church & School.

PLEDGE OF ALLEGIANCE was led by Mayor Minto.

ADJOURNMENT IN MEMORY: Mike Clark

Mayor Minto presented the Adjournment in Memory certificate to Jan Clark and spoke about Mike's impact on Santee.

PROCLAMATION: National Small Business Week

Vice Mayor McNelis presented the Proclamation to James Sly, CEO of the East County Economic Development Council.

PROCLAMATION: Public Works Week

Councilmember Hall presented the Proclamation to City of Santee Public Works staff: Eric King, Parks and Landscape Supervisor, Sam Rensberry, Public Services Manager, Heather Heckman, Senior Management Analyst, and Trey Robak, Office Assistant.

RECOGNITION: Sheriff Lieutenant Joseph Jarjura

Mayor Minto and Aldo Hernandez, Sheriff Captain, presented the Certificate to Lieutenant Jarjura for his outstanding job done while serving the City.

CONSENT CALENDAR:

(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 Meeting Minutes of the Santee City Council for the Special Meetings of April 18, 2025, and April 20, 2025, and Regular Meeting of April 23, 2025. (City Clerk Jeffries)
- (3) Approval of Payment of Demands as Presented. (Finance Jennings)
- (4) Adoption of Resolutions Approving the Engineer's Report and Declaring the City Council's Intention to Levy Assessments and Setting a Public Hearing for the FY 2025-26 Santee Landscape Maintenance District Annual Levy of Assessments. (Finance – Jennings) (Reso 050-2025 and 051-2025)
- (5) Adoption of Resolutions Approving the Engineer's Report and Declaring the City Council's Intention to Levy Assessments and Setting a Public Hearing for the FY 2025-26 Town Center Landscape Maintenance District Annual Levy of Assessments. (Finance – Jennings) (Reso 052-2025 and 053-2025)
- (6) Item Pulled for Discussion.
- (7) Adoption of a Resolution Declaring the City Council's Intention to Levy, as a Successor Agency to County Services Area (CSA) 69, a Special Tax within the Santee-Lakeside Emergency Medical Services Authority Boundary for FY 2025-2026 and Setting a Public Hearing. (Finance – Jennings) (Reso 056-2025)
- (8) Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with Infrastructure Management Services (IMS) for the Preparation of the Pavement Condition Report 2026 and Finding this Action is Not a Project Under the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15060 and 15378. (Engineering – Schmitz) (Reso 057-2025)
- (9) Adoption of a Resolution Authorizing Appropriation and Expenditure of FY 2024 State Homeland Security Grant Funds in Accordance with all Program Requirements and Approve Purchase of Self-Contained Breathing Apparatus (SCBA) and SCBA Accessories. (Fire – Wallace) (Reso 058-2025)
- (10) Adoption of a Resolution Approving the Fifth Amendment to the Agreement with Paradigm Mechanical Corp. for HVAC Maintenance and Repairs. (Community Services Chavez) (Reso 059-2025)
- (11) Item Pulled for Discussion.

Action: Vice Mayor McNelis moved approval of the Consent Calendar and Agenda as Amended.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

Items removed from the Consent Calendar:

(6) Adoption of Resolutions Approving the Engineer's Report and Declaring the City Council's Intention to Levy Assessments and Setting a Public Hearing for the FY 2025-26 Santee Roadway Lighting District Annual Levy of Assessments. (Finance – Jennings) (Reso 054-2025 and 055-2025)

Public Speaker:

Carl Costantino

Heather Jennings, Finance Director, Carl Schmitz, Engineering Director, and Shawn Hagerty, City Attorney, addressed questions from the speaker.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

(11) Report Regarding the Decision by the San Diego County Sheriff's Department to Record Footage from Cameras at City Intersections. (Sheriff – Hernandez)

Public Speaker:

Carl Costantino

Mayor Minto and Shawn Hagerty, City Attorney, addressed questions from the speaker.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

NON-AGENDA PUBLIC COMMENTS (15 minutes):

- (A) Gary Blume, Total Altruism Project, shared the progress of the Total Altruism Project at Big Rock Park.
- (B) Carl Costantino inquired about the upcoming Palisade project.

PUBLIC HEARING:

(12) Public Hearing and Resolution Adopting General Plan Amendment (GPA2019-4) to Update the Safety Element of the Santee General Plan and Negative Declaration (AEIS2019-8) Under the California Environmental Quality Act (CEQA). (Planning and Building – Sawa) (Reso 060-2025)

The Public Hearing was opened at 7:04 p.m. Christina Rios, Senior Planner, Sydnie Margallo, Harris & Associates, and Darin Neufeld, Harris & Associates, provided a PowerPoint presentation and responded to Council questions with the assistance of Sandi Sawa, Planning and Building Director.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

The Public Hearing was closed at 7:24 p.m.

(13) Public Hearing for a Conditional Use Permit (CUP-2024-0001) to Construct an 87,090 Square-Foot Self-Storage Building Located at 10835 Woodside Avenue in the General Commercial (GC) Zone and Finding the Project Categorically Exempt from the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15332 (Applicant: Extra Space Storage). (Planning and Building – Sawa) (Reso 061-2025)

The Public Hearing was opened at 7:24 p.m. Councilmember Hall recused himself due to conflict of interest and left the dais at 7:24 p.m. Christina Rios, Senior Planner, provided a PowerPoint presentation and responded to Council questions with the assistance of Carl Schmitz, Engineering Director, Sandi Sawa, Planning and Building Director and Shawn Hagerty, City Attorney.

Public Speaker:

- Robin Harrison, Riderwood Terrace Condominiums
- Sam Cohen
- Ken Toomer
- Jaume Toomer, Riderwood Terrace
- Marlene Curtin, Riderwood Terrace Community
- Will Nava
- Eric Farwell, Riderwood Terrace HOA
- Kyle Johnson, Ware Malcomb
- David Mann, Ware Malcomb Architects
- Clint Kleppe, Extra Space Storage
- Brooke Miller, Extra Space Storage

Action: Councilmember Koval moved to approve the project with modified conditions related to window retrofit for neighboring properties, lighting changes on the access road, as needed tree removal and specified hours of operation.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmember Koval: Aye. Ayes: 3. Noes: 0. Recused: Councilmember Hall. Absent: Councilmember Trotter.

The Public Hearing was closed at 8:37 p.m. Councilmember Hall rejoined the meeting at 8:37 p.m.

(14) Public Hearing on the Adoption of the Resolution Amending the *TransNet* Local Street Improvement Program for Fiscal Years 2026 Through 2030 to Align the Regional Transportation Improvement Plan (RTIP) with the Proposed Capital Improvement Program Budget and Finding the Action is Not a Project Subject to the California Environmental Quality Act. (Engineering – Schmitz) (Reso 062-2025)

The Public Hearing was opened at 8:37 p.m. Brittany Gohres, Senior Management Analyst, provided a PowerPoint presentation and responded to Council questions.

Action: Councilmember Hall moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

The Public Hearing was closed at 8:40 p.m.

NEW BUSINESS:

(15) Resolution Awarding the Construction Contract to Eagle Paving LLC for the Citywide Slurry Seal and Roadway Maintenance Program 2025 (CIP 2025-02) Project and Determining the Project is Categorically Exempt from Environmental Review Under the California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15301(c). (Engineering – Schmitz) (Reso 063-2025)

Carl Schmitz, Engineering Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Steve Miller, Principal Civil Engineer.

Action: Councilmember Koval moved approval of staff recommendation.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; and Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

(16) An Ordinance Amending Chapter 2.40 of the Santee Municipal Code Pertaining to Contribution Limits. (City Clerk – Jeffries)

James Jeffries, City Clerk, provided a PowerPoint presentation and responded to Council questions with the assistance of Shawn Hagerty, City Attorney.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; Ayes: 4. Noes: 0. Absent: Councilmember Trotter.

NON-AGENDA PUBLIC COMMENT: (Continued)

None.

CITY COUNCIL REPORTS:

Councilmember Koval inquired about the progress of the development projects on Marrokal Lane.

Mayor Minto spoke about attending the SANDAG retreat and attending a League of California Cities meeting in Sacramento.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:55 p.m. in the memory of Mike Clark.

Date Approved:

James Jeffries, City Clerk

DRAFT

Minutes Santee City Council Council Chamber – Building 2 10601 Magnolia Avenue Santee, California May 28, 2025

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

<u>ROLL CALL</u>: Present: Mayor John W. Minto, Vice Mayor Rob McNelis, and Councilmembers Ronn Hall, Laura Koval, and Dustin Trotter.

Officers present: Interim City Manager Gary Halbert, City Attorney Shawn Hagerty and City Clerk James Jeffries

INVOCATION was given by Kevin Miller – Foothills Christian Church

PLEDGE OF ALLEGIANCE was led by Vice Mayor McNelis

ADJOURNMENT IN MEMORY: Paul Berghoff

Vice Mayor McNelis presented the Adjournment in Memory certificate to Bill Berghoff who shared some memories of his father.

ADJOURNMENT IN MEMORY: Jerry Park

Vice Mayor McNelis presented the Adjournment in Memory certificate to Sharon Park and shared some memories of Jerry.

RECOGNITION: Santana High School Students Ben Siekert and Abraham Espino

Vice Mayor McNelis presented Certificates of Recognition to Ben Siekert and Abraham Espino gold and silver winners at the SkillsUSA California State Leadership and Skills Conference, Collision Repair Technology event; he also presented a Proclamation to Ben Sikura Auto Body Teacher at Santana High School who praised the award winners and shared information about the program.

CONSENT CALENDAR:

- (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) (Reso 064-2025)
- (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) (Reso 065-2025)
- (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) (Reso 066-2025)
- 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) (Reso 067-2025)

Action: Councilmember Hall moved approval of the Consent Calendar.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENTS (15 minutes):

- (A) Brenda Hammond spoke about the upcoming local summer concerts.
- (B) Carl Costantino asked questions about the upcoming Palisade project and inquired how notifications for the project were sent out.

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) (Reso 068-2025)

Mayor Minto left the dais at 7:01 p.m. The Public Hearing was opened at 7:01 p.m. Brittany Gohres, Senior Management Analyst, provided a PowerPoint presentation and responded to Council questions.

Action: Councilmember Koval moved approval of staff recommendation.

Councilmember Trotter seconded the motion, which carried by the following vote: Mayor Minto: Absent; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 4. Noes: 0. Absent: 1.

The Public Hearing was closed at 7:03 p.m.

(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) (Reso 069-2025 and 070-2025)

The Public Hearing was opened at 7:04 p.m. Mayor Minto returned to the dais at 7:06 p.m. Austin Silva, Contract Planner, with 4Leaf, Inc., provided a PowerPoint presentation and responded to Council questions with the assistance of John Abboud, KB Homes.

Public Speaker:

- Dwayne Patenande
- Jessica Palmer
- Corrie
- Brooke Miller, Sheppard Mullin

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

The Public Hearing was closed at 7:38 p.m.

CONTINUED BUSINESS:

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

Shawn Hagerty, City Attorney, provided a staff report and responded to Council questions.

Action: Councilmember Trotter moved approval of staff recommendation.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

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

Harley Wallace, Interim Fire Chief, provided a PowerPoint presentation and responded to Council questions with the assistance of Gary Halbert, Interim City Manager.

Action: Councilmember Koval moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

(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) (Ord 625)

James Jeffries, City Clerk, provided a PowerPoint presentation and responded to Council questions.

Action: Mayor Minto moved approval of staff recommendation and directed staff to bring back information related to a separate contribution limit for Mayor and contributions allowed by businesses.

Vice Mayor McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

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) (Reso 071-2025)

Madeline Mattson, Principal Planner, provided a PowerPoint presentation.

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor McNelis: Aye; and Councilmembers Hall: Aye; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

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

Heather Jennings, Finance Director, Carl Schmitz, Engineering Director, and Nicholas Chavez, Community Services Director, provided a PowerPoint presentation and responded to Council questions with the assistance of Steve Miller, Principal Civil Engineer.

Public Speaker:

Carl Costantino

After discussion, Council provided direction and feedback to staff.

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

Councilmember Hall spoke about future budget problems projected at MTS.

Councilmember Koval requested the City Attorney keep up to date on SB 569.

Councilmember Trotter thanked American Legion Post 364 of Santee for changing out the American flag at the Veteran's Memorial on Memorial Day.

Vice Mayor McNelis shared his experience judging the Miss Santee Pageant; he also thanked American Legion Post 364 of Santee for changing the American Flag; and he wished Councilmember Koval happy birthday and Councilmember Trotter happy belated birthday.

Mayor Minto spoke about the recent SANDAG retreat he attended.

CITY MANAGER REPORTS:

Gary Halbert, Interim City Manager, shared his excitement to work with the City Council and City staff.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

Councilmembers recessed at 8:59 p.m. and convened in Closed Session at 9:07 p.m. Councilmember McNelis recused himself from Closed Session on Item 18 due to conflict of interest.

(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

Councilmembers reconvened in Open Session at 10:30 p.m., with all members present. Mayor Minto reported for Item 16, direction given to staff; Item 17, the Council unanimously approved terms for a new agreement with the Santee Firefighters Association and directed staff to bring back a Memorandum of Understanding reflecting these terms as part of the budget approval process; and Item 18, direction was given.

ADJOURNMENT:

There being no further business, the meeting was adjourned in memory of Paul Berghoff and Jerry Park at 10:31 p.m.

Date Approved:

James Jeffries, City Clerk

MEETING DATE June 25, 2025

ITEM TITLE APPROVAL OF PAYMENT OF DEMANDS

DIRECTOR/DEPARTMENT Heather Jennings, Finance

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.

<u>CITY ATTORNEY REVIEW</u> ⊠ N/A • □ Completed

RECOMMENDATION GA

Approve the Payment of Demands as presented.

ATTACHMENT

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



Payment of Demands Summary of Payments Issued

Date	Description	<u>Amount</u>
06/04/25	Accounts Payable	\$ 194,743.33
06/05/25	Accounts Payable	36,437.20
06/11/25	Accounts Payable	274,098.19
06/11/25	Accounts Payable	140,175.48
06/12/25	Accounts Payable	273,585.78
06/12/25	Payroll	474,368.78
06/13/25	Accounts Payable	79,859.01
06/17/25	Accounts Payable	 152,283.11
	TOTAL	\$ 1,625,550.88

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

06/04/2025 10:37:18AM

Voucher List CITY OF SANTEE

Page 1

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139449	6/4/2025	10292 ALL STAR FIRE EQUIPMENT INC	264369	54830	SAFETY APPAREL & EQUIPMENT Total :	346.96 346.96
139450	6/4/2025	10010 AIS TRUST ACCOUNT NEWPORT	3087452		FRIDAY NIGHTS LIVE EVENT INSUF Total :	605.00 605.00
139451	6/4/2025	15648 ASHBURN, RACHAEL	295760		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139452	6/4/2025	10412 AT&T	301053963; JUN25		MAST PARK Total :	149.80 149.80
139453	6/4/2025	14306 AZTEC LANDSCAPING INC	J2065	54798	CUSTODIAL SERVICES - PARKS Total :	293.46 293.46
139454	6/4/2025	15487 BHI MANAGEMENT CONSULTING	025-08	55250	MANAGEMENT CONSULTING Total :	2,275.00 2,275.00
139455	6/4/2025	15644 BROWN, IMANI	295785		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139456	6/4/2025	10032 CINTAS CORPORATION 694	4230388104 4230396947	54844 54844	MISC SHOP RENTALS STATION SUPPLIES Total :	74.14 55.66 129.80
139457	6/4/2025	12328 CINTAS FIRE 636525	020D603734	55097	ANNUAL FIRE EXTINGUISHER SER Total :	107.70 107.70
139458	6/4/2025	10839 COUNTY OF SAN DIEGO	FY25/26-105554		FY2026 STA 4-HAZMAT PERMIT Total :	1,527.00 1,527.00
139459	6/4/2025	10333 COX COMMUNICATIONS	141609201; MAY25 141609501; APR25 141609501; MAY25		APT IT-FS4 8950 COTTONWOOD A APT IT-OPS 9534 VIA ZAPADOR APT IT-OPS 9534 VIA ZAPADOR Total :	207.39 207.39 207.39 622.17
139460	6/4/2025	10333 COX COMMUNICATIONS	112256001; MAY25		9130 CARLTON OAKS DR	96.77

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Voucher List CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	<u>PO #</u>	Description/Account	Amount
139460	6/4/2025	10333 10333 COX COMMUNICATIONS	(Continued)		Total :	96.77
139461	6/4/2025	15655 CREATIVE REPIPE	8887		DEVELOPER DEPOSIT REFUND Total :	1,500.00 1,500.00
139462	6/4/2025	10046 D MAX ENGINEERING INC	9213 9214	54850 54849	SANTEE 24-25 CONSTRUCTION IN: STORMWATER PROGRAM ASSIST Total :	2,431.30 32,576.84 35,008.14
139463	6/4/2025	15642, DAVIS, CHERYL	326784		EMPLOYEE REIMBURSEMENT Total :	35.63 35.63
139464	6/4/2025	10449 DAY MANAGEMENT CORPORATION	INV873508	54853	EQUIPMENT REPAIR Total :	55.00 55.00
139465	6/4/2025	13442 EBBIN MOSER + SKAGGS LLP	5115	52777	MSCP SUBAREA PLAN Total :	50,520.00 50,520.00
139466	6/4/2025	15446 FOCUS PSYCHOLOGICAL SERVICE	INV104471	55213	PSYCHOLOGICAL SERVICES Total :	800.00 800.00
139467	6/4/2025	12638 GEORGE HILLS COMPANY, INC.	INV1031916	55094	ADMIN-LIABILITY CLAIMS Total :	1,500.00 1,500.00
139468	6/4/2025	10490 HARRIS & ASSOCIATES INC	66312 66968 67280	55142 55142 55142	SAFETY & ENV JUSTICE ELEMENT SAFETY & ENV JUSTICE ELEMENT SAFETY & ENV JUSTICE ELEMENT Total :	2,615.00 748.75 4,501.25 7,865.00
139469	6/4/2025	11724 ICF JONES & STOKES INC	INV-00000134878	53609	MSCP SUBAREA PLAN Total :	3,465.00 3,465.00
139470	6/4/2025	15645 KEANE, JANE	295766		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139471	6/4/2025	10204 LIFE ASSIST INC	1599320 1600304	54807 54807	EMS SUPPLIES EMS SUPPLIES	2,952.36 1,661.25

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Voucher List CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139471	6/4/2025	10204 10204 LIFE ASSIST INC	(Continued)		Total :	4,613.61
139472	6/4/2025	15647 MCCUTCHEON. MOLLY	296032		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139473	6/4/2025	10238 MILLER, STEVE	3825100		FIRE STATION SUPPLIES Total :	56.38 56.38
139474	6/4/2025	15643 MURRAY, FLYNN	295547		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139475	6/4/2025	10155 MUSCO SPORTS LIGHTING LLC	438795	55170	MUSCO LIGHTS Total :	3,850.00 3,850.00
139476	6/4/2025	14470 MW STEELE GROUP INC	2200SGIP-20	53741	SGIP GRANT - SANTEE TOWN CEN Total :	15,399.30 15,399.30
139477	6/4/2025	10308 O'REILLY AUTO PARTS	2968-286452	54864	VEHICLE REPAIR PART Total :	17.16 17.16
139478	6/4/2025	15650 PRITCHETT, SARAH	295724		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139479	6/4/2025	10407 SAN DIEGO GAS & ELECTRIC	04229703218; MAY25 22373580042; MAY25		STREET LIGHTS TRAFFIC SIGNALS Total :	47,626.04 8,031.12 55,657.16
139480	6/4/2025	10677 SANTEE CHAMBER OF COMMERCE	3922	5497 7	SUMMER SANTEE MAGAZINE AD P Total :	2,400.00 2,400.00
139481	6/4/2025	13206 SHARP BUSINESS SYSTEMS	9005321039	54984	SHARP COPIES 2025.05 Total :	932.80 932.80
139482	6/4/2025	15649 SOTO, ADRIAN	295947		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139483	6/4/2025	10217 STAPLES ADVANTAGE	6031962104 6031962105	54870 54870	OFFICE SUPPLIES - P&B E OFFICE SUPPLIES - P&B E	127.31 63.50

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Voucher List CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139483	6/4/2025	10217 STAPLES ADVANTAGE	(Continued) 6032438882	55122	FY 24/25 OFFICE SUPPLIES Total :	64.27 255.08
139484	6/4/2025	15523 CALMAT DBA	3375496	55222	ASPHALT MATERIALS & SUPPLIES Total :	471.57 471.57
139485	6/4/2025	10250 THE EAST COUNTY	00152672		INVITATION TO BID - TRAFFIC SIGN Total :	931.00 931.00
139486	6/4/2025	15629 THE STAND	8048		DEVELOPER DEPOSIT REFUNDABI Total :	1,223.95 1,223.95
139487	6/4/2025	12480 UNITED SITE SERVICES	114-14063269 114-14063554	55056 55056	PORTAPOT AT WALKER PRESERVE SEPTIC CLEANING Total :	352.58 180.00 532.58
139488	6/4/2025	15646 URIBE, MADISON	295792		EMPLOYEE REIMBURSEMENT Total :	35.00 35.00
139489	6/4/2025	10475 VERIZON WIRELESS	6113193727		WIFI SERVICE Total :	1,220.31 1,220.31
41	1 Vouchers f	or bank code : ubgen			Bank total :	194,743.33
41	1 Vouchers i	n this report			Total vouchers :	194,743.33

Prepared by: 25 614/25 Date: Approved by: ____ Date: ____

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Bank code :	ubgen					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
34823	6/5/2025	10482 TRISTAR RISK MANAGEMENT	122537		WORKERS COMP LOSSES; MAY25 Total :	36,437.20 36,437.20
1	Vouchers	for bank code : ubgen			Bank total :	36,437.20
1	Vouchers	in this report			Total vouchers :	36,437.20

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Date:		10/10/05

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Voucher List CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139490	6/11/2025	12951 BERRY, BONNIE	June 1, 2025		RETIREE HEALTH PAYMENT Total :	91.00 91.00
139491	6/11/2025	15033 BLUECROSS OF CA	ACID 11842		REFUND - AMBULANCE BILLING Total :	2,661.60 2,661.60
139492	6/11/2025	15660 CAL RANCH STORES LLC	950066/S	55265	CHAINSAWS AND TRIMMERS Total :	7,972.66 7,972.66
139493	6/11/2025	10031 CDW GOVERNMENT LLC	SD2506694	55217	NETWORK FIREWALL EQUIPMENT Total :	6,200.00 6,200.00
139494	6/11/2025	15623 CH COURT TECH INC	7348 7349	55234 55234	SPORTS COURTS RESURFACING SPORTS COURTS RESURFACING Total :	18,000.00 2,800.00 20,800.00
139495	6/11/2025	10032 CINTAS CORPORATION 694	4231039989	54844	MISC SHOP RENTALS Total :	74.14 74.14
139496	6/11/2025	12328 CINTAS CORP. #2	5271347903	55039	FIRST-AID KIT SERVICE Total :	381.92 381.92
139497	6/11/2025	10268 COOPER, JACKIE	June 1, 2025		RETIREE HEALTH PAYMENT Total :	91.00 91.00
139498	6/11/2025	12153 CORODATA RECORDS	RS7087311	54996	CORODATA RECORDS MANAGMEN Total :	894.98 894.98
139499	6/11/2025	11862 CORODATA SHREDDING INC	DN1520782		CORODATA SHREDDING Total :	55.20 55.20
139500	6/11/2025	10839 COUNTY OF SAN DIEGO	FY25/26 - 203484		FY 25/26 HAZ MAT PERMIT - STA 5 Total :	1,072.00 1,072.00
139501	6/11/2025	15662 COWAN, DANNY	ACID 25697		REFUND - AMBULANCE BILLING Total :	130.00 130.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139502	6/11/2025	10333 COX COMMUNICATIONS	038997401; MAY25		9951 RIVERWALK DR Total :	57.00 57.00
139503	6/11/2025	12593 ELLISON WILSON ADVOCACY, LLC	2025-05-06	54917	LEGISLATIVE ADVOCACY SERVICE Total :	1,500.00 1,500.00
139504	6/11/2025	14446 ENTERPRISE FM TRUST	282938A-060525 FOT0184190	55040	VEHICLE LEASING PROGRAM FLEET MAINTENANCE SERVICES Total :	13,857.67 340.76 14,198.43
139505	6/11/2025	10368 FIREWORKS & STAGE FX AMERICA	23016	55254	FIREWORKS DEPOSIT Total :	18,165.00 18,165.00
139506	6/11/2025	12876 FUN 4 KIDS ENTERTAINMENT	000521 000522	55191 55191	ENTERTAINMENT AGREEMENT ENTERTAINMENT AGREEMENT Total :	225.00 225.00 450.00
139507	6/11/2025	10066 GLOBALSTAR USA LLC	91357468		SATELLITE PHONE SERVICE Total :	106.00 106.00
139508	6/11/2025	15663 HILL, LAWRENCE OR JUDITH	ACID 25672		REFUND - AMBULANCE BILLING Total :	50.00 50.00
139509	6/11/2025	15440 IDI Q	INV-IDIQ52595		ID PROTECTION Total :	572.40 572.40
139510	6/11/2025	14504 JACOBS ENGINEERING GROUP INC	2279		MTS TRAINING Total :	166.00 166.00
139511	6/11/2025	10204 LIFE ASSIST INC	1600692 1601038	54807 54807	EMS SUPPLIES EMS SUPPLIES Total :	153.54 3,947.85 4,101.39
139512	6/11/2025	15225 LONG, CHERYL L	June 1, 2025		RETIREE HEALTH PAYMENTS Total :	91.00 91.00
139513	6/11/2025	15664 MIEDEMA, KERI OR ROBERT	ACID 3542 ACID 613		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING	24.00 50.00

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Voucher	Date	Vendo	r	Invoice	PO #	Description/Account	Amount
139513	6/11/2025	15664	15664 MIEDEMA, KERI OR ROBERT	(Continued)		Total :	74.00
139514	6/11/2025	10507	GREAT AMERICA FINANCIAL SVCS	39300545		MITEL MXE III CONTROLLER SATA : Total :	1,588.52 1,588.52
139515	6/11/2025	15665	MORENO, TERESA OR MARTIN	ACID - 19061		REFUND - AMBULANCE BILLING Total :	50.00 50.00
139516	6/11/2025	15637	MORRISON, NANCY	ACID 21344-2		REFUND - AMBULANCE BILLING Total :	200.00 200.00
139517	6/11/2025	14470	MW STEELE GROUP INC	2200-25 2200-26 2200-27 2200SGIP-19	53741 53741 53741 53741 53741	SANTEE ART AND ENTERTAINMEN SANTEE ART & ENTERTAINMENT D SANTEE ART & ENTERTAINMENT D SMART GROWTH INCENTIVE PRO(Total :	1,175.00 1,050.00 6,100.00 13,865.00 22,190.00
139518	6/11/2025	15666	OLIVER, RICHARD OR JUDY	ACID 23850		REFUND - AMBULANCE BILLING Total :	130.00 130.00
139519	6/11/2025	10092	PHOENIX GROUP INFO SYSTEMS	042025031	54878	FY 24/25 PARKING CITE PROCESS Total :	621.89 621.89
139520	6/11/2025	10150	PROBUILD	04-0397260	54934	BUILDING MATERIALS & SUPPLIES Total :	651.00 651.00
139521	6/11/2025	15343	QUADIENT FINANCE USA INC	2128-9		QUADIENT POSTAGE FUNDING Total :	297.50 297.50
139522	6/11/2025	12237	RAYON, KYLE	June 1, 2025		RETIREE HEALTH PAYMENT Total :	91.00 91.00
139523	6/11/2025	15458	REYES, LEOANGELO	563		ART IN THE PARK - TEENS Total :	337.00 337.00
139524	6/11/2025	15344	ROBOTIC LAWNMOWER EXPERTS LLC	250520-01	55210	AUTONOMOUS MOWERS Total :	7,809.68 7,809.68

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Voucher List CITY OF SANTEE

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Voucher	Date	Vendo	r	Invoice	PO #	Description/Account	Amount
139525	6/11/2025	15667	SAIDA, SAIDA	ACID 20459		REFUND - AMBULANCE BILLING Total	100.00 100.00
139526	6/11/2025	10768	SANTEE SCHOOL DISTRICT	9718	54923	CHET HARRITT FIELD LIGHTS Total	1,006.95 1,006.95
139527	6/11/2025	15668	SARMIENTO, DONNA OR FRANK	ACID 17482		REFUND - AMBULANCE BILLING Total	250.00 250.00
139528	6/11/2025	13171	SC COMMERCIAL, LLC	IN-0000118679		FUEL Total	390.33 390.33
139529	6/11/2025	14523	SCA OF CA, LLC	CA1001569	54811	STREET SWEEPING SVCS Total	31,019.58 31,019.58
139530	6/11/2025	15669	SCHILLER, IRIS	ACID 17692		REFUND - AMBULANCE BILLING Total	290.00 290.00
139531	6/11/2025	15020	SHARP COMMUNITY MEDICAL GRP	ACID 16442 ACID 18759		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING Total	535.30 461.22 996.52
139532	6/11/2025	15021	SHARP HEALTH PLAN	ACID 12235 ACID 13816 ACID 13990		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING REFUND- AMBULANCE BILLING Total	1,163.00 1,096.00 1,272.00 3,531.00
139533	6/11/2025	10585	SHARP REES-STEALY MEDICAL	ACID 17482 ACID 17692		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING Total	459.44 355.96 815.40
139534	6/11/2025	12223	SITEONE LANDSCAPE SUPPLY LLC	152834654-001 153295634-001 153475289-001 154158051-001	54925 54925 54925 54925	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS Total	327.41 1,746.26 355.43 139.56 2,568.66
139535	6/11/2025	15639	SONIA'S HEALTH CORNER	1058		WELLNESS EVENT	420.00

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Voucher List CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139535	6/11/2025	15639 15639 SONIA'S HEALTH CORNE	R (Continued)		Total :	420.00
139536	6/11/2025	14500 SPROUT SOCIAL INC.	07012025		SPROUTSOCIAL SOCIAL MEDIA MA Total :	14,304.00 14,304.00
139537	6/11/2025	11056 STANDARD ELECTRONICS	2273 2299	54879 54879	FIRE ALARM & SPRINKLER MONIT(FIRE ALARM & SPRINKLER MONIT(Total :	1,042.79 2,268.84 3,311.63
139538	6/11/2025	10217 STAPLES ADVANTAGE	6031899673 6032575290	55017 55122	OFFICE SUPPLIES - PSD 24/25 YR OFFICE SUPPLIES Total :	390.17 85.43 475.60
139539	6/11/2025	10119 STEVEN SMITH LANDSCAPE INC	3550 3567 3568	54812 54812 54812	A 1 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES A 1 LANDSCAPE SERVICES Total :	870.88 19,920.50 27,856.90 48,648.28
139540	6/11/2025	15670 STEY, HENRY	ACID 16442		REFUND - AMBULANCE BILLING Total :	150.00 150.00
139541	6/11/2025	14594 SUNWARD FLAG COMPANY, LLC	45012	55221	FLAGS Total :	3,475.11 3,475.11
139542	6/11/2025	10250 THE EAST COUNTY	00152628 00153040 00153084 00153263		INVITATION TO BID - CITYWIDE PAN NOTICE OF PUBLIC HEARING - TON NOTICE OF PUBLIC HEARING - ALL PUBLIC NOTICE - SLEMSA FY 25/26 Total :	847.00 245.00 199.50 66.50 1,358.00
139543	6/11/2025	12457 THE RAWLINGS COMPANY LLC	ACID 21137		REFUND - AMBULANCE BILLING Total :	3,386.35 3,386.35
139544	6/11/2025	15091 T-MOBILE USA INC	993045165; MAY25		CITY HALL Total :	1,193.74 1,193.74
139545	6/11/2025	15671 TOLLEY, DENNIS OR AUDREY	ACID 21746		REFUND - AMBULANCE BILLING	150.00
vchlist 06/11/2025 3:00:37PM

Voucher List CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	r	Invoice	PO #	Description/Account		Amount
139545	6/11/2025	15671	15671 TOLLEY, DENNIS OR AUDRE	Y (Continued)			Total :	150.00
139546	6/11/2025	10257	TYLER TECHNOLOGIES INC	045-518316	55257	ENERGOV TRAINING	Total :	8,325.00 8,325.00
139547	6/11/2025	15490	UNITED CARPORTS LLC	18837	55123	STATION 20 CARPORT	Total :	12,221.76 12,221.76
139548	6/11/2025	12480	UNITED SITE SERVICES	5343877	55056	PORTAPOT CITY HALL	Total :	135.54 135.54
139549	6/11/2025	10642	USPS-POC	5312025		POSTAGE REIMBURSEMENT	Total :	1,924.49 1,924.49
139550	6/11/2025	12276	VARGAS, CROSSBY	306	55157	SPECIAL EVENT ENTERTAIN	MENT Total :	450.00 450.00
139551	6/11/2025	15672	VELEZ, JANEEN	ACID 18759		REFUND- AMBULANCE BILLIN	NG Total :	250.00 250.00
139552	6/11/2025	14687	WEX BANK	105366644		FLEET CARD FUELING	Total :	18,905.94 18,905.94
139553	6/11/2025	12930	WILLIAMS, ROCHELLE	June 1, 2025		RETIREE HEALTH PAYMENT	Total :	91.00 91.00
139554	6/11/2025	12641 \	WITTORFF, VICKY DENISE	June 1, 2025		RETIREE HEALTH PAYMENT	Total :	31.00 31.00
	65 Vouchers f	or bank	code : ubgen			Bank	total :	274,098.19
	65 Vouchers i	n this re	port			Total vouc	hers :	274,098.19

65 Vouchers in this report Prepared by: Date: Approved by: Date: _

vchlist 06/12/2025	4:06:26P	М	Voucher List CITY OF SANTEE		Page	ə 12
Bank code :	ubgen					
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
11673	6/11/2025	10956 FRANCHISE TAX BOARD	June Retiree 25 PPE 6/4/25		CA STATE TAX WITHHELD CA STATE TAX WITHHELD Total :	46.00 34,757.95 34,803.95
11683	6/11/2025	10955 DEPARTMENT OF THE TREASURY	June Retiree 25 PPE 6/4/25		FEDERAL WITHHOLDING TAX FEDERAL WITHHOLDING TAX Total :	211.00 105,160.53 105,371.53
2	Vouchers f	for bank code : ubgen			Bank total :	140,175.48

2 Vouchers in this report

Prepared by: Date:_ Approved <u>by</u> Date: _____

Total vouchers :

140,175.48

vchlist

Voucher List CITY OF SANTEE

Page 13

06/12/2025 12:16:26PM

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
139555	6/12/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535882		FLEXIBLE SPENDING ACCOUNT Total :	3,046.15 3,046.15
139556	6/12/2025	10334 CHLIC	3548951		MEDICAL AND DENTAL INSURANCE Total :	261,984.92 261,984.92
139557	6/12/2025	14793 CONTROLLING INS COST IN CA, SCHOO	L 2025-06		EMPLOYEE ASSISTANCE PROGRAI Total :	439.31 439.31
139558	6/12/2025	10785 RELIANCE STANDARD LIFE	June 2025		VOLUNTARY LIFE INSURANCE Total :	291.78 291.78
139559	6/12/2025	10424 SANTEE FIREFIGHTERS	PPE 6/4/25		DUES/PEC/BENEVOLENT/BC EXP Total:	4,818.86 4,818.86
139560	6/12/2025	10776 STATE OF CALIFORNIA	PPE 06/04/25		WITHHOLDING ORDER Total:	449.53 449.53
139561	6/12/2025	10776 STATE OF CALIFORNIA	PPE 6/4/25		WITHHOLDING ORDER Total:	260.30 260.30
139562	6/12/2025	10001 US BANK	PPE 6/04/25		PARS RETIREMENT Total:	1,653.40 1,653.40
139563	6/12/2025	14600 WASHINGTON STATE SUPPORT	PPE 6/4/25		WITHHOLDING ORDER Total :	641.53 641.53
	9 Vouchers f	for bank code : ubgen			Bank total :	273,585.78

9 Vouchers in this report

Prepared by: Date: Approved by: Date:

273,585.78

Total vouchers :

PyBatch 06/10/2025	1:16:05PM				Payroll Proce CITY OF S 5/22/2025 to 6/4	SANTEE	b				Page	14
	EARNING	SS SECTION		DEDUCTIONS SECTION			LEAVE SECTION					
Туре	Hours/units	Rate	Amount Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
				roth	119,274.54	12,932.90						
				sb-1		93.93						
				sb-3		70.72						
				sffa		3,639,68						
				sffapc		1,037.29						
				st1cs3	78,525.30	2,355.76	-2,355.76					
				st2cs3	15,934.38	478.03	-478.03					
				texlif		249.71						
				vaccpr		698.10						
				vaccpt		170.76						
				vcanpr		419.08						
				vcanpt		132.95						
				vgcipt		63.62						
				vghipr		31.12						
				vision	13,391.70	537.35						
				voladd		17.55						
				voldis		292.21						
				vollad			145.88					
				vollif		145.90						
Grand Totals	16,999.23		776,635.65			302,266.87	326,376.40		Gross: Net:	776,635.6 474,368.78		
								-				

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<< No Errors / 8 Warnings >>

RE 614/25 PAXOALE 6/12/25

vchlist 06/13/2025	12:33:29PM	Voucher List CITY OF SANTEE		<u>ی</u>	Page 1	15
Bank code :	ubgen					
Voucher	DateVendor	Invoice	PO #	Description/Account		Amount
6569002	6/13/2025 14704 457 MISSIONSQUARE	PPE 6/4/25		ICMA - 457	Total :	45,039.03 45,039.03
6 7 45069	6/13/2025 14705 RHS MISSIONSQUARE	PPE 6/4/25		RETIREE HSA	Total :	34,819.98 34,819.98
2	? Vouchers for bank code : ubgen			В	Bank total :	79,859.01
2	Vouchers in this report			Total	vouchers :	79,859.01

2 Vouchers in this report

Prepared by: **** Date:____ 0.13.1 Approved by: Date:

vchlist 06/17/2025	1:47:00PM	Voucher List CITY OF SANTEE		Page	e 16
Bank code :	ubgen				
Voucher	Date Vendor	Invoice	<u>PO #</u>	Description/Account	Amount
6253	6/17/2025 10353 PERS	06 25 3		RETIREMENT PAYMENT Total :	152,283.11 152,283.11
1	Vouchers for bank code : ubgen			Bank total :	152,283.11
1	Vouchers in this report			Total vouchers :	152,283.11

Prepared by: Date: Approved by Date:

1



MEETING DATE June 25, 2025

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$129,731.15 FOR MAY 2025 LEGAL SERVICES

DIRECTOR/DEPARTMENT Heather Jennings, Finance \cancel{X}

SUMMARY

Legal services invoices proposed for payment for the month of May 2025 total \$129,731.15 as follows:

1)	General Retainer Services	\$ 17,882.48
2)	Labor & Employment	17,942.19
3)	Litigation & Claims	4,893.82
4)	Special Projects - General Fund	45,156.56
5)	Special Projects – Other Funds	12,224.70
6)	Third-Party Reimbursable Projects	31,631.40
	Total	\$ 129,731.15

FINANCIAL STATEMENT

Account Description: Legal Services

General Fund:	AMOUNT	E	BALANCE
Adopted Budget	\$ 891,530.00		
Revised Budget	966,530.00		
Prior Expenditures	(783,567.47)		
Current Request	(85,875.05)	\$	97,087.48
Other Funds (excluding third-party reimbursable it	ems):		
Adopted Budget	\$ 25,000.00		
Revised Budget	32,200.00		
Prior Expenditures	(10,493.27)		
Current Request	(12,224.70)	\$	9,482.03

<u>CITY ATTORNEY REVIEW</u> ⊠ N/A □ Completed

RECOMMENDATION

Approve the expenditure of \$129,731.15 for May 2025 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary May 2025

2. Legal Services Billing Recap FY 2024-25



LEGAL SERVICES BILLING SUMMARY MAY 2025

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer	\$ 17,882.48	1031524	
1001.00.1201.51020	 17,882.48		
Labor & Employment:			
Labor & Employment Employee Benefits	16,990.89 951.30	1031525 1031528	
1001.00.1201.51020	 17,942.19		
Litigation & Claims:			
Litigation & Claims	2,939.47	1031526	
Lee Receivership	375.70	1031530	
Schaeffer Receivership	1,116.25	1031535	
Hope for the Homeless Lakeside Inc.	 462.40	1031536	
1001.00.1201.51020	 4,893.82		
Special Projects (General Fund):	40.044.00	1001507	
Community Oriented Policing	16,244.00	1031527	
CEQA Special Advice Advanced Records Center Services for PRA	780.30 12,715.30	1031539 1031531	
Cannabis	4,695.06	1031532	
Safety-Environ Justice Element	578.00	1031533	
Surplus Land Act/Real Property Special Advice	1,907.40	1031534	
Housing and Planning Legal Support	8,236.50	1031529	
1001.00.1201.51020	 45,156.56		
SD Diver Fire Mitigation	12,224.70	1031537	3501.50.4101.72452
SD River Fire Mitigation	 	1031557	3501.50.4101.72452
	 12,224.70		
Third-Party Reimbursable:			
HomeFed Project	20,134.60	1031538	tm22001a.10.05
Redevelopment of Carlton Oaks Golf Course	4,023.20	1031540	cup1906a.10.05
Palisade Warehouse	428.00	1031543	dr23002a.10.05
Summit Townhomes	3,707.20	1031544	tm23003a.10.05
Extra Space Storage City Ventures Cottonwood and Park	1,498.00 984.40	1031542 1031545	cup2401a.10.05 tm24001a.10.05
Townsend Project Design Review	856.00	1031546	tm24003a.10.05
	 31,631.40		
Total	\$ 129,731.15		

LEGAL SERVICES BILLING RECAP FY 2024-25

Category	Adopted Budget		Previously Spent Year to Date	Available Balance	Curre Mo./Yr.	ent Request Amount
<i>General Fund:</i> General / Retainer Labor & Employment Litigation & Claims Special Projects	\$216,530 80,000 75,000 520,000	0.00105,000.000.00125,000.00	92,182.82 137,843.07	\$ 37,212.81 12,817.18 (12,843.07) 145,775.61	May-25 May-25 May-25 May-25	\$ 17,882.48 17,942.19 4,893.82 45,156.56
Total	\$ 891,530	0.00 \$ 966,530.00	\$ 783,567.47	\$ 182,962.53		\$ 85,875.05
<i>Other City Funds:</i> MHFP Commission Capital Projects SLEMSA JPA SD River Fire Mitigation	\$ 10,000 5,000 10,000	5,000.00	2,881.46 1,011.50	\$ 3,399.69 2,118.54 8,988.50 7,200.00	May-25 May-25 May-25 May-25	\$ - - - 12,224.70
Total	\$ 25,00	0.00 \$ 32,200.00	\$ 10,493.27	\$ 21,706.73		\$ 12,224.70

Third-Party Reimbursable:

Total

\$ 171,450.95

\$ 31,631.40

Total Previously Spent to Date

FY 2024-25			Total Proposed for Payme		
General Fund	\$	783,567.47	General Fund	\$	85,875.05
Other City Funds		10,493.27	Other City Funds		12,224.70
Applicant Deposits or Grants		171,450.95	Applicant Deposits or Grants		31,631.40
Total	\$	965,511.69	Total	\$	129,731.15



MEETING DATE June 25, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITYWIDE CRACK SEALING PROGRAM 2025 (CIP 2025-03) PROJECT AS COMPLETE AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

DIRECTOR/DEPARTMENT Carl Schmitz, Engineering

SUMMARY

This item requests City Council accept the Citywide Crack Sealing Program 2025 (CIP 2025-03) Project as complete.

At its March 12, 2025 meeting, the City Council awarded the construction contract for the Citywide Crack Sealing Program 2025 (CIP 2025-03) Project for a total contract amount of \$74,470.00 to American Asphalt South, Inc. and authorized the Director of Engineering/City Engineer to approve contract change orders in a total amount not to exceed \$18,617.00 for unforeseen items and additional work.

A Notice to Proceed was issued on April 28, 2025, and the work was completed on June 3, 2025. One change order was authorized in the amount of \$18,617.00 for additional crack sealing on Mission Gorge Road.

Staff requests City Council accept the project as complete and direct the City Clerk to file a Notice of Completion.

ENVIRONMENTAL REVIEW

Per California Environmental Quality Act (CEQA) Guidelines Section 15378, this action is not a project under CEQA as it involves an administrative activity of government without the potential of a significant impact on the environment.

FINANCIAL STATEMENT

Funding for this project is provided by previously allocated funds from the General Fund, specifically allocated for street paving projects.

Original Construction Contract Construction Change Orders Miscellaneous Project Costs	\$	74,470.00 18,617.00 1,028.87
Total Project Cost	<u>\$</u>	94,115.87

CITY ATTORNEY REVIEW

N/A

☑ Completed





RECOMMENDATION

Adopt the attached Resolution:

- 1. Accepting the Citywide Crack Sealing Program 2025 (CIP 2025-03) project as complete; and
- 2. Authorizing the City Clerk to file a Notice of Completion with the San Diego County Clerk.

ATTACHMENT

Resolution Project Map



RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ACCEPTING THE CITYWIDE CRACK SEALING PROGRAM 2025 (CIP 2025-03) PROJECT AS COMPLETE AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT ("CEQA")

WHEREAS, the City Council awarded the construction contract for the Citywide Crack Sealing Program 2025 (CIP 2025-03) Project to American Asphalt South, Inc. on March 12, 2025 in the amount of \$74,470.00; and

WHEREAS, City Council authorized the Director of Engineering/City Engineer to approve construction change orders in a total amount not to exceed \$18,617.00; and

WHEREAS, one change order in the total amount of \$18,617.00 was approved for additional crack sealing on 1 street (Mission Gorge Road); and

WHEREAS, the project was completed for a total amount of \$94,115.87; and

WHEREAS, American Asphalt South, Inc. has completed the project in accordance with the contract plans and specifications.

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

SECTION 1: The work for the construction of the Citywide Crack Sealing Program 2025 (CIP 2025-03) project is accepted as complete on this date.

SECTION 2: The City Clerk is directed to record a Notice of Completion.

SECTION 3: The action is not a project subject to the California Environmental Quality Act ("CEQA") per CEQA Guidelines Section 15378 as it involves an administrative activity of government without the potential of a significant impact on the environment.

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 25th day of June, 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:



Source COUNCIL AGENDA STATEMENT CITY OF SANTEE

MEETING DATE June 25, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FY 2025-26

DIRECTOR/DEPARTMENT

Heather Jennings, Finance

SUMMARY

In accordance with Article XIII-B of the California Constitution, as amended, the City Council is required to adopt by resolution an appropriations limit prior to the beginning of each fiscal year. The appropriations limit creates a restriction on the amount of revenue that may be appropriated in any fiscal year. Not all revenues are restricted by the limit, only those which are considered proceeds of taxes.

The appropriations limit is adjusted each year based on a combination of population and inflation or assessed valuation factors. Population and inflation data is provided by the State Department of Finance, and the change in assessed valuation due to non-residential new construction data is provided by the City's property tax consultant HDL Coren & Cone. The appropriations limit for FY 2025-26 is calculated to be \$509,516,908, which is an increase of \$32,924,598 from the FY 2024-25 calculation based on the change in the County of San Diego population and the change in per capita personal income. Appropriations of tax revenues subject to the limit total \$48,864,204 which is \$460,652,704 less than the calculated limit.

Additional appropriations in FY 2025-26 funded by non-tax sources such as service charges, restricted revenues from other agencies, or grants are not affected by the appropriations limit. However, any supplemental appropriations funded through increased tax sources may not exceed the \$460,652,704, the difference between the FY 2025-26 appropriations limit of \$509,516,908 and the City's current appropriation of tax revenues, \$48,864,204. Based on the amount of the variance, the City's appropriations limit will not be exceeded in the foreseeable future.

FINANCIAL STATEMENT

The appropriations limit for FY 2025-26 will be \$509,516,908.

CITY ATTORNEY REVIEW

□ N/A ⊠Completed

RECOMMENDATION

Adopt the attached resolution establishing the appropriations limit for FY 2025-26

ATTACHMENTS (Listed Below)

Resolution (with Exhibit A - Appropriations Limit Calculation)



RESOLUTION NO.	R	ESC	LU1	ION	NO.	
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RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA ESTABLISHING THE APPROPRIATIONS LIMIT FOR FY 2025-26

WHEREAS, Article XIII-B of the California State Constitution, as amended, requires local jurisdictions to annually adjust their appropriations limit for inflation and population changes; and

WHEREAS, the City has received population and per capita personal income data from the State Department of Finance, used to calculate the FY 2025-26 appropriations limit; and

WHEREAS, the required calculations to determine the appropriations limit for FY 2025-26 have been performed by the Finance Department and are on file with the office of the City Clerk and are available for public review; and

WHEREAS, these calculations are provided on Exhibit "A", which is herein incorporated by reference and attached hereto.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Santee, California that the appropriations limit for FY 2025-26 shall be \$509,516,908 based upon the calculations provided on Exhibit "A".

ADOPTED by the City Council of the City of Santee, California, at a regular meeting thereof held this 25th day of June, 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

ATTEST:

JOHN W. MINTO, MAYOR

JAMES JEFFRIES, CITY CLERK

Attachment: Exhibit A

	 Exhibit "A"		
Appropriations Limit Ca FY 2025-26			
FY 2024-25 Limit (per Resolution No.077-2024)			\$ 476,592,310
Inflation Index Options:			
California per capita personal income (CCPI) change Change in assessed valuation due to non-residential	6.44 %		
new construction	4.37 %		
Inflation Factor to Use		1.0644	
Population Index Options:			
City Population Growth	(0.60) %		
County Population Growth	0.44 %		
Population Factor to Use		1.0044	
Cumulative Factor (Inflation Factor x Population Factor)			 1.069083
FY 2025-26 Limit			\$ 509,516,908



MEETING DATE June 25, 2025

ITEM TITLE CONTINUE PUBLIC HEARING FOR TENTATIVE MAP TM-2023-0003 AND DEVELOPMENT REVIEW PERMIT DR-2023-0007 FOR A MULTI-FAMILY RESIDENTIAL DEVELOPMENT LOCATED AT 10939 SUMMIT AVENUE (APN 378-190-01-00) TO THE JULY 9, 2025, CITY COUNCIL MEETING (APPLICANT: WARMINGTON RESIDENTIAL)

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

SUMMARY

The applicant requested that the public hearing for Tentative Map TM-2023-0003 and Development Review Permit DR-2023-0007 be continued to the July 9, 2025, City Council meeting.

ENVIRONMENTAL REVIEW

This item is not a project under the California Environmental Quality Act ("CEQA") as defined in Section 15378 of the CEQA Guidelines.

FINANCIAL STATEMENT

Staff costs for application processing are paid on an actual cost recovery basis.

<u>CITY ATTORNEY REVIEW</u> □ N/A ⊠ Completed

RECOMMENDATION

Open and continue the Public Hearing to July 9th, 2025.



COUNCIL AGENDA STATEMENT CITY OF SANTEE

MEETING DATES June 25, 2025

ITEM TITLE CITY COUNCIL DIRECTION ON THE SELECTION PROCESS, INCLUDING INTERVIEW QUESTIONS, FOR PHASE IV OF THE RETAIL COMMERCIAL CANNABIS BUSINESS (CCB) PERMIT APPLICATION REVIEW AND FINDING THE DIRECTION IS NOT A "PROJECT" AS DEFINED BY THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND THEREFORE NOT SUBJECT TO CEQA.

DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Planning & Building

SUMMARY

The purpose of this item is for City Council to provide direction to staff on the selection process for Phase IV of the retail Commercial Cannabis Business (CCB) application process in accordance with adopted Ordinances 602, 614 and the CCB Application Procedures and Review Criteria ("Procedures"). The Procedures (attached) detail the four-phase process: Phase I: Determination of Eligibility, Phase II: Application Evaluation and Review, Phase III: Interviews, and Phase IV: City Council Interviews and Final Decision.

Phase IV City Council Interviews and Final Decision

Interview Format:

There will be two days of interviews on Tuesday, July 8th and Thursday, July 10th. Each interview will be 45 minutes, and it is suggested that no more than seven questions be asked by the City Clerk to each of the qualified applicants.

Selection Process:

After all 16 applicant interviews have been heard, the City Council will make a final determination, which, if any applicants, will be awarded a permit. Under the City's current ordinance, up to four permits may be awarded. It is recommended that up to four additional applications be selected as alternates. The final City Council deliberations and selection process will take place on Friday, July 11th.

To begin narrowing down the applications, each councilmember will select their top eight applicants. Any application/applicant that is not selected by a councilmember will not move forward. At this time, councilmembers can discuss and ask clarifying questions of applicants to reduce each councilmember's list down to the top six and finally their top four. If there is an inability to achieve consensus on the top four, the Council reserves the right to use a ranking process. Staff will utilize a spreadsheet similar to the one used during the Community Development Block Grant fund allocation process to assist the City Council in seeing any similarities and overall narrowing down the applications. The first alternate will be ranked with up to three other alternates chosen. The alternates list will be valid for two years.





CITY OF SANTEE COUNCIL AGENDA STATEMENT

ENVIRONMENTAL REVIEW

Pursuant to the requirements of the California Environmental Quality Act ("CEQA"), the City Council adopted a Mitigated Negative Declaration ("MND") and Mitigation Monitoring and Reporting Program for the Santee Cannabis Business Ordinance in July 2022 (State Clearinghouse No. 2022060058) and adopted Ordinance 602 in August 2022. The CCB application process involves the adoption of the procedures for the implementation of the CCB Ordinance of the City of Santee and is therefore covered by the analysis in the 2022 MND. No subsequent environmental review is required as none of the circumstances in State CEQA Guidelines Section 15162 have occurred. Further, the selection of interview questions or detailing of the Phase IV interview and selection process of the CCB Procedures does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment and therefore is not a "project" as defined by CEQA (Public Resources Code section 21065; CEQA Guidelines section 15378). Any necessary compliance with CEQA for individual projects would be required prior to construction authorization.

FINANCIAL STATEMENT

Staff time spent on this project will be recovered through the CCB application fees paid by each applicant.

CITY ATTORNEY REVIEW

🗆 N/A

☑ Completed

RECOMMENDATION

Provide staff direction related to the Phase IV selection process.

ATTACHMENTS

- A- Phase IV Interview Questions
- **B-** Procedures



Attachment A CCB Permit (Retail Applications) Phase IV City Council Interview Draft Questions For Consideration

- 1) Why did you choose Santee and your specific site?
- 2) Please describe how you will go above state requirements to ensure your business does not become a nuisance and fits within the Santee community.
- 3) Please explain your business model in detail, including your target market. Please include how your business model will serve the community's needs.
- 4) What measures will be taken to ensure your business operations are sustainable and adaptable related to regulation compliance and the overall cannabis industry?
- 5) Please describe how you expect your business will contribute to the community over the next three years. Please include the direct fee that will be offered to the City, and describe the methodology used to determine the estimated gross receipts included in your proforma.
- 6) Tell us about a time when you had to build trust with a skeptical community or government body. How did you earn their support, and how will you apply that knowledge here?
- 7) If selected, all applicable licenses are required to be renewed through the City and the Department of Cannabis Control on a yearly basis. Please explain your prior experience working with the Department of Cannabis Control, including the compliance and licensing divisions, and your process for ensuring timely filing of renewals.

City of Santee



10601 Magnolia Ave Santee, CA 92071 Email: <u>cannabisinfo@cityofsanteeca.gov</u>

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

Application Period (45 Days) OPENS – September 10, 2024 at 3 PM CLOSES – October 24, 2024 at 3 PM

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 <u>cannabisinfo@cityofsanteeca.gov</u>.

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 <u>must be submitted</u> 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 legal lot (referred to as "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), the proposed building location with its assessor's parcel number and evidence of legal parcel documentation in compliance with the City's Determination of Legal Parcel handout.

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 3 pm on <u>October</u> <u>24, 2024</u>. 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 applicable Live Scan fee of the actual cost will be assessed by the Sheriff's Department at time of application for the background check. 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 3:00 pm on <u>October 24, 2024.</u> 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").
- 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 (<u>https://www.cityofsanteeca.gov/business/cannabis-business</u>) 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 at 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.

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. <u>Finances</u> – 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. <u>Daily Operations</u> 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. <u>Number of Employees</u> The application identifies the number of employees at initial opening and the maximum number of employees when the business is at full capacity.
- <u>Employee Responsibilities</u> The application identifies all positions to be employed at the proposed business, their responsibilities, and the salary ranges for those employment positions.
- <u>Employee Benefits</u> 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)

 <u>Qualified Security Professional</u> – 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 thirdparty 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.

- 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. <u>Operational Security</u> The application includes a description of operational security, including but not limited to general security for access/visitor control and inventory control.
- <u>Cash Handling</u> 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. <u>Perimeter Security</u> The application includes a description of perimeter security, exterior lighting, on-site security guards, proposed guard hours and their responsibilities.
- 6. <u>Employee Training and Policies</u> 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 <u>verbally</u> 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)

- 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 <u>existing</u> 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 <u>not</u> 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.

COUNCIL AGENDA STATEMENT CITY OF SANTEE

MEETING DATE June 25, 2025

ITEM TITLE AN ORDINANCE TO ADOPT THE SANTEE FIRE HAZARD SEVERITY ZONE MAP AS RECOMMENDED BY CAL FIRE FOR COMPLIANCE WITH GOVERNMENT CODE SECTION 51179 AND FIND THAT THE ACTION IS NOT A PROJECT AND THEREFORE NOT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT.

DIRECTOR/DEPARTMENT Interim Fire Chief Harley Wallace, Fire Department

SUMMARY

Fire Hazard Severity Zones (FHSZs) are classified into Moderate, High, and Very High hazard levels based on scientific analysis of factors such as fuel loading, topography, fire weather, and historical fire patterns. These zones guide fire prevention efforts, building standards, defensible space requirements, and public safety planning. State law now requires local jurisdictions to adopt Moderate, High, and Very High FHSZs in Local Responsibility Areas (LRAs) within 120 days of receiving the California Department of Forestry and Fire Protection (CAL FIRE) recommendations. The City of Santee received these recommendations on March 24, 2025, and has until July 22, 2025, to adopt the recommendations by Ordinance to comply with Government Code Section 51179.

PREVIOUS DISCUSSION ITEMS AND RESULTING ACTION

During the April 9, 2025, City Council Meeting, the Fire Marshal presented three key discussion items: (1) expansion of FHSZ boundaries, (2) application of the zone boundaries for properties located within multiple zones, and (3) duration of the public comment period.

Regarding Discussion Item 1, the Santee Fire Department is not proposing to expand any FHSZ.

Regarding Discussion Item 2, CAL FIRE has recently clarified that for parcels containing multiple fire hazard severity zones, the **most stringent zone designation** applies to the **entire parcel** under California Government Code § 51183.5. This determination applies irrespective of the minimal overlay area from the Santee FHSZ Map on any portion of the parcel. The interpretation stems from the **Civil Code's definition of "real property"** and the **mandatory disclosure requirements** established under § 51183.5, which govern wildfire risk notifications for property transactions.

Regarding Discussion Item 3, a dedicated webpage and survey for public comment were established on April 14, 2025, to solicit community input. This platform will remain accessible until the conclusion of the Second Reading of the Ordinance which is set for July 9, 2025. No public comments were submitted during the April 9, 2025, City Council meeting. At this time, no feedback has been received through the online portal.





ITY OF SANTEE COUNCIL AGENDA STATEMENT

FINANCIAL STATEMENT

The financial impacts of the adoption of the Santee FHSZ Map, as required by state law, are unknown at this time.

CITY ATTORNEY REVIEW □ N/A • ⊠ Completed

ENVIRONMENTAL REVIEW

The consideration of the Fire Severity Zone Map is not a "project" as defined by the California Environmental Quality Act ("CEQA") because it involves advisory and does not have the potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment (Public Resources Code section 21065; CEQA Guidelines section 15378).

RECOMMENDATION Staff recommends that the City Council conduct First Reading of the Ordinance and set the Second Reading and adoption for July 9, 2025, to comply with the 120-day adoption window.

ATTACHMENT

Draft Ordinance Santee FHSZ Map LRA-Legislation-Factsheet



AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA DESIGNATING MODERATE, HIGH, AND VERY HIGH FIRE HAZARD SEVERITY ZONES BY MAP TO COMPLY WITH THE REQUIREMENTS OF CALIFORNIA GOVERNMENT CODE SECTION 51179

WHEREAS, California Government Code sections 51175 et seq. set forth laws intended to classify lands in the state where moderate, high, and very high fire hazards exists in order that public officials may implement measures to reduce fire risks; and

WHEREAS, California Government Code section 51178 requires that the Director of the California Department of Forestry and Fire Protection (CALFIRE) identify and transmit to local agencies areas within their jurisdiction which are moderate, high, and very high fire hazard severity zones (FHSZ); and

WHEREAS, California Government Code section 51179 requires a local agency to designate, by ordinance, moderate, high, and very high FHSZ within its jurisdiction within 120 days of receiving such a transmittal from CALFIRE; and

WHEREAS, the City of Santee received a transmittal from CALFIRE identifying moderate, high, and very high FHSZ within its jurisdiction on March 24, 2025; and

WHEREAS, the City of Santee Fire Chief has reviewed and accepted the moderate, high, and very high FHSZ as identified by CALFIRE for the City of Santee, which map is titled the "Santee Fire Hazard Severity Zones" ("FHSZ Map") and is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, the FHSZ Map has been made available to the public in the Santee City Clerk's office; and

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 designates within the City of Santee the moderate, high, and very high fire hazard severity zones, as required by California Government Code section 51179 and as transmitted by the Director of the California Department of Forestry and Fire Protection. The fire hazard severity zones are designated on a map titled "Santee Fire Hazard Severity Zones" (FHSZ Map). The FHSZ Map is intended to be used in conjunction with the most current edition of the California Building Standards Code (Title 24) and supersedes any other maps previously adopted by the City of Santee designating fire hazard severity zones.

SECTION 2. The Fire Chief shall cause the most current version of the FHSZ Map to be maintained on file with the Office of the Santee City Clerk at all times and cause a notice to be posted at the office of the San Diego County Recorder, San Diego County Assessor and the San Diego County Planning Department identifying the location of the City of Santee FHSZ Map.

SECTION 3. The City Council finds that this Ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. If any section, subsection, sentence, clause phrase or word of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction or preempted by state legislation, such decision or legislation shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of Santee hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause or phrase not declared invalid or unconstitutional without regard to any such decision or preemptive legislation.

SECTION 5. This Ordinance shall become effective thirty (30) days after its passage. The City Clerk shall certify to the adoption of this Ordinance and cause it, or a summary of it, to be published once in a newspaper of general circulation printed and published within the City of Santee. The City Clerk shall post at the duly designated posting places within the City and publish once within fifteen (15) days after adoption in the East County Californian, a newspaper of general circulation.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 25th day of June 2025, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the 9th day of July 2025, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment: Santee Fire Hazard Severity Zone Map
CITY OF SANTEE – SAN DIEGO COUNTY

Local Responsibility Area Fire Hazard Severity Zones



As Identified by the State Fire Marshal

March 24, 2025





Fire Hazard Severity Zones Local Responsibility Area

Fire Hazard Severity Zones

What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – CA GOV 51178

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – CA GOV 51175

What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. - osfm.fire.ca.gov/fhsz

Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those the CAL FIRE includes in its hazard mapping, which is built to remain steady.

California Department of Insurance

What are the requirements within Fire Hazard Severity Zones?

- Materials and Construction Methods for Exterior Wildfire Exposure <u>CBC Chapter 7A</u>
- Natural hazard real estate disclosure at the time of sale CA CTV 1102.19 (AB 38 2019)
- 100-foot defensible space clearance requirements CA GOV 51182
- Property development standards such as road widths, water supply, and signage CA PRC 4250
- Consideration during future development of Cities and Counties General Plan CA GOV 65302



Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino. 1991

Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones. Fire Hazard Severity Zone maps are created.



The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.





Is there an easy way to determine the Fire Hazard Severity Zone of my property? You can search by address to find your current designation on the website: osfm.fire.ca.gov/fbs:

Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. – **PRC 4125** and **CC 51178**

What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. – osfm.fire.ca.gov/fhsz

Why does the model place an emphasis on the spread of embers? Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. – osim fire can gov/finsz

What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. – CA PRC 4102 Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. – CA PRC 4125

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area. – PRC 4202 and GC 51178



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.



AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.



AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.





General

What is a Fire Hazard Severity Zone or FHSZ?

Public Resource Code 4202; The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread. <u>Government Code 51178</u>; The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.



General

What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under <u>Senate Bill 63 (Stern, 2021)</u> <u>Government Code 51178</u> was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.



General

How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

How are Fire Hazard Severity Zones determined?

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

What new data will be included in the new model, and how does this differ from the previous model?

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.

General

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

Why do waterbodies have a Fire Hazard Severity Zone Classification?

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans. Currently there are 189 cities and 56 counties with FHSZ.

How can I search the Fire Hazard Severity Zone of a property?

You can search by address to find your current designation on the web at: <u>https://egis.fire.ca.gov/FHSZ/ osfm.fire.ca.gov/FHSZ</u>



SRA Questions

What is State Responsibility Area or SRA?

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

How is State Responsibility Area determined?

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the <u>Public Resources Code Section 4125</u>. The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

What Fire Hazard Severity Zones are in State Responsibility Area?

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

What are the wildland urban interface (WUI) building codes in State Responsibility Area?

The WUI building codes (<u>California Building Code (CBC) Chapter 7A</u>) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at:

https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/



SRA Questions

Why is my property in a different zone than the adjacent area, which looks similar?

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification.

What is the difference between the various Fire Hazard Severity Zones?

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

Is the GIS data for Fire Hazard Severity Zones available for download?

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.



LRA Questions

What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. <u>Government Code 51175</u> then provides direction for the local jurisdiction to take appropriate action.

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes (<u>CBC Chapter 7A</u>) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per <u>Government Code 51182</u> unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit <u>www.readyforwildfire.org</u>.



LRA Questions

What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The department works with local jurisdictions for validation of the mapping. The map, along with a model ordinance, are then sent to the governing body for adoption.

How are the new Fire Hazard Severity Zones impacting development?

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

When will the Local Responsibility Area Map be released?

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2024/25.

Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?

New legislation, <u>Senate Bill 63 (Stern, 2021)</u>, now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

What is the difference between the various Fire Hazard Severity Zones?

Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

Why is my property in a different zone than the adjacent area, which looks similar?

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.



Assembly Bill No.337

An act to add Chapter 6.8 (commencing with Section 51175) to Part 1 of Division 1 of Title 5 of the Government Code, and to amend Section 13108.5 of the Health and Safety Code, relating to fire protection.

[Enrolled, January 28, 1991]

AB 337, Bates. Very high fire hazard severity zones.

(1) Under existing law, the State Board of Forestry is required to classify all lands within the state, in accordance with prescribed criteria, for the purpose of determining areas in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state.

This bill would declare that the prevention of fires is not a municipal affair but is instead, a matter of statewide concern, and would make a finding and declaration of the Legislature that its provisions apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. The bill would prohibit that finding from limiting the authority of a local agency, as defined, from imposing more restrictive fire and panic safety requirements, as otherwise authorized by law.

The bill would state that it is not the intent of the Legislature to limit or restrict the authority of a local agency to impose more restrictive fire and panic safety requirements, as otherwise authorized by law.

This bill would require the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones within all counties pursuant to a prescribed schedule. The bill would require local agencies, as defined, to designate, by ordinance, very high fire hazard severity zones in their jurisdiction after receiving recommendations from the director, except as prescribed. The bill would authorize local agencies to include or exclude areas following certain findings and would require changes made by local agencies to be final and not rebuttable by the director. By requiring local agencies to designate very high fire hazard severity zones within their jurisdictions, this bill would impose a state-mandated local program. The bill would require the State Fire Marshal to prepare and adopt a model ordinance that provides for the establishment of any high fire hazard security zones.



Assembly Bill No.337 (Continued)

(2) Under existing law, any person who owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush-covered lands, or grass-covered lands, or any land that is covered with flammable material, is required to undertake specified fire protection measures, including the maintenance of specified firebreaks.

The bill would enact requirements of this nature for any person who owns, leases, controls, operates, or maintains, any occupied dwelling or occupied structure in, upon, or adjoining any mountainous area, forest-covered land, brush-covered land, grass-covered land, or land covered with flammable material, which area or land is within a very high fire hazard severity zone, as described in (1).

The bill would authorize local agencies to exempt certain structures and would exempt certain land or water areas.

The bill would make violation of these requirements an infraction or misdemeanor, as specified, thereby imposing a state-mandated local program by creating a new crime, and would specify related matters.

This bill would require local agencies to notify owners of property of violation and would authorize local agencies to correct the conditions and make a lien upon the property, as prescribed. By creating these requirements, this bill would impose a state-mandated local program.

The bill would permit a violation of these requirements to be considered a public nuisance, as specified.

(3) Existing law requires the State Fire Marshal to adopt, amend, and repeal regulations for roof coverings and openings into the attic areas of buildings in those fire hazard severity zones in state responsibility lands as designated by the director. Existing law requires the director to classify lands within state responsibility areas into fire hazard severity zones.

This bill would instead require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal those regulations. The bill would also require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal, those regulations for buildings in very high fire hazard severity zones in state responsibility lands, designated by the director, and in very high fire hazard severity zones as described in (1). The bill would require roofs on all new buildings and certain existing buildings in both of those zones to be at least a class B roof that complies with Standard 32-7 of the Uniform Building Code, as adopted in the California Building Standards Code. The bill would impose requirements on installers and roofing materials and make other related changes. The bill would exempt historic buildings, as defined, from these provisions.

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Senate Bill No.63

CHAPTER 382

An act to amend Sections 51177, **51178, 51178.5**, 51182, and 51189 of the **Government Code**, to amend Section 13108.5 of the Health and Safety Code, and to amend Sections 4124.5 and 4291 of, and to add and repeal Sections 4123.8, 4291.5, and 4291.6 of, the Public Resources Code, relating to fire prevention.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

SB 63, Stern. Fire prevention: vegetation management: public education: grants: defensible space: fire hazard severity zones.

(1) Existing law requires the Director of Forestry and Fire Protection to identify areas of the state as very high fire hazard severity zones based on specified criteria. Existing law requires a local agency, within 30 days after receiving a transmittal from the director that identifies very high fire hazard severity zones, to make the information available for public review, as provided. This bill, among other things, would also require the director to identify areas of the state as moderate and high fire hazard severity zones. The bill would modify the factors the director is required to use to identify areas into fire hazard severity zones, as provided. The bill would require a local agency to make this information available for public review and comment, as provided. By expanding the responsibility of a local agency, the bill would impose a statemandated local program.

This bill would also make conforming changes.

(2) Existing law requires a person who owns, leases, controls, operates, or maintains an occupied dwelling or structure in, upon, or adjoining a mountainous area, forest-covered land, brush-covered land, grass-covered land, or land that is covered with flammable material that is within a very high fire hazard severity zone, as designated by a local agency, or a building or structure in, upon, or adjoining those areas or lands within a state responsibility area, to maintain a defensible space of 100 feet from each side and from the front and rear of the structure, as specified. Existing law authorizes a greater distance than specified above on the specified land in a very high fire hazard severity zone. Existing law specifies that clearance beyond the property line may only be required if state law, local ordinance, rule, or regulation includes certain findings and specifies that clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.

Amended by Senate Bill No.63 Government Code 51178



The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

(Amended by Stats. 2021, Ch. 382, Sec. 2.5. (SB 63) Effective January 1, 2022.)

Government Code 51178.5

Within 30 days after receiving a transmittal from the State Fire Marshal that identifies fire hazard severity zones pursuant to Section 51178, a local agency shall make the information available for public review and comment. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps.

(Amended by Stats. 2021, Ch. 382, Sec. 3.5. (SB 63) Effective January 1, 2022.)

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Assembly Bill No. 211

CHAPTER 574

An act to amend Sections 11891, 11893, 12581, 12996, 12998, 12999.4, and 12999.5 of, and to add Sections 12999.6 and 13001 to, the Food and Agricultural Code, **to amend Section 51179 of the Government Code**, to amend Sections 44274.10, 44274.11, 44274.12, 44274.13, and 44274.14 of the Health and Safety Code, to amend Sections 3113, 4799.05, 14503.5.1, 14538, 14549.2, 14581, 42052, and 42060 of, to add Sections 14537.5, 14548, 14555, and 21166.3 to, to add Part 5 (commencing with Section 75250) to Division 44 of, and to repeal Section 75250.1 of, the Public Resources Code, to amend Section 43152.6 of, and to amend and repeal Section 43152.10 of, the Revenue and Taxation Code, to amend Section 13198 of the Water Code, to amend the Budget Act of 2021 (Chapters 21, 69, and 240 of the Statutes of 2021) by amending Item 8570-002-0001 of Section 2.00 of that act, and to amend the Budget Act of 2021 (Chapter 44 of the Statutes of 2022) by amending Items 3540-101-0001 of Section 2.00 of that act, relating to public resources, and making an appropriation therefor, to take effect immediately, bill related to the budget.

[Approved by Governor September 27, 2022. Filed with Secretary of State September 27, 2022.]

AB 211, Committee on Budget. Public resources trailer bill.

(2) Existing law requires the State Fire Marshal to identify areas of the state as moderate, high, and very high fire hazard severity zones based on specified criteria. Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal. Existing law authorizes a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence, as provided.

This bill would additionally require a local agency to designate, by ordinance, moderate and high fire hazard severity zones within 120 days of receiving recommendations from the State Fire Marshal. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program. The bill would additionally authorize a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively. The bill would prohibit the local agency from decreasing the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, as provided.

Amended by Assembly Bill No. 211





Government Code 51179

- (a) A local agency shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.
- (b) (1) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 51182 are necessary for effective fire protection within the area.

(2) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively.

- (3) A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.
- (c) The local agency shall transmit a copy of an ordinance adopted pursuant to subdivision (a) to the State Board of Forestry and Fire Protection within 30 days of adoption.
- (d) Changes made by a local agency to the recommendations made by the State Fire Marshal shall be final and shall not be rebuttable by the State Fire Marshal.
- (e) The State Fire Marshal shall prepare and adopt a model ordinance that provides for the establishment of very high fire hazard severity zones.
- (f) Any ordinance adopted by a local agency pursuant to this section that substantially conforms to the model ordinance of the State Fire Marshal shall be presumed to be in compliance with the requirements of this section.
- (g) A local agency shall post a notice at the office of the county recorder, county assessor, and county planning agency identifying the location of the map provided by the State Fire Marshal pursuant to Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of this section, the notice shall instead identify the location of the amended map.

(Amended by Stats. 2022, Ch. 574, Sec. 10. (AB 211) Effective September 27, 2022.)



Increasing Fire Hazard Severity Zone (FHSZ) Area and Designation

Government Code section 51179 requires a local agency to designate, by ordinance, moderate, high, and very high FHSZ within 120 days of receiving the identified FHSZ's from the State Fire Marshal pursuant to Section 51178.

The law does not allow for a local jurisdiction to request changes or provide comments to the State Fire Marshal on the FHSZ designations. However, a local agency may choose to increase the designation of a FHSZ from the FHSZ identified by the State Fire Marshal, or designate areas as having a FHSZ that were not designated in a FHSZ by the State Fire Marshal. This may occur because FHSZ zone edges in the maps and data from the State Fire Marshal are not aligned with parcel boundaries or roads that some may consider for lines of convenance when adopting ordinances. A local agency is not allowed to reduce the designation of a FHSZ classification from the State Fire Marshal (i.e. a local agency cannot make an area designated as High by the State Fire Marshal, Moderate in its adopted ordinance).

However, a local jurisdiction can increase the designation from the one identified by the State Fire Marshal. If a local agency decides to increase the designation of a FHSZ, it may do so if it does the following:

1. If increasing the designation to Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.

2. If increasing the designation to Moderate or High, a local agency may do this at its discretion.

If a local agency decides to include areas in its FHSZ adopted ordinance not identified as being in a FHSZ by the State Fire Marshal, it may include those areas if it does the following:

1. If including areas not identified as being in a FHSZ and designating it as Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.

2. If including areas not identified as being in a FHSZ and designating it as Moderate or High, a local agency may do this at its discretion.



Land Use Planning Program

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, as well as collaborating in the development of Safety Elements in General Plans.



For More Information osfm.fire.ca.gov/fhsz



MEETING DATE June 25, 2025

ITEM TITLE CONTINUED REVIEW OF THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2025-26, AND RESOLUTION ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2025-26 AND TAKING RELATED ACTIONS

DIRECTOR/DEPARTMENT

Gary Halbert, Interim City Manager

SUMMARY

The Proposed Operating Budget for Fiscal Year 2025-26 was presented to the City Council and the public for initial review and discussion on June 11, 2025. It is now being brought back to the City Council for additional discussion, public comment and adoption.

The Proposed Operating Budget for Fiscal Year 2025-26 is on file with the City Clerk's Office and posted on the City's web site for public review. The attached Staff Report provides detail of the requested changes from the June 11, 2025 budget workshop, and an overview of the requested action to be taken in conjunction with the adoption of the proposed operating budget.

The attached General Fund Summary incorporates the changes to the operating budget mentioned above.

FINANCIAL STATEMENT

The proposed Operating Budget for Fiscal Year 2025-26 reflects a General Fund operating expenditure budget of \$64.0 million and a total operating expenditure budget, across all budgeted funds, of \$69.7 million for the upcoming fiscal year. The proposed General Fund budget is a balanced budget with General Fund revenues estimated at \$64.6 million. The anticipated reserve balance at June 30, 2026 is over \$14.5 million, representing 22.68% of ongoing annual operating expenditures.

<u>CITY ATTORNEY REVIEW</u> □ N/A ⊠ Completed

RECOMMENDATION

Adopt the following resolutions

- 1. Approving and adopting the Operating Budget for Fiscal Year 2025-26 and taking related actions, including any changes directed by the City Council.
- 2. Approving the Santee Firefighters' Association Memorandum of Understanding

ATTACHMENTS

- 1. Staff Report
- 2. Budget Summaries
- 3. June 11, 2025 Agenda Statement and Staff Report
- 4. Resolution Approving and Adopting Budget for Fiscal Year 2025-26
- 5. Resolution Approving the Santee Firefighters' Association Memorandum Understanding



STAFF REPORT

RESOLUTIONS APPROVING AND ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2025-26 AND APPROVING THE SANTEE FIREFIGHTERS' ASSOCIATION MEMORANDUM OF UNDERSTANDING

CITY COUNCIL MEETING JUNE 25, 2025

<u>Overview</u>

The Proposed Operating Budget for Fiscal Year 2025-26 is a balanced budget which provides for a reserve balance of \$14.5 million or 22.68% of annual General Fund operating expenditures in accordance with the City's reserve policy. Supplemental reserves in excess of the City's minimum policy level, \$484,421, are available in FY 2025-26 which will provide resources for unexpected needs, economic uncertainties, and City Council directed projects.

A detailed discussion of the Proposed Operating Budget for Fiscal Year 2025-26 is included in the June 11, 2025 Agenda Statement and Staff Report which are included as Attachment 3.

Requested Actions

The requested actions include the adoption of two Resolutions as follows.

1. <u>Resolution Approving and Adopting the Operating Budget for Fiscal Year 2025-26</u>: This Resolution will adopt the operating budget, including all changes directed by the City Council.

At the June 11, 2025 budget workshop, the City Council requested the following changes. These changes have been incorporated in the budget that is being presented.

- a. The full-time Code Compliance Assistant position was removed from the Code Compliance Department budget. And two part-time Code Compliance Assistants have been reinstated.
- b. The full-time Administrative Secretary position was removed from the City Clerk Department budget.
- c. The full-time Marketing Specialist position was removed from the Economic Development and Marketing Department budget.
- d. The Economic Development and Marketing Department's "Promotional Activities" budget was reduced by \$40,000.
- e. Community Services' Special Events budget was reduced by \$52,560 to remove carnival rides and other banner programs.
- f. Community Services' Recreation budget was reduced by \$23,000 to reduce contract services for a graphic artist. Printing and brochure creation will transition to an inhouse model.

- g. The Human Resources Department budget was increased by \$25,220 for part-time staffing assistance during the Financial System ERP implementation.
- h. \$5,000 that was previously included in the "Promotional Activities" budget in Economic Development and Marketing was moved to the City Council's "Hometown Heroes Program" budget for as needed funding for banner installation.
- i. Revenue projected to be received from carnival rides was removed, \$10,000.

Section 3 of this Resolution addresses salary and benefit adjustments and personnel changes to be implemented in FY 2025-26 in accordance with prior City Council direction or as otherwise provided in the proposed budget and provides for the adoption of the revised salary schedules (Exhibit A to the Resolution). The proposed budget reflects a 3.0% salary increase for all full-time permanent benefited employee groups (including City Council, Executive Management, and the City Clerk). The salary schedule also includes a 2.5% market adjustment, in conjunction with the 3.0% salary increase, for Santee Firefighters' Association members.

Section 4 of this Resolution addresses various budget administration and contract authorization matters, including the renewal of certain contracts and the consumer price index rate adjustment to the Agreement for City Attorney Legal Services with Best Best & Krieger. In addition, this section also includes authorization to increase the current year budget, FY 2024-25, to correct budgets that experienced end-of-year unexpected large expenditures.

Sections 5 of this Resolution continues the General Fund Reserve Policy and the Balanced General Fund Budget Policy.

<u>Resolution Approving the Santee Firefighters' Association (SFFA) Memorandum of Understanding (MOU)</u>: This Resolution approves the two-year agreement reached with the Santee Firefighters' Association (Exhibit A to the Resolution). Key terms included in the MOU are as follows.

Term of agreement:	July 1, 2025 – June 30, 2027
COLA increases:	3.0% effective July 3, 2025 3.0% effective July 2, 2026
Market Adjustments:	2.5% effective July 3, 2025 1.5% effective January 14, 2027
Uniform Allowance:	\$1,000 per year

GENERAL FUND SUMMARY FY 2025-26 PROPOSED BUDGET

	FY 2024-25 AMENDED BUDGET	FY 2025-26 PROPOSED BUDGET	INCREASE (DECREASE)
Revenues	\$ 63,361,130	64,641,470	\$ 1,280,340
Expenditures by Dept:			
City Council	555,170	590,270	35,100
City Attorney	968,530	925,170	(43,360)
City Manager (total):	1,654,480	1,393,690	(260,790)
City Manager	986,690	747,690	(239,000)
Economic Development	667,790	646,000	(21,790)
Information Technology	1,133,410	1,418,350	284,940
Animal Control	464,100	478,600	14,500
City Clerk	743,090	530,250	(212,840)
Human Resources & Risk Mgmt (total): Human Resources	2,008,920	2,107,130	98,210
Risk Management	953,590 1,055,330	928,390 1,178,740	(25,200) 123,410
Finance	1,791,120	1,873,150	82,030
Planning & Building (total):	3,203,950	3,183,690	(20,260)
Planning	1,822,990	1,803,960	(19,030)
Building	1,175,850	1,172,850	(3,000)
Code Compliance	205,110	206,880	1,770
Engineering (total):	3,132,320	3,306,900	174,580
Engineering	2,981,580	3,149,150	167,570
Stormwater	150,740	157,750	7,010
Community Services (total):	7,216,470	7,015,340	(201,130)
Administration	482,640	568,530	85,890
Public Svcs - Maintenance	5,012,700	4,132,750	(879,950)
Stormwater	183,040	208,260	25,220
Park Maintenance	203,500	764,660	561,160
Solid Waste	31,460	34,000	2,540
Facility Operations Recreation	163,120 702,910	166,520 725,560	3,400 22,650
Special Events	437,100	415,060	(22,040)
Law Enforcement	17,843,490	18,478,350	634,860
Fire and Life Safety (total):	21,415,670	22,662,720	1,247,050
Administration	1,511,950	1,431,630	(80,320)
Emergency Operations	12,954,580	13,942,060	987,480
Emergency Medical	6,238,440	6,557,050	318,610
Emergency Preparedness	53,610	46,870	(6,740)
Fleet Operations and Maintenance	657,090	685,110	28,020
Total Operating Expenditures Proposed	62,130,720	63,963,610	1,832,890
Revenues Over (Under) Expenditures	1,230,410	677,860	(552,550)
Other Financing Sources	467,921	-	(467,921)
Other Financing Uses:	(400.000)	(700 040)	
Transfers to Other Funds	(460,020)	(706,210)	(246,190)
Transfers to CIP	(762,121)	(945,100)	(182,979)
Unfunded Liabilities (CalPERS) Set Aside for Turf Replacement	(600,000) (100,000)	(600,000) -	- 100,000
Change in Available Fund Balance	\$ (223,810)	\$ (1,573,450)	\$ (1,349,640)
Available Fund Balance, Beg. of Year	16,305,081	16,081,271	(223,810)
Available Fund Balance, End of Year	\$ 16,081,271	\$ 14,507,821	\$ (1,573,450)

CITY OF SANTEE GENERAL FUND REVENUE DETAIL FY 2025-26 PROPOSED BUDGET

	FY 2024-25	FY 2025-26	Increase
Account Namo			Increase (Decrease)
Account Name	Revised Est	Proposed	(Decrease)
TAXES			
Property Taxes	26,484,120	27,453,000	968,880
Property Tax Secured and Unsecured	14,310,200	14,737,300	427,100
Property Tax - Redev Pass-through	730,000	760,100	30,100
Property Tax - Redev Residual Distrib	2,510,000	2,613,700	103,700
Real Property Transfer	250,000	250,000	103,700
Property Tax In Lieu (of VLF)	8,683,920	9,091,900	407,980
	0,003,920	9,091,900	407,960
Sales and Use Taxes	17,047,900	17,586,660	538,760
Sales and Use Taxes	19,403,250	20,016,420	613,170
Location Agreement Payment	(2,355,350)	(2,429,760)	(74,410)
			· · · · · ·
Transient Occupancy Tax	736,600	751,500	14,900
Transient Occupancy Tax	736,600	751,500	14,900
Franchise Fees	4,001,310	4,069,890	68,580
Franchise Fees	4,001,310	4,069,890	68,580
SPECIAL ASSESSMENTS	1,134,900	1,136,700	1,800
Assessments - Fire Benefit Fee	1,134,900	1,136,700	1,800
L INTERGOVERNMENTAL	675,000	463,870	(211,130)
Motor Vehicle License Fees	100,000	100,000	(211,130)
SB90 Claims	30,000	30,000	
Fire Reimbursements - Federal	220,000	161,440	(58,560)
Fire Reimbursements - State	325,000	172,430	(152,570)
	020,000	112,100	(102,010)
LICENSES AND PERMITS	1,680,340	1,409,230	(271,110)
Business Licenses - New	44,400	44,400	-
Business Licenses - Renewals	63,100	63,100	-
Regulatory Permits	4,100	4,000	(100)
Business Licenses - Other	600	600	-
Home Occupation Permit - New	7,900	7,500	(400)
Home Occupation Permit - Renewal	14,600	14,600	-
Alarm Permits	1,100	1,000	(100)
Fire Department - Permits/Services	80,600	86,360	5,760
Building Fees - Eng Direct City Costs	13,300	13,450	150
Building Plan Check Fees	237,000	237,000	-
Building Fees - PIng Direct City Costs	16,000	15,000	(1,000)
Building Permit Fees	780,540	803,000	22,460
Cannabis Application Fee	417,100	4,000	(413,100)
Cannabis Annual Renewal Fee	-	115,220	115,220
FINES AND FORFEITURES	219,050	209,880	(9,170)
Vehicle Code Fines	144,000	135,000	(9,000)
Other Fines and Forfeitures	7,600	8,000	400
Parking Citations	66,400	66,000	(400)
Code Compliance Administrative Citations	300	500	200
Storm Water Administrative Citations	750	380	(370)

CITY OF SANTEE GENERAL FUND REVENUE DETAIL FY 2025-26 PROPOSED BUDGET

F f 2023-20 F	FY 2025-26	Increase	
Account Name	FY 2024-25 Revised Est	Proposed	(Decrease)
Account Name	Revised Est	Proposed	(Decrease)
L CHARGES FOR SERVICES	2,780,440	2,778,180	(2,260)
Finance - Full Cost Recovery	2,000	2,000	(2,200)
Admin Tow Fees	15,000	15,000	-
Cost Recovery - Restitution	400	400	-
Candidate Statements	1,600	-00	(1,600)
City Clerk - Misc Fees	1,000	1,000	(1,000)
City Clerk - Passport Services	50,000	50,000	
Charges to Other Funds	190,630	232,450	41,820
CSD - Full Cost Recovery	2,000	2,000	
Cost Recovery - Subrogation	5,000	5,000	-
Sports Field Lighting	72,000	72,000	-
Disc Golf Fees	33,000	33,000	-
Electric Vehicle Charging Stations	13,720	13,720	-
Teen Programs	6,000	6,000	
Special Events	130,000	115,000	(15,000)
Charges to Other Funds	188,330	138,330	(13,000)
Fire - Full Cost Recovery	10,000	10,000	(30,000)
Instructional Services - FTES	11,600	16,800	5,200
SLEMSA REIMBURSEMENT	114,730	119,350	4,620
			4,020
Engineering - Fee Based	91,000	91,000 725,000	(112,000)
Engineering - Full Cost Recovery	837,000		(112,000)
Street Light Energizing Fee	2,000	1,700	(300)
Storm Water Inspection	12,580	12,700	120
Planning - Fee Based	15,000	15,000	-
Planning - Full Cost Recovery	282,700	308,270	25,570
Charges to Other Funds	693,150	792,460	99,310
LUSE OF MONEY AND PROPERTY	1,600,850	1,503,970	(96,880)
Interest Income	990,250	865,280	(124,970)
Rent/Lease/Use Income	10,400	12,980	2,580
City Facilities - Sportsplex	278,200	288,200	10,000
Concessions	20,000	20,000	
Rental - Bldgs 7 & 8	30,000	30,000	-
Rental - Picnic Shelters	95,000	95,000	-
Rental - Ball Fields	85,000	85,000	-
Rental - TCCPE Fields 3 & 4	85,000	100,000	15,000
Rent/Lease/Use Income	7,000	7,510	510
	7,000	7,010	510
	733,660	721,540	(12,120)
Sycamore Landfill Fees	524,210	566,140	41,930
Miscellaneous Income	5,000	5,000	
Hometown Heroes Program	7,200	7,200	
Taxable Sales	500	500	
Processing Fees	36,000	36,000	-
Miscellaneous Income	63,670	50,000	(13,670)
Loss Control Program	6,000	6,000	(13,070)
			-
Wellness Program	20,000	20,000	-
Miscellaneous Income	500	500	-
Donations	15,550	10,000	(5,550)

CITY OF SANTEE GENERAL FUND REVENUE DETAIL FY 2025-26 PROPOSED BUDGET

	FY 2024-25	FY 2025-26	Increase
Account Name	Revised Est	Proposed	(Decrease)
Donations - Memorial Program	1,000	1,000	-
Taxable Sales	50	50	-
Miscellaneous Income	2,500	600	(1,900)
Sale of Real & Personal Property	2,000	2,000	-
Miscellaneous Income	48,500	15,550	(32,950)
Abandoned Property Registration	980	1,000	20
OTHER FINANCING SOURCES	6,266,960	6,557,050	290,090
Operating Transfers In - EMS Reimbursement	6,266,960	6,557,050	290,090
Operating Transfers In	-	-	-
GRAND TOTAL GENERAL FUND	63,361,130	64,641,470	1,280,340

SUMMARY OF OTHER FUNDS FY 2025-26 PROPOSED BUDGET

Fund	Estimated Balances 07/01/25	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/26
OTHER FUNDS						
Risk Management Reserve	\$ 288,060	\$ 2,000	\$-	\$-	\$-	290,060
Workers' Comp. Reserve	1,290,940	8,700	-	-	-	1,299,640
Vehicle Acq. & Replacement	1,001,230	65,000	(883,810)	818,810	-	1,001,230
Recreation Revolving	128,010	322,000	(318,980)	-	-	131,030
Technology Replacement	147,010	-	(146,000)	70,000	-	71,010
Supplemental Law Enforcement	114,580	101,000	(200,000)	-	-	15,580
Highway 52 Coalition	10	18,000	(61,250)	43,240	-	-
PEG Fees	29,410	115,000	-	-	(80,250)	64,160
CASp Certification and Training	73,070	9,000	(28,950)	-	-	53,120
Gas Tax	477,310	1,653,300	(1,855,010)	(25,820)	(222,000)	27,780
SAFE Program	18,730	400	(10,000)	-	-	9,130
Gas Tax-RMRA (SB1)	900,920	1,496,870	-	-	(1,490,800)	906,990
Zone 2 Flood Control District	75,170	547,810	(620,890)	-	-	2,090
Emergency Medical Services	3,689,620	5,954,410	-	(6,782,890)		2,861,140
Community Dev. Block Grant	5,000	376,750	(131,850)	-	(244,900)	5,000
Community Facilities Districts:						
CFD No. 2015-1	7,210	2,290	(3,130)	-	-	6,370
CFD No. 2017-2	129,380	160,560	(205,020)	-	-	84,920
Town Center Landscape Maint. Dist:						
Zone A - Town Center	281,490	148,770	(159,950)	25,820	-	296,130
Zone B - The Lakes	34,690	8,510	(17,960)		-	25,240
Zone C - San Remo	29,920	8,830	(15,060)	-	-	23,690
Zone D - Mission Creek	175,370	169,680	(163,220)	-	-	181,830
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	7,930	12,170	(10,450)	-	-	9,650
Zone 3 - Country Scenes	5,600	2,440	(1,990)	-	-	6,050
Zone 4 - Camelot Heights	1,300	1,420	(1,370)	-	-	1,350
Zone 8 - Silver Country	88,460	78,940	(76,510)	-	-	90,890
Zone 9 - Mattazaro/Timberlane	590	1,570	(2,120)	-	-	40
Zone 12 - The Heights	24,670	9,520	(13,840)	-	-	20,350
Zone 13 - Prospect Hills	490	3,400	(3,800)	-	-	90
Zone 14 - Mitchell Ranch	7,660	2,950	(3,890)	_	-	6,720
Zone 17 - Dakota Ranch	21,770	5,810	(9,660)	-	-	17,920
Zone 18 - Allos	10,870	4,270	(5,020)	-	-	10,120
Roadway Lighting District (Zone A)	1,438,700	514,500	(258,000)	-	-	1,695,200
Roadway Lighting District (Zone B)	618,130	437,010	(486,880)	-	-	568,260
Mobile Home Park Admin.	175,400	71,300	(43,790)	-	-	202,910
TOTAL OTHER FUNDS	\$ 11,298,700	\$ 12,314,180	\$ (5,738,400)	\$ (5,850,840)	\$ (2,037,950)	\$ 9,985,690



MEETING DATE June 11, 2025



DIRECTOR/DEPARTMENT

Gary Halbert, Interim City Manager Heather Jennings, Finance

SUMMARY

The Proposed Operating Budget for Fiscal Year 2025-26 is hereby presented to the City Council and public for initial review and discussion. It will be brought back to the City Council on June 25, 2025 for additional discussion, public comment, and adoption.

The Proposed Operating Budget for Fiscal Year 2025-26 is on file in the City Clerk's Office and Finance Department and is posted on the City's web site for public review. The attached Staff Report provides an overview of the proposed operating budget.

FINANCIAL STATEMENT

The Proposed Operating Budget for Fiscal Year 2025-26 reflects a General Fund operating expenditure budget of \$64.3 million and a total operating expenditure budget of \$70.0 million for the upcoming fiscal year. The proposed General Fund budget meets both the General Fund Reserve Policy adopted by City Council on June 24, 2024 and the Balanced General Fund Budget Policy as stated in City Council Resolution No. 086-2024 and reflects an available reserve balance of over \$14.1 million on June 30, 2026, representing 22.13% of annual operating expenditures and a reserve balance of \$134,311 beyond the 22% minimum policy level.

<u>CITY ATTORNEY REVIEW</u> □ N/A ⊠ Completed

RECOMMENDATION

Review and discuss the Proposed Operating Budget for Fiscal Year 2025-26, and if applicable, provide direction to staff.

ATTACHMENTS

- 1. Staff Report
- 2. Proposed Operating Budget for Fiscal Year 2025-26



STAFF REPORT PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2025-26 CITY COUNCIL MEETING JUNE 11, 2025

Overview

The local economy, while strong over the past several years, is experiencing uncertainty. National and regional economic indicators show a mixed picture, while unemployment remains low and consumers are still spending, lingering inflation and rising interest rates continue to place pressure on household and municipal costs alike. The fluid nature of the current economy makes it difficult to predict outcomes. Even in this environment, our budget is a balanced budget that maintains and enhances service levels and addresses the priorities established by the City Council while maintaining our reserve balances for additional cushion against future economic uncertainties.

The Proposed Operating Budget for Fiscal Year 2025-26 has been developed after a considerable review process. Departmental budget submittals were prepared and reviewed in detail by line item and evaluated in conjunction with historical expenditures, projected revenues and consistency with City Council's stated priorities.

General Fund					
Proposed Budget Summary					
FY 2025-26					
Revenues	\$	64,651,470			
Expenditures		(64,258,820)			
Revenues Over (Under) Expenditures		392,650			
Transfers to Other Funds		(706,210)			
Transfer to Capital Improvement Program		(945,100)			
Unfunded Liabilities (CalPERS)		(600,000)			
Change to Fund Balance		(1,858,660)			
Available Fund Balance, 7/1/25		16,081,271			
Available Fund Balance, 6/30/26	\$	14,222,611			

General Fund Revenues

General Fund revenues for FY 2025-26 are projected to total \$64.6 million, a \$1.3 million, or 2%, increase from the current fiscal year estimate. Following is a discussion of key revenues.

Property Taxes: Property Taxes represent 42.5% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 4.0% in FY 2025-26. This is less than in the prior year due to a continued high mortgage environment resulting in fewer home sales due to limited inventory and lack of turnover. Property tax revenues (including real property transfer taxes) are projected to total \$27.5 million in FY 2025-26, an increase of \$968,880 from the current fiscal year.

Sales Tax: Sales Tax represents 31.0% of General Fund revenues and is projected to total \$20.0 million in FY 2025-26, an increase of \$613,170 or 3.2% from the current fiscal year estimate. During the FY 2024-25 year (current fiscal year), the revenue projection for sales tax was reduced to account for revenue decreases across several categories. The forecast for FY 2025-26 was built on this reduced amount and adds in modest growth. The FY 2025-26 projection also includes the addition of projected sales tax revenues from new businesses expected to open in the fiscal year. Modest growth is expected to continue in the City's key Building & Construction category. Other categories are expected to flatten or have very small increases in the upcoming quarters as economic uncertainty and low consumer confidence continues to be prevalent.

Franchise Fees: Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$4.1 million in FY 2025-26, an increase of \$68,580 or 2% from the current fiscal year. Increases in revenue from certain Franchise Fee categories continue to be offset by reductions in revenues from Cox Communications and AT&T.

Building Fees: The FY 2025-26 proposed building revenue is split between plan checks and building permit revenue. Overall, there is a small, expected increase in building permit and plan check revenue, which is conservatively estimated to total \$1.0 million, a \$22,460 increase from the current fiscal year.

Fire Reimbursements: As a result of the wildfire season in FY 2024-25, Fire reimbursement revenue was elevated. The proposed budget reflects a reduced amount that will be reevaluated at a later date if increases are necessary.

Charges to Other Funds: Charges to Other Funds revenue represents reimbursements to the General Fund for costs incurred in support of certain activities that are funded outside of the General Fund. The funds providing these resources back to the General Fund include the Gas Tax Fund, Zone 2 Flood Control District Fund (storm water activities), landscape maintenance districts and the Capital Improvement Program among others. Charges to Other Funds revenue is estimated to total \$1.2 million in FY 2025-26, an increase of \$91,130 from the current fiscal year.

Emergency Medical Services (EMS) Fund Operating Transfer In: The EMS Operating Transfer In reimburses the General Fund for all expenses associated with the EMS division in the Fire and Life Safety Department. The expected reimbursement for the proposed year is \$6.6 million, an increase of \$290,090 over the prior year. This increase is primarily due to negotiated salary increases and equipment purchases.

The transfer in also includes funding for the continuation of a pilot program started in FY 2024-25 that employs six full-time Emergency Medical Technicians (EMT) to co-staff both ALS ambulance. This addition of the EMTs allows for the conversion of the City's existing ambulance staffing model to a one EMT and one FFPM (1&1) configuration. The 1&1 concept is a common staffing model throughout the industry. Additionally, this one-year trial allowed for the movement of two FFPMs per shift onto a Squad, thus alleviating call volume disparity impacting Engine 4 while also increasing the number of available personnel able to respond to critical incidents such as fires and rescues. The cost of this program, approximately \$620,000, will not be sustainable through the current funding mechanism beyond FY 2025-26. New funding will be needed to continue the program after the FY 25-26 fiscal year.

General Fund Expenditures

The proposed budget reflects General Fund operating expenditures totaling \$64.3 million in FY 2025-26, a \$2.1 million or 3.4% increase from the current fiscal year budget.

Public safety continues to represent the largest portion of the General Fund operating budget. The Fire and Life Safety budget totals \$22.6 million representing 35.3% of the total General Fund expenditures and the Law Enforcement budget totals \$18.5 million representing 28.8% of the total General Fund expenditures. The Community Services Department expenditures total \$7.1 million representing 11.0% of the total General Fund expenditures. Engineering's budget is \$3.3 million and Planning & Building's budget is \$3.2 million.

Following is a discussion of some of the key impacts on the proposed budget.

Personnel Costs: The proposed budget includes an increase of seven and a half (7½) fulltime positions. Five (5) of these positions will provide staffing for the new Parks Division. Positions are also requested for the Planning Department (1), Information Technology (1), and Code Compliance (1/2). In addition, the proposed budget includes other personnel-related adjustments. A description of the personnel requests are as follows.

- The addition of five (5) full-time Landscape and Irrigation Maintenance Workers Parks Division. The City will be transitioning its park maintenance and custodial services from a contract-based model to an in-house model. These positions, along with two part-time positions, will staff the new division and assume the maintenance and custodial services of the City's parks. The purpose of this change is to reduce the cost of park maintenance and improve the quality of work performed in the parks. Total budgeted labor cost for these positions is \$599,500.
- The addition of one Senior Planner Planning. This position will assume the lead responsibility for cannabis permit administration, manage and support discretionary

projects, and manage the General Plan Update. The scope and complexity of responsibilities assigned to this role, as well as the advanced level of knowledge required warrants classification at the senior level. Funding for this position will be split between three areas, cannabis annual renewal fees, developer deposits, and savings from consultant fees for work done on the General Plan Update. Total anticipated labor costs for this position is \$144,220

- The addition of one full-time Code Compliance Assistant Code Compliance. This position will replace the two part-time Code Compliance Assistants that the City currently employs. One of the part-time positions is a benefited position. The addition of a full-time benefited position results in a net increase in the City's full-time employee count of half (1/2) of a position. This change in staffing is important in that it would ensure business continuity and succession planning by providing a dedicated staff member to perform code enforcement duties consistently throughout the year. The net increase to the City's budget as a result of converting from the two current part-time staffing model to a full-time model is anticipated to be \$31,080.
- Information Technology Technician Information Technology. This position, under the direct supervision of the IT Manager, will be responsible for diagnosing and repairing hardware and software issues on city computers and peripherals. As well as assisting with installing and configuring software and operating systems. This position would take over the support of certain lower-level tasks, thus freeing up the IT Manager and IT Analyst to focus on high-level initiatives such as network redesigns, cybersecurity enhancements, server migrations, and cloud transitions. Total anticipated cost for this position is \$96,180.
- Market Adjustment -- Information Technology Manager. In Spring of 2024, an external survey of San Diego County cities was performed by the Human Resources department. In that survey, it was discovered that the IT Manager was ranked number nine out of fourteen when compared to other comparable positions in San Diego County cities. At that time, no updates were made to management salaries. The survey for this position was performed again in April 2025 and found that the position had moved down to number ten out of fourteen. Based on the results of the external survey an increase is proposed. Based on Human Resources' review of factors of the position, it is recommended that the IT Manager's salary band align with the Building Official and Fire Marshall. The total cost of the market adjustment will be \$32,130.
- The reclassification of one Facilities Maintenance Technician to a Facilities Maintenance Worker – Public Services Division. Based upon the existing structure of the Public Services Division, the Facilities Maintenance Technician shares similar duties to other higher-paid positions in the PSD Department. This reclassification would align this position with the Maintenance Worker and Landscape and Irrigation Maintenance Worker. Some of these related duties include standby duty, special events set up and takedown, emergency work, storm related work, homeless

cleanups, and working with other division staff to assist as needed. Total anticipated costs of the reclassification is \$6,050.

• Standby Duty Pay Increase. Standby duty pay occurs when an employee returns to work because of an unanticipated, unscheduled work requirement or emergency. Staff in the PSD department are assigned seven-day standby duty on a rotating basis. Currently, standby duty pay is a flat amount of \$225 for the assignment. This amount has not changed in eighteen years. Human Resources surveyed seventeen San Diego cities and of the nine cities that are comparable to Santee because of their standby pay methods, Santee was ranked number eight. The median standby pay of the nine cities was a flat rate of \$300. The Operating Budget includes an increase in standby pay from \$225 to \$300. The overall cost increase to the City's budget is expected to be \$4,000 for standby duty and \$14,000 for associated overtime costs.

The proposed budget includes merit increases for eligible employees and negotiated salary increases of 5.5% for SFFA members comprised of a 3% COLA and 2.5% market adjustment. The proposed budget also includes 3% COLA increases for non-represented full-time employees, 3% COLA increases for City Council members and an increase to the City Council members' car allowance. The City Council members' increases are in line with the Salary Setting Commissions report to City Council on April 9, 2025.

CalPERS Retirement Costs: CalPERS retirement costs continue to have an impact on the City's budget. Costs are expected to total in excess of \$7.8 million in FY 2025-26, a \$788,670 increase from the current fiscal year. Approximately \$5.1 million of the total amount represents required payments against the City's unfunded pension liability. This is \$643,524 more than in the prior year. This increase can be attributed to lower-than-expected returns on investments on June 30, 2023. The FY 2025-26 Proposed Budget includes an Additional Discretionary Payment (ADP) of \$600,000 to be made towards the City's unfunded liability. This will be the City's fifth consecutive year making ADPs.

Other Non-Personnel Expenditures: Other non-personnel expenditures of note affecting the proposed budget are as follows.

City Council: Includes continued support of the Hometown Heroes banner program and for adopted military units and other military and veteran activities. This budget also includes increases to memberships including LAFCO, League of CA Cities, and SANDAG.

City Attorney: Includes amounts to support a variety of special projects and potential litigation matters, including the City's continuing efforts to develop a comprehensive strategy to address issues associated with homelessness, assisting the City's efforts in processing applications for cannabis business permits, providing special assistance with the new Financial Software contract, and providing staff with tailored training on governance, transparency and ethical roles and responsibility.

City Manager: Includes \$36,000 for homelessness services as a stop gap until grant revenue is received later in the fiscal year.

Information Technology: Includes a \$89,600 increase in software maintenance and licensing costs, primarily a result of new software to address cybersecurity and an online bidding platform.

Animal Control: FY 2025-26 will be the third year of a three-year agreement with the Humane Society. This agreement includes two one-year options to extend and can be terminated at any time with one-year advance written notice. The annual cost increase each year is based on CPI. The contract price for the proposed budget is \$478,600 which represents a 3.12% increase.

City Clerk: Includes an annual election expense of \$80,000. These funds are budgeted each year with amounts carrying over from non-election years to election years.

Human Resources & Risk Management: Reflects anticipated increases in property and general liability insurance and property insurance premiums of approximately 32% (\$257,220 increase).

Finance: This department has no significant non-personnel changes.

Engineering: Includes an amount for the annual lease costs of a new plotter.

Planning and Building: This department has an increase of \$220,920 related to the General Plan Update. The total amount of the update is \$1.6 million, but in order to conserve resources while actively moving forward with the update, the Planning Department was able to divide the General Plan Update into segments. The first segment was the Open Space (Conservation) Element. This year's segment will be the initiation of the General Plan comprehensive update. The remainder of the General Plan Update is segmented out to be completed in three remaining years. The Building Department has no significant non-personnel changes.

Community Services: In the Administration Division, funds are provided to fund a biological study of the river area in order to perform ongoing defensible space maintenance, \$65,000. The Public Services Division budget includes funding for City Hall maintenance, \$27,620, updates to Fire Station 5 including HVAC units and apparatus door replacement, Woodglen Vista swing replacement, \$50,000, Shadow Hill sports court resurfacing, \$15,000, and tennis court LED lights retrofit, \$22,950. This fiscal year marks the first year of the new Parks Division. This division was created to bring the parks maintenance function in-house. Total costs associated with the transition are expected to be less than the previous contract-based costs. Additional budgetary impacts result from consumer price index-based adjustments to various maintenance contract renewals.

Law Enforcement: In accordance with the terms of the current five-year law enforcement services agreement with the County of San Diego, a 3.5% or \$617,940 increase is reflected for contract law enforcement services for FY 2025-26, bringing the total contract amount to \$18.3 million, \$200,000 of which is paid from State COPS funding in the Supplemental Law Enforcement Fund. This is the fourth year of a five-year contract. Contract cost will increase by 3.5% in FY 2026-27. Also included in the Law Enforcement budget is the continued support of funding for the Grossmont Union High School District in the amount of \$240,260 to fund

approximately one-half of the cost of a School Resource Officer. Also included are amounts to support the lease of six Flock cameras located throughout the City.

Fire: Items include funding for as-need new appliances and repairs, \$18,820, equipment for the new Brush Rig, \$6,970, equipment to outfit the reserve engine, \$11,140, battery chargers \$10,340, Drager SCBA masks accessories, \$19,470, and communication equipment (radios), \$61,690. Increases are also due to increases in medical supplies, agency contributions, and wearing apparel for new employees.

Transfers and Other Uses: The proposed budget reflects the following transfers and other uses.

- Transfers to Other Funds: Proposed transfers to other funds include \$592,970 to the Vehicle Replacement Fund, \$43,240 to the Highway 52 Coalition Fund, and \$70,000 to the Technology Replacement Fund.
- Transfers to Capital Improvement Program. A transfer to the Capital Projects Fund is proposed in the amount of \$945,100 to support projects in the Proposed FY 2026-30 Capital Improvement Program.
- A \$600,000 ADP to CalPERS is proposed. This will be the fifth consecutive ADP made with the intent of reducing the City's unfunded CalPERS pension liability as previously discussed.

Current Year (FY 2024-25) Updates: Due to unbudgeted employee payouts that occurred late in the fiscal year, staff has included increases to the following FY 2024-25 budgets, City Manager \$203,080, and Building \$36,570. Requested increases to these budgets will be included in the budget resolution.

Reserve Policy

On June 26, 2024, the City Council adopted a Reserve Policy that increased the City's minimum reserve to 22% of annual General Fund operating expenditures. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events, as well as providing a source of revenue from investment earnings. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The proposed budget conforms to the reserve policy and reflects an available reserve balance of over \$14.2 million at June 30, 2026, which represents 22.13% of annual operating expenditures and includes an available reserve balance of \$134,311 beyond the 22% minimum policy level.
OTHER FUNDS

The Other Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes or have been designated for a specified purpose. Following is an overview of the proposed operating budgets for the Other Funds.

Risk Management and Workers' Compensation Reserve Funds

The Risk Management and Workers' Compensation Reserve Funds are used to account for funds held in reserve for general liability and workers' compensation claims for which the City is self-insured up to the applicable self-insured retention amounts (\$150,000 and \$350,000 per claim respectively). The reserve fund balances are targeted to meet the "expected" funding level based on an actuarial analysis of the estimated outstanding liability. An actuarial analysis of the City's liability and workers' compensation claims experience is performed every two years.

Vehicle Acquisition & Replacement Fund

The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. While Fire apparatus, paramedic ambulances and other heavy-duty equipment will continue to be purchased, on May 12, 2021, the City Council authorized the City's participation in the Enterprise Fleet Management vehicle leasing program for the City's light duty fleet. Funding for the annual lease payments, debt service payments, and purchases is provided by transfers from the General Fund and the EMS Fund for EMS related activities. Following are the new vehicles proposed for purchase or lease in FY 2025-26.

- The remount of existing body from Medic Unit #190. The remount price is \$225,340 and is funded from the EMS Fund.
- The purchase of a Compact Track Loader (Skid Steer). This purchase would replace unit V132, a 22-year-old unit. This is a larger unit with tracks instead of wheels along with an enclosed cab. The equipment is used for asphalt, flood control maintenance, and illegal dump cleanup. \$149,920 is included for this purchase.
- The lease of one Ford Ranger XL the for the Human Services Open Space Coordinator. This vehicle replaces vehicle 156.

The fund is also responsible for debt service payments made on capital leases used to acquire large vehicles such as fire apparatus and heavy-duty public works vehicles. The City is currently making capital lease payments on a Pierce Arrow Tiller Truck and a Pierce Arrow Triple Combo Pumper. Capital lease payments total \$274,880.

Recreation Revolving Fund

The Recreation Revolving Fund is used to account for revenues received from recreation program/class participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and the Santee

Twilight Brews and Bites Festival special fund-raising event. Revenues are estimated to total \$322,000 in FY 2025-26 with proposed expenditures of \$318,980.

Technology Replacement Fund

This program sets aside funds each year to ensure maintenance of the City's Information Technology infrastructure with a planned replacement schedule every five to seven years; or as needed depending on the equipment. The replacement, upgrade and/or modernization of equipment is essential to keep up to date with technological changes and advances, ensure proper support of the infrastructure, ensure continuity of the City's day-to-day business activities, and ensure the highest security of the City's network. I.T. infrastructure under this program includes network servers, storage area network (SAN) units, firewalls, network switches, computer workstations, laptops, monitors, printers, software, other peripheral devices, and phone systems. The City's FY 2025-26 contribution to the fund is \$70,000. Combined with prior year contributions, funds will be used for the replacement and upgrade of servers and provide the capital for a new phone system.

Supplemental Law Enforcement Fund

The Supplemental Law Enforcement Fund is used to account for revenues received annually under the State's Citizens' Option for Public Safety program. These revenues are used to partially offset the cost of one Special Purpose Officer in the Community Oriented Policing Unit. The proposed FY 2025-26 budget is \$200,000.

Highway 52 Coalition Fund

The Highway 52 Coalition Fund is used to account for funds budgeted in support of the Coalition's efforts to secure funding to improve Highway 52 which are used primarily for the cost of a lobbyist assisting in efforts to obtain federal funding, for support costs incurred by the City Attorney's Office and for meetings and outreach efforts with regional, state and federal representatives. The proposed FY 2025-26 budget totals \$61,250.

PEG Fund

The PEG Fund is used to account for Public, Educational and Government ("PEG") fees received from cable television providers in an amount equal to 1% of their gross revenues, that may only be used by the City for capital costs related to public, educational and governmental access facilities consistent with federal and state law. PEG fees have been used for the implementation of Santee TV, the City Council Chamber Upgrade Project, City Hall Fiber Optic Replacement Project, and the Clock Tower Video Display Upgrade Project. In FY 025-26 PEG fees collected will be used to reimburse for eligible costs incurred in the Clock Tower Video Display Upgrade project. The estimated PEG fee revenue for FY 2025-26 is \$115,000.

CASp Certification and Training Fund

The CASp Certification and Training Fund is used to account for a State mandated surcharge collected on every business license issued or renewed. This revenue must be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements. In FY 2025-26, accumulated funds will be used to create a grant program that will award financial assistance to small businesses in the Santee community to upgrade accessibility.

Gas Tax Fund

The Gas Tax Fund is used to account for revenues received from the State of California through the Highway Users Tax Account (HUTA) that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,653,300 in FY 2025-26, exclusive of the Gas Tax revenues received in accordance with State Senate Bill 1 (SB 1) which are separately budgeted and discussed below. Gas Tax HUTA revenues for FY 2025-26 are projected to be relatively flat when compared with the current fiscal year based on statewide fuel consumption and a reduction in the City's allocation based on a decrease in population. Gas Tax HUTA revenues are primarily utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The proposed budget reflects the full expenditure of all Gas Tax HUTA revenues to be received in FY 2025-26 and includes the following.

- The purchase of traffic calming devices such as speed feedback signs and sign enhancing flashers at a total cost of \$20,000.
- Electrical pedestal replacements (2), \$35,000.
- Traffic Signal LED Replacement Project, \$222,000

SAFE Program Fund

The SAFE (Service Authority for Freeway Emergencies) Program Fund provides for the expenditure of Santee's share of excess program reserve funds that were distributed to all cities and the County in accordance with Assembly Bill 1572. This funding is used to offset the cost of traffic management and traffic operations center activities.

Gas Tax-RMRA (SB 1) Fund

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,496,870 in FY 2025-26. Gas Tax-RMRA funds will be used exclusively for certain street and road, concrete repair and bridge restoration projects as identified in the proposed Capital Improvement Program for FY 2026-2030.

Zone 2 Flood Control District Fund

The Zone 2 Flood Control District Fund is used to account for property tax allocations used primarily for activities required by the Municipal Storm Water Permit issued by the San Diego Regional Water Quality Control Board. Revenues are projected to total \$547,810 in FY 2025-26, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.

Community Development Block Grant ("CDBG") Fund

The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate

income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are expected to total \$376,750 in FY 2025-26 which will be expended on Program Year 2025 activities in accordance with prior City Council action.

Emergency Medical Services Fund

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated to provide the mechanism for funding, managing and administratively coordinating the emergency ambulance services and transportation provided by the City of Santee and Lakeside Fire Protection District for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia, formally known as County Service Area 69. This fund represents the City of Santee's share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program which is housed in the Fire and Life Safety Department. Revenue for FY 2025-26 is projected to be \$5.9 million. Transfers to the General Fund and the Vehicle Replacement Fund total \$6.8 million in FY 2025-26. This deficit in funding is due to the 1&1 staffing pilot that began in FY 2024-25. If the program continues to be funded with EMS funds, the EMS fund reserves will be depleted in approximately five years.

Community Facilities Districts ("CFDs") Funds:

Community Facilities Districts Funds are used to account for the proceeds of property owner special tax assessments received to pay for the cost of municipal services in the following CFDs:

- CFD No. 2015-1 (Municipal Maintenance Services) provides for storm water facility maintenance for the 10-residential unit El Nopal Estates II subdivision.
- CFD No. 2017-2 (Weston Municipal Services) provides a funding mechanism to offset the cost impact of providing various public services as a result of the 415-residential unit Weston development.

Town Center Landscape Maintenance District ("TCLMD") Funds

The TCLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following four zones: Town Center, The Lakes, San Remo and Mission Creek. Assessment revenues have reached the maximum allowed in each of the four zones. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues and operating transfers from the Gas Tax Fund are estimated to total \$361,610 in FY 2025-26 with proposed expenditures of \$356,190.

Santee Landscape Maintenance District ("SLMD") Funds

The SLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following ten zones: El Nopal, Country Scenes, Camelot Heights, Silver Country Estates, Mattazaro/Timberlane, The Heights, Prospect Hills, Mitchell Ranch, Dakota Ranch and Allos. Assessment revenues have reached the maximum allowed in seven of the ten zones, and one assessment increase reflecting a CPI adjustment is proposed in FY 2025-26. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where

feasible. Revenues are estimated to total \$122,490 in FY 2025-26 with proposed expenditures of \$129,650.

Special Street Light Tax (Zone A) Fund

The Special Street Light Tax Fund is used to account for property tax allocations required to be utilized to operate, maintain and replace street lights of general benefit located throughout the City, primarily arterial streets (also referred to as "Zone A" of the Santee Roadway Lighting District). Revenues are estimated to be \$514,500 in FY 2025-26 with proposed operating expenditures of \$258,000.

Roadway Lighting District (Zone B) Fund

The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners in order to operate, maintain and replace street lights of special benefit throughout the City (also referred to as "Zone B" of the Santee Roadway Lighting District). Revenues are estimated to be \$437,010 in FY 2025-26 with proposed expenditures of \$486,880.

Mobile Home Park Ordinance Administration Fund

The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile home park owners to help defray the reasonable and necessary costs incurred in the administration of the City's mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City's rent control ordinance. Revenues are estimated to total \$71,300 in FY 2025-26 with proposed expenditures of \$43,790.

Next Steps

The Proposed Operating Budget for Fiscal Year 2025-26 will be brought back to the City Council on June 25, 2025 for additional discussion, public comment and adoption.

RESOLUTION NO.

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2025-26 AND TAKING RELATED ACTIONS

WHEREAS, on June 11, 2025 and June 25, 2025 public meetings were held by the City Council to review the Proposed Operating Budget for Fiscal Year 2025-26; and

WHEREAS, the City Council considered all recommendations by staff and public testimony; and

WHEREAS, the City Council desires to adopt the Operating Budget for Fiscal Year 2025-26 incorporating any and all changes directed by the City Council during the public meeting held on June 25, 2025.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Santee, California does hereby find, determine and declare as follows:

Section 1

The Operating Budget for Fiscal Year 2025-26, including all changes directed by the City Council, is hereby adopted.

Section 2

The monies necessary to offset the expenditures in the Operating Budget for Fiscal Year 2025-26 as adopted by the City Council pursuant to Section 1 hereof are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

Section 3

- A. The City Manager is authorized to implement salary and benefits adjustments for Elected Officials, General and Management, and Santee Firefighters' Association (SFFA) employee groups as approved and directed by the City Council.
- B. In accordance with the Santee City Charter, the Salary Setting Advisory Committee convened on April 9, 2025 and made a recommendation to increase the Mayor and City Council Member's salary by 5% in fiscal year 2025-26 and 5% in fiscal year 2026-27. In addition, the Committee also recommended an increase in auto allowance to \$650.00 per month for the Mayor and \$550.00 per month for each City Council member. After discussion at the April 9, 2025 City Council meeting, a consensus was reached among the City Council for parity with staff increases and to accept the Committee's recommendation on the increase in auto allowance. The following adjustment is made to the salary and benefit plan for the City's Elected Officials for fiscal year 2025-26.
 - 1) 3.0% salary increase effective July 3, 2025

- 2) Auto allowance increase of \$650.00 per month for the Mayor and \$550.00 per month for City Council members
- C. The following adjustment is made to the salary and benefit plan for General and Management employees, including Executive Management and the City Clerk.
 - 1) 3.0% salary increase effective July 3, 2025
- D. In accordance with the terms of the Memorandum of Understanding with the SFFA approved by the City Council via separate Resolution on June 25, 2025, the following adjustment is made to the salary and benefit plan for SFFA employees for fiscal year 2025-26.
 - 1) 3.0% salary increase effective July 3, 2025
 - 2) 2.5% market adjustment effective July 3, 2025
 - 3) Increase in uniform allowance from \$650.00 per year to \$1,000.00 per year
 - 4) Vacation termination cash out pay no longer applied to RHSA, instead will be cashed out to employee
- B. The following personnel changes are hereby approved:
 - 1) Add five Landscape and Irrigation Maintenance Workers with an annual salary band of \$54,513.00 to \$66,261.09
 - 2) Add one Senior Planner with an annual salary band of \$95,270.28 to \$128,618.02
 - Add one Information Technology Technician with an annual salary band of \$60,172.21 to \$73,140.07
 - 4) Market adjustment to the Information Technology Manager with an annual salary band of \$133,640.12 to \$174,370.03
 - 5) Reclassify a Facilities Maintenance Technician with an annual salary range of \$49,385.92 to \$60,028.60 to a Facilities Maintenance Worker with an annual salary range of \$54,513 to \$66,261.09
 - 6) Increase to Standby Duty Pay from a flat rate of \$225.00 for a seven day period to a flat rate of \$300 for a seven day period.
- C. The Salary Schedules effective July 3, 2025 as presented as Exhibit "A" are approved and adopted.
- D. The City Manager is authorized to execute agreements between the City of Santee and appropriate insurance companies for the purpose of providing health, life, longterm disability insurance and dental coverage for the eligible officers, active, retired and terminated employees of the City of Santee and their eligible dependents.

Section 4

A. The City Manager is authorized to adjust operating budget line items during fiscal year 2025-26 as may from time to time be deemed desirable, not to exceed the authorized departmental totals.

- B. Due to two end-of-year events, an increase in FY 2024-25 appropriations is authorized for the following departments; City Manager Department, \$203,080 and the Building Department, \$36,570.
- C. Unencumbered balances remaining at June 30, 2025 for operating accounts, excluding salaries and benefits, may be carried forward at the discretion of the City Manager or designee to the subsequent fiscal year.
- D. For Recreation Revolving Fund program expenditures that are funded from program revenues, the City Manager is hereby authorized to increase the expenditure appropriation as additional revenues are realized or if funds are available in the unappropriated balance of the Recreation Revolving Fund.
- E. In accordance with the terms of the Agreement for City Attorney Legal Services with Best Best & Krieger, the consumer price index adjusted rates effective July 1, 2025 will be as follows:

 Monthly Retainer Special Services 	\$18,431.19
i. Attorney	\$298 per hour
ii. Non-Attorney	\$233 per hour
iii. Pension Consultant	\$273 per hour
3) Third Party Reimbursable Services	•
i. Partner/Of Counsel	\$441 per hour
ii. Associate	\$366 per hour
iii. Non-Attorney	\$233 per hour

- F. The City Manager is authorized to execute the following professional service contract renewals provided for in the Operating Budget for Fiscal Year 2025-26 without further Council action:
 - 1) David Turch and Associates (legislative advocacy-federal) \$60,000
- G. The City Manager is authorized to execute an amendment to the Agreement Between the City of Santee and Grossmont Union High School District for School Resource Officer Cost Sharing at Santana and West Hills High Schools in an amount for FY 2025-26 consistent with the City Council adopted budget.
- H. Grant funds awarded to the City of Santee, based on an application of these funds approved or accepted by the City Council, shall be appropriated as required.
- I. All fire benefit fee receipts shall be used exclusively to provide fire suppression services, with any funding shortfall made up from other General Fund sources.
- J. The City Manager is authorized to adjust the Fire Department Emergency Medical Services operating budget to allow for reciprocal staffing charges between Lakeside Fire protection District (LFPD) and the City of Santee for Basic Life Support (BLS) ambulance support services provided in partnership by both agencies.

Section 5

The Balanced General Fund Budget Policy is hereby continued by this resolution that, generally, ongoing revenues shall cover ongoing operating expenditures, allowing for use of General Fund reserves if the General Fund Reserve Policy is met.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 25th day of June, 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

EXHIBIT A: Salary Schedules Effective July 3, 2025

Classification	Г	Α	В	С	D	E
Fire Captain / PM	Hourly	41.58	43.66	45.84	48.13	50.54
Base Salary	Annual	121,074.75	127,129.85	133,485.92	140,159.26	147,168.03
Educational Incentive						
Fire Captain / PM	Hourly	42.20	44.31	46.53	48.85	51.30
31-45 units = 1.5% over base	Annual	122,890.61	129,036.81	135,488.34	142,261.86	149,375.60
Fire Captain / PM	Hourly	42.83	44.97	47.22	49.58	52.05
46 units and over = 3.0% over base	Annual	124,706.86	130,943.74	137,490.74	144,363.67	151,582.75
Fire Captain / PM	Hourly	43.45	45.62	47.90	50.30	52.81
A.A. Degree = 4.5% over base	Annual	126,523.10	132,850.32	139,492.73	146,466.25	153,790.27
Fire Captain / PM	Hourly	44.07	46.28	48.59	51.02	53.57
Bachelor Degree = 6% over base	Annual	128,338.96	134,757.24	141,495.13	148,568.87	155,998.25

Classification	Г	A	В	С	D	E
Fire Captain	Hourly	39.79	41.78	43.87	46.06	48.36
Base Salary	Annual	115,860.82	121,654.98	127,737.38	134,123.57	140,829.76
Educational Incentive						
Fire Captain	Hourly	40.38	42.40	44.52	46.75	49.09
31-45 units = 1.5% over base	Annual	117,598.67	123,479.53	129,653.84	136,135.47	142,942.26
Fire Captain	Hourly	40.98	43.03	45.18	47.44	49.81
46 units and over = 3.0% over base	Annual	119,336.93	125,304.48	131,569.51	138,146.98	145,054.76
Fire Captain	Hourly	41.58	43.66	45.84	48.13	50.54
A.A. Degree = 4.5% over base	Annual	121,074.75	127,129.85	133,485.92	140,159.26	147,168.03
Fire Captain	Hourly	42.17	44.28	46.50	48.82	51.26
Bachelor Degree = 6% over base	Annual	122,812.61	128,954.05	135,402.00	142,170.80	149,279.74

Classification	Г	A	В	С	D	E
Fire Engineer/PM	∟ Hourly	36.11	37.89	39.75	41.77	43.75
Base Salary	Annual	105,163.68	110,324.93	115,743.23	121,647.96	127,409.64
Educational Incentive						
Fire Engineer / PM	Hourly	36.66	38.45	40.34	42.40	44.41
31-45 units = 1.5% over base	Annual	106,741.44	111,979.62	117,478.96	123,472.77	129,320.62
Fire Engineer / PM	Hourly	37.20	39.02	40.94	43.03	45.07
46 units and over = 3.0% over base	Annual	108,318.79	113,634.76	119,215.48	125,297.10	131,231.70
Fire Engineer / PM	Hourly	37.74	39.59	41.54	43.65	45.72
A.A. Degree = 4.5% over base	Annual	109,896.10	115,289.44	120,951.58	127,121.88	133,143.09
Fire Engineer / PM	Hourly	38.28	40.16	42.13	44.28	46.38
Bachelor Degree = 6% over base	Annual	111,473.84	116,944.57	122,687.68	128,946.69	135,054.14

Classification	Г	Α	В	С	D	E
Fire Engineer	Hourly	34.39	36.07	37.85	39.78	41.66
Base Salary	Annual	100,134.52	105,047.91	110,207.89	115,830.28	121,317.02
Educational Incentive						
Fire Engineer	Hourly	34.90	36.62	38.41	40.37	42.29
31-45 units = 1.5% over base	Annual	101,636.67	106,623.80	111,861.19	117,567.75	123,136.72
Fire Engineer	Hourly	35.42	37.16	38.98	40.97	42.91
46 units and over = 3.0% over base	Annual	103,138.77	108,199.33	113,514.12	119,305.24	124,956.87
Fire Engineer	Hourly	35.93	37.70	39.55	41.57	43.54
A.A. Degree = 4.5% over base	Annual	104,640.53	109,775.23	115,167.37	121,042.74	126,776.57
Fire Engineer	Hourly	36.45	38.24	40.12	42.16	44.17
Bachelor Degree = 6% over base	Annual	106,143.02	111,350.73	116,820.28	122,780.25	128,596.26

Classification		A	В	С	D	E	F	G	Н
Firefighter Paramedic	– Hourly	30.57	31.82	33.13	34.49	36.53	38.01	39.55	41.15
Base Salary	Annual	89,011.90	92,668.56	96,477.30	100,442.09	106,386.74	110,684.53	115,156.29	119,819.28
Educational Incentive									
(after completion of 2.5 yrs of employment)							_		
								G	н
Firefighter Paramedic								40.14	41.76
31-45 units = 1.5% over base								116,883.43	121,616.50
Firefighter Paramedic								40.73	42.38
46 units and over = 3.0% over base								118,610.58	123,414.20
Firefighter Paramedic								41.33	43.00
A.A. Degree = 4.5% over base								120,338.53	125,211.43
Firefighter Paramedic								41.92	43.62
Bachelor Degree = 6% over base								122,065.66	127,008.65

Classification	Г	Α	В	С	D	E	F	G	Н
Firefighter	Hourly	25.94	27.23	28.47	30.02	31.53	33.10	34.76	36.50
Base Salary	Annual	75,527.40	79,302.08	82,915.60	87,431.66	91,803.57	96,394.16	101,212.81	106,274.61
Educational Incentive									
(after completion of 2.5 yrs of employment)							-		
								G	Н
Firefighter								35.28	37.04
31-45 units = 1.5% over base								102,731.20	107,868.69
Firefighter								35.80	37.59
46 units and over = 3.0% over base								104,249.28	109,462.76
Firefighter								36.32	38.14
A.A. Degree = 4.5% over base								105,767.65	111,057.22
Firefighter								36.84	38.69
0									
Bachelor Degree = 6% over base								107,285.69	112,650.90

Rando	Classification		A	В	С	D	E
Range				D		U	E
29	Account Clerk	Hourly	26.21	27.52	28.89	30.34	31.86
		Annual	54,513.00	57,238.73	60,100.73	63,106.02	66,261.09
35	Administrative Secretary	Hourly	30.39	31.91	33.51	35.18	36.94
		Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86
	Assistant City Clerk	Hourly		36.54	to	52.20	
		Annual		76,003.90	to	108,577.02	
	Assistant to the City Manager	Hourly		69.94	to	99.13	
		Annual		145,465.73	to	206,197.88	
50	Assistant Engineer	Hourly	44.02	46.22	48.53	50.96	53.51
		Annual	91,559.35	96,137.58	100,944.71	105,991.60	111,291.44
10							
43	Assistant Planner	Hourly	37.03	38.88	40.83	42.87	45.01
		Annual	77,025.82	80,876.98	84,920.93	89,167.12	93,625.07
58	Associate Civil Engineer /	Hourly	53.63	56.31	59.13	62.09	65.19
	Associate Traffic Engineer	Annual	111,556.03	117,134.32	122,991.37	129,140.74	135,598.07
10	Associate Discourse	l la curle	40.05	45.00	47.05	40 71	50.00
49	Associate Planner	Hourly Annual	42.95	45.09	47.35	49.71	52.20
		Alliudi	89,326.36	93,792.73	98,482.44	103,406.91	108,577.02
33	Building Development Technician I	Hourly	28.93	30.38	31.89	33.49	35.16
		Annual	60,172.21	63,180.72	66,339.80	69,657.02	73,140.07
35	Building Development Technician II	Hourly	30.39	31.91	33.51	35.18	36.94
55	Building Development reclinician in	Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86
		Annuat	00,210.00	00,375.50	03,030.33	73,105.00	70,042.00
	Building Official	Hourly		64.25	to	83.83	
		Annual		133,640.12	to	174,370.03	
	City Clerk	Hourly		53.51	to	74.93	
		Annual		111,301.96	to	155,850.18	
		Amaat		111,001.00	10	100,000.10	
	City Engineer	Hourly		71.45	to	96.78	
		Annual		148,621.62	to	201,297.64	
	City Manager	Hourly		126.14	to	126.14	
	(Single Rate)	Annual		262,355.93	to	262,355.93	
	(omgre nare)	Annual		202,300.93	iU	202,000.00	

Range	Classification		A	В	С	D	E
00	Onde Opmaliance Assistant	Llaurelu	04.04		00.00	00.17	00.50
26	Code Compliance Assistant	Hourly	24.34	25.55	26.83	28.17	29.58
		Annual	50,620.68	53,151.80	55,809.36	58,599.97	61,529.76
44	Code Compliance Officer	Hourly	37.96	39.86	41.85	43.94	46.14
		Annual	78,951.57	82,898.92	87,044.20	91,396.10	95,965.93
46	Confidential Accountant	Hourly	39.88	41.87	43.97	46.17	48.47
		Annual	82,948.52	87,095.95	91,450.77	96,023.14	100,824.43
37	Confidential Administrative Secretary - HR	Hourly	31.93	33.53	35.21	36.97	38.81
		Annual	66,419.24	69,740.12	73,227.15	76,888.42	80,733.02
46	Confidential Payroll Specialist	Hourly	39.88	41.87	43.97	46.17	48.47
40		Annual	82,948.52	87,095.95	91,450.77	96,023.14	100,824.43
		, induc	02,010102	07,000.000	01,10017	00,020121	100,02 1110
46	Confidential Secretary	Hourly	39.88	41.87	43.97	46.17	48.47
	to City Manager/Council	Annual	82,948.52	87,095.95	91,450.77	96,023.14	100,824.43
	Crossing Guards ^ (Single Rate)	Hourly			16.50		
	Deputy Fire Chief	Hourly		74.63	to	102.11	
		Annual		155,222.58		212,382.06	
35	Development Services Technician	Hourly	30.39	31.91	33.51	35.18	36.94
		Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86
	Director of	Hourly		76.64	to	102.19	
	Community Services	Annual		159,403.56	to	212,546.59	
	Director of	Hourly		75.83	to	102.23	
	Development Services	Annual		157,725.57	to	212,635.18	
	Director of	Hourly		75.83	to	102.23	
	Engineering/City Engineer	Annual		157,725.57	to	212,635.18	
	Director of Finance /	Hourly		80.12	to	107.80	
	City Treasurer	Annual		166,644.90	to	224,223.11	
	Director of Fire & Life Safety	Hourly		90.99	to	118.77	
	(Fire Chief)	Annual		189,257.63	to	247,036.45	

Dongo	Classification		^	_	<u>^</u>		F
Range	Classification	_	A	В	C	D	E
	Director of Human Resources	Hourly		74.82	to	101.01	
		Annual		155,632.28	to	210,103.84	
		, initiat		100,002.20		220,200.01	
	Director of Planning & Building /	Hourly		75.83	to	102.23	
	City Planner	Annual		157,725.57	to	212,635.18	
	Economic Development Manager	Hourly		48.32	to	65.24	
		Annual		100,514.70	to	135,695.74	
48	Engineering Inspector	Hourly	41.90	43.99	46.19	48.50	50.93
40		Annual	87,147.70	91,505.08	96,080.02	100,884.20	105,928.54
				,			
39	Equipment Mechanic	Hourly	33.55	35.23	36.99	38.84	40.78
		Annual	69,781.66	73,270.87	76,934.36	80,781.13	84,819.95
	Emergency Manager - HMPG Project Manager ^	Hourly		56.57	to	76.92	
	(Hazard Mitigation Grant Program)	Annual		117,660.02	to	159,994.98	
17	Emergency Medical Technician 56-hour	Hourly	19.49	20.46	21.48	22.56	23.69
17		Annual	56,747.89	59,597.28	62,566.65	65,685.98	68,985.28
		, initiat		00,007.20	02,000.00	00,000.00	00,000120
17	Emergency Medical Technician 12-hour	Hourly	19.49	20.46	21.48	22.56	23.69
	Annual calculated based on a 42-hour weekly average	Annual	42,560.92	44,697.96	46,924.99	49,264.49	51,738.96
	Freezeway Madical Taskaisian Davit Times A	Llaunha		10.40	t -	00.00	
	Emergency Medical Technician Part-Time ^	Hourly		19.49	to	23.69	
35	Equipment Operator	Hourly	30.39	31.91	33.51	35.18	36.94
		Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86
42	Facilities Maintenance Supervisor	Hourly	36.13	37.93	39.83	41.82	43.91
		Annual	75,147.10	78,904.21	82,849.39	86,992.08	91,341.42
25	Facilities Maintenance Technician	Hourly	23.74	24.93	26.18	27.49	28.86
25		Annual	49,385.92	51,855.07	54,448.13	57,170.22	60,028.60
		Amuat	40,000.02	51,000.07	34,440.10	57,170.22	00,020.00
29	Facilities Maintenance Worker	Hourly	26.21	27.52	28.89	30.34	31.86
		Annual	54,513.00	57,238.73	60,100.73	63,106.02	66,261.09
35	Field Inspector	Hourly	30.39	31.91	33.51	35.18	36.94
		Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86

Range	Classification		A	В	С	D	E
	Finance Manager	Hourly		59.16	to	79.86	
		Annual		123,046.47	to	166,112.81	
	Fire Battalion Chief	Hourly		44.86	to	60.82	
	(2920 hours)	Annual		131,001.64	to	177,591.53	
	Fire Battalion Chief - Administration	Hourly		62.98	to	85.38	
	(2080 hours)	Annual		131,001.64	to	177,591.53	
	Fire Division Chief	Hourly		66.12	to	89.25	
		Annual		137,524.05	to	185,632.60	
44	Fire Inspector	Hourly	37.96	39.86	41.85	43.94	46.14
		Annual	78,951.57	82,898.92	87,044.20	91,396.10	95,965.93
	Fire Marshal	Hourly		64.25	to	83.83	
		Annual		133,640.12	to	174,370.03	
	Graduate Intern ^	Hourly		16.50	to	21.32	
38	Human Resources Technician	Hourly	32.73	34.37	36.09	37.89	39.78
		Annual	68,079.67	71,483.63	75,057.78	78,810.90	82,751.34
38	Human Services and Open Space Coordinator	Hourly	32.73	34.37	36.09	37.89	39.78
		Annual	68,079.67	71,483.63	75,057.78	78,810.90	82,751.34
	IT Systems Technician^	Hourly		27.76	to	33.74	
53	Information Technology Analyst	Hourly	47.40	49.77	52.26	54.88	57.62
		Annual	98,599.44	103,529.37	108,706.38	114,141.43	119,848.71
	Information Technology Manager	Hourly		64.25	to	83.83	
		Annual		133,640.12	to	174,370.03	
53	Information Technology GIS Analyst	Hourly	47.40	49.77	52.26	54.88	57.62
		Annual	98,599.44	103,529.37	108,706.38	114,141.43	119,848.71
	Information Technology/GIS Technician^			30.56	to	37.14	
33	Information Technology Technician	Hourly	28.93	30.38	31.89	33.49	35.16
		Annual	60,172.21	63,180.72	66,339.80	69,657.02	73,140.07

Range	Classification		A	В	С	D	E
nunge					0	0	
35	Irrigation Specialist	Hourly	30.39	31.91	33.51	35.18	36.94
		Annual	63,218.63	66,379.50	69,698.53	73,183.80	76,842.86
	Landscape and Irrigation Maintenance Worker ^	Hourly		26.21	to	31.86	
29	Landscape and	Hourly	26.21	27.52	28.89	30.34	31.86
	Irrigation Maintenance Worker	Annual	54,513.00	57,238.73	60,100.73	63,106.02	66,261.09
48	Lead Equipment Mechanic	Hourly	41.90	43.99	46.19	48.50	50.93
		Annual	87,147.70	91,505.08	96,080.02	100,884.20	105,928.54
29	Maintenance Worker	Hourly	26.21	27.52	28.89	30.34	31.86
		Annual	54,513.00	57,238.73	60,100.73	63,106.02	66,261.09
46	Management Analyst	Hourly	39.88	41.87	43.97	46.17	48.47
		Annual	82,948.52	87,095.95	91,450.77	96,023.14	100,824.43
43	Management Assistant	Hourly	37.03	38.88	40.83	42.87	45.01
		Annual	77,025.32	80,876.98	84,920.93	89,167.12	93,625.07
	Marketing Aide^	Hourly		16.50	to	21.32	
	Marketing Coordinator	Hourly		36.54	to	52.20	
		Annual		76,003.90	to	108,577.02	
	Marketing Manager	Hourly		51.15	to	69.07	
		Annual		106,388.34	to	143,657.90	
28	Marketing Specialist	Hourly	25.57	26.85	28.19	29.60	31.08
		Annual	53,183.48	55,842.88	58,634.94	61,566.59	64,645.09
34	Marketing Specialist II	Hourly	29.65	31.13	32.69	34.33	36.04
		Annual	61,676.66	64,760.63	67,998.40	71,398.37	74,968.15
	Office Assistant ^	Hourly		16.50	to	21.32	
48	Parks & Landscape Supervisor	Hourly	41.90	43.99	46.19	48.50	50.93
		Annual	87,147.70	91,505.08	96,080.02	100,884.20	105,928.54
	Principal Civil Engineer	Hourly		66.47	to	90.03	
		Annual		138,252.69	to	187,253.61	

Range	Classification	_	A	В	C	D	E
		-				· · · · · · · · · · · · · · · · · · ·	
	Principal Planner	Hourly		52.67	to	71.11	
		Annual		109,561.63	to	147,910.53	
	Principal Traffic Engineer	Hourly		66.47	to	90.03	
		Annual		138,252.69	to	187,253.61	
39	Procurement Specialist	Hourly	33.55	35.23	36.99	38.84	40.78
		Annual	69,781.66	73,270.87	76,934.36	80,781.13	84,819.95
	Public Services Manager	Hourly		51.15	to	69.07	
		Annual		106,388.34	to	143,657.90	
44	Public Works Supervisor	Hourly	37.96	39.86	41.85	43.94	46.14
		Annual	78,951.57	82,898.92	87,044.20	91,396.10	95,965.93
	Recreation Aide ^	Hourly		16.50	to	18.21	
28	Recreation Coordinator	Hourly	25.57	26.85	28.19	29.60	31.08
		Annual	53,183.48	55,842.88	58,634.94	61,566.59	64,645.09
	Recreation Leader ^	Hourly		16.56	to	19.67	
	Recreation Services Manager	Hourly		51.15	to	69.07	
		Annual		106,388.34	to	143,657.90	
	Recreation Supervisor	Hourly		36.54	to	52.20	
		Annual		76,003.90	to	108,577.02	
23	Secretary	Hourly	22.60	23.73	24.92	26.16	27.47
		Annual	47,006.08	49,356.41	51,824.09	54,415.34	57,136.34
36	Senior Account Clerk	Hourly	31.15	32.71	34.35	36.06	37.87
		Annual	64,799.23	68,039.20	71,441.35	75,013.35	78,764.27
53	Senior Accountant	Hourly	47.40	49.77	52.26	54.88	57.62
-		Annual	98,599.44	103,529.37	108,706.38	114,141.43	119,848.71
50	Senior Building Inspector	Hourly	44.02	46.22	48.53	50.96	53.51
00	Solidi Bullung hopedidi	Annual	91,559.35	96,137.58	100,944.71	105,991.60	111,291.44

Range	Classification		Α	В	C	D	E
	Senior Civil Engineer /	Hourly		58.26	to	79.23	
	Senior Traffic Engineer	Annual		121,189.82	to	164,794.83	
	Senior Human Resources Analyst	Hourly		48.27	to	65.16	
		Annual		100,396.15	to	135,535.68	
	Senior Management Analyst	Hourly		45.97	to	62.06	
		Annual		95,615.28	to	129,081.59	
	Senior Management Analyst/	Hourly		48.27	to	65.16	
	Grant Coordinator	Annual		100,396.15	to	135,535.68	
	Senior Planner	Hourly		45.80	to	61.84	
		Annual		95,270.28	to	128,618.02	
	Special Events Supervisor	Hourly		36.54	to	52.20	
		Annual		76,003.90	to	108,577.02	
	Storm Water Program Assistant^	Hourly		28.73	to	34.92	
50	Storm Water Program Coordinator	Hourly	44.02	46.22	48.53	50.96	53.51
		Annual	91,559.35	96,137.58	100,944.71	105,991.60	111,291.44
	Student Intern ^	Hourly		16.50	to	19.67	
	Technical Professional Expert ^	Hourly		50.00	to	160.00	

^Part-time, temporary status

CITY OF SANTEE MAYOR AND CITY COUNCIL MEMBERS SALARY SCHEDULE 3% COLA EFFECTIVE JULY 3, 2025

Range	Classification			
	City Council Member	Monthly Annual	1,983.72 23,804.62	
	Mayor	Monthly Annual	3,343.18 40,118.16	

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING THE SANTEE FIREFIGHTERS' ASSOCIATION MEMORANDUM OF UNDERSTANDING

WHEREAS, pursuant to the provisions of the Meyers Milias Brown Act, the City of Santee and the Santee Firefighters' Association (SFFA) met and conferred on issues involving wages, hours, and working conditions and reached a two-year agreement which is effective on July 1, 2025, and ends June 30, 2027; and

WHEREAS, on May 28, 2025 in closed session, the City Council approved the terms of an agreement between the City of Santee and SFFA, the terms of which are set forth in a Memorandum of Understanding (SFFA MOU); and

WHEREAS, the City Council now desires to approve the SFFA MOU as presented in Exhibit "A" to reflect the approved terms of the MOU with the SFFA.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, does hereby find, determine and declare that the terms of the SFFA MOU as presented in Exhibit "A" are approved and adopted.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 25th day of June, 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment: Exhibit "A" SFFA MOU

Santee Firefighters' Association

International Association of Fire Fighters Local 4373





Memorandum of Understanding

Between the City of Santee and

The Santee Firefighters' Association

July 1, 2025 through June 30, 2027

Santee Firefighters' Association 8950 Cottonwood Avenue Santee, CA 92071 City of Santee 10601 Magnolia Avenue Santee, CA 92071

PREAMBLE

WHEREAS, the City of Santee, formed and operated under the authority of a Charter City and is a City rendering protection from fire and other perils of life and property within said City; and

WHEREAS, the Santee Firefighters' Association, Inc., an incorporated mutual benefit association, represents substantially all of the safety employees of said City of Santee Fire Department; and

WHEREAS, the City of Santee and the Santee Firefighters Association, Inc., find it mutually beneficial to meet and confer and negotiate in good faith according to the provisions of California Government Code Sections 3500-3511;

THEREFORE, this Memorandum of Understanding is entered into as of July 1, 2025, between the City of Santee, hereinafter referred to as "City", and the Santee Firefighters Association, Inc., hereinafter referred to as "Association." It is the intent and purpose of this Memorandum to assure sound and mutually beneficial working and economic relations between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstanding or differences which may arise, and set forth the basic and full agreement between the parties concerning wages, hours and other terms and conditions of employment.

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CHAPTER 1.0 ADMINISTRATION

1.1 Recognition

The City recognizes the Association as the exclusive bargaining agent for the purposes of establishing salaries, wages, hours and other terms and conditions of employment for uniformed safety employees in the following positions:

Firefighter Firefighter Paramedic Fire Engineer Fire Engineer/Paramedic Fire Captain Fire Captain/Paramedic

1.2 Association Rights

1.2.1 Payroll Deductions

Employees of the City may authorize payroll deductions for the purpose of paying Association dues including voluntary contribution to the Association's Political Education Committee (PEC) and the Association's Benevolent Fund. The procedure which shall be followed by employees in authorizing deductions for Association dues shall be for each employee to execute a written assignment on the form designated by the City. The same form shall be used to authorize deductions for the Association's PEC and for the Benevolent Fund.

Changes, additions and/or deletions of payroll deductions for Association dues and/or contributions towards the PEC for Association members shall be made with thirty (30) days written notice by the employee to the City and the Association on the form designated by the City.

Dues shall be deducted bi-weekly in the amount certified to the City by the Association Treasurer and the aggregate deductions of all employees shall be transmitted to the designated account specified by the Association. The City will automatically change the dues deductions when salaries change per the MOU, but the Association shall notify the City of changes in the formula or percentage of dues approved by its members no later than thirty (30) days prior to effective date of such change.

The employees' earnings must be regularly sufficient after other legal and required deductions are made to cover the amount of appropriate Association dues. When a member in good standing of the Association is in a non-pay status for an entire pay period, no withholding will be made from future earnings to cover that pay period. In the case of an employee who is in a non-pay status during only part of the pay period, and salary is not sufficient to cover the full withholding amount for dues, no deduction shall be made. In this situation, all other legal and required deductions have priority over Association dues.

1.2.2 Access to Work Station

It is agreed that the Association shall have access to City facilities for the conducting of general membership, board, and committee meetings. Association agrees that meetings shall not cause undue disruption of City business either by frequency or duration. Association shall obtain the approval of the Fire Chief or his designated representative by writing or e-mail prior to Association meetings utilizing City facilities.

1.2.3 Association Release (AR) Time

The City agrees to release designated Association representatives from his or her regular duties without loss of compensation to a combined maximum of ninety-six (96) hours per fiscal year, of which 50% will be reserved for community events that directly benefit the Santee community. Remaining AR hours may be used for the exclusive purpose of conducting Association business. The Association will provide a report to the Fire Chief at the end of each fiscal year, approved and signed by the Association President, accounting for every hour, the purpose of/reason for each hour, and the date each hour of AR leave was used in the fiscal year. This release time shall not include time spent in the meet and confer process with the City, which shall be allowed in addition to the above.

1.2.4 Honor Guard (HG) Bank

The City agrees to release designated Association representatives from his or her regular duties without loss of compensation to a combined maximum of twenty-four (24) hours per fiscal year, to participate in Honor Guard/Emerald Society events. The Association will provide a report to the Fire Chief at the end of each fiscal year, approved and signed by the Association President, accounting for every hour, the purpose of/reason for each hour, and the date each hour of HG leave was used in the fiscal year.

1.3 Management Rights

It is understood and agreed that the City retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included in, but not limited to, those duties and powers are the rights to: Determine its organization; direct the work of its employees; determine the times and hours of operation; determine the level, means, and kinds of services to be provided; establish its policies, goals, and objectives; determine staffing patterns; determine the number and kinds of personnel required; contract out work, transfer work out of the unit; maintain the efficiency of City operations; build, move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; and take action on any matter in the event of an emergency. Emergency is a sudden, generally unexpected, occurrence or occasion requiring immediate action which affects City facilities or equipment or otherwise involves an act of God or specific governmental order requiring the City to take certain action or refrain from taking certain action. In addition, the City retains the right to hire, classify, assign, evaluate, promote, terminate and discipline employees.

1.4 *Term*

This Memorandum of Understanding shall commence July 1, 2025 and shall remain in full force and effect through June 30, 2027. All provisions shall be in effect for the full term unless specifically dated.

1.5 Non-Discrimination

The City will not interfere with or discriminate against any employee covered by this Memorandum because of membership in or legitimate activity on behalf of the Association or any of its members. The Association recognizes its responsibility as exclusive bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion. The provisions of this agreement shall be applied equally to all employees of the bargaining unit without regard to race, color, religion (including religious dress and grooming practices), sex (including pregnancy status and breastfeeding), gender, gender identity and/or expression, sexual orientation, marital status, age, genetic information, mental or physical disability (whether perceived or actual), ancestry, citizenship status, uniformed service member status, medical condition (including genetic characteristics), national origin, or any other class protected under federal, state, or local law. The Association will share equally with the City in responsibility for applying this provision.

1.6 Americans with Disabilities Act (ADA)

The City and Association agree to comply with all provisions of the ADA in accordance with State and Federal law. In addition, the Association will be notified of proposed accommodations prior to implementation by the City. Any accommodation provided to an individual protected by the ADA shall not establish a past practice, nor shall it be cited or used as evidence of a past practice in the grievance process.

1.7 Savings Provision

If any provision of this Agreement, or any application thereof to any unit member is held by a court of competent jurisdiction to be contrary to law, then such provision or application will be deemed invalid to the extent required by such decision, but all other provisions or applications shall continue in full force and effect.

CHAPTER 2.0 COMPENSATION

2.1 Salaries

2.1.1 Salary Schedules

See Attachment "A"

2.1.2 Salaries

Year 1: 3% cost of living adjustment (COLA) for all classifications effective the first full pay period on or after July 1, 2025.
2.5% market adjustment (PERS compensable) for all classifications effective the first full pay period on or after July 1, 2025.

Year 2: 3% cost of living adjustment (COLA) effective the first full pay period on or after July 1, 2026.

1.5 % market adjustment (PERS compensable) for all classifications effective the first full pay period on or after January 1, 2027.

2.1.3 Paramedic Pay

Fire Engineers and Fire Captains with (1) a current, valid California state paramedic license with San Diego County accreditation and (2) no outstanding or documented discipline issues related to performance as a paramedic with the Santee Fire Department receive an additional 4.5% in base salary (in exchange for eliminating paramedic bonus and paramedic differential pay effective July 1, 2005). Effective June 30, 2016 the Fire Engineer/Paramedic salary was increased by .5% and became recognized as a promotion.

2.1.4 Direct Deposit

The City agrees to offer direct deposit to any three financial institutions able to accept Automated Clearing House (ACH).

2.2 Time in Grade

Each employee who is appointed to Firefighter Paramedic at Step C of the Firefighter salary range will be eligible to advance to Step D of the Firefighter Paramedic salary range upon completion of six (6) months of actual service, a satisfactory performance evaluation, and a score of 80% or higher on the 6 month exam. Eligibility for step increases within a range thereafter will occur at intervals of six (6) months effective on the salary anniversary date of the last increase. For details on eligibility to advance to each step within the Firefighter Paramedic Development Program, refer to Article 4.0 of this MOU and the Santee Fire Department Standard Operating Procedures (SOPs).

2.3 Overtime

2.3.1 Paid Leave Time

Paid leave time (with the exception of sick leave effective September 22, 2016) shall be counted as hours worked for purposes of determining eligibility for overtime. Overtime will be paid at a rate equal to time and one-half.

2.3.2 Minimum Compensation

Pre-approved, in-person overtime worked that is not an extension of a regular work shift shall be compensated at a minimum of two (2) hours. Remote attendance shall be compensated at a minimum of 15 minutes and shall be paid thereafter for actual time worked.

Remote work compensation will be for the full time allocated for pre-arranged meeting times (e.g., 1-hour pre-scheduled meetings lasting 45 minutes will be compensated at 1-hour).

2.3.3 Overtime at the End of Shift

Overtime at the end of a shift will commence after seven (7) minutes and shall be paid thereafter for each quarter hour (or major fraction thereof) worked.

2.3.4 Pay or Compensatory Time Off (CTO)

- A. Employees covered under this agreement shall have the option of choosing pay or compensatory time off (CTO) when working overtime hours not generated by another employee utilizing CTO. The choice must be made at the time the overtime is worked.
- B. Employees working overtime as a result of another employee taking compensatory time off (CTO) are not allowed to elect compensatory time off, and must receive pay for the overtime worked.

2.3.5 Compensatory Time Off (CTO)

- A. All compensatory time off (CTO) will be computed and accrued at one and onehalf (1 ½ times straight time).
- B. Employees may not use more than 240 hours of compensatory time off in a fiscal year, regardless of the fiscal year in which the CTO was accrued.
- C. Employees' CTO accrual balance may not exceed 108 hours, regardless of the fiscal year in which the CTO was accrued.
- D. The use of CTO will be at the request of the employee and at the discretion and approval of the appropriate Santee Chief Officer, using the same guidelines as provided for annual leave requests.
- E. Employees covered by this Memorandum of Understanding and assigned to a 40hour week may accrue CTO to a maximum of 36 hours. All other provisions of accrual and use shall apply.

2.3.6 Strike Team

When returning from a strike team greater than 7 days and returning on an employee's assigned shift, the employee has the option to finish the shift or go home using Administrative Leave (AL). Additionally, the employee may utilize the employee's accrued leave for a full 24 hour shift on the following day's shift if regularly scheduled.

2.3.7 Emergency Overtime - Travel Time

Employees called to work emergency overtime will be paid travel time to work at a rate of onehalf hour, no matter where the employee resides. Emergency overtime includes any unscheduled event where an employee is immediately needed and contacted after the start of the current shift and asked to report to work, regardless of the circumstances. (Examples include family illness, injury, strike team deployment, etc.) This provision will not apply to overtime requests that are made prior to the 0800 shift change (i.e. morning sick leave calls), or to circumstances where an employee is responsible for finding their own coverage to facilitate leave.

When an apparatus is deployed on any type of strike team, and administration determines there is a need for an "all call — emergency backfill" to staff an apparatus, any employee reporting for

emergency backfill will have the option to remain on-duty and upstaff if the coverage time extends past 5:00 p.m., regardless of the return of strike team resources.

2.3.8 Application of Overtime

Effective September 22, 2016, for 24-hour shift personnel, overtime pay will apply to all time worked in excess of an employee's regularly scheduled shifts each pay period, less any sick leave taken during the pay period. Therefore, the number of hours of overtime pay earned during a pay period will be reduced by the number of hours of sick leave taken during that same pay period. Any such hours reported as sick leave that are used to offset overtime pay earned will be paid at straight time and will be deducted from the employee's accrued sick leave account. For applying this provision the pay period is deemed to begin at 8:00 am on alternating Thursday mornings in accordance with the City's payroll calendar. For employees on a 40 hour per week assignment overtime will apply to all time worked in excess of 40 hours per week, less any sick leave taken during the work week. Overtime pay applies to approved continuing education required for maintaining a California state paramedic license with San Diego County accreditation or EMT recertification tests, and required manipulative examinations. Overtime pay is not applicable to attendance at fire technology courses required for promotion, either mandatory or competitive. The City of Santee shall comply with the Fair Labor Standards Act as amended and as it applies to the fire service.

2.3.9 Court Appearances

Any employee who is required to appear in court in connection with his/her employment shall be appropriately compensated.

2.3.10 Specialty Pay

Employees granted a specialty assignment designated by the Fire Chief and converted to a 40hour shift will be paid a 10% differential for the duration of the assignment. Authorized "shiftwork" overtime shall be compensated at the employee's regular 56-hour pay rate.

2.4 Acting Out-of-Rate Pay

2.4.1 Acting Battalion Chief

To be eligible to act as a Fire Battalion Chief, an employee must meet the following:

- 1. Fire Captains on the current Battalion Chief list, who have completed the BC Task Book and meet the educational requirements outlined in the most current version of the BC Task Book.
- 2. Fire Captains not on the current Battalion Chief list, but who have completed their BC Task Book and meet the educational requirements outlined in the most current version of the BC Task Book, can be approved to act as a Battalion Chief at the discretion and approval of the Fire Chief.
- 3. Assuming the minimum requirements are met, appointment to the acting position, and duration, is completely at the discretion of the Fire Chief.

4. The acting Fire Battalion Chief will be paid a base hourly rate that is equivalent to a base salary within the Fire Battalion Chief band that is equal to 16% more than their base salary as Fire Captain .

The Acting Fire Battalion Chief position is a temporary appointment by the Fire Chief and can range from part of a shift to an indefinite period of time.

2.4.2 Acting Fire Captain

Any employee on the current or most recent Captain's promotional list who is assigned to work as Acting Fire Captain for a minimum of two (2) hours or more will be paid a differential for the full duration of hours so assigned. The amount of the differential is the difference between the hourly rates of top step (Step E) of Fire Captain and top step (Step E) of Fire Engineer, including any educational incentive.

2.4.3 Acting Fire Engineer

Any Firefighter or Firefighter Paramedic who fulfills the necessary requirements per the Santee Fire Department SOPs and is assigned to work as Acting Fire Engineer for a minimum of two (2) hours or more will be paid a differential for the full duration of hours so assigned. The amount of the differential will be the difference between the hourly rate of top step (Step H) of Firefighter/Firefighter Paramedic and top step (Step E) of Fire Engineer, including any educational incentive.

2.4.4 Paramedic Differential

Effective July 1, 2005, Paramedic Differential was eliminated in exchange for the increase in base salaries as stated under Article 2.1.3 for Fire Engineers and Fire Captains who retain a current, valid California state paramedic license with San Diego County accreditation.

2.4.5 Tiller Operator

Effective July 6, 2023, Tiller Operator (DO) pay was eliminated.

2.5 Educational Incentive

An educational incentive allowance shall be granted for the successful attainment as outlined in the table below:

# of Units/Type of	Subject Area Eligible for Educational Incentive	Percent of
Degree		Base Pay
31 – 45 units	Fire Science	1.5%
46 units and over	Fire Science	3.0%
Associate's Degree	Any Associate's Degree from an accredited college	4.5%
Bachelor's Degree	Any Bachelor's Degree from an accredited college	6.0%

Educational incentive shall be paid six (6) months after attainment of Step G, which would typically occur upon completion of two and one-half years of employment with the City of Santee Fire Department.

An official transcript from the college/university attended by the employee is required as proof of education. The official transcript should be sent directly to the Fire Operations Chief. The employee will be responsible for bearing the cost of ordering the transcript. After Fire Administration receives the official transcript, the proper paperwork will be prepared, the Fire Chief's approval will be obtained, and the request will be forwarded to Human Resources. The educational incentive will be effective on the day the official transcripts showing proof of eligibility are received in Fire Administration.

2.6 *Paramedic Bonus*

Effective July 1, 2005, the paramedic bonus was eliminated for all employees covered by this MOU. For Firefighter Paramedics the equivalent amount of \$1,000 is included in the base salary after successful completion of the first two years as a California state licensed paramedic with San Diego County accreditation working for the City of Santee, and successful advancement to Step E in the City of Santee salary schedules (Attachments A, B, C or D). For Fire Engineers and Fire Captains, the base salary increased as noted in Article 2.1.3 in exchange for the elimination of the paramedic bonus.

2.7 *Preceptor/Mentor Incentive*

Mentors and Preceptors in the paramedic program shall be paid Preceptor or Mentor Incentive pay in the amount of \$2,500 for each series of training completed for each Firefighter/Paramedic or Non-Safety Paramedic trainee assigned to the Preceptor/Mentor, as approved and required by the Fire Chief. Preceptor/Mentor assignments will be designated by the Fire Chief for the purpose of routinely and consistently training and mentoring new Firefighter/Paramedic employees or Non-Safety Paramedic trainees. Employees must achieve and maintain a satisfactory performance evaluation to be eligible for the stipend.

Stipends will be pro-rated as earned per shift as follows:

- Preceptor Pay: \$2,500 for 22 shifts of training, paid at the rate of \$113.64 per completed shift of training.
- Mentor Pay: \$2,500 for 12 shifts of training, paid at the rate of \$208.33 per completed shift of training.

The stipend shall be paid on a bi-weekly basis. Preceptor or Mentor Incentive pay is not reported to CalPERS as "compensation earnable" or "pensionable compensation". The stipend will be included in calculating the employee's hourly regular rate of pay pursuant to the Fair Labor Standards Act (FLSA).

2.8 Longevity Certification Stipend

The Longevity Certification Stipend shall be paid upon completion of ten (10) years of employment with the City of Santee Fire Department* and successful attainment of California State Fire Marshal (CSFM) or other accepted accredited certification(s) as outlined below:

Certification	Eligible Classifications	Percent Of Base Pay
Chief Officer	Fire Captain	1.0%
Fire/Company Officer	All classifications except Fire Captain	1.0%
CSFM Rescue & Technical - 5 Courses	All classifications	1.0%
Wildland - 5 Courses	All classifications	1.0%

Refer to the Longevity Certification SOP for approved courses.

Employees must achieve and maintain a satisfactory performance evaluation to be eligible for the stipend. The maximum percent payable is capped at 2.0% of base pay per member. An employee that meets the criteria for compensation under more than one level above, shall receive compensation for only the highest such level for which he or she qualifies.

Official certificates from accepted accredited agencies (approved by the Fire Chief) will be required to receive stipend pay. The employee will be responsible for obtaining certifications and bearing any applicable costs. Certificates should be sent directly to Fire Administration when an employee becomes eligible for the Longevity Certification Stipend. After Fire Administration receives the qualifying certification(s), the Fire Chief's approval will be obtained, the proper paperwork will be prepared, and the request will be forwarded to Human Resources. The Longevity Certification stipend will become effective upon the pay period following approval by the Fire Chief.

The stipend shall be paid on a bi-weekly basis. Longevity Certification pay is not reported to CalPERS as "compensation earnable" or "pensionable compensation". The stipend will be included in calculating the employee's hourly regular rate of pay pursuant to the Fair Labor Standards Act (FLSA).

*Effective November 12, 2019, members who completed ten (10) years of employment with the City of Santee Fire Department by March 1, 2022 will be considered to have met the longevity requirement for eligibility for the stipend.

Effective the first full pay period on or after January 1, 2024, the Longevity Certification Stipend will be eliminated.

2.9 Uniform Allowance

2.9.1 Allowance

The City agrees to pay one thousand dollars (\$1,000) per fiscal year in uniform allowance to each employee for the maintenance and purchase of Class A and B uniforms and other related uniform attire.

2.9.2 Payment

The reimbursement shall be paid to each employee after the completion of initial probation (12 months) and will not require receipts. Effective with the first full pay period ending on or after July 1, 2025, the annual uniform allowance shall be paid on a bi-weekly basis, approximately \$38.46 per pay period. The benefit will commence similarly every July 1st of subsequent years. The City will report to CalPERS the actual monetary value of the uniform allowance for SFFA covered CalPERS Classic Members. This excludes items that are solely for personal health and safety such as protective vests, pistols, guns, bullets, and safety shoes. The reported value shall not exceed \$1,000 per fiscal year. Under PEPRA, a uniform allowance or the value of uniforms is not considered pensionable compensation for "new members" of CalPERS.

2.10 Promotions

When promoting, the salary increase is to be at least 5% over the current regular salary. If the salary, upon promotion, is Step B or higher, the next raise will occur one (1) year from the anniversary date of the promotion and satisfactory performance evaluation.

CHAPTER 3.0 CONSTANT STAFFING

3.1 *Constant Staffing Model*

The City of Santee and the Santee Firefighters' Association have adopted a staffing model of sixteen plus one per shift for staffing the Santee Fire Department. Under this staffing model the minimum daily staffing is sixteen. This model allows for over-staffing by one additional Firefighter Paramedic (seventeen) per shift for coverage of temporary vacancies for a total of seventeen full-time employees per shift. Temporary vacancies within the firefighter paramedic rank will first be filled utilizing the additional firefighter paramedic. Examples of temporary vacancies include, but are not limited to, vacancies created by sick leave, vacation, workers' compensation and leave of absence. The seventeenth position shall not be used to fill reimbursable overtime.

3.2 Normal Staffing Level

The City and Association agree that the normal staffing level of permanent full-time staff will be equal to the minimum number of positions the City budgets as on duty (currently 48) plus one firefighter paramedic per shift. (Example: If the City budgets to have 48 suppression staff on duty, there will be no more than 51 full time positions; 51 full time positions equates to 16 minimum plus one for a total of 17 uniformed suppression staff on-duty per shift unless a temporary vacancy exists in the firefighter paramedic rank which will decrease the staffing to sixteen. The City will only hire a full-time position beyond the normal staffing level when the Fire Chief has a reasonable expectation that a position will become vacant within the next four months due to a planned retirement.

Absent "catastrophic circumstances", the City will fill all 16 minimum staffing positions daily. The parties agree that staffing levels not otherwise agreed upon in this MOU are a management right. This right includes determining the number of budgeted positions.

CHAPTER 4.0 PROBATIONARY PERIOD, TIME IN GRADE & CERTIFICATION PROCEDURES

4.1 *Purpose and Duration of Probation*

The purpose of probation is to give the City an opportunity to evaluate an employee's performance prior to the employee entering regular status. After accepting an original or promotional appointment with the City of Santee Fire Department, each employee shall serve a probationary period of twelve (12) months of service. Regular status shall commence on the day following the expiration of a probationary period. During this probationary period, the employee's performance shall be evaluated at least twice at or just before six and twelve months.

4.2 Original Probationary Appointments

4.2.1 Zero to Six Months

Effective July 1, 2023, probationary Firefighter Paramedics will be placed at Step C of the Firefighter salary range. Thereafter, probationary Firefighter Paramedics must complete the following requirements during the first six (6) month period:

- 1. Successfully complete a paramedic evaluation on an ambulance, if assigned.
- 2. Successfully complete a recruit academy, if assigned.
- 3. Complete the ambulance driver training process and become certified by the end of this six (6) month period.

After successfully completing the above requirements, probationary Firefighter Paramedics will be advanced to Step C of the Firefighter Paramedic salary range. Failure to complete the above requirements will result in a failure of probation.

1. Successfully pass a 6-month written and manipulative examination, attaining a minimum score of 80% on each portion on the first attempt.

Note: The candidate must pass the written portion of the test prior to taking the manipulative portion.

2. Receive a "Competent" or better Employee Performance Evaluation.

After successfully completing the above requirements, probationary Firefighter Paramedics will be advanced to Step D of the Firefighter Paramedic salary range. Failure to complete the above requirements will result in a failure of probation.

4.2.2 Six to Twelve Months

After successful advancement to Step D, probationary Firefighter Paramedics must complete the following requirements during the second six (6) month period:

- 1. Successfully pass a 12-month written examination, attaining a minimum score of 80% or better on the first attempt. *
- 2. Successfully pass a 12-month manipulative examination, attaining a minimum score of 80% or better on the first attempt.

3. Receive a "Competent" or better Employee Performance Evaluation.

*The 12-month written and manipulative exams shall be administered no sooner than forty-five (45) calendar days prior to the end of probation and no later than 15 calendar days prior to the end of probation. If these tests are not completed prior to the end of probation, the City reserves the right to extend probation pursuant to Section 4.5 of this MOU.

After successfully completing the above requirements, probationary Firefighter Paramedics are eligible to advance to Step E and the probationary period will be complete. Failure to complete the above requirements will result in failure of probation.

4.3 *Promotional Probationary Appointments*

For promotional appointments to all other positions covered by this MOU, promotional probationary employees will be evaluated at least twice at or just before six and twelve months. The results of these evaluations shall be discussed with the employee.

4.4 Extension of Probationary Period

The probationary period may be extended by the Fire Chief and the Human Resources Director. The employee will be notified in writing of the extension of his/her probationary period prior to the end of the original probationary appointment.

A. Original Probationary Employees - Extension of Probationary Period:

Original Probationary Employees absent for eight (8) regular duty shifts or more may have their probationary period extended for the same duration as their absence.

B. Promotional Probationary Employees – Extension of Probationary Period: Promotional Probationary employees absent for twenty (20) regular duty shifts or more may have their probationary period extended for same duration as their absence.

4.5 *Notification of Extension*

If a probationary employee's work merits an extension, the employee has been absent longer than the time specified in Article 4.4, or the requirements in section 4.2.2 have not been satisfied, the Fire Chief shall notify the Director of Human Resources of his or her intention to extend the employee's probationary period. After discussion with the Director of Human Resources, the Fire Chief shall notify the employee in writing of the extension of the original probationary period prior to the end of the original probationary period.

4.6 Rejection During Probation

An employee who does not successfully pass his/her original probationary appointment may be rejected at any time by the Fire Chief without the right of appeal, except as provided by law. An employee who does not successfully pass his or her promotional probationary appointment shall be reinstated to the position in which the employee held regular status prior to his or her promotion. If the employee was serving a probationary period at the time of promotion, the employee shall be reinstated to probationary status in the prior classification, and the remainder

of that period shall be served. However, if the cause for not passing the promotional probationary period is sufficient grounds for further discipline and/or dismissal, the employee shall be subject to the discipline and/or dismissal process without being reinstated to the original lower position.

4.7 Notification of Rejection

If a probationary employee's work is not satisfactory, the Fire Chief shall notify the Director of Human Resources. After discussion with the Director of Human Resources, the Fire Chief shall notify the employee of his or her rejection prior to the end of the original probationary period.

4.8 Time in Grade - Additional Step Increases

Firefighter Paramedics will be eligible to advance from Steps E through G at a minimum of six month intervals, and Step G to H at a minimum of 12-month interval, through completing the step process outlined in the Fire Department SOPs. Each step increase requires passing both a written and manipulative examination with a minimum 80% score and receiving an overall Competent or better performance evaluation.

The written portion of the test must be successfully passed first to be allowed to take the manipulative portion. In the event that a score of less than 80% is attained on the written portion of the examination, the Firefighter Paramedic will be given one (1) additional try with an alternate examination no sooner than 15 calendar days but no later than 60 calendar days from the date of the failed exam, which must also be passed with a minimum score of 80%.

In the event that a score of less than 80% is attained on the manipulative portion of the examination, the Firefighter/Paramedic will be given one (1) additional try with an alternate examination no sooner than 15 calendar days but no later than 60 calendar days from the date of the failed exam, which must also be passed with a minimum score of 80%.

In addition, the employee must receive a Competent or better performance evaluation to advance to the next step. Employees receiving an PN performance evaluation shall be given a performance plan re-evaluated on an interim basis at a minimum of every two months from receipt of the PN evaluation but no longer than 90 days. If the employee does not show improvement based on the performance plan after 90 days, the progressive discipline process will begin.

The effective date of advancement to the next step will occur after completing and successfully passing both exams and receiving a competent or better performance evaluation.

4.9 *Certification Procedures*

4.9.1 City of Santee Personnel Rules – Certification Procedures

The City of Santee Personnel Rules shall apply to the recruitment and selection process of all positions covered by this MOU, with the exception of how names are certified from opencompetitive and closed-promotional eligibility lists and re-employment lists for Fire Engineers and Fire Captains.

4.9.2 Certification Lists – The Rule of Three Defined

The top three (3) names, plus additional names if tie scores necessitate such action, may be certified from either an open-competitive or closed-promotional eligibility list. In addition, names on the valid re-employment list for the vacant classification may be added to the certification list.

4.9.3 Application of the Rule of Three

The "Rule of Three" shall be used exclusively and only apply when certifying lists for the positions of Fire Engineer and Fire Captain and shall include Acting appointments. Certification procedures for the position of Firefighter Paramedic shall follow City of Santee Personnel Rules.

CHAPTER 5.0 LEAVE

5.1 Annual Leave

5.1.1 Accrual

All uniformed shift personnel shall be entitled to annual leave accrued on a bi-weekly basis or per pay period beginning with hire date. Total hours to be accrued are displayed in the following table:

Years of Service	Bi-weekly Accrual	Total Annual	Maximum
		Hours	Accrual
0 to 5 years	11.54 hours	300 hours	600 hours
6 to 9 years	12.00 hours	312 hours	624 hours
10 to 14 years	12.92 hours	336 hours	672 hours
15 to 19 years	13.84 hours	360 hours	720 hours
20 or more years	14.76 hours	384 hours	768 hours

5.1.2 Maximum Accrual

Employees will be allowed to accumulate a maximum of two-times annual accrual. When employees reach the maximum accrual, they will not accrue additional leave until they use some leave and the balance falls below the maximum.

5.1.3 Annual Leave Increments

For uniformed shift personnel, annual leave will be deducted for time off that the employee would have been on duty according to the regular schedule. Annual leave may be used in increments down to one-quarter (1/4) hour.

5.1.4 "40 Hour" Personnel - Total Annual Hours

"40 hour" personnel shall be entitled to annual vacation as follows:

Years of Service	Bi-weekly Accrual	Total Annual	Maximum
		Hours	Accrual
0 to 5 years	5.23	136	272
6 to 9 years	5.42	141	282
10 to 14 years	5.85	152	304
15 to 19 years	6.46	168	336
20 or more years	7.08	184	368

5.1.5 "40 Hour" Personnel - Holidays

All "40" hour personnel shall be entitled to these eleven (11) holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day after Thanksgiving, Day before Christmas, and Christmas Day. If any of these fall on a weekend, the same day shall be taken off as the general City employees take.

5.1.6 Seniority in Scheduling Vacation Months

Vacation months are to be scheduled on the basis of seniority of length of service with the Department.

5.1.7 Scheduling Annual Leave

Scheduling of annual leave shall be regulated by the administration through the SOPs, so as not to impair the efficiency of the Department.

5.1.8 Days in Lieu of Holidays

Article 5.1.1 above includes vacation and holiday hours.

5.1.9 Annual Leave Adjustments

A. All personnel reassigned from shifts to days shall have their annual leave adjusted as follows:

Years of Service	Multiply By:
0 to 5 years	.4532
6 to 9 years	.4520
10 to 14 years	.4524
15 to 19 years	.4666
20 or more years	.4792

B. All personnel reassigned from days to shifts shall have their annual leave adjusted as follows:

Years of Service	Multiply By:
0 to 5 years	2.2065
6 to 9 years	2.2127
10 to 14 years	2.2105
15 to 19 years	2.1429
20 or more years	2.0869

5.1.10 Annual Leave Cash Out

An employee, upon separation, shall be cashed out 100% of their annual leave at their current base pay.

5.2 Sick Leave

5.2.1 Accrual

All uniformed shift personnel shall be entitled to sixteen (16) hours per calendar month of sick leave accrued at a rate of 7.38 hours per bi-weekly pay period from date- of-hire. Sick leave will accumulate if not taken. There is no limit to sick leave accumulation.

5.2.2 "40 Hour" Personnel

"40" hour personnel will be entitled to eight (8) hours of sick leave per calendar month accrued at a rate of 3.69 hours per bi-weekly pay period. Sick leave will accumulate if not taken. There is no limit to sick leave accumulation.

5.2.3 Sick Leave Adjustments

All personnel reassigned from shifts to days shall have their sick leave total adjusted by multiplying by .5. All personnel reassigned from days to shifts shall have their sick leave total adjusted by multiplying by 2.0. Prior to retirement, personnel who are working on days will have their sick leave total adjusted back to the shift total for those hours earned while working on a shift by 2.0, and then adding the additional accrued hours earned while working days (after deducting any hours that were used while working days). If an employee has used more hours of sick leave on days than were earned, all remaining hours will be multiplied by 2.0 to convert sick leave back to shift total.

5.2.4 Credit for Sick Leave after Re-employment

If an employee separates (non-retirement) from the department in good standing, and is reemployed within the following timeframes, the employee will be credited with their previously accrued sick leave balance as of their date of separation, as set forth below:

- Separated from the City of Santee for 1 year or less: All accrued sick leave will be credited to employee's sick leave balance.
- Separated from the City of Santee for more than 1 year and less than 2 years: 50% of sick leave shall be credited to employee's sick leave balance.

5.2.5 Parental Leave

Personnel shall be allowed parental leave related to the birth or adoption of a child of up to seventy-two (72) hours to be deducted from accumulated sick leave.

5.2.6 Family and Medical Leave Act

Family leave shall be provided in accordance with the requirements of the federal Family and Medical Leave Act (FMLA), and the City of Santee's most recent policy on FMLA.

5.2.7 Labor Code §4850

Sick leave may not be used in conjunction with, to augment or as a replacement for Industrial Injury Leave as provided for by Labor Code §4850.

5.2.8 Annual Sick Leave Conversion to Retirement Health Savings Account (RHSA) Contribution

An employee using 48 hours or less of sick leave in a fiscal year may convert up to 24 hours annually. An employee who uses between 49 and 71 hours of sick leave may convert the difference between 72 hours and the amount of sick leave taken up to a maximum of 24 hours. For example, if an employee uses 48 hours or less of sick leave, he or she is eligible to convert 24 hours (72 minus 48). If 49 hours of sick leave are used, he or she is eligible to convert 23 hours of sick leave (72 minus 49). If 71 hours of sick leave are used, he or she is eligible to convert 1 hour of sick leave (72 minus 71). The employee must maintain a minimum balance of 504 hours of sick leave. Parental leave and/or leave protected under the FMLA will not count toward hours of sick leave used when determining the number of hours of sick leave taken in a year and eligibility for this benefit. No cash will be given in lieu of converting eligible sick leave hours to contribute to the RHSA.

5.2.9 Sick Leave Conversion to RHSA

An employee, upon service retirement only, may convert to cash, 50% of their remaining sick leave balance up to \$6,000, of which 100% of the conversion to cash must be placed into the employees Retirement Health Savings Account. No cash will be given in lieu of converting eligible sick leave hours to the employee's RHSA.

5.3 Other Leave

5.3.1 Trading of Shifts

Shifts may be traded by means of personal time trade. All out of rate shift trades must be approved by a Santee Chief Officer, who shall review the schedule to ensure it will not cause known additional overtime. Personal time trades must be paid back within one (1) year of the date of the first trade. The City and Association agree to follow the guidelines on personal time trades as delineated in the Santee Fire Department SOPs.

5.3.2 Leave without Pay

Personnel may request time off without pay, at the discretion of the City, pursuant to the City of Santee Personnel Rules.

5.3.3 Detached Duty

Upon approval of the Fire Chief, personnel may be allowed detached duty for Department business or activities the Fire Chief feels would directly benefit the Department.

5.3.4 Forwarded Leave

Effective July 1, 2015, the Fire Chief can no longer forward time off to an employee. Example: Sick leave.

5.3.5 Bereavement Leave

Personnel having a death in the immediate family (this means wife, husband, children, father, mother, brother, sister, mother or father-in-law, grandparents, grandparents-in-law, stepparents, or stepbrothers and stepsisters) (this means wife, husband, domestic partner, children, stepchild, grandchild, brother, stepbrother, sister, stepsister, parent, guardian, stepparent, foster parent or grandparent, grandparents-in-law or any person serving as a parent living in the same household) shall have a bereavement leave up to three (3) shifts, which will not be deducted from an employee's sick leave balance.

5.3.6 Military Leave

Personnel are allowed up to 30 calendar days of orders each fiscal year as required by law. The number of paid leave days may vary depending on the dates of military orders and the employee's shift schedule, but pay is not to exceed 30 days in any one fiscal year, pursuant to the Military & Veteran's Code § 395.01. (For example, if an employee is called to active duty for 90 days, he or she will receive one month's salary or the equivalent to 10 shifts).

5.3.7 Jury Duty

Every regular and probationary employee of the City who is required to report for jury duty shall be entitled to be absent from duties with the City during the period of such service. No deduction shall be made from the salary of an employee while on jury duty if he/she remits to the City all pay received for jury duty (except mileage), the original summons for service, and the official court jury duty timecard. If the employee does not remit to the City all required items, he/she shall be paid only for the actual hours worked in his/her regular position on the day(s) of jury service, if any.

The City will compensate employees for travel time to and from jury service, not to exceed a total of one (1) hour per day of jury service regardless of where the employee lives and regardless of the location of jury service. If the employee's jury service is less than a full workday, the employee is expected to return to work or use accrued leave with pre-approval from his or her supervisor for the remainder of the regularly scheduled shift. Employees will not be compensated for jury duty on a day off or compensated for travel to and from jury duty on days off. If time spent at jury service or the related travel time results in overtime, the City will not compensate the employee for such hours.

5.3.8 Catastrophic Leave

Pursuant to the City of Santee Human Resources & Risk Management Policy Catastrophic Leave Bank, regular employees in a permanent position eligible for benefits and have exhausted all accrued paid leave time, may be eligible for catastrophic leave due to a life-threatening illness or severely incapacitating injury that is expected to incapacitate an employee or eligible member of his or her family. See the Human Resources & Risk Management Policy for more guidelines on donating to the Catastrophic Leave bank or for qualifications of eligibility.

CHAPTER 6.0 RETIREMENT BENEFITS

6.1 California Public Employment Retirement System (CalPERS) Program

The City of Santee has contracted with CalPERS for the retirement benefits listed below.

6.1.1 Classic Tier 1 and 2- Formula & Benefits:

1. Retirement Formula; Employee Contribution: Fire safety employees hired prior to January 19, 2012 are considered "Classic Tier 1" members of CalPERS. By contract, the City and Classic Tier I employees participate in the "3% at age 50" retirement formula. The applicable employee contribution, paid in full by Classic Tier 1 employees pursuant to pre-tax payroll deduction, is nine percent (9%).

Fire safety employees hired on or after January 19, 2012 but prior to January 1, 2013, and fire safety employees hired on or after January 1, 2013 that are designated as classic members by CalPERS, are considered "Classic Tier 2" members of CalPERS. By contract, the City and Classic Tier 2 employees participate in the "3% at age 55" retirement formula. The applicable employee contribution, paid in full by Classic Tier 2 employees pursuant to pre-tax payroll deduction, is nine percent (9%).

2. Cost-Sharing of City CalPERS Contribution: Upon ratification of this Agreement, the City shall implement cost-sharing pursuant to the terms set forth below to offset a portion of the City's employer contribution to CalPERS for retirement benefits as authorized under Section 20516(f) of the Government Code.

The employee cost-sharing contribution will be accomplished pursuant to Section 20516(f) of the Government Code. Cost-sharing contributions made pursuant to Section 20516(f) remain characterized as employer contributions by CalPERS and, therefore, will not be allocated to the employee's retirement account. Cost-sharing contributions will be deducted from wages on a pre-tax basis during the term of this Agreement.

Effective June 27, 2019, Classic Tier 1 and Classic Tier 2 employees shall contribute, through payroll deduction, an additional three percent {3%} of "compensation earnable", for a total contribution of 12%, towards CalPERS retirement.

- 3. Post Retirement Survivors Allowance (PRSA) 50%, Sections 21624 and 21626 and PRSA Continuance, Section 21635 Upon the death of a retiree, 50% of the unmodified allowance, will continue to an eligible survivor. The PRSA payable to surviving spouses upon the death of a retiree will not cease upon remarriage of the surviving spouse.
- 4. 1959 Survivor Benefit (Pre-Retirement), including Indexed Level, Section 21574.5 -This provision provides 1959 Survivor Benefits to survivors of a member who dies prior to retirement and is not covered by Social Security. The Indexed level includes an automatic cost-of-living feature to avoid erosion due to inflation.
- 5. Retired Death Benefit (DB) \$500, Section 21620 and DB Continues, Section 21551 - Section 21620 provides that upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate. Section 21551 provides the death benefits being paid to a spouse of a member who died prior to retirement will continue in full should the spouse remarry.
- 6. Credit for unused sick leave, Section 20965 -Any unused sick leave days will be converted to service credit at the rate of .004 years of service for each day of sick leave provided there is less than 120 days between the member's separation date and retirement date.
- 7. For Classic Tier 1 employees, final compensation is the average full-time monthly pay rate for the highest 12 consecutive months, Section 20042. For Classic Tier 2 employees, the final salary will be calculated using thirty-six (36) highest paid consecutive months.
- 8. Military Service Credit as Public Service, Section 21024- a member may elect to purchase up to 4 years of service credit for any continuous active military or merchant marine service prior to employment.
- 9. All CalPERS retirement benefits for employees hired on or after January 1, 2013, who are considered "new members" under PEPRA are subject to the mandatory provisions outlined in PEPRA, including the mandatory retirement formula and mandatory employee contributions for new members.

6.2 Advanced Disability Pension Payments

City agrees to implement California Labor Code Section 4850.3 with reference to Industrial Disability Retirements. This section provides a mechanism whereby the City can make advanced disability pension payments to any Association member who has qualified for benefits under Section 4850 and is approved for a disability allowance.

6.3 Deferred Compensation

City agrees to offer a voluntary deferred compensation plan to Association members. City agrees to consider and discuss options with the Association as long as the Association contacts the City at least ninety (90) days prior to the renewal of the current exclusive provider agreement.

6.4 Retirement Health Savings Account (RHSA)

City agrees to implement and administer a retirement health savings account program. Participation is mandatory for all members of the Santee Firefighters' Association. Effective July 1, 2013, the City will contribute 2% of base salary, on a bi-weekly ongoing basis, for all members covered by this MOU. Additional contribution amounts by unit members will be determined by the Santee Firefighters' Association. The contribution amounts by unit members shall not be changed more than once per fiscal year.

CHAPTER 7.0 INSURANCES

7.1 Life Insurance & Accidental Death and Dismemberment Insurance

The life insurance paid for by the City and the Accidental Death & Dismemberment (AD&D) insurance paid for by the City on uniformed members shall be the plan adopted for other City employees. The basic benefit level of each of these plans approximates one times annual salary up to a maximum of \$50,000, or the same as the City's plan for its miscellaneous employees.

7.2 Medical and Dental Insurance

Effective January 1, 2018, medical insurance costs became shared between the City and employee as follows:

	City Contribution	Employee Contribution
Employee Only	100% of premium	0% of premium
Employee+ Spouse	85% of premium	15% of premium
Employee + Children	85% of premium	15% of premium
Employee + Spouse & Children	75 % of premium	25 % of premium

Employees will be allowed to opt out of the group medical plan with proof of other coverage. The members covered by this MOU are covered by the City's Dental Plan at the same cost sharing as other employees (effective July 1, 2017).

7.3 Retiree Medical Insurance

7.3.1 General Statement

All retirees have the right to remain on the City's medical insurance plan as provided to employees and at the same rates as active employees. Medical Insurance options available to retirees upon reaching age 65 are delineated in the Side Letter dated May 21, 1996 to the Memorandum of Understanding (Attachment B).

7.3.2 Hired Before 6/30/85 & Retired before 8/1/86

Retirees from the City or Fire District on or before June 30, 1985, and unit employees who retire before 8/1/86 - the City shall pay the full premium towards a medical plan providing comparable coverage to that contained in the plans in existence June 30, 1985.

7.3.3 Hired by 6/30/85 & Retired on or After 8/1/86

Unit members employed as of June 30, 1985, who retire on or after 8/1/86 - The City shall contribute a maximum of \$182 per month towards a City medical plan providing benefits comparable to those found in the plans existing on June 30, 1985. Any premium in excess of \$182 shall be borne by the retiree. Payments made by the City are subject to IRS reporting requirements.

7.3.4 Initial Hire on or After 7/1/85

Unit members whose initial employment begins on or after July 1, 1985 - upon retirement shall be entitled to participate in the City's medical insurance program at their own expense.

7.3.5 Retirees Residing Outside the Service Area

The City will make reasonable attempts to secure insurance options with the current insurance carrier for Retirees residing outside the San Diego or Riverside County service areas which are comparable to the medical insurance options available to Retirees residing within the service areas. In the event the rates for Retirees residing outside the service area are higher than those for Retirees within the service area, the Retiree shall be responsible for paying the difference, in addition to what they are required to pay as stated above. In the event the City is unable to secure comparable medical insurance options for Retirees residing outside the service areas, the Retirees will be terminated from the City's medical insurance coverage and may not re-enroll. The City will provide the cash value of the benefit, per Articles 7.3.2 and 7.3.3, to the Retiree no longer on the City's medical insurance plan. The cash value will be paid to the Retiree quarterly.

7.3.6 Retirees - Option to Terminate Insurance

Any Retiree who qualifies for insurance assistance per Articles 7.3.2 and 7.3.3 regardless of residency may opt to terminate participation in the City's medical insurance and will continue to receive the cash value of the benefit. Once a Retiree withdraws from the City's medical insurance plan, the Retiree may not re-enroll.

7.3.7 Definition of Survivor Relationship

If an active employee, who was employed prior to 6/30/85, dies and the death is determined to be work related, the City will continue to contribute towards medical insurance, at the maximum rate of \$91, for one dependent as long as the dependent meets the definition of dependent, which is a spouse that has not remarried or a child until the age of 26.

When a retired employee dies, the City will continue the medical insurance for one dependent. The maximum rate the City will pay is as follows:

- 1. Retired prior to August 1, 1986 full premium for one dependent (see statement above).
- 2. Employed prior to June 30, 1985, and retired after August 1, 1986 \$91.

If the dependent is a spouse, the coverage will continue until the spouse remarries or dies. If the dependent is a child, the child will be eligible until age 26. Retirees whose initial hire date is on or after June 30, 1985 shall not be eligible for this benefit.

7.4 Long Term Disability (LTD)

7.4.1 LTD Plan

Association is responsible for contracting, buying, enrolling new employees in, and the administration of the LTD plan. The employee may utilize sick leave to make up for any difference in salary. An employee may charge up to a maximum of ninety (90) calendar days of sick leave for any one incident of a non-industrial injury or illness. When the 91st day of the sick leave occurs, an eligible employee must transfer, if approved, to the Association's Long Term Disability (LTD) Program. The employee shall remain on LTD until such time as the employee is released to full duty. If the employee is precluded from performing the substantial range of job duties, the employee may remain on LTD in conformance with the benefits provided by the plan and he/she may be retired or terminated at that time. Employee shall accrue medical, dental and life benefits, while on LTD.

Within two weeks of an LTD claim being filed, the employee is responsible for providing Human Resources with the information necessary to coordinate employment and payroll matters potentially impacted by the claim. Such information includes, but is not limited to, dates of leave, LTD eligibility date, specific plan benefit (i.e., 50/50 integration) and monetary amounts received from the Plan Administrator. Providing this information to Human Resources will streamline approval from the LTD Plan Administrator as well as enable efficient City payroll processing.

7.4.2 City Monthly Contribution to LTD Plan

For each employee, the City will contribute a monthly amount to the employee's taxable income equal to the current LTD monthly premium, not to exceed \$30 per employee per month. City will make a taxable deduction of the monthly amount of the premium for each employee and include in the monthly Association dues payment.

7.4.3 CalPERS Retirement Service Credit & City of Santee Contributions

Pursuant to and in compliance with the California Public Employees' Retirement Law, employees on the LTD Plan using sick leave to make up the 50% difference in base pay will continue to accrue service credit towards his or her CalPERS retirement. In addition, the City will continue to make contributions to CalPERS based on the 50% of sick leave used by the employee while he or she is on the LTD Plan.

7.4.4 Deferred Compensation

When an employee, on LTD ceases to accrue PERS service credit, City will contribute to the employee's City sponsored deferred compensation plan an amount equivalent to total PERS contribution not to exceed the IRS retirement plan contribution limits annually, on a calendar year basis. City payment will be made once each calendar year by 12/31. This payment will be calculated at end of the LTD term, or annually, as appropriate.

7.5 *Optional Insurance Programs*

Optional insurance programs may be offered by the City. Voluntary benefits will be made available to all members covered by this MOU at the same terms as other City employees. As the

voluntary benefits and providers evolve over time, members may contact Human Resources for specific plan information.

7.5.1 Employee Assistance Program (EAP)

This program provides a free, confidential assessment and referral service to employees and their families for a wide range of personal and professional issues, including divorce, eating disorders, legal problems, grief and loss, debt counseling, drug and alcohol abuse, family conflict, domestic violence, etc.

7.5.2 Flexible Spending Accounts - Section 125

This benefit allows employees to set aside pre-tax dollars for a variety of services including child/dependent care, medical reimbursement, and individual insurance premiums.

CHAPTER 8.0 HOURS & SCHEDULES

8.1 Hours of Work and Basic Work Week

Employees covered by this Agreement will work one of two schedules depending on assignment:

- 1. 40-Hour Personnel: The standard work week is five (5) eight (8) hour days, Monday through Friday, for which the starting time is 0800; ending is 1700. At the discretion of and with approval from the Fire Chief, 40-hour personnel may also have the option to work an alternative work schedule such as the "9/80" schedule with every other Friday off, or a "4/10" schedule with every Friday off. Refer to City APM 01-1 or the most recent APM on "9/80 Work Schedule" for guidelines and more information on this schedule.
- 2. 24-Hour Shift Personnel: The work week is 56 hours per week averaged on a calendar year basis. The basic schedule shall be a three (3) platoon fifty-six (56) hour schedule consisting of four (4) twenty-four (24) hour shifts each separated by twenty-four (24) hours off duty followed by four (4) consecutive days off, followed by four (4) twenty-four (24) hours shifts each separated by twenty-four (24) hours off duty, followed by six (6) consecutive days off. This schedule recurs on a regular twenty-four (24) day cycle.

8.2 Early Reliefs and Personal Time Trades

Early reliefs and personal time trades will be allowed by Company Captains as governed by the Department SOPs. Early reliefs and personal time trades for Captains and Acting Captains must be approved by the appropriate Santee Chief Officer.

CHAPTER 9.0 EMPLOYEE PERFORMANCE EVALUATIONS

9.1 *Purpose*

The purpose of employee performance evaluations is threefold. First, it aids supervisors and/or Company Officers, Division Chiefs, the Fire Chief and the City Manager in reviewing an employee's productivity, the quality and quantity of his/her output, attitude, working

relationships and growth on the job. Second, it assists individual employees in achieving maximum work output by establishing work standards and objectives, reviewing progress toward goals and planning the employee's future development. Third, performance evaluations identify those whose performance needs improvement and those who exceed standards.

9.2 Schedule

Performance evaluations for Firefighter Paramedics in the Firefighter Paramedic Development Program shall be prepared and completed in accordance with the schedule outlined in Chapter III (Hiring, Development, Promotion) of the Santee Fire Department SOPs.

Performance evaluations for all other fire personnel shall be prepared within fifteen (15) working days of the employee's salary anniversary date each year.

Supervisors are authorized to evaluate a subordinate's performance as often as the supervisor deems appropriate or at the request of an employee.

9.3 Authority to Complete Performance Evaluations

The Fire Chief shall have the authority to complete evaluations of performance. However, he or she may delegate such authority to subordinate supervisors who are most familiar with the work of the employees to be evaluated. The Fire Chief shall review and approve all performance evaluations of personnel under his or her authority.

9.4 Routing and Approval Process for Performance Evaluations

Performance evaluations shall be prepared by the assigned Fire Captain. The Fire Captain shall route the performance evaluation to his or her assigned Battalion Chief for review and approval. The Fire Chief shall then review and approve the performance evaluation and send to the Human Resources Department for review and approval. Human Resources may forward the performance evaluation to the City Manager for review. The performance evaluation will be sent back to the Fire Captain who will review the evaluation in a private meeting with the employee.

The employee shall sign the performance evaluation to acknowledge that the employee is aware of its contents and has discussed the evaluation with his or her supervisor. The employee's signature on the evaluation does not necessarily indicate agreement with its contents. The employee will receive a copy of the evaluation after the meeting with the supervisor and a copy of the evaluation will be placed in the employee's personnel file.

9.5 Appeal

9.5.1 Appeal Process

An employee may appeal an overall rating of Progress Needed for a performance evaluation by submitting a written request of appeal to the Fire Captain who prepared the performance evaluation and to the employee's Battalion Chief within seven (7) calendar days after receipt of the final performance evaluation routed under Section 9.4 of this MOU. The Battalion Chief will arrange a meeting with the employee and the Fire Captain who prepared the performance evaluation to discuss the employee's request of appeal. The meeting shall take place within fourteen (14) calendar days of receipt of the employee's written request. If the employee is not

satisfied with the result of the meeting with the Fire Captain and Battalion Chief, he or she may request to meet with the Fire Chief. The Fire Chief may investigate further the facts presented by the employee on the performance evaluation and render a decision on the ratings.

If the employee is still not satisfied with the decision of the Fire Chief, he or she may request in writing a meeting with the City Manager within fourteen (14) calendar days of receipt of the Fire Chief's decision to discuss and review the employee's performance evaluation and overall rating. The City Manager will hear the appeal and then reaffirm, modify or revoke the performance evaluation issued by the Fire Chief based on his or her findings. The decision of the City Manager is final. The final performance evaluation will be placed in the employee's personnel file.

9.5.2 Written Comment

Pursuant to the Firefighter Procedural Bill of Rights Act, the employee shall have 30 days within which to file a written response to any adverse comments in the performance evaluation which will be placed in his or her personnel file. The written response shall be attached to and accompany the performance evaluation (GC 3256).

CHAPTER 10.0 DISCIPLINE

10.1 Purpose

It is expected that all City employees shall render the best possible service and reflect a positive image on the City. Therefore, high standards of professional and personal conduct are essential. When an employee's performance or conduct is deemed improper, disciplinary action is necessary to correct deficiencies, to assure improvement to meet appropriate standards and/or to correct for violations against City or Fire Department Rules. Grounds for discipline include failing to meet any of the stated employee conduct rules found in City of Santee Personnel Rule 11.0.

10.2 *Disciplinary Action*

When disciplinary action occurs, the affected employee shall be informed in writing of all reports, memorandums and/or records placed in his/her personnel file. Listed below are the disciplinary actions which may be utilized by a supervisor or Fire Chief. Failure to correct deficiencies and/or improve to meet standards may result in further discipline. All provisions of this section comply with the Firefighters Procedural Bill of Rights Act (Government Code, Section 3250-3262).

10.2.1 Oral Reprimand

A supervisor may orally communicate to the employee the deficiency or problem observed. The facts of the oral reprimand shall be put in writing, but noted as an oral warning, and placed in the employee's personnel file.

10.2.2 Written Reprimand

A written reprimand may be prepared by a supervisor and a copy shall be placed in the employee's personnel file after it has been discussed with the employee and after the employee has an opportunity to sign the written reprimand. A copy shall also be given to the employee.

10.2.3 Suspension

The Fire Chief may suspend an employee without pay for up to thirty (30) calendar days for disciplinary purposes. An employee suspended without pay shall not accrue sick leave, vacation or any other benefit which normally accrues based on time worked.

10.2.4 Reduction in Pay

The Fire Chief may reduce an employee's pay to a lower step within a range or lower part of band as a disciplinary action.

10.2.5 Demotion

An employee may be disciplined through demotion by the Fire Chief. No employee shall be demoted to a position which is not available and for which he/she does not possess the minimum qualifications.

10.2.6 Dismissal

A regular employee may be dismissed for disciplinary purposes by the Fire Chief. A probationary employee may be dismissed at any time during the probationary period without cause or the right to appeal.

10.3 Notification of Proposed Disciplinary Action

When the disciplinary action to be taken includes reduction in pay, suspension, demotion, or termination, the affected employee shall be given written preliminary notice of the intention to impose the disciplinary action. If the good of the service demands immediate action, written notice shall be given as soon as possible under the circumstances. Notification shall include:

- A. Written notice of the proposed action stating the date it is intended to become effective and the specific grounds and particular facts upon which the action will be taken.
- B. Any known written materials, reports, or documents upon which the action is based.
- C. The employee will also be provided with his or her rights to respond to the proposed charges, and given a time and date to respond orally or in writing (at least 7 calendar days after the employee receives the notice).
- D. All disciplinary actions against probationary and non-permanent employees do not call for notification, review, or appeal.
- E. The employee's rights of appeal to the City Manager.

10.4 *Pre-Disciplinary Conference or Written Response*

10.4.1 Employee Response

After receiving the Notice of Intent to Discipline, the employee has 7 calendar days to respond either orally or in writing to the charges. This is the employee's opportunity to provide information in response to the proposed action taken by the Fire Chief. An employee may submit a written response to the Notice of Intent to Discipline in addition or in lieu of the oral response.

10.4.2 Final Decision

The Fire Chief shall notify the employee in writing of his or her decision within 30 days of the decision, but not less than 48 hours prior to imposing the discipline in accordance with the Firefighters Procedural Bill of Rights Act, Government Code Section 3254 (f).

10.5 Appeal of Decision

10.5.1 Appeal of Written Reprimand

An employee may appeal a written reprimand issued by the Fire Chief to the City Manager by submitting a written notice of appeal within seven (7) calendar days after receipt of the written reprimand by the Fire Chief. The City Manager may designate a Department Director or Assistant to the City Manager to hear the appeal and make a written report and recommendation to the City Manager, or the City Manager may hear the appeal of the employee. The City Manager may then reaffirm, modify, or revoke the written reprimand issued by the Fire Chief based on his/her findings or those of the designee. The decision of the City Manager is final and the written reprimand shall be placed in the employee's personnel file.

10.5.2 Appeal of Discipline under MOU Sections 10.2.3 through 10.2.6

An employee may appeal a decision of the Fire Chief to implement discipline under Sections 10.2.3 through 10.2.6 by submitting a written notice of appeal to the Human Resources Director within seven (7) calendar days after receipt of the final notice of discipline by the Fire Chief.

The Human Resources Director will immediately notify the City Manager and Fire Chief of the employee's request for appeal and, in accordance with Government Code Section 3254.5 of the Firefighter Procedural Bill of Rights Act and Section 11517 (c) of the Administrative Procedures Act, arrange for a hearing before an administrative law judge.

Pursuant to Government Code 11517 (c), 2, the City Manager will review the proposed decision of the administrative law judge and may take one of the following actions:

- i. Adopt the proposed decision in its entirety.
- ii. Reduce or otherwise mitigate the proposed penalty and adopt the balance of the proposed decision.
- iii. Make technical or other minor changes in the proposed decision and adopt it as the decision. Action by the agency under this paragraph is limited to a clarifying change or a change of a similar nature that does not affect the factual or legal basis of the proposed decision.
- iv. Reject the proposed decision and refer the case to the same administrative law judge if reasonably available, otherwise to another administrative law judge, to take additional evidence. If the case is referred to an administrative law judge or he or she shall prepare a revised proposed decision, based upon the additional evidence and the transcript and other papers that are part of the record of the prior hearing.
- v. Reject the proposed decision, and decide the case upon the record, including the transcript, or upon an agreed statement of the parties, with or without taking additional evidence. By stipulation of the parties, the City Manager may decide

the case upon the record without including the transcript. If the City Manager acts pursuant to this subparagraph, all of the following provisions apply:

- (i) A copy of the record shall be made available to the parties. The City of Santee may require payment of fees covering direct costs of making the copy.
- (ii) The City Manager shall not decide any case provided for in this subdivision without affording the parties the opportunity to present either oral or written argument before the City Manager.
- (iii) The authority of the City Manager to decide the case includes authority to decide some but not all issues in the case.
- (iv) If the City Manager elects to reject the proposed decision and decide the case, the City Manager shall issue a decision not later than 100 days after rejection of the proposed decision. If the City Manager elects to a transcript of the proceedings before the administrative law judge, the City Manager shall issue his or her final decision not later than 100 days after receipt of the transcript. If the City Manager finds that a further delay is required by special circumstance, the City Manager shall issue an order delaying the decision for no more than 30 days and specifying the reasons therefore. The order shall be subject to judicial review pursuant to Section 11523.

CHAPTER 11.0 GRIEVANCE PROCEDURE

11.1 Purpose

There are hereby established procedures which are intended to provide opportunities for employees of the Santee City Fire Department to bring forth their views in relation to any unfair or improper aspect of their employment situation and to seek correction thereof.

The purpose of this procedure is:

- A. To promote improved employer-employee relations by establishing procedures on matters for which there is not another appeals procedure or hearing provided by other regulations.
- B. To assure fair and equitable treatment of all employees and promote harmonious relations among employees, supervisors and management.
- C. To encourage settlement of disagreements informally at the employee-supervisor level and provide an orderly procedure to handle grievances throughout the supervisor levels when necessary.
- D. To provide a just and equitable method for the resolution of grievances without prejudice, coercion or reprisal.

11.2 Definition

For the purpose of this Grievance Procedure, a grievance is defined as follows:

A complaint by an employee or the Association of an alleged violation, misinterpretation or misapplication of the provisions of this Memorandum of Understanding or Rules and Regulations.

11.3 *Scope and Limitations*

A grievance does not include:

- A. Matters reviewable under some other City administrative procedure;
- B. Requests or complaints the solutions of which would require modification of a policy established by the City Council or law in the form of a resolution or ordinance;
- C. Any matter involving the initiation or renewal of memorandum of understanding, the resolution of impasses, or any other matter which is beyond the scope of representation;
- D. Requests or complaints involving the discipline of a probationary or temporary employee.

11.4 *Procedures*

11.4.1 Informal Grievance Procedure

- A. Employees shall have fifteen (15) calendar days after the alleged grievable incident or condition in which to initiate these procedures.
- B. An attempt shall be made to adjust all grievances on an informal basis between the employee and/or his/her designated representative and a supervisor in the employee's chain of command, up to and including the Fire Chief.
- C. The Fire Chief will deliver his or her determination on the informal grievance in writing to the employee within 21 calendar days of receiving notice of the employee initiating the informal grievance procedure. The Fire Chief may request one extension within 48 hours prior to the 21st day. The extension will be contingent upon approval of the Association, to make and deliver his or her determination on the informal grievance, so long as the total time taken to make and deliver a determination in writing is no longer than 30 calendar days from the date the Fire Chief received notice of the employee initiating the informal grievance procedure. The Association will respond to the Fire Chief's request for an extension within 48 hours of the request being made. If no response is received, the extension will automatically be granted within the time frames outlined in this provision.

11.4.2 Formal Grievance Procedure

A. If the above informal grievance procedure does not result in resolution of the grievance, the complaint shall then be reduced to writing on Grievance Form 2009-1 within seven (7) calendar days upon receipt of the Fire Chief's

determination. Said complaint shall set forth the facts necessary to the understanding of the issues involved, the inequity or damage suffered by the employee and the relief sought as outlined in Grievance Form 2009-1. The complaint shall be signed by the employee and the employee's Association representative, and shall be submitted in three (3) copies to the employee's immediate supervisor. The supervisor shall submit all three (3) copies to the Fire Chief.

- B. After receipt of said written complaint, a fact-finding committee shall be formed. The fact-finding committee will consist of one member appointed by the Fire Chief and one member appointed by the Association. The fact-finding committee will investigate the circumstances surrounding the grievance. They shall have the power to interview principals and witnesses as deemed necessary to ascertain the facts of the case. They shall each reduce the facts into a written report within fifteen (15) calendar days after committee formation. Three (3) copies of the written report shall be made, one copy of which shall be transmitted to the employee, one copy to the employee's representative and one copy to the Fire Chief. The employee shall receive only the final report.
- C. After review of the written grievance submitted by the employee and after consideration of the written reports from the fact-finding committee, the Fire Chief may further investigate the facts and issues surrounding the grievance. Within fifteen (15) calendar days of the receipt of fact-finding committee reports, the Fire Chief shall reply to the employee in writing stating his/her determination. Three (3) copies of such determination shall be made, one (1) copy of which shall be transmitted to the employee, one to the Association, and one (1) shall be retained by the Fire Chief.
- D. If the employee wishes to process the grievance further, he/she shall, within seven (7) calendar days of the receipt of the Fire Chief's determination, notify the Human Resources Director in writing, who will immediately notify the City Manager of such request. After investigation and discussion with the employee, but not later than twenty-one (21) calendar days after the request was submitted by the employee to the Human Resources Director, the City Manager will submit his or her written determination to the employee.

11.4.3 Arbitration Process

- A. If the grievance is not satisfactorily resolved by use of 11.4.1 or 11.4.2 above, the employee must appeal in writing to the City Manager within seven (7) calendar days of receiving the City Manager's written determination. Three copies of the appeal by the employee at this step must be submitted: one copy to the City Manager, one copy to the Human Resources Director and one copy to the Association President.
- B. Steps for choosing an arbitrator are as follows:
 - (i) The City and Association agree to use the State Mediation and Conciliation Service.

- (ii) A list of 7 arbitrators shall be requested from the SMCS.
- (iii) The City shall strike one name first and alternate until there is one name left on the list.
- (iv) The last name will be chosen as the Arbitrator.
- C. The arbitration costs shall be divided evenly between the City and the Association. Arbitration costs include the cost of the arbitrator and court reporter. If the Arbitrator orders a transcription, the cost of the transcription shall be divided evenly between the City and the Association. If either the City or the Association orders a transcription, the party responsible for ordering the transcription will be responsible for the entire cost of the transcription. In the case that the Santee Firefighters Association does not support the grievance continuing to arbitration, all arbitration costs as defined in this section will be shared equally between the City and the employee. The employee or Association will be responsible for the cost of his or her own representation or attorney fees and preparation of documents.
- D. The arbitrator's advisory decision shall be submitted to the City Manager who shall immediately notify the Mayor of receipt of the arbitrator's advisory decision. The City Manager shall submit to the Mayor two (2) copies of the original grievance complaint along with copies of the reports of the fact-finding committee, the Fire Chief's conclusions, the City Manager's determination, the employee's request for appeal, and the arbitrator's advisory decision.

11.4.4 City Council Review

The Mayor shall, without delay, arrange a review of the arbitrator's advisory decision along with the additional supporting documentation in 11.4.3 (D) at one of the two regularly scheduled subsequent City Council meetings with the City Council. In accordance with the requirements of the Brown Act, as interpreted by the City, the City Council will, unless otherwise required, consider the grievance in a properly noticed and agendized closed session. As provided in and required by the Brown Act, the City Council may, but is not required to, invite into the closed session any person who may possess information that the City Council, in its discretion, deems necessary to its determination of the issues, unless the Brown Act precludes the attendance of the person in closed session. The City and the Association acknowledge and agree that a grievance considered under this provision of the MOU is not subject to the advance notice and public employee open session election procedures found in the Brown Act, specifically, Government Code section 54957(b)(2).

- A. At such meeting, all supporting documentation and the materials provided by the advisory arbitrator shall be reviewed, discussed and an effort shall be made to arrive at a satisfactory resolution of the issue.
- B. Within fourteen (14) calendar days after the City Council meeting, the Council shall affirm, modify, or reject the advisory decision, and shall forthwith make its decision in writing to all concerned parties.

11.5 *General Provisions*

- A. No part of the grievance procedure shall be placed in the employee's record.
- B. Employees shall be assured freedom from reprisal for using the grievance procedure.
- C. The employee and his/her representative may use a reasonable amount of work time in preparing and presenting the grievance.
- D. The time limits described in the procedures laid down in Article 10.4 may be extended to a definite date by mutual consent.

CHAPTER 12.0 SENIORITY

12.1 Definition

12.1.1 Department Seniority

An employee's most recent period of unbroken, continuous service with the City. Employees shall not attain department seniority until the completion of the required probationary period, at which time department seniority shall relate back to the commencement of the most recent date of appointment.

12.1.2 Classification Seniority

The period of most recent continuous service in the employee's classification. Employees shall not attain classification seniority until completion of the probationary period in that classification, at which time seniority classification shall relate back to the most recent date of appointment to such classification.

12.2 Seniority Credit

12.2.1 Computing Seniority

In computing seniority, credit shall be given for all classified service in the City except that a resignation or discharge shall be considered a break in service and seniority credit shall be given for any service rendered prior to that break, as provided below.

12.2.2 Absences

Seniority credit shall be allowed only for the following types of absence from a position in the classified service:

- A. Absence without pay not exceeding four (4) working shifts or seven (7) calendar days.
- B. Absence during authorized vacation or annual leave.
- C. Absence on leave for active service in the Armed Forces of the State of California or the United States of America.

- D. In the event that an employee does not complete the probationary period in his/her classification due to layoff, seniority shall be allowed for the new service classification upon completion of that probationary period.
- E. Absence on leave made necessary by injuries sustained in the line of duty.
- F. Absence on leave without pay made necessary by injuries not sustained in the course of employment by the City.
- G. Absence on leave while on loan to another agency if, in the opinion of the Fire Chief, the City stands to benefit from the specific experience obtained from such other employment or activity.
- H. Transfer to LTD shall be treated as continuous service for the purpose of racking seniority with the City and Department.

12.3 Other Seniority Credit Provisions

12.3.1 Computing Length of Service

In computing length of service, all periods of absence without pay in excess of four (4) shifts or seven (7) calendar days, notwithstanding the reason or necessity, therefore, shall be deducted and no seniority credit granted.

12.3.2 Temporary Fill in another Position

Seniority credits for periods of absence from one class in order to temporarily fill in another position shall be granted in the former position.

12.3.3 Suspension or Separation

If an employee is suspended/ separated through no fault of his/her own and is later reinstated, he/she shall not lose any seniority credit for any period of actual service; if, however, he/she has been separated from service by resignation or discharge for cause and is again employed, he/she shall not receive any seniority credit for service rendered prior to his/her separation from service.

12.3.4 Two or More Employees Appointed on the Same Date to the Same Classification

When two or more Firefighter Paramedics are appointed on the same date, the order of precedence shall be determined by the order of the relative position of such employees on the eligibility list, using scores to the hundredth decimal in case of ties, from which said employees were appointed.

For Fire Engineers and Fire Captains, the Fire Chief may appoint two or more Fire Engineers or promote two or more Fire Captains by separating the appointment dates or promotional dates by at least one day.

12.3.5 Seniority Credit after Three Years of Continuous Service

Seniority credit shall be awarded for service rendered prior to resignation or discharge after the completion of three (3) years continuous service.

CHAPTER 13.0 REDUCTION IN FORCE

13.1 Guidelines

Reduction in force shall be based on Seniority, least senior first. Should a reduction in force be necessary, the following will apply:

- A. When a position is to be eliminated, Classification Seniority will be used as the criteria. For more than one employee with the same Class Seniority, the next criteria will be Department Seniority.
- B. An affected employee shall be given the choice of either being laid off or being reduced to the previous rank (pay grade) held.
- C. An employee being reduced may not replace an employee who has more Department Seniority, but instead must move to the next lower rank.
- D. All employees at or below Firefighter/Firefighter Paramedic shall be considered one rank for reduction in force purposes.
- E. When re-strengthening the Department, all those affected by the reduction in force shall be given the opportunity to move back into their former positions before any new personnel are hired or promoted.
- F. The time limit for rehire shall be twenty-four (24) months from date of layoff for employees who have completed initial probation. Time limit for rehire shall be twelve (12) months for employees who have not completed initial probation.

CHAPTER 14.0 MISCELLANEOUS

14.1 *Medical Testing*

Annual physicals have been eliminated. Effective October 1, 2009, all required medical testing for all positions covered by this MOU will be conducted on site at the Fire Stations as determined by Fire Administration and the City.

14.1.1 Firefighter Wellness

The City shall support, and fund physicals and medical testing as mutually agreed upon by the City and the Association, referred to as the Firefighter Wellness Program. If the cost for providing the physicals/medical testing increases by more than 5%, the parties agree that this program will be suspended until the parties agree to a new provider and/or scope of physicals/medical testing to address the increased costs. Any employee that misses their scheduled Firefighter Wellness Program physical appointment shall have the option to: A) go to another agency participating in the identified Firefighter Wellness Program, or B) go to the City's occupational medicine provider in a timely fashion. No overtime compensation shall be paid for individuals that miss their onduty scheduled physical.

The City shall allocate \$10,000 annually for Firefighter Wellness related equipment, training, instructional aides, fitness education, etc. These funds will be administered through the Fitness Committee and subject to approval by the Fire Chief or his/her designee.

14.2 Uniforms Issued

14.2.1 Class B Uniforms - New Employees

City shall purchase and provide for new employees, and all employees shall maintain at a minimum the following Class B uniform items:

- 1. 4 pairs trousers
- 2. 4 shirts with patch
- 3. 1 belt
- 4. 1 hat
- 5. 4 t-shirts
- 6. 1 set of workout gear to include 1 work out shirt and 1 pair of shorts
- 7. 1 pair wild land boots*
- 8. 1 badge
- 9. 2 name tags
- 10. Inclement Weather Jacket

Thereafter, employees will be responsible for the purchase and maintenance of their own Class B work uniforms from the uniform reimbursement amount designated in section 2.7.1. However, the City agrees that it will replace, at no cost to the fire employee, any of the items listed above if damaged beyond normal wear and tear in the performance of duties under emergency circumstances without any negligence by the employee, as determined by the Fire Chief or Fire Chief's designee.

*Note: Wildland boots are provided by the City for all new employees and will be replaced at the City's cost as needed with approval of appropriate Chief.

14.2.2 Class A Uniforms

City shall furnish upon completion of the one year probationary period a class "A" uniform to consist of:

- 1. 1 tunic (jacket)
- 2. 1 pair trousers
- 3. 1 white shirt
- 4. 1 black tie
- 5. 1 dress belt
- 6. 1 pair black socks
- 7. Garrison cap
- 8. Shoes

Thereafter, employees will be responsible for the purchase and maintenance of their own Class A uniforms from the uniform reimbursement amount designated in section 2.7.1. However, the City agrees that it will replace, at no cost to the fire employee, any of the items listed above if damaged beyond normal wear and tear in the performance of duties under emergency

circumstances without any negligence by the employee, as determined by the Fire Chief or Fire Chief's designee.

14.3 DMV License Reimbursement

The City will provide the state mandated training for employees to obtain the Firefighter endorsement on their Class C driver's license, including tuition and detached duty and/or overtime to attend Driver Operator 1A. This training will typically occur between the 12 and 24 month exams: however the timeline may be modified due to the availability of CSFM Driver Operator 1A class offerings. For those employees required to obtain / maintain a Firefighter Endorsement, the City will reimburse the amount attributable to the Firefighter Endorsement of their DMV renewal costs. The reimbursement will be the difference between the cost of a Class C license and the required endorsement to operate firefighting apparatus.

14.4 Tobacco and Smoking Prohibition

Employees hired after 10/28/92 shall be non-smokers and are required to remain non-smokers throughout their employment. Additionally, employees hired after 7/1/09 shall not smoke or use any tobacco product either on or off-duty while employed by the City of Santee.

14.5 Secondary Employment

Employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to their duties with the City, as more fully set forth in Government Code Section 1126.

14.6 Impasse: Declaration and Resolution

An impasse shall be declared only after the last best offer of each party has been rejected by the other by vote of the City Council in the case of the City and the general membership in the case of the Association. Every reasonable effort shall be made on the part of both parties to avoid impasse. If an impasse has been reached (as defined in this Article of the parties' Agreement), the parties may agree to submit the dispute to mediation, and agree on the selection of the mediator. The mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues. If the parties do not agree on mediation or the selection of a mediator, or having so agreed, the impasse has not been resolved, all issues shall be submitted to the City Council for its determination and such action as it in its discretion deems appropriate as in the public interest. Any action taken by the Council on the impasse shall be final and binding.

CHAPTER 15.0 EFFECT OF AGREEMENT

It is agreed that the specific provisions contained in this Agreement shall prevail over City practices and procedures and over state laws to the extent permitted by state law. Signed and witnessed the 25th day of June, 2025 at Santee, San Diego County, California.

CITY OF SANTEE

SANTEE FIREFIGHTERS' ASSOCIATION, INC.

Alison Alpert, Chief Negotiator

Rida Freeman, Director of Human Resources & Risk Management

Heather Jennings, Director of Finance/City Treasurer

Harley Wallace, Interim Fire Chief

Stuart Adams, Chief Negotiator

Adam Daniels, President Santee Firefighters' Association

Matt Brown, Employer-Employee Relations Committee

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Aaron Hackett, Employer-Employee Relations Committee COUNCIL AGENDA STATEMENT CITY OF SANTEE

MEETING DATE June 25, 2025

ITEM TITLE RESOLUTION PROCLAIMING AN EMERGENCY, AUTHORIZING THE MAINTENANCE OF EXISTING DEFENSIBLE SPACE AREAS IN THE SAN DIEGO RIVER CORRIDOR AND FINDING SUCH ACTION IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15269(c)

DIRECTOR/DEPARTMENT Gary Halbert, Interim City Manager

SUMMARY

CALIFORNI

Santee Municipal Code Section 2.32.060 authorizes the City Council to proclaim the existence or threatened existence of a local emergency upon request from the City Manager. This item requests that the City Council proclaim an emergency and authorize the maintenance of ten existing defensible space areas in the San Diego River Corridor near structures to reduce any fuel accumulation of dead/dry vegetation and invasive tree growth in the existing defensible space areas.

Given the extreme fire conditions the state is currently experiencing and the possibility of future fires in the San Diego River Corridor, the Interim Fire Chief recommends the maintenance of ten existing defensible space areas near structures to reduce fuel in the San Diego River Corridor as shown in Exhibit A of the attached Resolution in order to safeguard life, health, and property. City Council previously proclaimed an emergency due to the risk of fire in the San Diego River Corridor on October 14, 2020, August 11, 2021, February 9, 2022, and again on November 13, 2024, to create defensible space. These defensible space areas are overgrown and require maintenance to minimize the threat to life and property from fire. Given the extreme fire conditions in the State and the possibility of future fires, the Interim Fire Chief recommends authorizing maintenance of the City's existing defensible space areas. The Interim City Manager requests that the City Council proclaim an emergency to allow the effort to move forward.

The maintenance work will be performed by Public Services Division staff.

ENVIRONMENTAL REVIEW

The project is exempt pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15269(c) because the project is an action necessary to prevent or mitigate an emergency.

FINANCIAL STATEMENT

The cost for this effort is estimated to be \$6,000.00. Funding for this effort is included in the proposed 2025-26 Fiscal Year Community Services Department Operating Budget.

<u>CITY ATTORNEY REVIEW</u> □ N/A ⊠ Completed





RECOMMENDATION

Adopt the Resolution:

- 1. Proclaiming the immediate fire risk emergency; and
- 2. Approving the maintenance of defensible space areas to reduce fuel in ten existing defensible space areas to safeguard life, health, or property; and
- 3. Authorizing the Interim City Manager to take other actions as necessary.

ATTACHMENTS

Resolution Defensible Space Maintenance Map



RESOLUTION OF THE CITY COUNCIL PROCLAIMING AN EMERGENCY, AUTHORIZING THE MAINTENANCE OF EXISTING DEFENSIBLE SPACE AREAS IN THE SAN DIEGO RIVER CORRIDOR AND FINDING SUCH ACTION IS EXEMPT FROM REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15269(c)

WHEREAS, Section 2.32.060 of the Santee Municipal Code empowers the City Manager to request that the City Council proclaim a local emergency when the City is affected or likely to be affected by an actual incident or the threatened existence of conditions or incidents of extreme peril to the safety of persons and property within the City caused by conditions which may be or are beyond control of the services, personnel, equipment, and facilities of the City; and

WHEREAS, conditions of extreme peril to the safety of persons and property exist within the City with the extreme fire season experienced in the State of California, and the frequency of fires in the San Diego River Corridor; and

WHEREAS, City Council proclaimed emergencies on October 14, 2020, August 11, 2021, February 9, 2022, and November 13, 2024, due to extreme fire risk to allow the construction of defensible space areas, and all such proclamations have since expired, and such defensible space areas now require maintenance to mitigate threat to life and property from fires; and

WHEREAS, the Fire Department responded to 105 river bottom fire incidents in the San Diego River Corridor in 2024 and 33 in 2025 to date; and

WHEREAS, conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the City Council has been requested by the Interim City Manager to proclaim the existence of a local emergency; and

WHEREAS, the immediate maintenance of ten existing defensible space locations, each of which are depicted in Exhibit 'A', attached hereto and incorporated herein by reference, is necessary to reduce fuels which have gathered therein to safeguard public health, safety and welfare; and

WHEREAS, Section 3.24.150 of the Santee Municipal Code authorizes the City Council to approve services in the case of an emergency that threatens public health, safety, and welfare; and

WHEREAS, this project is exempt from the provisions of the California Environmental Quality Act (CEQA) as provided in CEQA Guidelines Section 15269 (c) titled "Emergency Projects".

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

Section 1: The City Council hereby proclaims that a local emergency now exists in the City.

Section 2: That during the existence of the local emergency, the powers, functions, and duties of the Interim City Manager, as Director of Emergency Services, shall be those prescribed by state law, ordinances, and resolutions of the City and by the City of Santee Emergency Plan.

Section 3: The immediate maintenance of the ten existing defensible space areas in the San Diego River Corridor depicted in Exhibit 'A' is authorized.

Section 4: The Interim City Manager is hereby authorized to take other actions as necessary. Such actions include, but are not limited to, obtaining rights of entry and signing other agreements required to perform the work.

ADOPTED by the City Council of the City of Santee, California, at a Regular meeting thereof held this 25th day of June 2025, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Attachment: Exhibit 'A'

RESOLUTION NO.

<u>EXHIBIT 'A'</u>

Defensible Space Maintenance Map



Item 12



COUNCIL AGENDA STATEMENT **CITY OF SANTEE**

MEETING DATE June 25, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, **CALIFORNIA AWARDING THE CONSTRUCTION CONTRACT TO T&M ELECTRIC INC.** DBA PERRY ELECTRIC FOR THE TRAFFIC SIGNAL AND COMMUNICATIONS **UPGRADE PROJECT – ISOLATED LOCATIONS (CIP 2023-09)**

DIRECTOR/DEPARTMENT

Carl Schmitz, Engineering

SUMMARY

This item requests City Council award the construction contract for the Traffic Signal and Communications Upgrade Project - Isolated Locations (CIP 2023-09) to T&M Electric Inc. DBA Perry Electric in the amount of \$931,200.00. This project will replace obsolete traffic signal cabinets, controllers, vehicle detections, pedestrian push buttons, install communications upgrades, and perform other intersection improvements at ten intersections.

In compliance with the City's purchasing ordinance, Santee Municipal Code Section 3.24.100(E), City staff administered a formal bid process on May 2, 2025. On June 10, 2025. the City Clerk publicly opened and examined nine sealed bids. The bid submitted by T&M Electric Inc. DBA Perry Electric has been determined to be the lowest responsive and responsible bidder in the amount of \$931,200.00. The bid submitted by T&M Electric Inc. DBA Perry Electric is 19% lower than the Engineer's construction estimate of \$1,150,000,00.

Staff also request authorization for the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$93,120.00 for unforeseen items and additional work associated with the Project.

ENVIRONMENTAL REVIEW

This action is categorically exempt from the California Environmental Quality Act ("CEQA"), pursuant to Section 15301(c), Existing Facilities, of the CEQA Guidelines.

FINANCIAL STATEMENT funded by Traffic Signal Fees (\$50,000.00) for design and Traffic Mitigation Fees (\$1,610,000.00) for construction in the amount of \$1,660,000.00.

Design and Bidding	\$	30,251.81
Construction Contract		931,200.00
Construction Change Orders		93,120.00
Construction Engineering/Management		50,000.00
Material Purchase	No. of Concession, Name	300,000.00
Total Anticipated Project Cost	<u>\$</u> ´	,404, <u>571.81</u>

CITY ATTORNEY REVIEW

 \Box N/A

 \times Completed





RECOMMENDATION

Adopt the Resolution:

- 1. Awarding the construction contract for the Traffic Signal and Communications Upgrade Project – Isolated Locations (CIP 2023-09) to T&M Electric Inc. DBA Perry Electric in the amount of \$931,200.00; and
- 2. Authorizing the City Manager to execute all necessary documents for the contract on behalf of the City; and
- 3. Authorizing the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$93,120.00; and
- 4. Determining this action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to Section 15301(c), Existing Facilities, of the CEQA Guidelines.

ATTACHMENTS

Resolution Map of locations Bid Summary Chart



RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AWARDING THE CONSTRUCTION CONTRACT TO T&M ELECTRIC INC. DBA PERRY ELECTRIC FOR THE TRAFFIC SIGNAL AND COMMUNICATIONS UPGRADE PROJECT – ISOLATED LOCATIONS (CIP 2023-09)

WHEREAS, on May 2, 2025, City staff administered a formal bid process for the Traffic Signal and Communications Upgrade Project – Isolated Locations (CIP 2023-09) ("Project") in compliance with Santee Municipal Code Section 3.24.100; and

WHEREAS, on June 10, 2025, the City Clerk publicly opened and examined nine sealed bids; and

WHEREAS, the lowest received bid was submitted by T&M Electric, Inc. DBA Perry Electric ("Perry Electric") in the amount of \$931,200.00; and

WHEREAS, in accordance with Santee Municipal Code section 3.24.100(E), Staff has determined that Perry Electric's bid conforms in all material respects to the requirements set forth in the invitation for bids; and

WHEREAS, Perry Electric is the lowest responsive and responsible bidder with a total bid amount of \$931,200.00; and

WHEREAS, Staff recommends awarding the construction contract for the Project to Perry Electric in the amount of \$931,200.00; and

WHEREAS, Staff requests authorization for the Director of Engineering/City Engineer to approve change orders in a total amount not to exceed \$93,120.00 for unforeseen items and additional work associated with the Project; and

WHEREAS, the construction portion of the Project is funded through \$1,610,000.00 in Traffic Mitigation Fee funds in the approved 2024-2028 Capital Improvement Program; and

WHEREAS, the Project is categorically exempt from environmental review pursuant to Section 15301(c) of the State CEQA Guidelines.

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

<u>SECTION 1</u>: The Recitals provided above are true and correct and are hereby incorporated into this Resolution.

SECTION 2: The construction contract for the Traffic Signal and Communications Upgrade Project – Isolated Locations (CIP 2023-09) is awarded to T&M Electric DBA Perry Electric as the lowest responsive and responsible bidder in the amount of \$931,200.00, and the City Manager is authorized to execute all necessary documents for the contract on behalf of the City.

SECTION 3: The Director of Engineering/City Engineer is authorized to approve change orders in an amount not to exceed \$93,120.00 for unforeseen items and additional work associated with the Project.

<u>SECTION 4</u>: The Project is categorically exempt from environmental review under State CEQA Guidelines Section 15301(c), Existing Facilities.

SECTION 5: The documents and materials associated with this Resolution that constitute the record of proceedings on which these findings are based are located at Santee City Hall, 10601 Magnolia Avenue, Santee, CA 92071. The City Clerk is the custodian of record of those proceedings.

<u>SECTION 6</u>: 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 25th day of June, 2025 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Traffic Signal and Communications Upgrade Project – Isolated Locations CIP 2023-09 Map of locations



6/25/2025

