



City Council

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

CITY OF SANTEE

REGULAR MEETING AGENDA

Santee City Council

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

MEETING INFORMATION

Wednesday, October 22, 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 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: Pathways Church – David Worcester

PLEDGE OF ALLEGIANCE

PROCLAMATION: Celebrating the 100th Birthday of Vernard “Bud” Dalrymple

PROCLAMATION: Celebrating the Extensive Service and Retirement of Sheriff's Volunteer Tom Grace

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 August 27, 2025, September 10, 2025, and September 24, 2025. (City Clerk – Jeffries)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Approval of the Expenditure of \$104,393.37 for September 2025 Legal Services. (Finance – Jennings)**
- (5) **Adoption of a Resolution Approving the Fourth Amendment to the Agreement with Countywide Mechanical Systems, Inc. for Plumbing Repairs and Maintenance Services at City Hall. (Community Services – Chavez)**
- (6) **Adoption of a Resolution Authorizing the Purchase of One New X Series EKG Monitor/Defibrillator and Related Equipment and Supplies from Zoll Medical Corporation. (Fire – Wallace)**



NON-AGENDA PUBLIC COMMENT (15 minutes):

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

CONTINUED BUSINESS:

- (7) **Community Risk Assessment and Long-Range Master Plan Staff Update on Achievements. (Fire – Wallace)**

Recommendation:

Receive presentation and provide further direction to staff.

- (8) **Strategic Workplan for Developing a Full-Service Building Division Through Staffing and Enhanced Services. (Planning and Building – Sawa)**

Recommendation:

None.

NEW BUSINESS:

- (9) **Resolution Receiving the 2025 City of Santee Development Impact Fee Report and Making Certain Findings Based on that Report Pursuant to the Santee Municipal Code and the California Government Code. (Finance – Jennings)**

Recommendation:

Adopt the Resolution receiving the 2025 City of Santee Development Impact Report and making certain findings based on that Report Pursuant to the Santee Municipal Code and the California Government Code.

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:

(10) Conference with Legal Counsel—Anticipated Litigation

(Government Code section 54956.9(d)(4))

Initiation of Litigation: One case involving property located at 10628 Keith Street in Santee.

ADJOURNMENT:

BOARDS, COMMISSIONS & COMMITTEES OCTOBER AND NOVEMBER MEETINGS

Oct. 01	Santee Park and Recreation Committee	Council Chamber
Oct. 08	Council Meeting <i>Cancelled</i>	Council Chamber
Oct. 13	Community Oriented Policing Committee	Council Chamber
Oct. 22	Council Meeting	Council Chamber
Nov. 05	Santee Park and Recreation Committee	Council Chamber
Nov. 10	Community Oriented Policing Committee	Council Chamber
Nov. 12	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 a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (619) 258-4100, ext. 114 at least 48 hours before the meeting, if possible.

MEETING DATE October 22, 2025**ITEM TITLE** PROCLAMATION CELEBRATING THE 100TH BIRTHDAY OF
VERNARD "BUD" DALRYMPLE**DIRECTOR/DEPARTMENT** John W. Minto, Mayor**SUMMARY**

Vernard "Bud" Dalrymple was born on October 19, 1925, in Cincinnati, Ohio. He enlisted in the U.S. Navy at 17 years old, proudly serving as a radioman in World War II, the Korean War and Vietnam. He was a member of the Sino-American Cooperative Organization (SACO), a top-secret World War II intelligence and warfare group which helped train Nationalist Chinese Forces (free China) to combat the communist Chinese and Japanese and to gather intelligence on their troop movement.

Bud married Gloria Boestch, the love of his life, on April 16, 1949. The Navy transferred them to San Diego in 1958. In 1959, they moved to Willowgrove Court in Santee where they raised four children: Karen, Martin, Darvin and Darryl, all of whom are still Santee residents. They have six grandchildren and 12 great-grandchildren.

Bud completed 27 years in military service and retired in 1969. He worked as a Postal Carrier until deciding to venture into the business world. He was co-owner of the Mello Inn and owned a successful rubber stamp and printing business, Dalrymple Stamp and Feather Printing.

Bud was a big supporter of youth sports in Santee. He coached his sons and a grandson with Santee American Little League and Santee Pioneer Little League. He "survived the flood of '78," an unusual year of torrential rains that flooded Santee American Little League, currently the site of Mast Park.

Bud is active within the Meadowbrook Mobile Home Park community in Santee where he now resides. He was an avid golfer; he loves to watch all sports, hockey being his favorite. He is a gardener and stamp collector. He loves Oggi's spaghetti, jellybeans and Dad's Root Beer. He loves big band music by Glenn Miller and spending time with his extended family.

The City of Santee wholeheartedly helps Bud Dalrymple celebrate his 100th birthday!

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW ☒ N/A • ☐ Completed**RECOMMENDATION**

Present Proclamation

ATTACHMENT

Proclamation





| Proclamation

Whereas, Vernard “Bud” Dalrymple was born on October 19, 1925, in Cincinnati, Ohio; and,

Whereas, Bud enlisted in the U.S. Navy at 17 years old, proudly serving as a radioman in World War II, the Korean War and Vietnam. He was a member of the Sino-American Cooperative Organization (SACO), a top-secret World War II intelligence and warfare group which helped train Nationalist Chinese Forces (free China) to combat the communist Chinese and Japanese and to gather intelligence on their troop movement; and,

Whereas, Bud married Gloria Boestch, the love of his life, on April 16, 1949. The Navy transferred them to San Diego in 1958. In 1959, they moved to Willowgrove Court in Santee where they raised four children: Karen, Martin, Darwin and Darryl, all of whom are still Santee residents. They have six grandchildren and 12 great-grandchildren; and,

Whereas, Bud completed 27 years in military service and retired in 1969. He worked as a Postal Carrier until deciding to venture into the business world. He was co-owner of the Mello Inn and owned a successful rubber stamp and printing business, Dalrymple Stamp and Feather Printing; and,

Whereas, Bud was a big supporter of youth sports in Santee. He coached his sons and a grandson with Santee American Little League and Santee Pioneer Little League. He “survived the flood of ’78,” an unusual year of torrential rains that flooded Santee American Little League, currently the site of Mast Park; and,

Whereas, Bud is active in the Meadowbrook Mobile Home Park community in Santee where he now resides. He was an avid golfer; he loves to watch all sports, hockey being his favorite. He is a gardener and stamp collector. He loves Oggi’s spaghetti, jellybeans and Dad’s Root Beer. He loves big band music by Glenn Miller and spending time with his extended family.

Now, therefore, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council, do hereby proclaim October 24, 2025, to be

“BUD DALRYMPLE DAY”

in Santee, California, in honor of his 100th birthday! Congratulations, Bud!

IN WITNESS WHEREOF, I have hereunto set my hand this 22nd day of October, two thousand twenty-five, and have caused the Official Seal of the City of Santee to be affixed.

Mayor John W. Minto

MEETING DATE October 22, 2025

ITEM TITLE PROCLAMATION CELEBRATING THE EXTENSIVE SERVICE AND RETIREMENT OF SHERIFF'S VOLUNTEER TOM GRACE

DIRECTOR/DEPARTMENT John W. Minto, Mayor

SUMMARY

Senior Volunteer Tom Grace will be honored tonight for his 29 years of service to Santee and Lakeside residents through the Sheriff's Volunteer Program. Mr. Grace supported over 100 community events, responded to multiple critical incident scenes with the Mobile Command Unit on 154 documented occasions, and supported at least 14 DUI checkpoints. His duties also included vacation security checks, morning court runs, and vehicle services runs. He participated in writing many traffic citations, provided numerous extra patrols during holiday enforcement, conducted traffic control, trained numerous volunteers, performed administrative tasks, and was part of the Rapid Response Team, volunteers who are available at a moment's notice to respond to Sheriff's incidents.

Tom Grace is a volunteer like no other. He amassed 21,508 volunteer hours, the highest in the history of the Sheriff's Department. Across the country, only 17 of the 249 current Sheriff's Volunteers have achieved Super Volunteerism, being over 10,000 hours. Tom is the only one with over 20,000 hours.

Thank you, Mr. Tom Grace, for your remarkable time, dedication and effort with the Sheriff's Department and local residents!

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW ☒ N/A • ☐ Completed

RECOMMENDATION

Present Proclamation 

ATTACHMENT

Proclamation





| Proclamation

Whereas, the Sheriff's Volunteer Program was established in 1994. Mr. Tom Grace joined the Program in 1996, serving Santee and Lakeside residents ever since; and,

Whereas, Tom Grace supported more than 100 community events, responded to multiple critical incident scenes with the Mobile Command Unit on 154 documented occasions and supported at least 14 DUI checkpoints; and,

Whereas, Tom's duties also included vacation security checks, morning court runs, vehicle services runs, mail runs, and he participated in writing many parking citations, provided numerous extra patrols during holiday enforcement, conducted traffic control, trained numerous volunteers, and, recently, performed administrative duties. Tom was also part of the Rapid Response Team, a group of volunteers who are available at a moment's notice to respond to Sheriff's incidents; and,

Whereas, Tom has recorded the highest number of hours in the history of the Sheriff's Department, 21,508 hours, the equivalent of 10 years of full-time work. To further accentuate this accomplishment, of the 249 current Sheriff's Volunteers across the country, only 17 have gone into superior volunteerism of 10,000 hours. Tom has more than doubled that, and is the only one to have ever exceeded 20,000 hours; and,

Whereas, after 29 years, Tom decided to hang up his uniform and enter his retirement years. His smile as he arrives at work, while doing his job and when he leaves work will be greatly missed.

Now, therefore, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council, do hereby proclaim October 23, 2025, to be

"TOM GRACE DAY"

in Santee, California, and ask that the community celebrate Senior Volunteer Tom Grace for his amazing time, effort and dedication to the Sheriff's Office and residents of Santee and Lakeside and wish him all the best in his next chapter of life.

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

Mayor John W. Minto

MEETING DATE October 22, 2025

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

DIRECTOR/DEPARTMENT James Jeffries, City Clerk

SUMMARY

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

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

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

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION

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

ATTACHMENT

None.



MEETING DATE October 22, 2025

ITEM TITLE APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE REGULAR MEETINGS OF AUGUST 27, 2025, SEPTEMBER 10, 2025, AND SEPTEMBER 24, 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

CITY ATTORNEY REVIEW ☒ N/A • ☐ Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENTS

August 27, 2025, Regular Meeting Minutes
September 10, 2025, Regular Meeting Minutes
September 24, 2025, Regular Meeting Minutes

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
August 27, 2025**

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

ROLL CALL: 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 Phil Icenhower, Rock Church, El Cajon Campus.

PLEDGE OF ALLEGIANCE was led by Steve Miller, Principal Civil Engineer.

RECOGNITION: Certificates of Recognition for the Santee Youth Business Fair and Award to the Santee Youth Entrepreneur of the Year

Mayor Minto and Councilmember Koval presented certificates to each of the youth businesses with the assistance of Terri Bozhor, Momentum Tutoring.

PRESENTATION: SDG&E's Wildfire and Public Safety Power Shutoff (PSPS) Activities

Joe Gabaldon, SDG&E Senior Public Affairs Manager, provided a PowerPoint presentation and responded to Council question.

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 \$125,759.42 for July 2025 Legal Services. (Finance – Jennings)
- (4) Second Reading and Adoption of an Ordinance Amending Santee Municipal Code Title 13 (Zoning) Regarding Industrial Use Regulations and Finding the Action to Not Require Environmental Review per CEQA Section 15378(b)(5) (ZOA-2025-0002). (City Clerk – Jeffries)

- (5) Adoption of a Resolution Authorizing the Execution of a Fourth Amendment to the Professional Services Agreement with HMC Group DBA HMC Architects for Architectural, Engineering, Landscape Architectural and Construction Support for the Santee Community Center (CIP 2018-31) Project. (Engineering – Schmitz) (Reso 109-2025)
- (6) Adoption of a Resolution Awarding the Construction Contract to A. Preman Roofing, Inc. for the Fire Station No. 4, 2nd Story Roof Replacement (CIP 2026-32) 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/Fire – Schmitz/Wallace) (Reso 110-2025)
- (7) Adoption of a Resolution Awarding the Construction Contract to Angus Asphalt, Inc. for the Citywide Concrete Repair & Replacement Program 2025 (CIP 2024-06) 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 111-2025)

Action: Vice Mayor McNelis moved approval of the Consent Calendar.

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.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Virginia Hall, Grossmont Healthcare District Board Member, spoke briefly about the Healthcare District, a new mobile outreach program and announced the District was updating its Strategic Plan and requested the community respond.
- (B) Bill Crane and Michele Barcello, City employees, invited residents and community members to join the Santee Toastmasters meetings on the first and third Thursdays of each month.
- (C) Rosemary Hutzley reported on traffic issues at Lake Canyon and Carlton Hills and a recent incident that affected her property.
- (D) Brenda Hammond encouraged people to respond to the Grossmont Healthcare District survey; spoke on the shooting in Minnesota; and complimented Santee’s youth interactions with senior citizens.
- (E) John Hossick, Santee Mobilehome Owners Action Committee, spoke on Buddy’s backpacks and how it has expanded to assist the City’s adopted military units.

PUBLIC HEARING:

- (8) Public Hearing for a Development Review Permit (DR-2023-0002) and Conditional Use Permit (P2023-1) to Construct a 300,145 Square-Foot Industrial Building Located at 10990 N. Woodside Avenue in the Light

Industrial (IL) Zone and Certify the Final Environmental Impact Report (ENV-2024-0003) (Applicant: North Palisade Opco, LLC). (Planning and Building – Sawa) (Resos 112-2025, 113-2025 and 114-2025)

Councilmember Trotter recused himself due to conflict of interest and left the dais at 7:22 p.m. The Public Hearing was opened at 7:22 p.m. Madeline Mattson, Principal Planner, provided a PowerPoint presentation and responded to Council questions. Joe Mishurda, Founder and Managing Partner, North Palisade Partners, provided a PowerPoint presentation and responded to Council questions with assistance of members of the applicant team.

Mayor Minto announced that speakers would have two minutes each to speak.

Public Speaker:

- Stephanie Decker
- Steve Evell
- Carl Costantino
- Juan Serrato, Laborers' International Union of North America ("LIUNA")
- Mike Aiken
- James Preihs
- Jayson Baiz
- Danielle Morse
- Kelvin Barrios
- Al Sanchez, Local 89
- Jose Radillo, Laborers' International Union of North America ("LIUNA")
- Gage Swaner, provided printed comment letter
- Stacey LoMedico
- Dan Bickford
- Nancy McDaniel
- Bonita Ellis
- Steve Leiserson, WICA
- Dean Velasco
- Sean Wilson
- Tawnya Fisher
- Doug Hansen

Action: Vice Mayor McNelis moved approval of staff recommendation with the adding conditions to the Condition Use Permit to restrict exterior operations during the hours between 10:00 p.m. and 7:00 a.m.; interior operations permitted twenty-hour hours per day; and changing the northern perimeter sound wall to be 10 feet tall.

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: Recused. Ayes: 4. Noes: 0. Recused: 1.

The Public Hearing was closed at 9:03 p.m.

Councilmember Trotter returned to the dais at 9:03 p.m. Council recessed at 9:04 p.m. and reconvened at 9:11 p.m.

CONTINUED BUSINESS:

- (9) **Approval of Community Benefit Agreements with Each of the Four Retail Commercial Cannabis Businesses and Finding the Actions Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15303. (Planning and Building – Sawa) (Reso 115-2025)**

Tari Williams, Assistant City Attorney, 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; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

- (10) **Approval of Organizational Restructuring, Salary Schedule Amendments and Appropriation of General Fund Reserves to the Fiscal Year 2025-26 Operating Budget. (City Manager – Halbert) (Reso 116-2025)**

Gary Halbert, Interim City Manager, provided a staff report and responded to Council questions with the assistance of Sandi Sawa, Planning and Building Director, and Shawn Hagerty, City Attorney.

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; Koval: Aye; and Trotter: Aye. Ayes: 5. Noes: 0.

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

Councilmember Koval announced the Air Pollution Control Board would be scheduling a Special Meeting in September to discuss new matters; spoke on her attendance at the Fire Department’s Brush Rig Push-in Ceremony and attending a CEQA and EIR workshop, and congratulated staff on putting the Community Center project out to bid.

Mayor Minto commented that SANDAG had been dark this month and announced he would be attending the League of California Annual Cities Conference in October.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

(11) E-Bike Regulation. (City Attorney – Hagerty)

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

Public Speaker:

- Carl Costantino

After discussion, with Council concurrence, staff was directed to bring back additional information and an Ordinance related to e-bike regulation.

CLOSED SESSION:

Councilmembers recessed at 9:49 p.m. and convened in Closed Session at 9:51 p.m.

(12) Public Employment

(Gov. Code section 54957)

Title: City Manager

(13) Public Employee Appointment

(Gov. Code section 54957)

Title: City Manager

(14) Conference with Labor Negotiators

(Gov. Code section 54957.6)

City Designated Representatives: Council Ad Hoc Negotiating Sub-Committee

Unrepresented Employee: Potential New City Manager

Councilmembers reconvened in Open Session at 10:11 p.m., with all members present. Mayor Minto reported for Items 12, 13, and 14, direction was given to staff.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:12 p.m.

Date Approved:

James Jeffries, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
September 10, 2025**

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

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

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

INVOCATION was given by James Class, Calvary Chapel of Santee.

PLEDGE OF ALLEGIANCE was led by Wendy Kaserman.

Vice Mayor McNelis requested a moment of silence in memory of Charlie Kirk.

PRESENTATION: Introduction of 2025 Miss Santee, Miss Teen Santee and Four Miss Santee Princesses

Councilmember Koval introduced the Miss Santee Court with the assistance of Lauren Bachmann, Program Director, for the Miss Santee Pageant.

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) Adoption of a Resolution Authorizing the Purchase of Offsite Commercial Fleet Fuel Utilizing the WEX Fleet Card Program, per Sourcewell Contract No. 030625-WEX. (Fire – Wallace) (Reso 117-2025)
- (4) Adoption of a Resolution Accepting the Citywide CMP Lining and Rehabilitation Program 2023 (CIP 2023-20) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) (Reso 118-2025)
- (5) Adoption of a Resolution Approving the Sixth Amendment to the Agreement with Paradigm Mechanical Corp. for HVAC Maintenance and Repairs. (Community Services – Chavez) (Reso 119-2025)

- (6) **Adoption of a Resolution Approving the Third Amendment to the Contract with Advanced Railway Innovations, DBA Advanced Electrical Innovations, for Electrical Repairs and Related Maintenance. (Community Services – Chavez) (Reso 120-2025)**
- (7) **Opt into Settlement Agreement with Manufactures of Opioids, Alvogen, Inc., Amneal Pharmaceuticals Inc., Apotex Corp., Hikma Pharmaceutical USA, Inc., Indivior Inc., Mylan, Sun Pharmaceutical Industries, Inc., and Zydus Pharmaceuticals (USA), Inc. (City Manager – Halbert)**

Action: Vice Mayor McNelis moved approval of the Consent Calendar.

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.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Carl Costantino spoke on historical re-enactments and suggested Santee explore doing such events.
- (B) Renee Woodward spoke in support of the Multiple Species Conservation Program Subarea Plan and a river cleaning event sponsored by San Diego River Park Foundation.
- (C) Hale Simonds expressed concern for pedestrians for certain types of traffic lights and requested changes be looked at in the future; he also spoke on road conditions.
- (D) Robin Rierdan requested her property be removed from the Multiple Species Conservation Program Subarea Plan.
- (E) Al Smith, provided a handout, spoke on public notices sent by City staff and requested his property be removed from the Multiple Species Conservation Program Subarea Plan.
- (F) Brenda Hammond thanks staff for the Santee Summer Concerts and churches that pop up during events.

CONTINUED BUSINESS:

- (8) **Introduction and First Reading of an Ordinance Adding Chapter 8.10 “Electric Bicycles” to the Santee Municipal Code. (City Attorney – Hagerty)**

Shawn Hagerty, City Attorney introduce the item and Tari Williams, Assistant City Attorney, provided a PowerPoint presentation and responded to Council questions with the assistance of Shawn Hagerty, City Attorney, and Aldo Hernandez, Sheriff Captain.

Public Speaker:

- Carl Costantino

After discussion, Council provided direction to bring the item back with additional information.

NEW BUSINESS:

- (9) **Resolution Appointing Wendy Kaserman as City Manager, Approving City Manager Employment Agreement, Appropriating Funds to the City Manager's Operating Budget, and Adopting Amended Salary Schedule. (Human Resources – Freeman) (Reso 121-2025)**

Rida Freeman, Human Resources Director, provided a staff report and responded to Council questions.

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.

NON-AGENDA PUBLIC COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

None.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

Councilmembers recessed at 7:57 p.m. and convened in Closed Session at 7:57 p.m. Vice Mayor McNelis recused himself from Closed Session due to conflict of interest.

- (10) **Conference with Legal Counsel—Existing Litigation**
(Gov. Code section 54956.9(d))
Names of Case: Preserve Wild Santee v. City of Santee, San Diego Superior Court Case No. 37-2022-00041478-CU-MC-CTL
- (11) **Conference with Legal Counsel—Existing Litigation**
(Gov. Code section 54956.9(d))
Names of Case: Preserve Wild Santee v. City of Santee, San Diego Superior Court Case No. 25CU036645C

Councilmembers reconvened in Open Session at 8:03 p.m., with all members present. Mayor Minto reported for Items 10 and 11, information was received, and no action was taken.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:05 p.m.

Date Approved:

James Jeffries, City Clerk

DRAFT

**Minutes
Santee City Council
Council Chamber – Building 2
10601 Magnolia Avenue
Santee, California
September 24, 2025**

This Regular Meeting of the Santee City Council was called to order by Vice Mayor Rob McNelis at 6:31 p.m.

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

Officers present: Interim City Manager Gary Halbert and City Clerk James Jeffries

INVOCATION was given by KC Marie Pandell, Summit Unitarian Universalist Fellowship.

PLEDGE OF ALLEGIANCE was led by Steve Miller, Principal Civil Engineer.

PROCLAMATION: September 29 - October 3, 2025, as National Manufacturing Week

Councilmember Trotter presented the Proclamation to James Sly, President and CEO, East County Economic Development Council.

CONSENT CALENDAR:

James Jeffries, City Clerk, announced speaker slips were submitted for Items 2 and 6.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Jeffries)**
- (2) **Item Pulled for Discussion.**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Approval of the Expenditure of \$118,305.58 for August 2025 Legal Services. (Finance – Jennings)**
- (5) **Adoption of Resolution Authorizing the Appropriation of General Fund Reserves to the Fiscal Year 2025-26 Community Services Operating Budget for Security Services. (Community Service – Chavez) (Reso 122-2025)**
- (6) **Item Pulled for Discussion.**

- (7) **Adoption of a Resolution Approving the Final Map for an Eight-Unit Planned Residential Development Subdivision (TM2021-2) and Authorizing the City Engineer to Execute the Associated Subdivision Improvement Agreement. Location: Southwest Corner of Fanita Drive and Watson Place. Applicant: Sofia SD Corporation, a California Corporation. (Engineering – Schmitz) (Reso 124-2025)**

Action: Councilmember Trotter moved approval of the Consent Calendar, except Items 2 and 6 which were pulled for discussion.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Absent; Vice Mayor McNelis: Aye; and Councilmembers Hall: Absent; Koval: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: 2.

Items removed from the Consent Calendar:

- (2) **Approval of Meeting Minutes of the Santee City Council for the Special Meetings of July 8, 10, and 11, 2025, August 4, 2025, August 4, 2025, August 12, 2025, Regular Meeting of August 13, 2025, and Special Meeting of August 20, 2025. (City Clerk – Jeffries)**

Public Speaker:

- Truth

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: Absent; Koval: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: 2.

- (6) **Adoption of a Resolution Authorizing the Purchase of Twenty (20) Clear Polycarbonate Panels from ePlastics for the Town Center Community Park Sports Complex Arena Soccer Field Improvements and Authorizing the Appropriation of \$96,840.00 from the General Fund Reserve. (Engineering/Community Services – Schmitz/Chavez) (Reso 123-2025)**

Public Speaker:

- Truth

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: Absent; Koval: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: 2.

NON-AGENDA PUBLIC COMMENT (15 minutes):

- (A) Jennifer La Cross expressed concerns about safety related to traffic flow at Carlton Oaks School at the intersections of Wethersfield Road, De Vos Drive and Carlton Oaks Drive.
- (B) Truth spoke about businesses coming to Santee; the need for events for individuals in their 20s and 30s; safer crosswalks at intersections; and traffic solutions and roundabouts.
- (C) Brenda Hammond shared a quote from Dr. Seuss and spoke on ICE working with local law enforcement.

PUBLIC HEARING:

- (8) **Public Hearing for a Tentative Map (TM-2024-0001) and Development Review Permit (DR-2024-0001) for a Multi-Family Residential Development Consisting of 285 Units and Related Site Improvements on a 22.17 Acre Parcel Located at the Terminus of Park Center Drive and West of Cottonwood Avenue (APN 381-051-18-00) in the R-14 (Medium High Density Residential) Zone and Finding the Project is Subject to California Environmental Quality Act Sections 15162 and 15164 Addendum to an EIR (Applicant: City Ventures Homebuilding, LLC). (Planning and Building – Sawa) (Resos 125-2025 and 126-2025)**

The Public Hearing was opened at 6:51 p.m. Sandi Sawa, Planning and Building Director introduced the Item and Rachael Lindebekke, Associate Planner, and Minjie Mei, Principal Traffic Engineer provided a PowerPoint presentation and responded to Council questions with the assistance of Carl Schmitz, Engineering Director, Harley Wallace, Fire Chief, and Nicolas Chavez, Community Services Director. Michael You, Senior Director, City Ventures, provided a PowerPoint presentation and responded to Council questions.

Public Speakers:

- Truth
- Michael Hoskins
- Mary Kate Spahn, Walker Tails Community Association
- Scott SeEVERS
- Margaret SeEVERS
- Lam Nguyen, Walker Trails Home Owners Association

Action: Vice Mayor McNelis moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Absent; Vice Mayor McNelis: Aye; and Councilmembers Hall: Absent; Koval: Aye; and Trotter: Aye. Ayes: 3. Noes: 0. Absent: 2.

The Public Hearing was closed at 7:57 p.m.

NEW BUSINESS:**(9) Type 1 Fire Engine Refurbishment Discussion. (Fire – Wallace)**

Harley Wallace, Fire Chief, provided a PowerPoint presentation and responded to Council questions.

Public Speaker:

- Truth

After discussion, Council provided feedback and direction to staff.

(10) Selection of Voting Representative and Alternates for the League of California Cities Annual Conference and Resolution Cancelling the Regular Meeting of the City Council Scheduled for Wednesday, October 8, 2025. (City Clerk – Jeffries) (Reso 127-2025)

James Jeffries, City Clerk provided a staff report and responded to Council questions with assistance of Sandi Sawa, Planning and Building Director, Carl Schmitz, Engineering Director, Nicolas Chavez, Community Services Director, Heather Jennings, Finance Director, Harley Wallace, Fire Chief, and Rida Freeman, Human Resources Director.

Public Speaker:

- Truth

Action: Councilmember Koval moved approval of staff recommendation with selecting Mayor Minto as the voting representative and Councilmembers Koval and Hall as alternates.

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 COMMENT (Continued):

None.

CITY COUNCIL REPORTS:

None.

CITY MANAGER REPORTS:

None.

CITY ATTORNEY REPORTS:

None.

CLOSED SESSION:

None.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:21 p.m.

Date Approved:

James Jeffries, City Clerk

MEETING DATE October 22, 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.

CITY ATTORNEY REVIEW ☒ N/A • ☐ Completed

RECOMMENDATION

Approve the Payment of Demands as presented.

ATTACHMENT

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
09/17/25	Accounts Payable	\$ 5,000,000.00
09/17/25	Accounts Payable	202,110.09
09/17/25	Accounts Payable	600,142.17
09/19/25	Accounts Payable	13,170.00
09/19/25	Accounts Payable	70,583.07
09/22/25	Accounts Payable	1,574.34
09/23/25	Accounts Payable	160,756.06
09/24/25	Accounts Payable	601,136.35
09/30/25	Accounts Payable	36,557.81
10/01/25	Accounts Payable	150,760.65
10/01/25	Accounts Payable	1,771,203.23
10/01/25	Retiree Health	5,203.00
10/02/25	Payroll	504,210.31
10/02/25	Accounts Payable	291,788.44
10/03/25	Accounts Payable	55,365.75
10/07/25	Accounts Payable	159,761.01
10/09/25	Accounts Payable	1,855,848.76
	TOTAL	\$ 11,480,171.04

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

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10/09/2025 11:13:11AM

Voucher List
CITY OF SANTEE

Page 1

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
4285712	9/17/2025	15816 CALIFORNIA ASSET MGMNT TRUST	159946		CAMP FUNDING	5,000,000.00

Total : 5,000,000.00

1 Vouchers for bank code : ubgen

Bank total : 5,000,000.00

1 Vouchers in this report

Total vouchers : 5,000,000.00

Prepared by: Tuach

Date: 10-9-25

Approved by: _____

Date: 10/9/25

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09/19/2025 12:13:49PM

Voucher List
CITY OF SANTEE

Page 2

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
71545	9/17/2025	10956 FRANCHISE TAX BOARD	PPE 9/10/25		CA STATE TAX WITHHELD	50,676.55
					Total :	50,676.55
71561	9/17/2025	10955 DEPARTMENT OF THE TREASURY	PPE 9/10/25		FEDERAL WITHHOLDING TAX	151,433.54
					Total :	151,433.54
2 Vouchers for bank code : ubgen					Bank total :	202,110.09
2 Vouchers in this report					Total vouchers :	202,110.09

Prepared by:

Date:

Approved by:

Date:

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09/17/2025 1:42:09PM

Voucher List
CITY OF SANTEE

Page 3

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140398	9/17/2025	14954 ADVANCED ELECTRICAL INNOVATION	752	55400	ELECTRICAL REPAIRS & MAINT	328.47
			754	55400	ELECTRICAL REPAIRS & MAINT	7,303.57
			759	55400	ELECTRICAL REPAIRS & MAINT	378.17
			760	55400	ELECTRICAL REPAIRS & MAINT	799.76
			787	55400	ELECTRICAL REPAIRS & MAINT	2,064.88
					Total :	10,874.85
140399	9/17/2025	10292 ALL STAR FIRE EQUIPMENT INC	266862	55455	SAFETY APPAREL	1,161.81
					Total :	1,161.81
140400	9/17/2025	15748 ATLAS HVAC	12036		BUSINESS LICENSE REFUND	44.00
					Total :	44.00
140401	9/17/2025	15763 BETTENCOURT, ANTONIO	298734		REIMBURSEMENT	35.00
					Total :	35.00
140402	9/17/2025	13292 BORDER RECAPPING LLC	25-0292990-008	55318	EQUIPMENT REPAIR	415.17
			25-0294917-008	55318	TIRES	2,249.59
					Total :	2,664.76
140403	9/17/2025	15751 CANON FINANCIAL SERVICES INC	41681796	55496	CANON PLOTWAVE - LEASE	746.08
					Total :	746.08
140404	9/17/2025	10030 CASCADE FIRE EQUIPMENT CO INC	INV20702	55177	SCBA EQUIPMENT	15,516.00
				55177		
					Total :	15,516.00
140405	9/17/2025	10032 CINTAS CORPORATION 694	4241381209	55335	MISC FLEET SHOP RNTLS	88.99
					Total :	88.99
140406	9/17/2025	10035 COMPETITIVE METALS INC	557339	55286	METAL FABRICATION SUPPLIES	353.46
					Total :	353.46
140407	9/17/2025	12153 CORODATA RECORDS	RS7099858	55479	RECORD STORAGE, RETRIEVAL &	906.96
					Total :	906.96
140408	9/17/2025	15413 COUNTYWIDE MECHANICAL SYSTEMS	76159	55384	PLUMBING REPAIRS & RELATED M	9,909.00

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Voucher List
CITY OF SANTEE

Page 4

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140408	9/17/2025	15413 15413 COUNTYWIDE MECHANICAL SYSTEM (Continued)			Total :	9,909.00
140409	9/17/2025	10333 COX COMMUNICATIONS	094486701; SEP25		CITY HALL GROUP BILL	3,481.37
					Total :	3,481.37
140410	9/17/2025	11295 DOKKEN ENGINEERING	48838	52440	AS-NEEDED ENGINEERING SERVICE	4,180.00
					Total :	4,180.00
140411	9/17/2025	13582 DOWNSTREAM SERVICES INC	184706 2R-CIP2025-20	55205	PROGRESS PAYMENT #2 CIP2025-20; RETENTION #2 CIP 2025-20	178,661.50 -8,933.08
					Total :	169,728.42
140412	9/17/2025	10291 ENVIRONMENTAL SYSTEMS RESEARCH	900081619	55497	GIS RENEWAL	48,240.00
					Total :	48,240.00
140413	9/17/2025	10058 ETS PRODUCTIONS INC	21389-ETS	55385	A/V SERVICES	6,400.00
					Total :	6,400.00
140414	9/17/2025	10251 FEDERAL EXPRESS	8-988-93887		FEDEX SHIPPING CHARGES	64.15
					Total :	64.15
140415	9/17/2025	11196 HD SUPPLY FACILITIES	9240023759 9240069420	55430 55430	PARK SUPPLIES PARK SUPPLIES	452.85 1,046.60
					Total :	1,499.45
140416	9/17/2025	10600 HINDERLITER DE LLAMAS & ASSOC	SIN053748 (A) SIN053748 (B)	55342	FY 25/26 QRTLTY SALES TAX PREP AUDIT SERVICES - SALES TAX Q1/2	2,476.80 3,704.76
					Total :	6,181.56
140417	9/17/2025	10204 LIFE ASSIST INC	1631639 1632630 1632631	55324 55324 55324	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	1,590.97 2.26 28.98
					Total :	1,622.21
140418	9/17/2025	10174 LN CURTIS AND SONS	INV982662	55460	SAFETY APPAREL	1,929.05
					Total :	1,929.05
140419	9/17/2025	10083 MUNICIPAL EMERGENCY SERVICES L	IN2326755	55299	FIREFIGHTING SUPPLIES	966.08

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Voucher List
CITY OF SANTEE

Page 5

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140419	9/17/2025	10083 10083 MUNICIPAL EMERGENCY SERVICES (Continued)			Total :	966.08
140420	9/17/2025	10308 O'REILLY AUTO PARTS	2968-306576	55364	VEHICLE REPAIR PARTS	129.41
					Total :	129.41
140421	9/17/2025	11373 OUTDOOR CREATIONS INC	12256	55244	PARK MONUMENT SIGNS	10,570.28
					Total :	10,570.28
140422	9/17/2025	10344 PADRE DAM MUNICIPAL WATER DIST	90000366; AUG25		GROUP BILL	67,016.23
					Total :	67,016.23
140423	9/17/2025	13669 PORTILLO CONCRETE, INC	2504-2992 2504-2992R	55208	PROGRESS PAYMENT #3 CIP2024- RETENTION	75,625.00 -3,781.25
					Total :	71,843.75
140424	9/17/2025	12062 PURETEC INDUSTRIAL WATER	2331583	55347	DEIONIZED WATER SERVICE	158.40
					Total :	158.40
140425	9/17/2025	10228 QUESTYS SOLUTIONS	QSICT0000118	55501	SOFTWARE INSTALLATION	1,350.00
					Total :	1,350.00
140426	9/17/2025	15393 REC CONSULTANTS INC	1996-2	55435	PLAN REVIEW - MISSION GROVE V	2,089.84
					Total :	2,089.84
140427	9/17/2025	15246 SAFELITE AUTO GLASS	06064-071327	55304	VEHICLE REPAIR	1,222.38
					Total :	1,222.38
140428	9/17/2025	10109 SAN DIEGO COUNTY FIRE CHIEFS A	090825		MEMBERSHIP FEES	400.00
					Total :	400.00
140429	9/17/2025	14881 SANCON TECHNOLOGIES, INC.	PP #10 CIP 2023-20 R#10 CIP 2023-20	54600	CITYWIDE CMP LINING AND REHA PROGRESS PAYMENT #10 RETENT	97,317.74 -4,865.89
					Total :	92,451.85
140430	9/17/2025	13171 SC COMMERCIAL, LLC	IN-0000193842	55371	DELIVERED BULK FUEL	1,720.02
					Total :	1,720.02
140431	9/17/2025	13554 SC FUELS	IN-0000157325		FUEL	780.66

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Voucher List
CITY OF SANTEE

Page 6

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140431	9/17/2025	13554 13554 SC FUELS	(Continued)			
					Total :	780.66
140432	9/17/2025	14523 SCA OF CA, LLC	CA25001072	55372	STREET SWEEPING SVCS	992.32
			CA25001706	55372	STREET SWEEPING SVCS	32,198.14
					Total :	33,190.46
140433	9/17/2025	10585 SHARP REES-STEALY MEDICAL	103768		EMPLOYMENT TESTING	93.00
					Total :	93.00
140434	9/17/2025	10213 SOUTH BAY FOUNDRY INC	0248304	55483	MEMORIAL PARK BENCH	2,586.00
					Total :	2,586.00
140435	9/17/2025	15749 SPECHT, EDEN	7138		PERMIT REFUND	164.88
					Total :	164.88
140436	9/17/2025	10217 STAPLES ADVANTAGE	6040252274	55412	OFFICE SUPPLIES	213.08
			6040342135	55393	OFFICE SUPPLIES - PSD	3.28
			6040342136	55393	OFFICE SUPPLIES - PSD	526.27
					Total :	742.63
140437	9/17/2025	12080 STRATTON, WENDY	082725-WS		MISCELLANEOUS REIMBURSEMEN	12.69
					Total :	12.69
140438	9/17/2025	10572 SUNBELT RENTALS INC	173401770-0001	55328	EQUIPMENT RENTAL	220.72
					Total :	220.72
140439	9/17/2025	10165 TRAD AM ENTERPRISES INC	320		INSTRUCTOR PAYMENT	630.00
					Total :	630.00
140440	9/17/2025	10642 USPS-POC	8312025		POSTAGE REIMBURSEMENT	974.79
					Total :	974.79
140441	9/17/2025	10136 WEST COAST ARBORISTS INC	231860	55395	URBAN FORESTRY MANAGEMENT	15,200.00
			232820	55395	URBAN FORESTRY MANAGEMENT	3,990.00
			232821	55395	URBAN FORESTRY MANAGEMENT	5,225.00
					Total :	24,415.00
140442	9/17/2025	10148 WESTAIR GASES EQUIPMENT INC	0012087025	55310	WELDING SUPPLIES	702.32

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09/17/2025 1:42:09PM

Voucher List
CITY OF SANTEE

Page 7

Bank code : ubgen

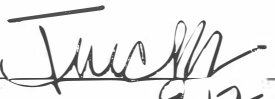
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140442	9/17/2025	10148	10148 WESTAIR GASES EQUIPMENT INC (Continued)			Total : 702.32
140443	9/17/2025	10537 WETMORE'S	06P116291	55312	VEHICLE SUPPLIES	83.66
						Total : 83.66

46 Vouchers for bank code : ubgen

Bank total : 600,142.17

46 Vouchers in this report

Total vouchers : 600,142.17

Prepared by: 

Date: 9.17.25

Approved by: 

Date: 9/17/25

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Voucher List
CITY OF SANTEE

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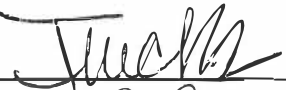
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140444	9/19/2025	14793 CONTROLLING INS COST IN CA, SCHOOL	2025-09		EMPLOYEE ASSISTANCE PROGRAI	457.04
					Total :	457.04
140445	9/19/2025	12722 FIDELITY SECURITY LIFE	166976963		EYEMED - VOLUNTARY VISION	1,092.23
					Total :	1,092.23
140446	9/19/2025	10508 LIFE INSURANCE COMPANY OF	September 2025		LIFE INSURANCE	3,364.40
					Total :	3,364.40
140447	9/19/2025	10784 NATIONAL UNION FIRE INSURANCE	September 2025		VOLUNTARY AD&D	35.05
					Total :	35.05
140448	9/19/2025	10335 SAN DIEGO FIREFIGHTERS FEDERAL	PPE 9/10/25		LONG TERM DISABILITY-SFFA	1,357.00
					Total :	1,357.00
140449	9/19/2025	10424 SANTEE FIREFIGHTERS	PPE 9/10/25		BATT CHIEF-STATION EXPENSE	5,013.57
					Total :	5,013.57
140450	9/19/2025	10776 STATE OF CALIFORNIA	PPE 9/10/25		WITHHOLDING ORDER	449.53
					Total :	449.53
140451	9/19/2025	10776 STATE OF CALIFORNIA	PPE 9/10/25		WITHHOLDING ORDER	260.30
					Total :	260.30
140452	9/19/2025	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20250914001		VOLUNTARY INS RIDERS	499.35
					Total :	499.35
140453	9/19/2025	14600 WASHINGTON STATE SUPPORT	PPE 9/10/25		WITHHOLDING ORDER	641.53
					Total :	641.53
10 Vouchers for bank code : ubgen						Bank total : 13,170.00
10 Vouchers in this report						Total vouchers : 13,170.00

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: 
Date: 9.19.25
Approved by: _____
Date: 9/19/25

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09/19/2025 2:08:08PM

Voucher List
CITY OF SANTEE

Page 10

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6361658	9/19/2025	14705 RHS MISSIONSQUARE	PPE 9/10/25		RETIREE HSA	9,985.17
					Total :	9,985.17
6932103	9/19/2025	14704 457 MISSIONSQUARE	PPE 9/10/25		ICMA - 457	60,597.90
					Total :	60,597.90
2 Vouchers for bank code : ubgen						Bank total : 70,583.07
2 Vouchers in this report						Total vouchers : 70,583.07

Prepared by:

Date:

Approved by:

Date:

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09/22/2025 10:55:31AM

Voucher List
CITY OF SANTEE

Page 11

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140454	9/22/2025	10001 US BANK	PPE 9/10/25		PARS RETIREMENT	1,574.34

Total : 1,574.34

1 Vouchers for bank code : ubgen

Bank total : 1,574.34

1 Vouchers in this report

Total vouchers : 1,574.34

Prepared by:

Date:

Approved by:

Date:

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09/24/2025 4:04:26PM

Voucher List
CITY OF SANTEE

Page 12

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
9253	9/23/2025	10353 PERS	09 25 3		RETIREMENT PAYMENT	160,756.06
Total :						160,756.06
1 Vouchers for bank code : ubgen						Bank total : 160,756.06
1 Vouchers in this report						Total vouchers : 160,756.06

Prepared by:

Date:

Approved by:

Date:

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140455	9/24/2025	15764 A RELIANCE COMMUNICATION CO	25-0041		STATION 20 COMMUNICATIONS	1,000.00
					Total :	1,000.00
140456	9/24/2025	13321 ALPHA PROJECT FOR THE	0010196-IN	55105	ENCAMPMENT CLEANUPS	4,659.60
					Total :	4,659.60
140457	9/24/2025	10510 AMAZON WEB SERVICES, INC	2296079969		AMAZON CLOUD SERVICES	106.24
					Total :	106.24
140458	9/24/2025	11445 AMERICAN MESSAGING	L1072898ZI		FD PAGER SERVICE	229.62
					Total :	229.62
140459	9/24/2025	15380 ANDERSON, MARK	2508		INSTRUCTOR PAYMENT	72.00
					Total :	72.00
140460	9/24/2025	10412 AT&T	000023958120		TELEPHONE	919.79
					Total :	919.79
140461	9/24/2025	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS AUG 2025		LEGAL SVCS AUG 2025	118,305.58
					Total :	118,305.58
140462	9/24/2025	13292 BORDER RECAPPING LLC	25-0299105-008	55318	VEHICLE SUPPLIES	3,182.03
			25-0299620-008	55318	VEHICLE SUPPLIES	1,733.94
					Total :	4,915.97
140463	9/24/2025	11402 CARROLL, JUDI	10012025-96		MEADOWBROOK HARDSHIP PROG	147.64
					Total :	147.64
140464	9/24/2025	10032 CINTAS CORPORATION 694	4242020320	55335	STATION SUPPLIES	54.55
			4242180444	55335	MISC SHOP RENTALS	75.09
					Total :	129.64
140465	9/24/2025	11409 CLAYTON, SYLVIA	10012025-340		MEADOWBROOK HARDSHIP PROG	154.50
					Total :	154.50
140466	9/24/2025	15152 COAR DESIGN GROUP	23000	55464	FIRE STATION ASSESSMENT	6,800.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140466	9/24/2025	15152 15152 COAR DESIGN GROUP	(Continued)		Total :	6,800.00
140467	9/24/2025	10035 COMPETITIVE METALS INC	562361	55286	EQUIPMENT REPAIR SUPPLIES	102.03
					Total :	102.03
140468	9/24/2025	12153 CORODATA RECORDS	RS7106163	55479	RECORD STORAGE, RETRIEVAL &	837.16
					Total :	837.16
140469	9/24/2025	11862 CORODATA SHREDDING INC	DN1538959		CORODATA SHREDDING	55.20
					Total :	55.20
140470	9/24/2025	10358 COUNTY OF SAN DIEGO	26CTOFSAN02	55425	SHERIFF RADIOS	2,806.00
			26CTOFSASN02	55441	800 MHZ RADIO ACCESS	2,440.00
					Total :	5,246.00
140471	9/24/2025	15413 COUNTYWIDE MECHANICAL SYSTEMS	76480	55384	PLUMBING REPAIRS & RELATED M	445.60
					Total :	445.60
140472	9/24/2025	10333 COX COMMUNICATIONS	052335901; SEP25		8950 COTTONWOOD AVE	196.16
					Total :	196.16
140473	9/24/2025	12655 DELL MARKETING LP	10830922470	55489	MONTHLY WEBSITE HOSTING FEE	500.31
					Total :	500.31
140474	9/24/2025	15792 DUCHARME, RUDOLPH OR KATHLEEN	ACID 18742		REFUND - AMBULANCE BILLING	50.00
					Total :	50.00
140475	9/24/2025	15651 EAGLE PAVING CO LLC	CIP2025-02 1R		RETENTION - PP#1	-10,134.46
			PP#1	55338	PROGRESS PAYMENT #1 - CITYWIL	202,689.16
					Total :	192,554.70
140476	9/24/2025	13442 EBBIN MOSER + SKAGGS LLP	5133	52777	MSCP SUBAREA PLAN	28,221.25
					Total :	28,221.25
140477	9/24/2025	12593 ELLISON WILSON ADVOCACY, LLC	2025-09-06	55418	LEGISLATIVE ADVOCACY SERVICE	1,500.00
					Total :	1,500.00
140478	9/24/2025	15793 ELY, JUDITH	ACID 26850		REFUND - AMBULANCE BILLING	130.00

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140478	9/24/2025	15793 15793 ELY, JUDITH	(Continued)		Total :	130.00
140479	9/24/2025	15778 FLORES, ALEXCIA	298698		LIVESCAN	35.00
					Total :	35.00
140480	9/24/2025	15168 FOSTER, MATTHEW	09102025		MILEAGE REIMBURSEMENT	37.66
					Total :	37.66
140481	9/24/2025	12638 GEORGE HILLS COMPANY INC	INV1032646	55466	ADMIN-LIABILITY CLAIMS	1,541.67
					Total :	1,541.67
140482	9/24/2025	11724 ICF JONES & STOKES INC	INV-00000149783	53609	MSCP SUBAREA PLAN	26,021.25
					Total :	26,021.25
140483	9/24/2025	15685 IMS INFRASTRUCTURE MGMT SVS	250831-44	55396	PROGRESS PAYMENT #3 CIP 2025-	16,077.50
					Total :	16,077.50
140484	9/24/2025	10610 JAUREGUI & CULVER INC	30091	55458	EQUIPMENT REPAIR	1,634.18
					Total :	1,634.18
140485	9/24/2025	15777 JENNINGS, SHELBY	001895		LIVESCAN	35.00
					Total :	35.00
140486	9/24/2025	14956 JET ADVERTISING LLC	12851	55268	WEBSITE UPDATES	187.50
					Total :	187.50
140487	9/24/2025	14268 JOHNSON EQUIPMENT COMPANY	9693	55431	VEHICLE EQUIPMENT	2,391.21
					Total :	2,391.21
140488	9/24/2025	14869 KENFIELD-MARION, CORBIN	094006		EMPLOYEE REIMBURSEMENT	250.00
					Total :	250.00
140489	9/24/2025	10997 LAKESIDE FIRE PROTECTION	6/30/25 REVISION		FY25 Q4 AMENDED SLEMSA DISTR	121,668.14
					Total :	121,668.14
140490	9/24/2025	15794 LAMPING, PAMELA	ACID 24766		REFUND - AMBULANCE BILLING	275.00
					Total :	275.00
140491	9/24/2025	10204 LIFE ASSIST INC	1633406	55324	EMS SUPPLIES	2,208.90

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140491	9/24/2025	10204 LIFE ASSIST INC	(Continued) 1633776	55324	EMS SUPPLIES	379.16
Total :						2,588.06
140492	9/24/2025	10174 LN CURTIS AND SONS	INV985757	55362	EQUIPMENT REPAIR PARTS	147.47
Total :						147.47
140493	9/24/2025	15795 MCCOY, LYNN	ACID 5766		REFUND - AMBULANCE BILLING	50.00
Total :						50.00
140494	9/24/2025	15796 MURTIE, GAIL	ACID 27283		REFUND - AMBULANCE BILLING	130.00
Total :						130.00
140495	9/24/2025	15740 NBS GOVERNMENT FINANCE GROUP	202509-2960	55461	SLEMSA FEE STUDY	900.00
Total :						900.00
140496	9/24/2025	10308 O'REILLY AUTO PARTS	2968-308459	55364	VEHICLE REPAIR PART	109.88
Total :						109.88
140497	9/24/2025	11442 PATTERSON, EDWARD	10012025-225		MEADOWBROOK HARDSHIP PROG	142.45
Total :						142.45
140498	9/24/2025	12846 PLUMBERS DEPOT INC	PD-59510	55453	VACTOR PARTS & SUPPLIES	2,350.77
Total :						2,350.77
140499	9/24/2025	15063 PROSPECT MED GROUP	ACID 24787		REFUND - AMBULANCE BILLING	146.60
Total :						146.60
140500	9/24/2025	12062 PURETEC INDUSTRIAL WATER	2336158	55326	DEIONIZED WATER DELIVERY SER	16.70
Total :						16.70
140501	9/24/2025	13592 QUADIENT LEASING USA, INC	Q1998098	55366	QUADIENT MAIL MACHINE LEASE	1,267.42
Total :						1,267.42
140502	9/24/2025	10095 RASA	5878	55434	MAP CHECK - WALKER TRAILS	350.00
			5884	55434	MAP CHECK - SLOPE STREET	700.00
			5885	55434	MAP CHECK - CERTIFICATE OF CO	205.00
			5886	55434	MAP CHECK - ANIMAL SHELTER	350.00

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140502	9/24/2025	10095 RASA	(Continued) 5888	55434	MAP CHECK - SUMMIT AVE TRACT	1,400.00
					Total :	3,005.00
140503	9/24/2025	15393 REC CONSULTANTS INC	1996-3	55435	PLAN REVIEW - WALMART HOUSIN	210.00
					Total :	210.00
140504	9/24/2025	13061 SAN DIEGO HUMANE SOCIETY &	SEP-25	55408	ANIMAL CONTROL SERVICES	39,881.00
					Total :	39,881.00
140505	9/24/2025	14797 SEDANO FORD OF LM INC	20526325	55373	VEHICLE REPAIR PARTS	105.15
					Total :	105.15
140506	9/24/2025	14171 SHARP HEALTHCARE CLAIMS RECOVER	ACID 13450 ACID 13836		REFUND - AMBULANCE BILLING	3,033.00
					REFUND - AMBULANCE BILLING	411.16
					Total :	3,444.16
140507	9/24/2025	15037 SHARP REES-STEALY MEDICAL GROU	ACID 20658		REFUND - AMBULANCE BILLING	451.10
					Total :	451.10
140508	9/24/2025	11072 SHOW STOPPER WAX PRODUCTS	000072	55306	VEHICLE SUPPLIES	58.18
					Total :	58.18
140509	9/24/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	158014341-001 158020174-001	55389 55389	IRRIGATION PARTS	66.11
					IRRIGATION PARTS	17.09
					Total :	83.20
140510	9/24/2025	15797 SORENSON, LINDA	ACID 24971		REFUND - AMBULANCE BILLING	25.00
					Total :	25.00
140511	9/24/2025	10837 SOUTHWEST TRAFFIC SIGNAL	84458 84459 84460	55437 55437 55437	TRAFFIC SIGNAL - USA MARKOUTS	553.86
					TRAFFIC SIGNAL - SERVICE CALLS	288.94
					TRAFFIC SIGNAL - SERVICE CALLS	2,726.54
					Total :	3,569.34
140512	9/24/2025	11910 SPECTRUM GAS PRODUCTS	0000880932 0000880933	55391 55391	OXYGEN CYLINDER RENTAL	173.60
					OXYGEN CYLINDER RENTAL	97.65

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140512	9/24/2025	11910 11910 SPECTRUM GAS PRODUCTS	(Continued)			
					Total :	271.25
140513	9/24/2025	14240 SPICER CONSULTING GROUP	2009	55161	ASSMNT ENG & CFD SVCS FY 24-2	2,818.83
					Total :	2,818.83
140514	9/24/2025	11403 ST JOHN, LYNNE	10012025-78		MEADOWBROOK HARDSHIP PROC	147.93
					Total :	147.93
140515	9/24/2025	10217 STAPLES ADVANTAGE	6041070349 6041684651	55350 55350	OFFICE SUPPLIES - P&B, E OFFICE SUPPLIES - P&B, E	162.22 17.01
					Total :	179.23
140516	9/24/2025	10027 STATE OF CALIFORNIA	842662		FINGERPRINT APPS	256.00
					Total :	256.00
140517	9/24/2025	14623 STEPHEN WADE CHEVROLET	3295310	55307	VEHICLE REPAIR PART	168.59
					Total :	168.59
140518	9/24/2025	10250 THE EAST COUNTY	00155755 00156320		PUBLIC NOTICE - CDBG CAPER PY ORDINANCE PUBLICATION	108.50 140.00
					Total :	248.50
140519	9/24/2025	15798 ULRICH, LOUIS OR VINCENZA	ACID 14187		REFUND - AMBULANCE BILLING	20.00
					Total :	20.00
140520	9/24/2025	10133 UNDERGROUND SERVICE ALERT	25-260774 820250705	55439 55439	DIG ALERT - STATE FEES DIG ALERT - MONTHLY TICKETS	59.83 188.00
					Total :	247.83
140521	9/24/2025	12480 UNITED SITE SERVICES	114-14121698	55423	SEPTIC SERVICE	180.00
					Total :	180.00
140522	9/24/2025	10475 VERIZON WIRELESS	6123201911		CELL PHONE SERVICE	483.61
					Total :	483.61
68 Vouchers for bank code : ubgen						Bank total : 601,136.35
68 Vouchers in this report						Total vouchers : 601,136.35

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Prepared by: Jughn

Date: 9.24.25

Approved by: _____

Date: 9/24/25

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140524	9/30/2025	10001 US BANK	00002781		MEETING SUPPLIES	13.38
			00029061		MEETING SUPPLIES	28.73
			001026		JR LEADER PROGRAM SUPPLIES	65.67
			00141739		PARKING FEE	6.00
			0064207		EQUIPMENT TESTING SUPPLIES	28.59
			008788		STATION SUPPLIES	48.85
			009994		ORLEANS COMPLEX FIRE	41.02
			011467		VEHICLE SUPPLIES	24.00
			011553		MEETING SUPPLIES	4.04
			012967		OFFICE SUPPLIES	11.95
			013448		ROSA FIRE	35.37
			015715		NATIONAL NIGHT OUT EVENT SUPI	41.62
			016129		VEHICLE SUPPLIES	26.38
			0190102-IN		DEPARTMENTAL BADGE	258.12
			0190163-IN		DEPARTMENTAL BADGES	688.74
			020983		SPECIAL EVENT SUPPLIES	38.31
			0230072		SMALL HAND TOOLS	48.40
			026321		MEETING SUPPLIES	28.82
			0265820		GENERAL EVENT SUPPLIES	53.72
			026887		SPARC MEETING	106.45
			027513		SUMMER CAMP SUPPLIES	19.05
			030249		VEHICLE SUPPLIES	8.89
			031180		TEEN CENTER SUPPLIES	86.19
			033371		MEETING SUPPLIES	152.17
			033889		ORLEANS COMPLEX FIRE	50.73
			038549		OFFICE SUPPLIES	5.83
			038817		TEEN CENTER SUPPLIES	84.39
			039060		MEETING SUPPLIES	39.54
			041634		TEEN CENTER SUPPLIES	98.84
			042248		MEETING SUPPLIES	45.35
			043903		ORLEANS COMPLEX FIRE	15.16
			047860		COMPUTER SUPPLIES	37.97
			0524614		COMPUTER SUPPLIES	34.53
			0524625		COMPUTER SUPPLIES	32.94
			060374		ORLEANS COMPLEX FIRE	14.99
			061545		MEETING SUPPLIES	19.41

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140524	9/30/2025	10001 US BANK	(Continued)			
			062122		GIFFORD FIRE	47.33
			062813		MEETING SUPPLIES	21.69
			064653		ORLEANS COMPLEX FIRE	16.00
			067042		ORLEANS COMPLEX FIRE	129.26
			0706652		OFFICE SUPPLIES	150.84
			072825-JM		MEETING DUES	35.00
			078879		GENERAL EVENT SUPPLIES	13.79
			079676		FIREFIGHTING SUPPLIES	38.65
			08012025		EVENT PROMOTION	90.00
			081288		ORLEANS COMPLEX FIRE	86.20
			081516		SENIOR PROGRAM SUPPLIES	33.06
			081765		BRUSH 5 INAUGURATION	65.77
			085669		OFFICE SUPPLIES	12.93
			090846		MEETING SUPPLIES	17.99
			090925-WS		MEETING SUPPLIES	206.99
			091708		COMPUTER EQUIPMENT	867.98
			095868		ORLEANS COMPLEX FIRE	107.93
			097258		OFICE SUPPLIES	12.59
			098076		MEETING SUPPLIES	16.79
			098970		MEETING SUPPLIES	34.81
			1005867		OFFICE SUPPLIES	52.46
			102044154		TRAINING REGISTRATION	198.00
			106		ROSA FIRE	23.53
			11541		STATION SUPPLIES	593.20
			1220204		OFFICE SUPPLIES	38.21
			12564		SANTEE CHAMBER EVENT	40.00
			132685		WELLNESS	307.19
			132686		WELLNESS	293.55
			13535		MEMBERSHIP RENEWAL	125.00
			135640288		OFFICE SUPPLIES	54.68
			1397		ANNUAL MEMBERSHIP	50.00
			1427461		OFFICE SUPPLIES	26.60
			14349032		FALL BROCHURE PRODUCTION	428.70
			147		EVENT SUPPLIES	43.58
			1522287		GRAFFITI REMOVAL SUPPLIES	135.22
			1586601		SUMMER CAMP SUPPLIES	201.34

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140524	9/30/2025	10001 US BANK	(Continued)			
			17222		SIGN PARTS	193.95
			18221593		EMAIL MARKETING SUBSCRIPTION	350.00
			1927		BREWS & BITES RENTAL	1,836.10
			1B		OFFICE SUPPLIES	76.77
			1CHNTT5		TABLET REPLACEMENT	1,530.47
			2011536		SMALL TOOLS	172.17
			2024485		SMALL TOOLS	105.53
			204		EVENT SUPPLIES	52.19
			20892459		VEHICLE EQUIPMENT	61.07
			231694		TRAFFIC SUPPLIES	925.00
			242008		PLANNING WEBINAR	75.00
			2507300004		ORLEANS COMPLEX FIRE	15.21
			2510646		PRINTER SUPPLIES	437.51
			2524153		MATERIALS AND SUPPLIES	21.49
			2539414		COMPUTER SUPPLIES	34.23
			2545451		MATERIALS AND SUPPLIES	64.53
			2703552		REFUND OF HOTEL DEPOSIT	-180.47
			2708205		MATERIALS & SUPPLIES	86.18
			2708205 - CREDIT		CREDIT	-86.18
			2726647		COMPUTER SUPPLIES	64.19
			2808269		GENERAL EVENT SUPPLIES - SAFE	21.54
			2878614		COMPUTER EQUIPMENT	233.15
			29735899		PARK SIGNAGE	122.65
			29757507		SPECIAL EVENT BANNERS	319.78
			29777097		PARK SIGNAGE	155.61
			29796365		PARK SIGNAGE	88.11
			2F252897		MATERIALS & SUPPLIES	986.24
			300075328		GFOA ANNUAL MEMBERSHIP - FIN	1,000.00
			3011224		MATERIALS & SUPPLIES	68.54
			33297260		CAMP EVALUATION STAFF MEETIN	277.73
			3387456		CIVIC CENTER SUPPLIES	32.31
			339259		LAPTOP REPAIR AND MAINTENANC	270.79
			359191		CHARTER FEE	125.00
			3853037		OFFICE SUPPLIES	29.44
			4218615		OFFICE SUPPLIES	147.60
			4232		VEHICLE SUPPLIES	56.31

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140524	9/30/2025	10001 US BANK	(Continued)			
			4245H - REFUND		CODE WEBINAR - REFUND	-645.00
			4273852		COMPUTER SUPPLIES	62.78
			4381059		VEHICLE SUPPLIES	92.65
			4510661		SMALL TOOLS	8.08
			4540196		MATERIALS & SUPPLIES	278.00
			488908		WELLNESS	577.61
			498304		WELLNESS	454.79
			4993826		MATERIALS & SUPPLIES	141.80
			5010772		STATION EQUIPMENT SUPPLIES	24.75
			5045828		OFFICE SUPPLIES	87.00
			525		EVENT SUPPLIES	44.12
			5309860		ENGINEERING SUPPLIES	29.60
			5485800		OFFICE SUPPLIES	53.60
			5505841		EQUIPMENT TESTING SUPPLIES	31.24
			5558627		EVENT SUPPLIES	9.69
			5870-6998-0662A		WEBSITE GOOGLE CLOUD	0.27
			6027424		MATERIALS & SUPPLIES	79.07
			6225124		WELLNESS	37.88
			6329853		MATERIALS & SUPPLIES	34.86
			6535407		MATERIALS & SUPPLIES	16.10
			6628209		P&B AND ENGINEERING SUPPLIES	49.94
			6668227		OFFICE SUPPLIES	61.36
			6901615		SUMMER CAMP - FIELD TRIP	1,944.00
			6941808		SMALL TOOLS	43.09
			7012421		SMALL TOOLS	133.61
			7014092		MATERIALS AND SUPPLIES	203.85
			70974		MATERIALS AND SUPPLIES	135.68
			71048		MATERIALS & SUPPLIES	47.41
			724-214		EVENT SUPPLIES	52.73
			7312025		TRANSPORTATION CHARGE	29.78
			7535231		SMALL TOOLS	63.54
			7825858		TEEN CENTER SUPPLIES	633.30
			7901803		MATERIALS & SUPPLIES	366.03
			80344437		ORLEANS COMPLEX FIRE	140.25
			805275		ROSA FIRE	20.76
			8063403		OFFICE SUPPLIES	128.28

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140524	9/30/2025	10001 US BANK	(Continued)			
			812025		TRANSPORTATION CHARGE	29.93
			8192025		TRANSPORTATION CHARGE	16.99
			82125-LK		MEETING DUES	29.25
			822025		TRANSPORTATION CHARGE	31.77
			82999		SUMMER CAMP - FIELD TRIP	859.75
			84117746		ORLEANS COMPLEX FIRE	140.25
			8473805		OFFICE SUPPLIES	106.67
			8511471		GRAFFITI REMOVAL SUPPLIES	133.39
			8511567		COMPUTER SUPPLIES	7.41
			852025		CPRI/AED TRAINING	24.00
			854730		MEETING SUPPLIES	18.99
			8725000		MATERIALS & SUPPLIES	736.11
			89481		FIREFIGHTING EQUIPMENT	877.52
			9002606		OFFICE SUPPLIES	16.03
			9087438		ENGINEERING SUPPLIES	13.99
			9094		SIGNAGE	301.70
			9192025		TRANSPORTATION CHARGE	13.92
			9249489		MEETING SUPPLIES	19.89
			93638		MATERIALS & SUPPLIES	57.02
			93669587		PARKING FEE	1.50
			9388231		FIREFIGHTING EQUIPMENT	64.60
			9500224		MATERIALS & SUPPLIES	237.04
			9513255		MATERIALS & SUPPLIES	70.01
			95822		SMALL TOOLS	217.01
			96034		SMALL TOOLS	191.64
			96424		GIFFORD FIRE	58.73
			9937005		EMS SUPPLIES	313.65
			99892		SUMMER CAMP - FIELD TRIP	45.00
			9SGZVTR		MEETING SUPPLIES	14.72
			AF35U4P		COMPUTER EQUIPMENT	228.86
			AMIESY		CALPELRA CONFERENCE FLIGHT	237.96
			AUS120215		MEDICAL EQUIPMENT	1,062.42
			B5pGEh		MSA CONFERENCE REGISTRATION	796.90
			B870634L		MEMBERSHIP FEE	50.00
			DH-LF-N8HC		APWA SEPTEMBER 2025	25.00
			EH4355613		MEMBERSHIP DUES	50.00

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140524	9/30/2025	10001 US BANK	(Continued) G2Q-821 H4Y-28A INV85927 ORD0032509 pA7Zfl PEL001439882 QU0SZq SO-014894152 SO1024441 Z8P4Y7 zrTApj ZV6n3O		MEETING SUPPLIES MEETING SUPPLIES MATERIALS & SUPPLIES VEHICLE EQUIPMENT MSA CONFERENCE ORANGE SHIR EQUIPMENT SUPPLIES MSA CONFERENCE REGISTRATION STATION 20 SUPPLIES SAFETY APPAREL MEMBERSHIP RENEWAL MSA CONFERENCE ORANGE SHIR MSA CONFERENCE REGISTRATION	178.04 46.87 1,460.79 1,101.76 172.38 258.44 796.90 2,101.13 80.55 175.00 86.19 796.90 Total :
						36,557.81

1 Vouchers for bank code : ubgen

Bank total : 36,557.81

1 Vouchers in this report

Total vouchers : 36,557.81

Prepared by:

Date:

Approved by:

Date:

vchlist
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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
11472	10/1/2025	10956 FRANCHISE TAX BOARD	PPE 9/24/25		CA STATE TAX WITHHELD	38,476.32
					Total :	38,476.32
11499	10/1/2025	10955 DEPARTMENT OF THE TREASURY	PPE 9/24/25		FEDERAL WITHHOLDING TAX	112,284.33
					Total :	112,284.33
2 Vouchers for bank code : ubgen					Bank total :	150,760.65
2 Vouchers in this report					Total vouchers :	150,760.65

Prepared by: Juach
Date: 10.2.25
Approved by: E. Bull
Date: 10-7-25

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140525	10/1/2025	15782 1ST CHOICE UNDERGROUND UTILITI	14049		REFUNDABLE DEPOSIT REFUND	500.00
					Total :	500.00
140526	10/1/2025	10003 A & B SAW & LAWNMOWER SHOP	3356	55281	EQUIPMENT REPAIR PARTS	34.26
					Total :	34.26
140527	10/1/2025	10010 AIS TRUST ACCOUNT NEWPORT	3235449		EVENT INSURANCE	467.00
					Total :	467.00
140528	10/1/2025	15028 AMERICAN BUSINESS BANK	CIP2025-01 ESCROW 2		CITYWIDE PAVEMENT REPAIR AND	76,721.88
					Total :	76,721.88
140529	10/1/2025	10412 AT&T	301053963; SEP25		MAST PARK	160.50
					Total :	160.50
140530	10/1/2025	13292 BORDER RECAPPING LLC	25-0286385-008	55318	VEHICLE SUPPLIES	1,088.62
			25-0301892-008	55318	VEHICLE SUPPLIES	264.17
					Total :	1,352.79
140531	10/1/2025	11336 BROWN AND CALDWELL	15033		REFUNDABLE DEPOSIT REFUND	500.00
					Total :	500.00
140532	10/1/2025	10478 CALIFORNIA DEPARTMENT OF	USE TAX APR-JUN 2025		USE TAX APRIL - JUNE 2025	1,088.74
					Total :	1,088.74
140533	10/1/2025	15751 CANON FINANCIAL SERVICES INC	41813760	55496	CANON PLOTWAVE - LEASE	738.08
					Total :	738.08
140534	10/1/2025	10569 CHARLENE'S DANCE N CHEER	422		INSTRUCTOR PAYMENT - SPECIAL	8,487.00
					Total :	8,487.00
140535	10/1/2025	15786 CHARLES KING CO	16086		REFUNDABLE DEPOSIT REFUND	5,224.77
					Total :	5,224.77
140536	10/1/2025	10032 CINTAS CORPORATION 694	4242851168	55335	MISC SHOP RENTALS	75.09
					Total :	75.09

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140537	10/1/2025	10333 COX COMMUNICATIONS	141609501; SEP25		APT IT-OPS 9534 VIA ZAPADOR	207.39
					Total :	207.39
140538	10/1/2025	10333 COX COMMUNICATIONS	063453006; SEP25 064114701; SEP25 112256001; SEP25		9534 VIA ZAPADOR	97.56
					8115 ARLETTE ST	196.66
					9130 CARLTON OAKS DR	96.53
					Total :	390.75
140539	10/1/2025	15780 CRICKET COMMUNICATIONS	12042		REFUNDABLE DEPOSIT REFUND	1,500.00
					Total :	1,500.00
140540	10/1/2025	10046 D MAX ENGINEERING INC	9451 9452	55468 55426	STORMWATER PROGRAM ASSISTA CONSTRUCTION INSPECTIONS & F	31,381.09 1,700.82
					Total :	33,081.91
140541	10/1/2025	15801 DESAI, AMEET	08221D		REIMBURSEMENT	41.00
					Total :	41.00
140542	10/1/2025	12483 DISCOUNT SIGNS AND BANNERS	5820	55291	SAFETY EQUIP IDENTIFICATION	10.78
					Total :	10.78
140543	10/1/2025	12970 DUDEK	202507366	55175	LAND USE ELEMENT AND EIR	50,478.75
					Total :	50,478.75
140544	10/1/2025	10009 FIRE ETC	200537	55450	UNIFORM PATCHES	2,007.38
					Total :	2,007.38
140545	10/1/2025	14233 RARESTEP, INC DBA FLEETIO	787785	55510	SOFTWARE SUBSCRIPTION	7,533.00
					Total :	7,533.00
140546	10/1/2025	12120 GEOCON INCORPORATED	125080294 12508096	55429 55429	GEOTECHNICAL REVIEW - CUYAM/ GEOTECHNICAL REVIEW - WALMA/	425.00 1,025.00
					Total :	1,450.00
140547	10/1/2025	13072 GOVERNMENT TRAINING AGENCY	18176		ANNUAL MEETING DUES	1,500.00
					Total :	1,500.00
140548	10/1/2025	15673 HALBERT, GARY	092925-GH		MILEAGE REIMBURSEMENT	91.28

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140548	10/1/2025	15673 15673 HALBERT, GARY	(Continued)		Total :	91.28
140549	10/1/2025	11875 HALL, RONN	09242025-RH		PER DIEM FOR LEAGUE OF CA CIT	187.00
					Total :	187.00
140550	10/1/2025	10457 HAZARD CONSTRUCTION ENGR LLC	CIP2025-01 2P CIP2025-01 2R	55451	CITYWIDE PAVEMENT REPAIR AND RETENTION #2 CIP2025-01	1,534,437.60 -76,721.88
					Total :	1,457,715.72
140551	10/1/2025	14785 HEARTLAND FIRE	SNTFF1ACA0825	55504	FIREFIGHTER 1 ACADEMY ENROLL	3,500.00
					Total :	3,500.00
140552	10/1/2025	10074 INTERNATIONAL CODE COUNCIL INC	Q15.000034987		ICC MEMBERSHIP - CITY MEMBER	310.00
					Total :	310.00
140553	10/1/2025	13211 JEFFRIES, JAMES	09242025-JJ		PER DIEM FOR LEAGUE OF CA CIT	187.00
					Total :	187.00
140554	10/1/2025	15787 JONES, MICHAEL	16111		REFUNDABLE DEPOSIT REFUND	1,500.00
					Total :	1,500.00
140555	10/1/2025	13223 KOVAL, LAURA	09242025-LK		PER DIEM FOR LEAGUE OF CA CIT	187.00
					Total :	187.00
140556	10/1/2025	10204 LIFE ASSIST INC	1635663 1637285	55324 55324	MEDICAL SUPPLIES EMS SUPPLIES	2,468.92 3,809.57
					Total :	6,278.49
140557	10/1/2025	14742 LOWNDES, BECKY	09172025-BL		MILEAGE REIMBURSEMENT	71.12
					Total :	71.12
140558	10/1/2025	11783 MINTO, JOHN	09242025-JM		PER DIEM FOR LEAGUE OF CA CIT	187.00
					Total :	187.00
140559	10/1/2025	15376 NESVIG, CHRISTINE	092025-EXAM		MILEAGE REIMBURSEMENT	77.56
					Total :	77.56
140560	10/1/2025	10308 O'REILLY AUTO PARTS	2968-309740	55364	EQUIPMENT SUPPLIES	27.97

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140560	10/1/2025	10308 10308 O'REILLY AUTO PARTS	(Continued)		Total :	27.97
140561	10/1/2025	15784 PARDEE HOMES	14164A		REFUNDABLE DEPOSIT REFUND	2,141.23
			14164S		REFUNDABLE DEPOSIT REFUND	3,500.00
					Total :	5,641.23
140562	10/1/2025	15784 PARDEE HOMES	16090		REFUNDABLE DEPOSIT REFUND	2,443.75
					Total :	2,443.75
140563	10/1/2025	12904 PAT DAVIS DESIGN GROUP INC	8379	55420	RECREATION GRAPHIC ARTIST	5,408.00
					Total :	5,408.00
140564	10/1/2025	12062 PURETEC INDUSTRIAL WATER	2336156	55347	DEIONIZED WATER SERVICE	25.05
			2336157	55347	DEIONIZED WATER SERVICE	49.72
					Total :	74.77
140565	10/1/2025	10095 RASA	5890	55434	MAP CHECK - WALKER TRAILS	205.00
					Total :	205.00
140566	10/1/2025	13666 RINGCENTRAL INC	CD_001195297		62758185006; AUG25	2,632.59
					Total :	2,632.59
140567	10/1/2025	10407 SAN DIEGO GAS & ELECTRIC	34223805628; SEP25		ROW / MEDIANS (GAS)	286.25
			43940205509; SEP25		LMD	1,259.17
			79900685777; SEP25		BALLFIELDS; FACILITIES; PARKS	29,722.58
			85097421694; SEP25		CITY HALL GROUP BILL	15,338.26
					Total :	46,606.26
140568	10/1/2025	10576 SAN DIEGO JUMP COMPANY	81925		FIRE DEPT OPEN HOUSE	580.00
					Total :	580.00
140569	10/1/2025	10768 SANTEE SCHOOL DISTRICT	9835	55409	TRANSPORTATION	593.00
					Total :	593.00
140570	10/1/2025	15781 SENTRE PARTNERS INC	12076		REFUNDABLE DEPOSIT REFUND	1,500.00
					Total :	1,500.00
140571	10/1/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	158299213-001	55389	IRRIGATION PARTS	208.37

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140571	10/1/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	(Continued)		Total :	208.37
140572	10/1/2025	10837 SOUTHWEST TRAFFIC SIGNAL	84530	55484	TRAFFIC SIGNAL - USA MARKOUTS	467.10
			84531	55484	TRAFFIC SIGNAL - SERVICE CALLS	3,159.21
			84532	55437	TRAFFIC SIGNAL - USA MARKOUTS	553.86
			84533	55437	TRAFFIC SIGNAL - SERVICE CALLS	96.31
			84534	55437	TRAFFIC SIGNAL - SERVICE CALLS	1,256.65
			84535	55437	TRAFFIC SIGNAL - SERVICE CALLS	85.61
			84538	55437	TRAFFIC SIGNAL - SERVICE CALLS	6,026.82
					Total :	11,645.56
140573	10/1/2025	10217 STAPLES ADVANTAGE	6042161041	55349	FY 25/26 OFFICE SUPPLIES - FINAN	9.72
			6042161042	55349	FY 25/26 OFFICE SUPPLIES - FINAN	165.07
			6042234685	55412	OFFICE SUPPLIES	73.91
			6042316559	55412	OFFICE SUPPLIES	42.77
					Total :	291.47
140574	10/1/2025	14986 SUNRUN INSTALLATIONS SERVICES	6928		DEVELOPER DEPOSIT REFUND	371.27
					Total :	371.27
140575	10/1/2025	13451 TELEFLEX FUNDING LLC	9510380536	55329	EMS SUPPLIES	4,299.23
			9510380538	55329	EMS SUPPLIES	644.35
					Total :	4,943.58
140576	10/1/2025	10880 TERRYBERRY COMPANY LLC	T29912		SERVICE AWARD PINS	1,261.29
					Total :	1,261.29
140577	10/1/2025	10250 THE EAST COUNTY	00156005		INVITATION TO BID - SANTEE COMI	931.00
			00156460		PUBLIC HEARING NOTICE - COTTC	255.50
					Total :	1,186.50
140578	10/1/2025	14354 TRILOGY MEDWASTE WEST, LLC	1802088	55394	BIOMEDICAL WASTE DISPOSAL	433.99
			1802089	55394	BIOMEDICAL WASTE DISPOSAL	190.98
					Total :	624.97
140579	10/1/2025	12480 UNITED SITE SERVICES	INV-5596228	55423	PORTA POTTY SERVICE	135.54
					Total :	135.54

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140580	10/1/2025	10475 VERIZON WIRELESS	6123201912		WIFI SERVICE	1,220.31
					Total :	1,220.31
140581	10/1/2025	15785 WATT COMPANIES	16028		REFUNDABLE DEPOSIT REFUND	3,000.00
					Total :	3,000.00
140582	10/1/2025	14687 WEX BANK	107277041		FLEET CARD FUELING	16,758.56
					Total :	16,758.56

58 Vouchers for bank code : ubgen

Bank total : 1,771,203.23

58 Vouchers in this report

Total vouchers : 1,771,203.23

Prepared by: _____

Date: _____

Approved by: _____

Date: _____

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 30								
reth			5,460.00		catax	5,460.00	46.00						
					fedtax	5,460.00	211.00						
Grand Totals	0.00		5,460.00				257.00	0.00	Gross: 5,460.00 Net: 5,203.00				
<< No Errors / No Warnings >>													

EB
10/1/25
Paydak 10/1/25
PPE 10/21/25

PyBatch
09/30/2025 7:39:55AM

Payroll Processing Report
CITY OF SANTEE
9/11/2025 to 9/24/2025-1 Cycle b

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EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					sb-3		70.38						
					sffa		3,760.96						
					sffapc		1,015.22						
					st1cs3	74,537.83	2,236.14	-2,236.14					
					st2cs3	16,860.55	505.82	-505.82					
					texlif		249.71						
					vaccpr		681.40						
					vaccpt		170.76						
					vcanpr		419.08						
					vcanpt		132.95						
					vgcipt		63.62						
					vghipr		31.12						
					vision	18,677.25	530.89						
					voladd		17.55						
					voldis		292.21						
					vollad			145.88					
					vollif		145.90						
Grand Totals	16,312.97		793,845.68				289,635.37	332,909.63					
										Gross:	793,845.68		
										Net:	504,210.31		

<< No Errors / 13 Warnings >>

EB 9/30/25
Pay date 10/2/25
PPE 9/24/25

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140583	10/2/2025	12724 AMERICAN FIDELITY ASSURANCE	D890158		VOLUNTARY LIFE INS-AM FIDELITY	4,782.66
					Total :	4,782.66
140584	10/2/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535889		FLEXIBLE SPENDING ACCOUNT	2,891.15
					Total :	2,891.15
140585	10/2/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535890		FLEXIBLE SPENDING ACCOUNT	2,891.15
					Total :	2,891.15
140586	10/2/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535891		FLEXIBLE SPENDING ACCOUNT	2,753.65
					Total :	2,753.65
140587	10/2/2025	10334 CHLIC	3609824		MEDICAL AND DENTAL INSURANCE	270,313.47
					Total :	270,313.47
140588	10/2/2025	14452 MEDICAL AIR SERVICES ASSC	2192900		MEDICAL AIR TRANSPORT SVCS	137.00
					Total :	137.00
140589	10/2/2025	10785 RELIANCE STANDARD LIFE	October 2025		VOLUNTARY LIFE INSUR	291.78
					Total :	291.78
140590	10/2/2025	10424 SANTEE FIREFIGHTERS	PPE 9/24/25		BATT CHIEF-STATION EXPENSE	4,909.74
					Total :	4,909.74
140591	10/2/2025	10776 STATE OF CALIFORNIA	PPE 9/24/25		WITHHOLDING ORDER	449.53
					Total :	449.53
140592	10/2/2025	10776 STATE OF CALIFORNIA	PPE 9/24/25		WITHHOLDING ORDER	260.30
					Total :	260.30
140593	10/2/2025	10001 US BANK	PPE 9/24/25		PARS RETIREMENT	1,466.48
					Total :	1,466.48
140594	10/2/2025	14600 WASHINGTON STATE SUPPORT	PPE 9/24/25		WITHHOLDING ORDER	641.53
					Total :	641.53
12 Vouchers for bank code : ubgen						Bank total : 291,788.44

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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12 Vouchers in this report

Total vouchers : 291,788.44

Prepared by:

Date:

Approved by:

Date:

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6148424	10/3/2025	14705 RHS MISSIONSQUARE	PPE 9/24/25		RETIREE RHSA	5,140.53
					Total :	5,140.53
6495500	10/3/2025	14704 457 MISSIONSQUARE	PPE 9/24/25		ICMA - 457	50,225.22
					Total :	50,225.22
2 Vouchers for bank code : ubgen						Bank total : 55,365.75
2 Vouchers in this report						Total vouchers : 55,365.75

Prepared by:

Date:

Approved by:

Date:

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
9254	10/7/2025	10353 PERS	9 25 4		RETIREMENT PAYMENT	159,761.01

Total : 159,761.01

1 Vouchers for bank code : ubgen

Bank total : 159,761.01

1 Vouchers in this report

Total vouchers : 159,761.01

Prepared by: June M

Date: 10-7-25

Approved by: Bull

Date: 10-7-25

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Voucher List
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140595	10/9/2025	15522 ACME BAG CO	0000207697	55476	EMPTY SAND BAGS	1,774.00
Total :						1,774.00
140596	10/9/2025	15360 ASHBURN, NIKKI	2025-BENED1		MILEAGE REIMBURSEMENT	8.12
			2025-BENED2		MILEAGE REIMBURSEMENT	5.11
			2025-BENED3		MILEAGE REIMBURSEMENT	5.11
			2025-BENED4		MILEAGE REIMBURSEMENT	5.25
Total :						23.59
140597	10/9/2025	10412 AT&T	301053963; OCT25		MAST PARK	170.49
Total :						170.49
140598	10/9/2025	12951 BERRY, BONNIE	October 1, 2025		RETIREE HEALTH PAYMENTS	91.00
Total :						91.00
140599	10/9/2025	10478 CALIFORNIA DEPARTMENT OF	USE TAX JUL-SEP 2025		USE TAX JULY - SEPTEMBER 2025	99.00
Total :						99.00
140600	10/9/2025	10030 CASCADE FIRE EQUIPMENT CO INC	INV21080	55164	SMALL TOOLS	392.21
Total :						392.21
140601	10/9/2025	10032 CINTAS CORPORATION 694	4243577049	55335	MISC SHOP RENTALS	75.09
Total :						75.09
140602	10/9/2025	15800 COLVIN, OLIVIA	2005100.001		ADDITIONAL REFUND	12.50
Total :						12.50
140603	10/9/2025	10268 COOPER, JACKIE	October 1, 2025		RETIREE HEALTH PAYMENT	91.00
Total :						91.00
140604	10/9/2025	10333 COX COMMUNICATIONS	141609201; SEP25		APT IT-FS4 8950 COTTONWOOD A	207.39
Total :						207.39
140605	10/9/2025	15791 CROWN CASTLE USA INC	17185		REFUNDABLE DEPOSIT REFUND	398.34
Total :						398.34
140606	10/9/2025	14811 DIGITECH COMPUTER LLC	618000831	55456	SLEMSA BILLING CONTRACT SERV	29,064.63

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140606	10/9/2025	14811 14811 DIGITECH COMPUTER LLC	(Continued)		Total :	29,064.63
140607	10/9/2025	13275 DOCHTERMAN, LINDA	09182025LD		MHFP COMMISSION STIPEND	50.00
					Total :	50.00
140608	10/9/2025	14446 ENTERPRISE FM TRUST	282938A-100325 FOT0188492	55339	VEHICLE LEASING PROGRAM FLEET MAINTENANCE SERVICES	19,705.94 391.40
					Total :	20,097.34
140609	10/9/2025	14815 FIRESTONE BUIDERS	22007		REFUNDABLE DEPOSIT REFUND	2,151.02
					Total :	2,151.02
140610	10/9/2025	12876 FUN 4 KIDS ENTERTAINMENT	000549		ENTERTAINMENT MOVIES IN THE F	480.00
					Total :	480.00
140611	10/9/2025	10144 HDL COREN & CONE	SIN052793	55341	FY 25/26 PROFESSIONAL SERVICE	4,987.50
					Total :	4,987.50
140612	10/9/2025	12386 HORIZONS CONSTRUCTION COMPANY	3-CIP2024-38 3-CIP2024-38 RET	55192	PROGRESS PAYMENT #3 - APP BA' RETENTION-PROGRESS PAYMENT	40,172.80 -2,008.64
					Total :	38,164.16
140613	10/9/2025	15440 IDI Q	INV-IDIQ825490		ID PROTECTION	572.40
					Total :	572.40
140614	10/9/2025	14229 JOBSITE SUPPLY CO	87933100	55294	ENGINEERING SUPPLIES	84.89
					Total :	84.89
140615	10/9/2025	12425 KB HOME INLAND EMPIRE	13045		REFUNDABLE DEPOSIT REFUND	6,549.68
					Total :	6,549.68
140616	10/9/2025	13851 LAWSON PRODUCTS, INC	9312828572	55297	VEHICLE REPAIR SUPPLIES	486.64
					Total :	486.64
140617	10/9/2025	12864 LEMON GROVE ULTRA MART	17006		REFUNDABLE DEPOSIT REFUND	500.00
					Total :	500.00
140618	10/9/2025	10204 LIFE ASSIST INC	1639603	55324	EMS SUPPLIES	1,808.56

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140618	10/9/2025	10204 10204 LIFE ASSIST INC	(Continued)		Total :	1,808.56
140619	10/9/2025	15225 LONG, CHERYL L	October 1, 2025		RETIREE HEALTH PAYMENTS	91.00
					Total :	91.00
140620	10/9/2025	15779 MCCULLOUGH DESIGN DEVELOPMENT	23002		REFUNDABLE DEPOSIT REFUND	820.95
					Total :	820.95
140621	10/9/2025	10154 MCDUGAL BOEHMER FOLEY LYON	113888		SLEMSA LEGAL SERVICES AUGUS	420.00
					Total :	420.00
140622	10/9/2025	11783 MINTO, JOHN	071925-JM		MILEAGE REIMBURSEMENT	27.58
					Total :	27.58
140623	10/9/2025	15790 MOBILITIE SERVICES LLC	17032		REFUNDABLE DEPOSIT REFUND	2,510.94
					Total :	2,510.94
140624	10/9/2025	10083 MUNICIPAL EMERGENCY SERVICES L	IN2340262	55491	FIREFIGHTING EQUIPMENT	6,033.99
					Total :	6,033.99
140625	10/9/2025	10308 O'REILLY AUTO PARTS	2968-310662	55364	VEHICLE SUPPLIES	23.92
			2968-310672	55364	EQUIPMENT SUPPLIES	96.52
			2968-310755	55364	EQUIPMENT SUPPLIES	10.76
			2968-310756	55364	VEHICLE REPAIR PARTS	25.86
			2968-311142	55364	VEHICLE SUPPLIES	19.55
					Total :	176.61
140626	10/9/2025	10308 O'REILLY AUTO PARTS	2968-310674	55364	VEHICLE REPAIR PARTS	34.11
					Total :	34.11
140627	10/9/2025	10336 PADRE DAM MUNICIPAL WATER DIST	09104		REFUNDABLE DEPOSIT REFUND	1,001.71
					Total :	1,001.71
140628	10/9/2025	14266 PATCH, LILI	09182025LP		MHFP COMMISSION STIPEND	50.00
					Total :	50.00
140629	10/9/2025	10092 PHOENIX GROUP INFO SYSTEMS	082025031	55346	FY 25/26 PARKING CITE PROCESS	530.76

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140629	10/9/2025	10092 10092 PHOENIX GROUP INFO SYSTEMS	(Continued)			Total : 530.76
140630	10/9/2025	10157 PRIMO DJ'S	15329962	55492	DJ SERVICES AT MOVIE IN THE PAI	700.00
					Total :	700.00
140631	10/9/2025	15343 QUADIENT FINANCE USA INC	091725		POSTAGE	142.80
					Total :	142.80
140632	10/9/2025	12237 RAYON, KYLE	October 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
140633	10/9/2025	13666 RINGCENTRAL INC	CD_001220507		62758185006; SEP25	2,632.59
					Total :	2,632.59
140634	10/9/2025	11235 ROY A WOODWARD & ASSOC	14001		REFUNDABLE DEPOSIT REFUND	676.56
					Total :	676.56
140635	10/9/2025	10606 SD COUNTY SHERIFF'S DEPT	SHERIFF JULY 2025		LAW ENFORCEMENT JULY 2025	1,533,388.96
					Total :	1,533,388.96
140636	10/9/2025	10407 SAN DIEGO GAS & ELECTRIC	04229703218; SEP25 22373580042; SEP25		STREET LIGHTS TRAFFIC SIGNALS	48,660.52 8,090.74
					Total :	56,751.26
140637	10/9/2025	14881 SANCON TECHNOLOGIES, INC.	RR CIP2023-20		RETENTION RELEASE	68,178.18
					Total :	68,178.18
140638	10/9/2025	10212 SANTEE SCHOOL DISTRICT	9831	55388	TRANSPORTATION	2,960.00
					Total :	2,960.00
140639	10/9/2025	10768 SANTEE SCHOOL DISTRICT	9832	55370	JOINT USE FIELDS - RIO SECO	578.09
					Total :	578.09
140640	10/9/2025	13421 SANTEE SENIOR RETIREMENT	22001		REFUNDABLE DEPOSIT REFUND	772.61
					Total :	772.61
140641	10/9/2025	10110 SECTRAN SECURITY INC	25090634	55348	FY 25/26 ARMORED CAR TRANSPC	185.00
					Total :	185.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140642	10/9/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	158373762-001	55389	IRRIGATION PARTS	580.21
Total :						580.21
140643	10/9/2025	12113 SNAGWOLF INC	25588	55482	GRAFFITI ABATEMENT SUPPLIES	3,216.38
Total :						3,216.38
140644	10/9/2025	10217 STAPLES ADVANTAGE	6042234683	55517	STAPLES OFFICE SUPPLIES	109.82
Total :						109.82
140645	10/9/2025	10617 STATE OF CALIFORNIA	L1397762000		UNEMPLOYMENT 6/30/25	2,716.68
Total :						2,716.68
140646	10/9/2025	10119 STEVEN SMITH LANDSCAPE INC	3778	55374	A 2 LANDSCAPE SERVICES	247.50
			3779	55374	A 2 LANDSCAPE SERVICES	247.50
			3885	55375	A 3 LANDSCAPE SERVICES	715.00
			3889	55375	A 3 LANDSCAPE SERVICES	440.00
			3926	55374	FY25/26 AREA 2 LANDSCAPE SERV	22,586.88
			3927	55375	A 3 LANDSCAPE SERVICES	11,918.32
			3931	55375	A 3 LANDSCAPE SERVICES	770.00
			3932	55375	A 3 LANDSCAPE SERVICES	440.00
			3933	55375	A 3 LANDSCAPE SERVICES	165.00
			3949	55374	A 2 LANDSCAPE SERVICES	220.00
			3950	55375	A 3 LANDSCAPE SERVICES	220.00
			3951	55374	A 2 LANDSCAPE SERVICES	440.00
			3952	55375	A 3 LANDSCAPE SERVICES	440.00
			3960	55374	A 2 LANDSCAPE SERVICES	884.00
			3961	55374	A 2 LANDSCAPE SERVICES	275.00
			3962	55374	A 2 LANDSCAPE SERVICES	360.00
			3963	55375	A 3 LANDSCAPE SERVICES	275.00
			3964	55375	A 3 LANDSCAPE SERVICES	935.00
			3965	55375	A 3 LANDSCAPE SERVICES	366.00
			3972	55374	A 2 LANDSCAPE SERVICES	440.00
			3973	55375	A 3 LANDSCAPE SERVICES	440.00
			3978	55374	A 2 LANDSCAPE SERVICES	275.00
			3979	55374	A 2 LANDSCAPE SERVICES	220.00
			3980	55375	A 3 LANDSCAPE SERVICES	495.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140646	10/9/2025	10119 10119 STEVEN SMITH LANDSCAPE INC	(Continued)		Total :	43,815.20
140647	10/9/2025	10741 TARGET SPECIALTY PRODUCTS	INVP501963352	55485	HERBICIDE & ANTIFOAM PURCHASE	3,487.16
					Total :	3,487.16
140648	10/9/2025	15788 TGX CONSTRUCTION INC	16156A		REFUNDABLE DEPOSIT REFUND	1,367.06
			16156S		REFUNDABLE DEPOSIT REFUND	2,002.50
					Total :	3,369.56
140649	10/9/2025	10925 THE CENTER FOR ORGANIZATION EF	TCFOE5269		PROFESSIONAL DEVELOPMENT	999.00
			TCFOE5270		SUPERVISORS ACADEMY - FALL 2024	999.00
					Total :	1,998.00
140650	10/9/2025	15789 TRACY, NICK	16178		REFUNDABLE DEPOSIT REFUND	1,000.00
					Total :	1,000.00
140651	10/9/2025	11112 ULINE	197908670		PARK SUPPLIES	983.83
					Total :	983.83
140652	10/9/2025	10642 USPS-POC	9302025		POSTAGE REIMBURSEMENT	860.26
					Total :	860.26
140653	10/9/2025	10338 VANDIVER, EDDIE	09182025EV		MHFP COMMISSION STIPEND	50.00
					Total :	50.00
140654	10/9/2025	12007 WALKENHORST, WILLIAM	158129		EMPLOYEE REIMBURSEMENT	250.00
					Total :	250.00
140655	10/9/2025	12930 WILLIAMS, ROCHELLE	October 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
140656	10/9/2025	12641 WITTORFF, VICKY DENISE	October 1, 2025		RETIREE HEALTH PAYMENTS	31.00
					Total :	31.00
140657	10/9/2025	10318 ZOLL MEDICAL CORPORATION	4306080	55330	EMS SUPPLIES	2,087.91
			4309892	55330	EMS SUPPLIES	151.97
			4310749	55330	EMS SUPPLIES	1,869.19
			4311609	55330	EMS SUPPLIES	371.09

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
140657	10/9/2025	10318 ZOLL MEDICAL CORPORATION	(Continued)			
			4314944	55330	EMS SUPPLIES	1,164.97
			4327655	55330	EMS SUPPLIES	558.40
					Total :	6,203.53
63 Vouchers for bank code : ubgen						Bank total : 1,855,848.76
63 Vouchers in this report						Total vouchers : 1,855,848.76

Prepared by: Tenach
Date: 10.9.25
Approved by: [Signature]
Date: 10/9/25

MEETING DATE

October 22, 2025

ITEM TITLE

APPROVAL OF THE EXPENDITURE OF \$104,393.37 FOR SEPTEMBER 2025 LEGAL SERVICES

DIRECTOR/DEPARTMENT

Heather Jennings, Finance

SUMMARY

Legal services invoices proposed for payment for the month of September 2025 total \$104,393.37 as follows:

1) General Retainer Services	\$ 18,431.00
2) Labor & Employment	2,324.40
3) Litigation & Claims	9,177.29
4) Special Projects - General Fund	57,752.58
5) Special Projects – Other Funds	3,486.85
6) Third-Party Reimbursable Projects	13,221.25
Total	<u>\$ 104,393.37</u>

FINANCIAL STATEMENT

Account Description: Legal Services

General Fund:	AMOUNT	BALANCE
Adopted Budget	\$ 923,170.00	
Revised Budget	923,170.00	
Prior Expenditures	(191,638.30)	
Current Request	(87,685.27)	\$ 643,846.43
Other Funds (excluding third-party reimbursable items):		
Adopted Budget	\$ 35,000.00	
Revised Budget	35,000.00	
Prior Expenditures	(4,827.60)	
Current Request	(3,486.85)	\$ 26,685.55

CITY ATTORNEY REVIEW ☒ N/A ☐ Completed

RECOMMENDATION

Approve the expenditure of \$104,393.37 for September 2025 legal services and reimbursable costs.

ATTACHMENTS

1. Legal Services Billing Summary September 2025
2. Legal Services Billing Recap FY 2025-26



**LEGAL SERVICES BILLING SUMMARY
SEPTEMBER 2025**

Attachment 1

DESCRIPTION	CURRENT AMOUNT	INVOICE NUMBER	NOTES
Retainer	\$ 18,431.00	1041536	
1001.00.1201.51020	18,431.00		
Labor & Employment:			
Labor & Employment	2,324.40	1041440	
1001.00.1201.51020	2,324.40		
Litigation & Claims:			
Litigation & Claims	536.40	1041441	
Schaeffer Receivership	322.89	1041465	
Sky Ranch Potential Homeowner/HOA Litigation	59.60	1041458	
Hope for the Homeless Lakeside Inc.	8,258.40	1041466	
1001.00.1201.51020	9,177.29		
Special Projects (General Fund):			
Community Oriented Policing	15,347.58	1041442	
Annual Municipal Code Update	9,238.00	1041459	
CEQA Special Advice	1,251.60	1041471	
General Elections	357.60	1041444	
Parcel 4 Hotel	685.40	1041447	
Advanced Records Center Services for PRA	16,240.60	1041460	
Cannabis	953.60	1041461	
Development Impact Fee Study	59.60	1041463	
Special Training	3,933.60	1041462	
Surplus Land Act/Real Property Special Advice	3,337.60	1041464	
Housing and Planning Legal Support	6,347.40	1041452	
1001.00.1201.51020	57,752.58		
Mobile Home Rent Control Commission	3,099.45	1041443	2901.04.4106.51020
Financial System Upgrade Contract	178.80	1041468	*cip72451.20.05
SD River Fire Mitigation	208.60	1041467	*cip72452.10.05
	3,486.85		
Third-Party Reimbursable:			
Lantern Crest (Applicant Initiated)	220.50		grd1383a.20.05
HomeFed Project	88.20	1041470	tm22001a.10.05
HomeFed Litigation 4	6,253.45	1041478	tm22001a.10.05
Redevelopment of Carlton Oaks Golf Course	882.00	1041472	tm19001a.10.05
Fanita Drive Townhomes	88.20	1041474	tm21002a.10.05
Palisade Warehouse	441.00	1041475	dr23002a.10.05
Summit Townhomes	1,014.30	1041476	tm23003a.10.05
City Ventures Cottonwood and Park	4,233.60	1041477	tm24001a.10.05
	13,221.25		
Total	\$ 104,393.37		

**LEGAL SERVICES BILLING RECAP
FY 2025-26**

Attachment 2

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo./Yr.</u>	<u>Amount</u>
General Fund:						
General / Retainer	\$ 223,170.00	\$ 223,170.00	\$ 36,880.70	\$ 186,289.30	Sep-25	\$ 18,431.00
Labor & Employment	70,000.00	70,000.00	17,909.80	52,090.20	Sep-25	2,324.40
Litigation & Claims	200,000.00	200,000.00	8,253.07	191,746.93	Sep-25	9,177.29
Special Projects	430,000.00	430,000.00	128,594.73	301,405.27	Sep-25	57,752.58
Total	<u>\$ 923,170.00</u>	<u>\$ 923,170.00</u>	<u>\$ 191,638.30</u>	<u>\$ 731,531.70</u>		<u>\$ 87,685.27</u>
Other City Funds:						
MHFP Commission	\$ 10,000.00	\$ 10,000.00	\$ 178.80	\$ 9,821.20	Sep-25	\$ 3,099.45
SLEMSA JPA	5,000.00	5,000.00	29.80	4,970.20	Sep-25	178.80
ERP Implementation	20,000.00	20,000.00	-	20,000.00	Sep-25	208.60
SD River Fire Mitigation	-	-	4,619.00	(4,619.00)	Sep-25	-
Total	<u>\$ 35,000.00</u>	<u>\$ 35,000.00</u>	<u>\$ 4,827.60</u>	<u>\$ 30,172.40</u>		<u>\$ 3,486.85</u>
Third-Party Reimbursable:						
Total			<u>\$ 47,599.10</u>			<u>\$ 13,221.25</u>

Total Previously Spent to Date FY 2025-26	
General Fund	\$ 191,638.30
Other City Funds	4,827.60
Applicant Deposits or Grants	47,599.10
Total	<u>\$ 244,065.00</u>

Total Proposed for Payment	
General Fund	\$ 87,685.27
Other City Funds	3,486.85
Applicant Deposits or Grants	13,221.25
Total	<u>\$ 104,393.37</u>

MEETING DATE October 22, 2025

ITEM TITLE RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE FOURTH AMENDMENT TO THE AGREEMENT WITH COUNTYWIDE MECHANICAL SYSTEMS, INC. FOR PLUMBING REPAIRS AND MAINTENANCE SERVICES AT CITY HALL

DIRECTOR/DEPARTMENT Nicolas Chavez, Community Services

SUMMARY

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

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

As part of the City Council's approval of the FY 2024-28 Capital Improvement Program Budget which identified minor renovations for Big Rock Park, on February 23, 2024, the City approved the First Amendment to the Contract to increase Extra Work for the replacement of restroom fixtures and installation of a wall mounted drinking fountain at Big Rock Park, in the amount of \$27,848.00, increasing the total not-to-exceed amount from \$60,256.88 to \$88,104.88 for FY 2023-24 ("First Amendment").

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

On August 26, 2024, the parties entered into the Second Amendment to the Contract to perform Extra Work at City Hall Building #4 to dig up and expose main sewer to cap off dead leg sewage line, in the amount of \$18,957.00, increasing the total not-to-exceed amount from \$62,246.13 to \$81,203.13 for FY 2024-25 ("Second Amendment").

On May 21, 2025, the parties entered into the Third Amendment to the Contract to perform Extra Work in the amount of \$4,000, which included an emergency repair at Fire Station #4, located at 8950 Cottonwood Avenue, of a water leak and additional funding for as-needed work through the end of FY 2024-25, increasing the Contract's total FY 2024-25 not-to-exceed amount from the previous amount of \$81,203.13 to the new total amount of \$85,203.13 ("Third Amendment").

On July 1, 2025, the City exercised its option to extend the Agreement, increasing the Agreement by \$2,365.35 from \$62,246.13 to \$64,611.48 for FY 2025-26 to reflect an increase in the Consumer Price Index by 3.8%.



Staff has obtained a quote from our current plumbing contractor for needed plumbing repairs at City Hall. The proposed work includes replacing and raising the height of three (3) backflow devices at City Hall, in the amount of \$12,311.00, increasing the Contract's total FY 2025-26 not-to-exceed amount from the previous amount of \$64,611.48 to the new total amount of \$76,922.48. Except for the changes specifically set forth herein, all other terms and conditions of the Contract shall remain in full force and effect.

Staff recommends the City Council adopt the Resolution approving the Fourth Amendment to the Contract, which will increase the not-to-exceed amount for FY 2025-26 by \$12,311.00, from \$64,611.48 to \$76,922.48.

ENVIRONMENTAL REVIEW

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

FINANCIAL STATEMENT

Funding for this contract is provided in the Fiscal Year 2025-26 Community Services Department operating budget.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION

Adopt the Resolution authorizing the City Manager to execute the Fourth Amendment to the Contract with Countywide Mechanical Systems, Inc. for Plumbing Repairs and Maintenance Services.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
APPROVING THE FOURTH AMENDMENT TO THE AGREEMENT WITH
COUNTYWIDE MECHANICAL SYSTEMS, INC. FOR PLUMBING REPAIRS AND
MAINTENANCE SERVICES AT CITY HALL**

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

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

WHEREAS, on February 23, 2024, the parties entered into the First Amendment to the Contract to increase Extra Work for the replacement of restroom fixtures and installation of a wall mounted drinking fountain at Big Rock Park, in the amount of \$27,848.00, increasing the total not-to-exceed amount from \$60,256.88 to \$88,104.88 for FY 2023-24 ("First Amendment"); and

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

WHEREAS, on August 26, 2024, the parties entered into the Second Amendment to the Contract to perform Extra Work at City Hall Building #4 to dig up and expose main sewer to cap off dead leg sewage line, in the amount of \$18,957.00, increasing the total not-to-exceed amount from \$62,246.13 to \$81,203.13 for FY 2024-25; and

WHEREAS, on May 21, 2025, the parties entered into the Third Amendment to the Contract to perform Extra Work in the amount of \$4,000, which included an emergency repair at Fire Station #4, located at 8950 Cottonwood Avenue, of a water leak and additional funding for as-needed work through the end of FY 2024-25, increasing the Contract's total FY 2024-25 not-to-exceed amount from the previous amount of \$81,203.13 to the new total amount of \$85,203.13; and

WHEREAS, July 1, 2025, the City exercised its option to extend the Agreement, increasing the Agreement by \$2,365.35 from \$62,246.13 to \$64,611.48 for FY 2025-26 to reflect an increase in the Consumer Price Index by 3.8%; and

WHEREAS, Staff has obtained a quote from our current plumbing contractor for needed plumbing repairs at City Hall. The proposed work includes replacing and raising the height of three (3) backflow devices at City Hall, in the amount of \$12,311.00, increasing the Contract's total FY 2025-26 not-to-exceed amount from the previous amount of \$64,611.48 to the new total amount of \$76,922.48. Except for the changes specifically set forth herein, all other terms and conditions of the Contract shall remain in full force and effect; and

RESOLUTION NO. _____

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

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

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

Section 2. The City Council Authorizes the City Manager to execute the Fourth Amendment to the Contract with Countywide Mechanical Systems, Inc. ("Contractor") for Plumbing Repairs Services, which will increase the not-to-exceed amount for FY 2025-26 by \$12,311.00, from \$64,611.48 to \$76,922.48.

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

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

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

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 22nd day of October, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE October 22, 2025

ITEM TITLE RESOLUTION AUTHORIZING THE PURCHASE OF ONE NEW X SERIES EKG MONITOR/DEFIBRILLATOR AND RELATED EQUIPMENT AND SUPPLIES FROM ZOLL MEDICAL CORPORATION

DIRECTOR/DEPARTMENT Harley Wallace, Fire Chief

SUMMARY

This item requests authorization to purchase the following items: One (1) X Series EKG monitor/defibrillator with necessary associated accessories, one (1) additional six-hour rechargeable smart battery, and other related equipment and supplies. All items will be purchased from Zoll Medical Corporation ("Zoll") for the Fire Department to replace older technology equipment currently in service on ambulances and first-responder apparatus.

Santee Municipal Code Section 3.24.130 states that the purchasing agent may join with other public jurisdictions in cooperative purchasing programs or arrangements, and may purchase directly from a vendor using a competitively awarded contract by another agency provided that the other procurement substantially complied with Santee's formal procedures under 3.24.100. Over the past several years, both Santee and the Lakeside Fire Protection District have been transitioning their EKG monitors/defibrillators to Zoll as the standard EKG monitor/defibrillator to be used by the two Santee-Lakeside Emergency Medical Services Authority (SLEMSA) agencies. Additionally, the League of Oregon Cities, in cooperation with National Purchasing Partners, LLC, dba NPPGov (of which the City is a member agency), issued Request for Proposals No. 1935 for the procurement of a wide variety of public safety medical supplies, equipment and monitors. Based on evaluation criteria including pricing, breadth and quality of products, customer support and ability to meet delivery timelines, Zoll was awarded Contract #PS20200 for an initial three-year term through March 25, 2023. This contract has been extended through June 8th, 2026.

Staff recommends that the EKG monitor/defibrillator, EKG battery and other related equipment and supplies be purchased from Zoll for the amount not to exceed \$52,008.86, based on cooperative contracted pricing.

FINANCIAL STATEMENT *JS*

Adequate funding for this purchase is included in the FY 2025-26 Emergency Medical Services (SLEMSA) adopted budget.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION *GH*

Adopt the Resolution authorizing the purchase of one (1) X Series EKG monitor/defibrillator, one (1) additional six-hour rechargeable smart battery and other related equipment and supplies from Zoll Medical Corporation utilizing NPPGov Contract #PS20200 for an amount not to exceed \$52,008.86.

ATTACHMENT

Resolution



RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AUTHORIZING THE PURCHASE OF ONE NEW X SERIES EKG MONITOR/
DEFIBRILLATOR AND RELATED EQUIPMENT AND SUPPLIES FROM ZOLL
MEDICAL CORPORATION**

WHEREAS, the FY 2025-26 City of Santee Emergency Medical Services (SLEMSA) operating budget includes funding for one (1) new EKG monitors/defibrillators; and

WHEREAS, the City desires to purchase one (1) new X Series EKG monitor/defibrillator, one (1) additional rechargeable smart battery and other related equipment and supplies for the Fire Department to replace older technology equipment currently in service on ambulances and first-responder apparatus; and

WHEREAS, Santee Municipal Code Section 3.24.130 states that the purchasing agent may join with other public jurisdictions in cooperative purchasing programs or arrangements and may purchase directly from a vendor using a competitively awarded contract by another agency provided that the other procurement substantially complied with Santee's formal procedures under 3.24.100; and

WHEREAS, Zoll Medical Corporation's quotation reflects pricing pursuant to National Purchasing Partners (NPP) Contract #PS20200, which was publicly bid and substantially complied with the City's formal bidding procedures in Santee Municipal Code Section 3.24.110.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the City Council hereby authorizes the purchase of one (1) X Series EKG Monitor/Defibrillator, one (1) additional rechargeable smart battery and other related equipment and supplies from Zoll Medical Corporation for an amount not to exceed \$52,008.86.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 22nd day of October 2025, by the following roll call vote, to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

MEETING DATE October 22, 2025

ITEM TITLE COMMUNITY RISK ASSESSMENT AND LONG-RANGE MASTER PLAN
STAFF UPDATE ON ACHIEVEMENTS.

DIRECTOR/DEPARTMENT Harley Wallace, Fire Chief 

SUMMARY

This is an informational item regarding the Community Risk Assessment and Long-Range Master Plan prepared by AP Triton, LLC.

At the April 13, 2022, Council meeting, the City Council authorized the execution of a Professional Services Agreement with AP Triton, LLC to prepare a comprehensive analysis, which included a community risk assessment, evaluation of current conditions, future delivery models for current and future fire station locations and development.

Staff, as well as a representative from AP Triton, LLC, presented the findings and recommendations of the Community Risk Assessment and Long-Range Master Plan on March 22, 2023. On February 27, 2024, staff provided an update on the achievements met in the year following the delivery of the initial report.

Staff will provide an update on additional recommendations achieved since February 27, 2024, Council meeting, a status update on additional recommendations that are in progress and discuss options for accomplishing remaining outstanding recommendations.

FINANCIAL STATEMENT

This is an informational presentation, and no expenditure of funds is requested.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed

RECOMMENDATION

Receive presentation and provide further direction to staff.

ATTACHMENT

Staff Report

AP Triton Report (Executive Summary & Recommendations)

STAFF REPORT

Update on AP Triton Community Risk Assessment and Long-Range Master Plan

October 22, 2025

On April 13, 2022, The City Council authorized the execution of a Professional Services Agreement with AP Triton, LLC, to complete a Community Risk Assessment and Long-Range Master Plan for the City of Santee. The findings from this assessment, as well as 27 specific recommendations, were delivered to the City Council on March 22, 2023. A presentation was given to the City Council on February 27, 2024, to provide a progress update on achievements made towards those recommendations in the first year following the delivery of the report. This report will give a further update on the status of these recommendations.

The 27 recommendations provided by AP Triton are included as an attachment to this report. These recommendations were grouped into six categories covering different aspects of Fire Department Operations and include the Emergency Medical Services (EMS) System, Programs and Planning, Apparatus, Training, Staffing, and Infrastructure. The AP Triton report listed two different recommendations with the number 18; they are identified as 18A and 18B in this staff report.

Recommendations Reported Substantially Completed in Year One

In the presentation provided on February 27, 2024, 12 of the recommendations were identified as substantially completed. Most of these completed recommendations resulted from changes made through the formation of the Santee-Lakeside EMS Authority (SLEMSA) and the addition of an Administrative Battalion Chief. A summary of the items that were identified as complete is provided below:

Recommendation 4: Conduct a staffing analysis to determine the efficacy of converting the department from a 100% Paramedic staffing plan to a mixed EMT/Firefighter and Paramedic/Firefighter staffing plan.

The department has integrated single-role EMT positions to add Basic Life Support (BLS) ambulances and changed the staffing model on the Advanced Life Support (ALS) ambulances to one firefighter / paramedic and one non-safety EMT. The department has not added firefighter / EMT positions.

Recommendation 5: Plan and execute a strategic planning process after completing the Long-Range Master Plan and Community Risk Assessment (CRA).

The department engaged in the development of a new purpose statement and core values. A formal strategic planning process has not been initiated.

Recommendation 9: Consider adding a peak demand ALS transport unit to minimize the system impact due to the increasing number Of ALS interfacility transfers.

A 12-hour daytime BLS ambulance, and a 24-hour BLS ambulance were added within the SLEMSA JPA to assist with system impact. Evaluations of ambulance Unit Hour Utilization (UHU) are ongoing and additional units will be recommended as needed.

Recommendation 10: Review incident data annually at a minimum.

The SLEMSA Nurse Coordinator conducts a quality assurance review of all EMS incidents. The Operations Chief and Fire Chief review monthly incident data, and this information is summarized and provided to the City Council.

Recommendation 11: Place greater emphasis upon quality assurance of time data inputs.

The San Diego County Fire Chiefs and the EMS section have worked with County EMS and the Hospital Association to ensure we are using best practices to document time data inputs for EMS incidents. Additionally, the Central Zone has worked to establish specific call-type incident checklists to standardize documentation of critical incident benchmarks.

Recommendation 12: Consider specific annual training requirements for each Firefighter based on a balanced training curriculum.

The department established an SOP detailing the minimum expected monthly training hours by category for Firefighters, Fire Engineers, and Fire Captains. All Fire Captains and Battalion Chiefs receive monthly reports with a breakdown of their assigned personnel's training by category, and these reports are also reviewed by the Administrative Battalion Chief.

Recommendation 14: Add a department Training Officer position.

This was accomplished through the addition of the Administrative Battalion Chief. This position oversees the department's training program and EMS delivery.

Recommendation 19: Increase the use of a statistically based quality management program.

The SLEMSA Nurse Coordinator utilizes the department's EMS documentation program for this purpose. We are currently evaluating an additional EMS quality assurance program to better help our Nurse Coordinator with this process and may consider requesting additional funds for this program in the FY 26-27 budget.

Recommendation 21: Increase interaction and involvement with the Medical Director for San Diego County.

The Central Zone Fire Departments hired a joint Medical Director for all agencies. Our Medical Director participates in the Central Zone EMS Section, provides case reviews and training for our personnel, and is engaged with all the departments in the zone. The Central Zone Medical Director interacts with the County of San Diego Medical Director through the EMS Medical Directors Advisory Committee.

Recommendation 24: AP Triton recommends establishing a cooperative agreement with regional hospitals so paramedics can support skill competency.

The SLEMSA Nurse Coordinator utilizes training mannikins and other training tools to support skill competency. Currently, San Diego County EMS regulations do not allow paramedics to practice skills in a hospital setting.

Recommendation 25: Evaluate the potential for a Community Paramedic program.

The San Diego Fire Chiefs EMS Section and Central Zone Medical Director have been engaged in discussion regarding community paramedicine and other related programs. Draft protocols have been developed; however, implementation is currently delayed until approval is granted to San Diego County EMS by the State EMS Authority. Currently, no further evaluation is warranted until approval to move forward in the County is granted by the State.

Recommendation 26: AP Triton recommends a focused study to identify opportunities/facilities for additional regionalized training resources.

The Central Zone is currently completing several renovations and additions to the joint zone training facility in El Cajon, and the footprint of the facility has been expanded to include the former animal control facility. These upgrades will increase the availability for crews to conduct training while fire academies and other classes are hosted at the facility. Additionally, the Fire Department has worked with the Public Services Division to allow training at the City Operations Yard.

Status of Recommendations Initiated During Year One

There were seven recommendations that were identified in progress or ongoing during the February 27, 2024, presentation. One of these items has been completed, and the other seven are still considered ongoing.

Recommendation 13: Purchase an additional mid-fidelity mannikin to support the EMS training program.

At the recommendation of the SLEMSA Nurse Coordinator, several additional training mannikins have been purchased and are used regularly to support EMS training. These

mannikins work with advanced simulation software to help deliver realistic, hands-on EMS training with customizable scenarios.

Recommendation 3: Consider implementing a first responder fee to recover the cost of providing an ALS staffed fire apparatus on medical incidents.

The SLEMSA Board of Chiefs recently approved a comprehensive fee study that will include analyzing all costs associated with providing EMS services. This fee study is expected to be delivered in February 2026.

Recommendation 6: Establish a station Fire and Life Safety Inspection Program.

The Fire Battalion Chief assigned to oversee Health, Safety, and Wellness performs quarterly inspections of all Fire Department facilities.

Recommendation 8: Consider the immediate order and replacement of Engine 5 And Engine 205 and placing them into reserve status.

A replacement engine for E205 was ordered in July of 2022 and will be delivered to the City at the end of 2025. On September 24, 2025, Council gave staff direction to bring back a formal proposal for the refurbishment of the department's reserve engine, which would replace the current E5. We expect to have the refurbished engine in service in place of E5 at the end of 2026.

Recommendation 15: Increase Wildland-Urban Interface efforts to reduce risks.

The City recently received a \$7.2 million Hazardous Mitigation Grant through the Federal Emergency Management Agency (FEMA), plus an additional grant of \$900,000 from the San Diego River Conservancy, to conduct defensible space and hazard fuels reduction throughout the San Diego River corridor. Additionally, the City recently obtained a Type 3 Wildland Engine and a Type 6 Wildland Engine through a combination of grant funding and department funds to assist with wildfire suppression in the Wildland-Urban Interface.

Recommendation 18A: Research and implement measures to reduce patient offload (wait) times.

The SLEMSA JPA initiated Ambulance Patient Offload Delay (APOT) billing through the schedule of fees approved by the commission. This standby fee for offload delays is initiated when an offload delay reaches 38 minutes. Additionally, the SLEMSA Fire and EMS Chiefs have met with local hospitals to discuss strategies to reduce offload times. The AP Triton report cited the 90th percentile wait time at the hospital following patient transports at 1 hour 7 minutes. The 90th percentile wait time for the last year has been reduced to 41 minutes.

Recommendation 22: Improve collection and analysis of life safety and public education efforts.

The department created a tracking system to obtain data regarding our Public Education Program and the number of people we reach through these efforts. Further work is needed to help quantify the impacts of these programs.

Recommendations Initiated During Year Two

There were six recommendations that were identified as not completed during the February 27, 2024, presentation. The following five recommendations are now considered in progress.

Recommendation 2: Increase staffing at each fire station by one Firefighter per shift to reduce overtime use.

The fire department is engaged in an active firefighter / paramedic recruitment process, with a goal to fill our vacant budgeted positions. Further staffing beyond our current budgeted positions is not currently approved.

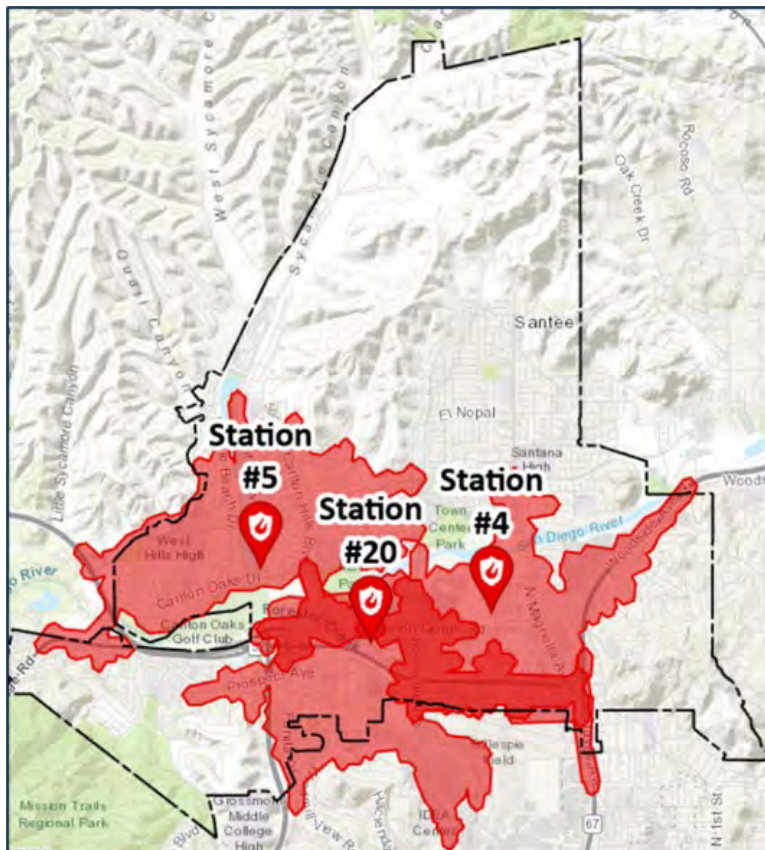
Recommendation 7: Refurbish, replace, or move Station 4 and develop a station plan to improve service throughout the community.

Staff completed an analysis of fire station locations and response times throughout the City and determined that adding two fire stations (one in the southwest and one in the northeast) and maintaining Fire Station 4 in the current location would best meet the City's needs.

On October 14, 2025, the City began operations from Interim Fire Station 20, co-located at the City's existing Operations Center. In addition, COAR Design Group recently completed the building plans for a future permanent fire station at the same location. Additionally, COAR is currently completing a feasibility study to analyze the viability of both the former baseball fields in a corner of Woodglen Vista Park and City Hall as options for a future fire station in our northeastern area. Funding for the design of a temporary fire station at one of these locations is included in the FY 26-27 CIP budget.

Map 1 shows the 4-minute drive time from the three current Santee Fire Stations and demonstrates the significant coverage gap that still exists in Northeastern Santee without the future fire station.

Map 1: 4-Minute drive from existing stations.



With the decision to renovate Fire Station 4, the City has made investments in this facility. The funded FY 25-26 CIP budget includes \$299,500 for the second story roof replacement, apparatus bay door replacement, and concrete repair work. The FY 26-27 CIP budget includes \$1.2 million to design a comprehensive remodel of this facility to meet modern fire station standards, however this is currently unfunded.

Recommendation 16: Work with the City to establish an ongoing Capital Improvement and Replacement Program.

The FY 25-26 CIP budget includes \$250,000 to develop a formal Asset Management program for the City. The goal of this project is to develop a formal program to inventory assets, assess their condition, and prioritize maintenance and investment in City assets. The Fire Department assets will be included in this effort.

Recommendation 17: Begin working with the City on splitting fleet services into multiple locations or a larger location to meet their needs.

On August 27, 2025, the Council approved an organizational restructuring that shifted the oversight of Fleet Maintenance from the Fire Department to the Public Services Department.

This restructuring also created a new Fleet Supervisor position, in addition to the existing Lead Mechanic and Fleet Mechanic positions. The recruitment for the Fleet Supervisor is scheduled for January 2026, and the transition of fleet responsibilities from Fire to Public Services will occur throughout the current fiscal year.

The current Fleet Maintenance Facility is co-located at Fire Station 4. This facility was identified as not meeting the needs or safety requirements of servicing the entire City fleet. There is no current plan to relocate or renovate this outdated and inadequate facility.

Recommendation 23: Develop enhanced inspections of fire hydrants.

The Fire Prevention and Code Compliance departments recently completed an inspection of all fire hydrants within the City. Several hydrants required maintenance to help facilitate access, and some required the relocation or removal of fences, walls, and vegetation that was impeding access. Moving forward, all hydrants will be inspected by fire crews on an annual basis.

Recommendations That Have Not Been Acted On

There are two recommendations that the City has not yet acted on but will benefit from pursuing.

Recommendation 1: Consider trying to keep the Firefighter per 1,000 population size in line with regional and national averages.

The AP Triton Report compared the firefighter per capita ratio in Santee with the Western Region and National averages. Based on our population in 2022, Santee's ratio was 0.93 firefighters per 1,000 capita, while the Western Region ratio is 1.05 and the National ratio is 1.29. Increasing our staffing to match the ratio of Western Region City's would require an additional 6-9 firefighter positions.

The City is currently operating with the same minimum daily firefighter staffing level, 17 suppression personnel, as in 2008, when the City received a federal grant to add a 3rd firefighter to Rescue 5. (This unit was replaced by Engine 205 in 2014, which became Engine 20 on October 14, 2025.) Daily staffing was reduced by one in 2012 with the expiration of this grant and then increased by one with the addition of the Shift Battalion Chief position in 2014. Prior to the implementation of the Shift Battalion Chief, an Administrative Chief Officer would cover the response duty, however they were not required to live in the City and often had extended response times from their personal residence. A comparison of the daily minimum firefighter staffing within the City from 2008, 2014, and 2025 is summarized in Figure 1.

Unit	Firefighter Staffing 2008	Firefighter Staffing 2014	Firefighter Staffing 2025
Engine 4	3	3	3
Engine 5	3	3	3
Rescue 5 Engine 205 (20)	3	3	3
Truck 4	4	3	3
Medic 4	2	2	1
Medic 5	2	2	1
Battalion 2	N/A	1	1
Squad 4	N/A	N/A	2
Total	17	17	17

Figure 1: Daily minimum firefighter staffing levels for Santee Fire Department apparatus in 2008, 2014, and 2025. Firefighter is defined as any rank within a safety classification assigned to an operations position.

Recommendation 20: Implement a partially automated inventory control system.

The SLEMSA Nurse Coordinator is conducting preliminary research into inventory control systems in preparation for the upcoming budget process. We anticipate bringing forward a budget item for Council consideration in the FY 26-27 budget. This system would help better manage medical supply inventory and reduce waste from expiring medications and supplies.

Recommendations That are Not Being Pursued

Recommendation 18B: Perform a cost-benefit analysis for medications/procedures performed/administered by SFD.

The SLEMSA Nurse Coordinator and the Central Zone Medical Director provide input into San Diego County EMS Protocols and the equipment carried on Santee Fire Department apparatus. While there are optional items carried on our ambulances and first responder units, their use is recommended by our Nurse Coordinator and Medical Director based on their ability to help improve patient outcomes, and therefore we do not believe a cost-benefit analysis is necessary in evaluating this equipment.

Additional Findings Not Quantified in Specific Recommendations

Besides the 27 specific recommendations, there were additional findings in the Community Risk Assessment and Long-Range Master Plan that were discussed in the executive summary of the report. The report identified that the Unit Hour Utilization (UHU) of both Medic 4 and Medic 5, as well as Engine 4, were at cautionary levels. The UHU of an apparatus is defined as the percentage of time in service that the unit is assigned to an incident, and the recommendation is for fire engines to have a UHU below 10% and fire-based paramedic ambulances to have a UHU below 30%.

The Santee Fire Department placed a 12-hour EMT-staffed ambulance (BLS 4) in service from 0800-2000 on June 30, 2023. The Lakeside Fire Protection District (LFPD) placed BLS1 in service as a 12-hour day staffed unit on May 13, 2023. The in-service hours for BLS 1 increased to 24 with shared night staffing from both departments on July 1, 2024. These efforts have reduced the UHU of both Medic 4 and Medic 5, however Medic 4 remains above a cautionary level. A summary of the changes with the addition of the BLS ambulances is included in Figure 2.

Unit	Before BLS Additions	After BLS Additions
M5	30	26
M4	43	36
M3	36	26
M2	42	31
BLS 4	N/A	38
BLS 1	N/A	35

Figure 2: SLEMSA Ambulance UHU before BLS Units (January 1, 2023 – April 30, 2023) and after BLS Units (January 1, 2025 – April 30, 2025.)

On September 9, 2024, the department added six 24-hour EMT positions to convert the staffing on both Medic 4 and Medic 5 from dual firefighter / paramedic to one firefighter / paramedic and one single-role EMT. The two firefighter / paramedic positions formerly assigned to the medic units were used to place a new response apparatus, Squad 4, into service. Squad 4 is staffed with two firefighter / paramedics and responds as the primary ALS first responder unit to lower-acuity EMS responses. Squad 4 also responds to all fire responses in the City, thereby increasing the number of firefighters responding to these critical incidents by one. The addition of Squad 4 has lowered the UHU of Engine 4 to an acceptable level. The additional EMT positions to allow for the firefighter / paramedic staffing of Squad 4 were funded in FY 24-25 and 25-26 as a pilot program using EMS fund reserves. The continuation of this program is reliant on securing permanent funding. Squad 4 is the

City's busiest first responder unit, which keeps the three fire engines available more for fire and other high-hazard responses. A summary of the changes with the addition of Squad 4 is included in Figure 3.

Unit	Before SQ4 Addition	After SQ4 Addition
E4	14	8
E5	7	6
E205	7	6
T4	3	3
SQ4	N/A	11

Figure 3: Suppression unit UHU before SQ4 (September 9, 2023 – September 8, 2024) and after SQ4 (September 9, 2024 – September 8, 2025.)

Section III: FINDINGS & RECOMMENDATIONS

Findings & Observations

- Earthquake liquefaction is a potential problem along the San Diego River basin within the City.
- There are minimal wildland-urban interface mitigation or prevention efforts in the City.
- Wildland fire risks are generally minimal. However, the City's southwestern, northern, and eastern areas pose the greatest threat.
- A detailed map of high-pressure and liquid gas pipelines is unavailable for public consumption. However, SFD can request this information for internal hazard planning purposes if the document is not publicized.
- Historic overtime use by Emergency Operations and EMS Divisions is approximately 30% and 25%, respectively. This level of overtime may lead to early career burnout, fatigue, and injuries.
- Additional funding opportunities may exist within the community, especially around providing ALS services from front-line fire apparatus.
- The economy of the City of Santee has remained strong and, through conservative budgeting policies, was able to withstand the challenges of the COVID pandemic.
- Property and sales tax revenue have historically shown steady growth, which is expected to continue.
- The City has accumulated an unfunded actuarial liability (UAL) in its pension system. However, it addresses the issue with additional payments above the required amortization amount.
- Due to the pending dissolution of County Service Area 69 (CSA 69), the funding and administrative oversight of emergency medical service transport program responsibilities are being transferred to a joint powers authority (JPA) to be formed between the City and Lakeside Fire Protection District. This JPA will provide additional funding for both operations and capital programs.
- The City has established a General Fund Reserve Policy that requires a minimum of 20% of annual operating expenditures to be maintained.
- The City has established a Vehicle Acquisition and Replacement Fund to replace heavy-duty vehicles such as fire trucks and ambulances.

- The City has established reserve funds to self-insure its risk management and worker's compensation insurance programs up to applicable retention amounts of \$150,000 and \$350,000 per claim, respectively.
- The mission, vision, and values statements do not appear to have been updated since 2008.
- SFD does not have a current strategic plan or planning process specific to the fire department.
- The City of Santee's Capital Improvement Program identified replacing station 4 and the maintenance facility but does not detail specific vehicle, equipment, or facility updates required for ongoing operations.
- There is no formalized process for pre-incident planning.
- SFD is well below national and regional averages for firefighters per capita.
- The span of control levels is within the industry's best practice size.
- The one floating position per shift did not appear adequate to fill all vacancies and was not used to improve daily staffing levels.
- Both fire stations are functioning at or above their operational limit for size and function.
- Station 4 is at the end of its useful life expectancy, and a replacement plan should be identified and implemented.
- The building serving as the fire and city vehicles fleet is unsuitable for this use. For example, the building lacks space, power requirements, and flammable and combustible liquids handling.
- Station 5 meets most of the modern fire station requirements.
- The number of facilities does not provide exceptional coverage for areas outside the city core. Notably underserved are the northern and southwestern regions.
- Equipment replacement appears well-established and successful.
- Engine 5 and Engine 205 are considered in fair condition and should be considered for replacement.
- Both reserve engines are considered in poor condition.
- Truck 4 is in excellent condition.
- All ambulances are considered in good condition.

- All unit responses appeared to be captured between the RMS, CAD, and ePCR systems. However, all unit records were not documented in the RMS system.
- SFD responds to a large volume of incidents outside the city boundaries. These responses account for approximately 1 out of every 10 outside the city and CSA 69 boundaries.
- The highest concentration of all EMS incidents specifically centers around Station 4. However, the highest concentration of fire incidents is closer to Station 5.
- Over 70% of all incidents happen between the 12 hours between 8:00 AM and 8:00 PM. This remains consistent throughout the days of the week.
- Most areas in the City are within 5 miles of a fire station. Still, there are significant gaps in the 1.5-mile engine and 2.5-mile truck coverage areas. This translates into higher response times in those underserved areas.
- Service demand and system analysis for 2020 and 2021 may be driven by the COVID pandemic and associated societal measures taken to prevent its spread. The research indicated a significant change in the utilization of emergency services. It is supposed that many people were reluctant to call for medical aid, leave their homes, or travel during the pandemic. As a result, incident volumes for these years may not be what agencies might expect in less restrictive times. For this reason, further evaluation is warranted as non-pandemic data becomes available.
- The incident volume indicated a significant dip during 2020, with a rebound in 2021 to levels more like pre-COVID years. However, the number of responses may change significantly as the community recovers.
- Both Medic 4 and Medic 5 have cautionary utilization rates. For example, in 2022, the UHUs were 39.4% and 30%, respectively. However, this may be closer to 49% and 37% when including possible travel time from the hospital.
- Engine 4 exceeds the typically acceptable 10% UHU with an average of 12.7% over the study period.
- SFD has not adopted a general time performance baseline and benchmark.
- Call processing time is 1 minute and 20 seconds 90% of the time or faster overall.
- The general turnout time for all front-line units is nearly 2 minutes regardless of incident type.
- General travel time performance for the first due engine, truck, or ambulance is just over 6 minutes citywide.

- The second and third-unit responses are over 7 and 8 minutes, respectively.
- The total response time for all incidents is 7 minutes 30 seconds 90% of the time or better.
- The North and Southwest populated portions of the City have the slowest first-due response times.
- Travel from the hospital back into the service area is not captured. It may add significantly to overall unit commitment times.
- Data from the organization is consistent with national trends, where most emergency responses are EMS-related. The overall breakdown was 73% EMS compared to 27% fire for service demand.
- Wait time at the hospitals for patient transports is 1 hour and 7 minutes at the 90th percentile.
- The US Census and CDF data project only slight growth for the City through 2041, to between 60 and 70 thousand people.
- The HCFA is a modern, state-of-the-art fire and EMS communications center. It provides the Santee Fire Department and the southeast region of San Diego County with highly effective and efficient 911 communications service.
- Consistent with the stakeholder interviews conducted in October 2022, staffing and retention are considered areas for improvement.
- The data did not indicate the need for ALS interventions for all medical responses. Therefore, future staffing models should consider increased utilization of firefighter/EMT-Basic.
- California is among the highest states for Alzheimer's disease, diabetes, and hypertension. Therefore, training emphasis should be placed on EMS responses to these medical events.
- Oversight/quality assurance is primarily motivated by complaints and negative results. According to department interviewees, there is little engagement with the San Diego County Medical Director.
- SFD does not currently utilize an electronic system for logistical support. Instead, SFD uses a manual, crew-performed system during daily truck checks.
- SFD will experience a rise in EMS due to the more significant percentage of utilization by the elderly category.

- The population of persons 65 and older living in the City of Santee, California, was 8,489, or 15.6% of the population. This is according to the 2020 estimate.⁵⁹ Over the next ten years, assuming the current 65 and older demographic stays in the area, this group will increase by 31% by 2030.
- SFD does not have a periodic inspection program for all public occupancies. Instead, it only inspects those required by state law, the R-1, R-2, and E occupancies.
- SFD does not have a positive economic incentive program for fire prevention and life safety.
- SFD's occupancy information appeared to be incomplete. For example, over 80% of the approximately 2,400 provided commercial occupancies did not have an occupancy class associated with the file.
- SFD does not appear to have a life safety or risk reduction program evaluation system.
- Padre Dam Municipal Water District only inspects fire hydrants every three years.
- A line Battalion Chief serves in multiple roles, including training, line officer, and administrative duties. The department's growth and complexity of training support a full-time training position.
- SFD has demonstrated the capacity to manage critical incidents with limited resources.
- This analysis identified an opportunity for improvement regarding individual firefighter annual training requirements. The training requirements are defined but lack consistency between shifts and individuals.
- Although the EMS service demand is high, the limited patient volume per paramedic resulted in limited procedures per paramedic.
- For SFD to ensure that 100% paramedic staffing has the training resources to maintain competency, additional mid-fidelity training manikins can support skill competency. SFD has one mid-fidelity ALS manikin at Station 4.
- SFD has demonstrated fiscal responsibility in its training program.
- A challenge faced by SFD is limited access to the training facility. The Heartland Fire Training Facility is experiencing increased demand for recruit training, and the necessity to maintain firefighter skill competency is putting scheduling restrictions on the facility.

Recommended Short-Term Strategies

Recommendation 1: Consider Trying to Keep the Firefighter per 1,000 Population Size In Line With Regional And National Averages.

Description: Fire agencies struggle with determining how many firefighters it takes to provide adequate service. As this report has shown, there is a high volume of work required by SFD as compared to similar and larger organizations. As the overtime recommendation states, this significantly impacts employee health and longevity. Therefore, the city and SFD should attempt to set a realistic goal of how many firefighters are needed. The current population and regional and national comparisons place the SFD's needed operational staff target between 63 and 77 instead of the 54 now on staff.

Adding 3 positions to the minimum staff per shift (6 total personnel) will increase operational flexibility. For example, it would increase the first alarm response for structure fires to 18 firefighters, assuming one ambulance is not assigned to the incident. Of note, the minimum identified emergency incident staffing during a moderate-risk structure fire is 19. Achieving this staffing level requires at least one mutual aid engine company and one battalion chief. Therefore, adding staff will reduce the aid need to one mutual aid unit.

Outcomes: Reduce burnout and injuries due to overutilization to improve employee turnover rates. Increase crew availability for hands-on training and less strenuous collateral duties. Increase the number of personnel available to respond to emergencies

Estimated Financial Cost/Savings: The cost of adding firefighters is extensive. As shown in the recommendation for additional firefighters to mitigate overtime coverage, each additional firefighter paramedic will cost \$154,501 annually. The annual costs include benefits and other costs. Firefighter EMTs may cost slightly less, and officers will cost more. This is an ongoing yearly expense.

Recommendation 2: Increase Staffing at Each Fire Station By One Firefighter Per Shift To Reduce Overtime Use.

Description: SFD is experiencing a significant use of overtime annually. Based on the leave numbers provided, enough annual leave hours are being applied to account for 6.15 additional employee yearly hours. This includes and is beyond the current 3 floating positions. Requiring too much overtime, especially for a smaller staff, can have severe other employee effects. For example, firefighters required to do too much overtime may experience a higher incidence of work-related injuries, burnout, fatigue, and home-life disruptions due to extended absences.

Outcomes: Improve budget performance by reducing overtime costs. In addition, reducing employee fatigue and early career burnout and improving the employee's work-life balance.

Estimated Financial Cost/Savings:

Figure 152: Overtime Reduction Cost Estimation

Expenses	Factor	Amount
Salaries		
FF/PM - Station 4		97,194
FF/PM - Station 5		97,194
Total salaries per shift		194,388
Number of shifts		3
Total Salaries:		\$583,164
Payroll taxes	.0145	8,456
Pension costs	.238	138,793
Health insurance		144,462
Other Costs		52,134
Total Benefits/Other Costs:		\$343,845
Total Cost:		\$927,009

Recommendation 3: Consider Implementing A First Responder Fee To Recover The Cost Of Providing An ALS Staffed Fire Apparatus On Medical Incidents

Description: SFD provides paramedic-staffed fire apparatus on medical incidents at a high cost to the response system's budget. The Department can evaluate its operational needs and address the costs of its First Response System that may be eligible to be included in a "First Responder Fee" calculation. Operating costs include staffing and all associated costs, dispatching services, etc.

Outcomes: The revenue generated from implementing this fee would offset the service's costs, freeing up General Fund Revenues for other needs, such as added employees.

Costs: The cost to develop a First Responder Fee would be those costs of either staff time to research the relative costs and develop the necessary amendment to the City's Schedule of Fees ordinance or third-party costs for those services.

Recommendation 4: Conduct A Staffing Analysis to Determine The Efficacy Of Converting The Department From A 100% Paramedic Staffing Plan To A Mixed EMT/Firefighter And Paramedic/Firefighter Staffing Plan.

Description: Based on the current staffing shortage, cost of paramedic staffing, and challenges relating to maintaining paramedic-level competency, future models should consider increased utilization of firefighter/EMT-Basic.

Outcome: Improved hiring and retention of paramedics with potential staffing cost savings.

Estimated Financial Cost/Saving: Cost savings are based on a change in the deployment model to include firefighter-EMTs with the firefighter-paramedics. This model would allow one medic per unit instead of multiple medics. Based on current spreads in the rank structure, this could save approximately \$15,000 - \$18,000 annually per employee.

Recommendation 5: Plan and Execute a Strategic Planning Process After Completing The Long-Range Master Plan And Community Risk Assessment (CRA).

Description: A strategic planning process is required to provide tangible guidance and results in this and other planning documents. A strategic plan prioritizes goals and objectives, establishes timelines, and assigns responsibility. Strategic planning also updates and clarifies the agency's mission, values, and vision. The strategic planning process is designed to provide guidance for the next 5 years and should be periodically updated and renewed.

Outcome: Systematic approach to change, including prioritization of goals and objectives.

Estimated Financial Cost/Saving: If outside consultant assistance is required, the process would cost approximately \$17,000.

Recommendation 6: Establish A Station Fire and Life Safety Inspection Program.

Description: SFD should develop a periodic life safety inspection program for its facilities. Systems designed to improve employees' safety and health are essential for reducing the number and severity of injuries and health concerns. These systems, such as smoke and carbon monoxide detectors, need ongoing maintenance and evaluation.

Outcomes: Systematically evaluate, repair, and potentially improve all facilities' emergency and life safety systems.

Estimated Financial Cost/Savings: Initial costs will include staff time developing, adopting, and completing a custom or currently available inspection system. Ongoing costs will consist of maintenance requirements such as system repair and replacement of consumable goods.

Recommendation 7: Refurbish, Replace, Or Move Station 4 And Develop A Station Plan To Improve Service Throughout The Community.

Description: With the desired number and locations of fire stations needed to serve the community into the foreseeable future identified, the fire department can begin planning the replacement of station 4. A replacement plan cannot start without a known best location for the station. If the current site does not meet the city's needs, a search for available lots can be initiated. In addition, adding a station and moving station 4 may allow for normalizing the unit usage and call volumes and improve overall time performance. This should be completed very soon to facilitate the needed replacement or refurbishment of Station 4.

Outcomes: Before significant revenue is spent on updating or maintaining Station 4, it should be determined if the location fits into the long-term strategy of covering the city. However, the necessity for starting this replacement plan immediately is vital.

Estimated Financial Cost/Savings: When the desired number of stations and facility design are identified, each station's needed size can be determined. Without that information, no cost estimates can be accurate. In addition, choosing if Station 4's location fits into the long-term strategy of covering the city is crucial to starting the station's replacement process.

Recommendation 8: Consider The Immediate Order And Replacement Of Engine 5 And Engine 205, And Placing Them Into Reserve Status.

Description: Both Engine 5 and Engine 205 are considered in only fair condition and are over 10 years old. The two reserve apparatuses are considered in poor condition. One is over 25 years old. By accelerating a replacement plan for the front-line engines, they can be moved to reserve status. Thus improving response capability while the front-line apparatus is out of service for maintenance. However, considering the current state of the apparatus manufacturer's ordering cycle, these units may not be available until two years after the order date.

Outcomes: Improving the effectiveness and reliability of the reserve apparatus and improving the front-line engines.

Estimated Financial Cost/Savings: Costs will depend on the engine type and can be managed. These prices are currently highly variable, and delivery times may be extended.

Recommendation 9: Consider Adding A Peak Demand ALS Transport Unit To Minimize The System Impact Due To The Increasing Number Of ALS Interfacility Transfers.

Description: The EMS analysis identified that the system responds to a high percentage of ALS service demand. Additionally, there has been a 13% increase in ALS transfers from 2020 to 2021. An additional ALS transport unit would increase the availability of ALS units during peak demand (noon to midnight).

Outcomes: With a 36% ALS criticality, adding another ALS transport unit would improve response times and the availability of SFD ALS units during peak demand.

Estimated Financial Cost/Savings: The estimated cost of purchasing an additional ambulance is \$200,000–\$300,000. Assuming the peak time unit operates 12 hours per day, seven days per week, the deployment model would require at least two shifts. Personnel would work approximately 40 hours per week, and the unit would have 84 operational hours. The cost models assume a firefighter/paramedic and firefighter/EMT team or a single-role (non-firefighter) paramedic and EMT. The following is the estimated annual cost of adding a peak-demand ambulance.

Figure 153: Peak-Hour Medic Unit Cost Estimation

Expenses	Factor	FF/PM Model (2)	FF/EMT & FF/PM Model	Single-Role EMT/PM Model
Firefighter/Paramedic (FF/PM)		194,388	97,194	
Firefighter/EMT (estimated)			82,000	
Single-Role Paramedic				75,000
Single-Role EMT				60,000
Total salaries per shift		194,388	179,194	135,000
Number of shifts		2	2	2
Total Salaries		388,776	358,388	270,000
Payroll taxes	.0145	5,637	5,196	3,915
Pension costs	.238	92,529	85,296	27,000
Health insurance		54,064	54,064	54,064
Other costs		34,756	34,756	34,756
Benefits		186,986	179,312	119,735
Total Operating Costs:		\$575,762	\$537,700	\$389,735
Medic Unit		275,000	275,000	275,000
Gurney & other equipment		100,000	100,000	100,000
Total Capital Outlay:		375,000	\$375,000	\$375,000
Total First-Year Costs:		\$950,762	\$912,700	\$764,735

Recommendation 10: Review Incident Data Annually At A Minimum.

Description: The potentially distorted data during the COVID pandemic years, trends, and predicted demand may be flawed. It is essential to understand the full effect of the pandemic on service delivery, and that will only be possible with continued analysis. Evaluating demand, service types, and other information annually until the pandemic-specific effects are fully accounted for and understood is critical. Until that effect is fully understood, the analytics created using the pandemic-era data have the potential to be misleading.

Outcomes: Creating an understanding of the pandemic era effect on, and creating appropriate adjustments to, service delivery and performance analytics.

Estimated Financial Cost/Savings: Costs will vary depending on the approach adopted. At a minimum, staff time will be required. Though the National Fire Academy offers a free NFIRS class, costs may include training. Additional charges may be increased staff levels, compensation, equipment, or fees paid to outside vendors.

Recommendation 11: Place Greater Emphasis Upon Quality Assurance Of Time Data Inputs.

Description: Correct documentation of events for the fire department is critical. This can be especially true for those requesting them, such as attorneys, insurance companies, and property owners. In addition, reliable and accurate performance analysis cannot occur without quality control.

The first step is to establish a written policy and publish it. For quality reports, the best practice is for the officers in charge to review and verify that the information is complete and correct. If not, correct it or return it to the author for revision. Once the report is complete, it must be evaluated for quality control, typically by another officer or chief officer. In addition, data points should be added to the data collection, including the time leaving the hospital and the time back at the station for ambulances.

Outcomes: An accurate and defensible analysis of performance can be completed regularly.

Estimated Financial Cost/Savings: Staff time to review individual documentation for errors and omissions.

Recommendation 12: Consider Specific Annual Training Requirements For Each Firefighter Based On A Balanced Training Curriculum.

Description: Additional training requirements should be considered for individual firefighters. EMS constituted approximately 68% of the demand for service but only 10.8% of the training hours in 2022. The training requirements are defined but appear to lack consistency between firefighters.

Outcomes: A balanced training program and philosophy can result in a standardized program that meets the community's needs.

Estimated Financial Cost: Staff/training time.

Recommendation 13: Purchase An Additional Mid-Fidelity Manikin To Support The EMS Training Program.

Description: A cost-effective and proficient solution is the use of mid-fidelity manikins. Multiple manikins can be purchased and deployed throughout the organization for the same amount of funding. This option can provide training without significant drive times to central training facilities and allows EMTs to have repetitive skill practice sessions.

Outcomes: A benefit of mid-fidelity training manikins is the opportunity to develop proper sequencing. Identifying the order of critical interventions is critical to successful patient outcomes.

Estimated Financial Cost/Savings: Costs depend on the number and model of manikins.

Recommended Mid-Term Strategies

Recommendation 14: Add A Department Training Officer Position.

Description: The analysis suggests that SFD cannot adequately support the programmatic needs of the department-wide training program by a shift Battalion Chief serving in multiple operations and administrative roles. Consideration should be given to establishing this position at the captain/chief level. The position is heavily involved with classroom delivery, interaction with shift crews, and programmatic coordination and monitoring of training documentation. In addition, the position could be established as a rotational position. However, any rotational assignment should be at least two years, and the officer must maintain a minimum training certification level.

Outcomes: SFD's capacity to deliver operational training effectively and efficiently.

Estimated Financial Cost: Dependent on the level of rank and system design and additional equipment needs.

Recommendation 15: Increase Wildland-Urban Interface Efforts To Reduce Risks.

Description: The ability to prevent or mitigate a wildland fire is a primary goal in the wildland-urban interface. SFD provides some WUI efforts, but San Diego County delivers most, and no Fire Safe Council exists in Santee. Current staffing levels do not allow for additional efforts in Santee.

Outcomes: Developing WUI prevention and mitigation programs specific to Santee should be a goal for the city and SFD. The approval of Fanita Ranch will create more properties in the WUI and increase risks in the community. The priority is to develop programs to reduce the threat to local homeowners and provide specific action plans based on the fuel type. Annual progress reports can focus on the high-risk areas for mitigation efforts. A new position could be coupled as a Community Risk Reduction (CRR) Coordinator to manage all risk reduction programs for the city.

Estimated Financial Cost/Savings: The personnel cost to hire a CRR Coordinator with benefits would be approximately \$100,000.

Recommendation 16: Work With The City To Establish An Ongoing Capital Improvement And Replacement Program.

Description: The Fire Department should work with the city to develop, adopt, and fund a facilities capital improvement and replacement program. Each capital system should be identified and put on a repair and replacement schedule. Each building should continue to be evaluated for its ability to meet the agency's needs. A replacement schedule should be negotiated years in advance.

Outcomes: Systematically evaluate, repair, and potentially improve the facilities required for ongoing operations.

Estimated Financial Cost/Savings: Initial costs will include either contract costs for the development of the program or staff time to audit facilities, negotiate with the city, finalize, and adopt a plan. Ongoing costs will consist of maintenance requirements such as system repair and replacement of consumable goods.

Recommendation 17: Begin Working With The City On Splitting Fleet Services Into Multiple Locations Or A Larger Location To Meet Their Needs.

Description: The current fleet space does not meet the needs or safety requirements of the service. The space could serve the fire department only but not the entire city fleet. Either a larger facility or multiple sites are needed to operate safely.

Outcomes: Provide safe, efficient, and code-compliant space for fleet services.

Estimated Financial Cost/Savings: There will be initial costs to attain new or additional space for fleet services. Ongoing costs to maintain a larger facility will be minimal. There will most likely be efficiently saving as much time is spent moving vehicles around in the tight space they have today.

Recommendation 18: Research and Implement Measures to Reduce Patient Offload (Wait) Times.

Description: The excessive patient offload times, also known as wait or "wall" times, negatively affect the ambulance's response availability. This is identified by the San Diego County EMS office as an area of concern for all emergency departments and transport agencies and recommends this time to be less than 20 minutes, 90 percent of the time or less. Improvement of this performance will require specific attention and likely multiple approaches by the newly formed Santee-Lakeside Emergency Medical Services Association (SLEMSA).

Outcomes: Reducing the unit inefficiencies, overall workload, and unit availability.

Estimated Financial Cost/Savings: Staff time and potential legal costs, depending on the agency approach and cooperation of receiving emergency departments.

Recommendation 18: Perform A Cost-Benefit Analysis For Medications/Procedures Performed/Administered By SFD.

Description: All staffing, equipment, and supplies not mandated by the government or industry norms should be subjected to a cost-benefit study by SFD.

Outcomes: A statistical study is required to determine the overall efficacy of the resource under consideration.

Estimated Financial Cost: Staff time.

Recommendation 19: Increase The Use Of A Statistically-Based Quality Management Program.

Description: Completing a formal and systematic incident and training data analysis will improve program delivery and asset allocation. This report indicated an opportunity for improvement regarding data collection and analysis. Currently, SFD is using Image Trend Reporting® for patient care reporting. The program will export data to an Excel format if adequately documented. The data can be easily interrogated to provide various evaluations to improve understanding specific to EMS service delivery

Outcomes: Evidence-based data can offer objective information measuring the level of care provided.

Estimated Financial Cost: Staff time.

Recommendation 20: Implement A Partially Automated Inventory Control System.

Description: A routine utilization study would help identify opportunities for improved inventory control. SFD does not currently utilize an electronic system for logistical support. SFD now uses a manual system performed by crews during daily truck checks. Station 4 holds the primary cache of EMS supplies managed by one of the line paramedics. Due to the organization's size, an automated program can improve efficiency.

Outcomes: Various systems have proven cost-effective in the long run, notably when eliminating waste and lost supplies due to expiration.

Estimated Financial Cost: Cost depends on the type of system/process selected. The actual cost would be partially offset by eliminating waste and lost supplies.

Recommendation 21: Increase Interaction And Involvement With The Medical Director For San Diego County.

Description: Oversight is primarily complaint/adverse outcome-driven. A more proactive approach can support the future challenges of EMS.

Outcome: Improved medical oversight and emphasis on a continuum of care.

Estimated Financial Cost/Saving: Potential cost increase would depend on the current medical director agreement.

Recommendation 22: Improve Collection And Analysis Of Life Safety And Public Education Efforts.

Description: Understanding the effectiveness of long-range programs, such as an adopted community risk reduction plan and a fire and life safety inspection program, requires understanding current conditions. Specific incident loss data is available. First, however, its reliability should be evaluated. Additional data points such as staff hours used in life safety and public education and the number of contacts and educational programs will aid in assessing effectiveness against future loss. Regardless of what system is adopted, starting the data collection process is the only way to evaluate it quantitatively. This occurs even before a program is fully developed or deployed.

Outcomes: Collecting specific data points will enable leadership to evaluate the effectiveness of any life safety or public education efforts. Early adoption of data collection is a short-term investment in a long-term outcome.

Estimated Financial Cost/Savings: Costs can vary depending on the program's adoption. Staff time to create a data collection process, collecting and storing data is universal in any program. Additional costs may be incurred if technological solutions are adopted.

Recommendation 23: Develop Enhanced Inspections Of Fire Hydrants.

Description: The Padre Dam Municipal Water District only inspects fire hydrants every three years. SFD only received 33% of the available credit from ISO for the frequency of hydrant inspections.

Outcomes: Increasing the frequency of hydrant inspections can gain additional credits for water supply and ensure hydrants are accessible and operate correctly. Inspections allow firefighters, especially new employees, to see the locations of hydrants in their first-in response area.

Estimated Financial Cost/Savings: Staff time is needed to inspect the hydrant. An increase in fuel is expected depending on the type of vehicles required to inspect the hydrants.

Recommendation 24: AP Triton Recommends Establishing A Cooperative Agreement With Regional Hospitals So Paramedics Can Support Skill Competency.

Description: This analysis identified an opportunity for improvement relating to clinical resources. In 2022, the Department treated and transported 5,760 patients. Although the EMS service demand is high, the limited patient volume per paramedic translated to an average of 3.4 airway procedures per paramedic. Based on the data in the EMS section, there is a high incidence of criticality requiring advanced-level care. Combining high acuity and dilution of skills requires an emphasis on EMS skills competency.

Outcomes: A balance of field care skills, training manikin skills, and abilities in the clinical setting can maintain skills competency and support overall patient care.

Estimated Financial Cost/Savings: Cost dependent on regionalized support and coordination with the local hospitals.

Recommended Long-Term Strategies

Recommendation 25: Evaluate the Potential For A Community Paramedic Program.

Description: As noted in the report, the current population of persons 65 and older living in the City of Santee, California, according to the 2020 estimate, was 8,489, or 15.6% of the population.⁶⁰ Over the next ten years, assuming the current 65 and older demographic stays in the area, this group will increase by 31% by 2030.

Fire and EMS agencies across the Country have implemented innovative EMS outreach programs to address issues with chronic EMS system users, mental health patients, and others with socio-economic issues that manifest into medical problems that often result in an EMS response. The Department should engage with local governments, healthcare providers, and social service agencies to determine the financial and altruistic feasibility of implementing a Mobile Integrated Healthcare-Community Paramedicine (MIH-CP) Program.

The Department should also ensure that EMS personnel accurately report and quantify vulnerable patients who may benefit from non-traditional medical and social outreach services. This would be critical in clearly defining the need and scope of a non-traditional EMS outreach program.

Outcomes: A community paramedicine or mobile intensive healthcare program could improve overall service delivery throughout the region through a cooperative venture between the hospitals and SFD.

Estimated Financial Cost: Unknown depending on cooperative agreements with local hospitals.

Recommendation 26: AP Triton Recommends A Focused Study To Identify Opportunities/Facilities For Additional Regionalized Training Resources.

Description: A challenge faced by SFD is limited access to the training facility. The Heartland Fire Training Facility is experiencing increased demand for recruit training, and the necessity to maintain firefighter skill competency is putting scheduling restrictions on the facility.

Outcome: Additional access to training resources translating to improved training efficacy.

Estimated Financial Cost/Saving: The cost would be identified in the focused analysis involving all agencies in the JPA.

MEETING DATE October 22, 2025

ITEM TITLE STRATEGIC WORKPLAN FOR DEVELOPING A FULL-SERVICE BUILDING DIVISION THROUGH STAFFING AND ENHANCED SERVICES



DIRECTOR/DEPARTMENT Sandi Sawa, AICP, Director of Planning & Building

SUMMARY

As part of the City's ongoing efforts to establish a full-service Building Division, staff requested approval from City Council at the August 27, 2025, meeting, to proceed with a phased approach to developing a full service Building Division. As part of this initiative, staff requested the addition of two new positions, a Building Inspector and a Plans Examiner, to reduce reliance on the current contractor who performs building inspection and plan review services. Transitioning these functions in-house is expected to enhance customer service, improve long-term operational efficiency, provide staffing flexibility, and generate cost savings for customers and the City. The contractor will continue to provide overflow and backup support to the City.

In addition to performing inspections and plan checks, these new positions will provide broader support to the division by contributing to the upcoming code adoption cycle, ensuring continued building code compliance, supporting the City's CASp program and conducting fire permit reviews. .

The City will implement performance metrics to monitor and guide continuous improvement efforts and will track customer satisfaction ratings, plan review turnaround times, and other service delivery benchmarks.

Staff has initiated the recruitment for the Plans Examiner position, followed by the hiring of a Building Inspector, which is currently projected for Winter 2025. Once the Building Division is fully staffed, the City will begin implementing enhanced services including after-hours permit assistance, expedited permit review and same-day inspections. The collection and analysis of customer satisfaction surveys and implementation of guaranteed second opinion program will begin in early November.

ENVIRONMENTAL REVIEW

This item is exempt from environmental review under the California Environmental Quality Act ("CEQA") by Guidelines section 15061(b)(3) because the action would clearly have no adverse effect on the environment.

FINANCIAL STATEMENT



In FY 2025-26, the estimated cost for the two new positions is \$218,320, which represents nine months of the fiscal year. This expense was offset by the existing budget allocated for the contracted consultant currently providing plan check and inspection services after the August 27th City Council direction. Going forward, the annual cost of the two positions is \$263,090



CITY ATTORNEY REVIEW ☐ N/A ☒ Completed

RECOMMENDATION *eat*
None

ATTACHMENTS
Staff Report
Building Division Services

STAFF REPORT

WORKPLAN FOR CITY OF SANTEE BUILDING DIVISION

CITY COUNCIL MEETING, OCTOBER 22, 2025

A. BACKGROUND

On September 8, 2021, the City Council (“Council”) directed staff to begin transitioning building services in-house and to develop a staffing plan that included the addition of up to seven new positions. At that time, the Building Division was fully supported by a contracted consultant.

In May 2022, staff presented a phased staffing approach for the Building Division, which received Council approval to proceed with the recruitment of a Building Official. This position was later filled in October 2022. The City subsequently hired a Senior Building Inspector in March 2023, followed by one full-time and one part-time Building Technician in May of 2023. The part-time position was later reclassified to full-time status in March 2024, bringing the current total number of full-time Building Division staff to four employees.

During the transition, the City continued to utilize consultant services on an as-needed basis for plan check reviews and inspections. However, as key positions were filled, reliance on contracted services declined significantly between Fiscal Year (FY) 2022/23 and FY 2024/25.

As part of the City’s continued efforts to fully establish an in-house Building Division, staff recommended that the Council authorize the recruitment of two additional positions. On August 27, 2025, Council approved the addition of a Building Inspector and a Plans Examiner. These roles are intended to further reduce the City’s dependence on the consultant for inspections and plan review functions. Transitioning these responsibilities in-house is expected to improve customer service, enhance operational efficiency, expand internal capacity, and generate long-term cost savings for customers and the City.

B. STAFFING ANALYSIS

In Fiscal Year (FY) 2023/24, the Building Division operated with four full-time staff members, resulting in a 67% reduction in consultant expenditures compared to the prior fiscal year. Maintaining this staffing level in FY 2024/25, the Division achieved an additional 21% reduction in consultant costs. This decrease in consultant expenditures coincided with an increase in both personnel costs and staff hours, as services previously outsourced were transitioned in-house.

Following the onboarding of four full-time employees, the combined total of consultant and personnel expenditures decreased by approximately 14.9% compared to FY 2022/23. This cost savings is attributed not only to the lower salary and hourly rate costs for internal staff but also due to a reduction in the number of plan checks completed by the consultant. Under the current arrangement, when plan checks were

performed by the consultant, the City retained only 33% of the fee paid to the City, while 67% was paid to the consultant. As in-house staffing increased, the number of plan checks conducted by the consultant decreased significantly to 126 in FY 2024/25, resulting in a reduction in consultant costs.

	FY 2022/23	FY 2023/24	FY 2024/25	FY 2025/26***
Revenues	\$1,143,107	\$1,412,811	\$1,105,002	\$1,098,541
City Personnel Hours & Costs				
# of City Employees	3.5*	4	4	6
Employee Hours	1,933	5,955	6,847	TBD
Personnel Costs	\$176,570	\$517,008	\$652,977	\$831,640
Consultant Hours & Costs				
# of Plan Checks	114	196	126	TBD
Consultant Hours**	3,969	1,340	916	TBD
Consultant Costs	\$709,257	\$237,085	\$186,508	TBD
Combined (Personnel & Consultant) Cost Total:	\$885,827	\$754,093	\$839,485	\$831,640

*In FY 2022/23, the Division was staffed with one Building Official for the first three quarters of the FY, while the remaining employees were hired during the fourth quarter of the FY.

**Consultant hours are for building inspection services, temporary staffing and other as needed technical support services

***FY 2025/26 revenues are forecasted and included in the FY 2025/26 Operating Budget. Personnel Costs assume salaries and benefits for the two new positions.

It is important to note that the consultant compensation model varies by service type. For plan checks, the consultant currently receives 67% of the fee paid to the City. For building inspections, compensation is based on an hourly rate. When consultants review discretionary planning projects, they are paid directly by the project proponent.

C. BUILDING DIVISION SERVICES

The Building Division currently delivers a range of services, including inspections, plan check reviews, discretionary project evaluations, support for Capital Improvement Projects, responding to code compliance cases, fire permit intake and billing, and administering the City's Certified Access Specialist (CAsp) program. With the addition of the newly approved positions, the Division will be able to expand its capacity and provide new and enhanced services.

Planned Service Improvements Currently Underway:

- Customer Satisfaction Surveys – to be distributed to applicants to gather feedback on their experience. The results will be used to assess effectiveness of services, measure satisfaction, and identify opportunities for process improvements.
- The Guaranteed Second Opinion Program will promote consistency and transparency in the plan review and inspection processes. This program allows applicants to request a second opinion when they disagree with a plan review

comment or inspection outcome. Reviews will be conducted by senior-level staff or the Building Official.

Planned Service Enhancements Once Fully Staffed:

- The After-Hours Permit Assistance Program is designed to support homeowners navigating the permitting process. Upon request, staff will be available for scheduled appointments outside of regular business hours to provide additional guidance and more convenient face-to-face service.
- Expedited plan review and same-day inspection services will be available for an additional fee and are intended to support applicants with time-sensitive projects by offering a faster path to permit issuance and project approval.
- Applicant Meetings After Third Round Review will be scheduled in-person (or over the phone at the applicant's request) for projects requiring multiple rounds of review, providing applicants with direct communication and clarification to streamline the review process.

In support of these initiatives, staff will implement performance metrics to monitor and guide continuous improvement efforts. These metrics will track customer satisfaction ratings, plan review turnaround times, and other service delivery benchmarks.

The City is committed to the following plan review turnaround times and strive to meet these timelines for at least 90% of projects that have all required and supporting documentation submitted by applicants.

Plan Review Turnaround Times		
Project Type	First Plan Review	Second Review
Solar or Energy Storage Systems	5-7 Business Days	5-7 Business Days
Fire Code Compliance Review	20 Business Days	10 Business Days
Single-Tenant Dwellings	20 Business Days	10 Business Days
Multi-Tenant Dwelling	20 Business Days	10 Business Days
Commercial Construction under 10,000 Sq. Ft	20 Business Days	10 Business Days
Commercial Construction over 10,000 Sq. Ft	20 Business Days*	10 Business Days

*20 business days for Commercial Construction over 10,000 sq. ft is an estimated timeframe and may vary based on the complexity of the project.

D. FINANCIAL ANALYSIS

The Building Division generates revenues from plan check fees, inspection and permit fees, developer accounts, and other sources such as Code Compliance related activities, and AB 1379/CASp surcharge funds. Between FY 2022/23 and FY 2024/25, annual revenues ranged from approximately \$1.1 million to \$1.4 million, with the current fiscal year revenues projected at around \$1.1 million.

In contrast, total expenditures (salary, personnel and other costs) have declined in recent years with a 13% reduction in FY 2023/24 compared to the prior year when the Division was fully-supported by the consultant. In FY 2024/25, total expenditures declined from FY 2022/23 by approximately 6%. This downward trend is largely attributed to the number of legacy permits processed by the consultant, at no additional cost to the City, and the City's on-going efforts to transition services in-house, thereby reducing reliance on external consultants.

E. NEW POSITIONS

On August 27, 2025, the City Council authorized staff to proceed with the recruitment for the following positions:

Plans Examiner

The Plans Examiner is responsible for performing technical and administrative duties related to the plan review and permitting process. Key responsibilities include the review and analysis of construction documents to ensure compliance with applicable building codes, zoning regulations, accessibility standards, energy codes, and other municipal ordinances. The Plans Examiner will work closely with contractors, architects, engineers, inspectors, and internal staff to coordinate the plan review process and facilitate timely permit issuance. This position will serve as a point of contact for the public and development professionals, providing exceptional customer service by responding to inquiries, explaining code requirements, and offering guidance on the permitting process.

Building Inspector

The Building Inspector will be responsible for ensuring that construction projects comply with approved plans, applicable building codes, zoning regulations, and safety standards. This position will conduct on-site inspections throughout various phases of construction to verify that all structural, mechanical, electrical, plumbing, and accessibility elements are built according to code and meet regulatory requirements. The additional Building Inspector position will expand the Division's capacity to complete same-day inspections, improve turnaround times and increase availability for next-day inspections, enable staff to conduct multiple inspections on a single project within the same day, and provide additional staff coverage in the event the Senior Building Inspector is unavailable. This position will also eliminate the need for continued contracted inspection services.

F. NEXT STEPS

Staff is currently recruiting for the Plans Examiner position, and anticipates the Building Inspector position in Winter 2025. Once the Building Division is fully staffed, the City will begin implementing enhanced services including after-hours permit assistance, expedited permit review and same-day inspections. Staff will present an expedited fee program for Council consideration to ensure full cost recovery for expedited services.



CITY OF SANTEE

BUILDING DIVISION POLICY

The City of Santee Building Division is committed to customer service, fairness, and consistency in the application of building codes.

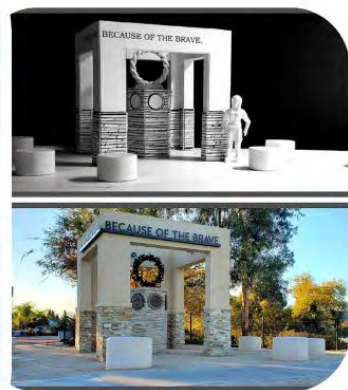


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CITY OF SANTEE | BUILDING DIVISION

Guaranteed Second Opinion Program

Purpose

The City of Santee Building Division is committed to customer service, fairness, and consistency in the application of building codes. This policy establishes procedures for providing a guaranteed second opinion when an applicant disagrees with a plan review comment or inspection result.

Policy Statement

Any applicant may request a second opinion on a plan review or inspection decision.

A second opinion must be performed by a staff member of equal or higher certification/authority than the original reviewer/inspector.

Requests will be handled respectfully and treated as a positive part of customer service, not as complaints.

The second opinion determination is final, unless the applicant pursues a further appeal through the Planning & Building Department Director.

Procedures

1. Plan Review Requests

Submission: Applicant submits a Second Opinion Request Form online or in person.

Review: The Building Official re-examines only the disputed item(s).

Response Time: A written response must be issued within 2 business days of the receipt.

Documentation: Both the request and determination are logged in the permit record.

2. Inspection Requests

Submission: Applicant calls the Building Division office or submits a Second Opinion Request Form.

Assignment: The Building Official reviews the request or assigns a different inspector.

Scheduling: The second inspection occurs within 2 business days, or the next available inspection slot.

Review: The alternate inspector re-examines the disputed item(s) only.

Response: Determination provided verbally on site and documented in inspection notes.

3. Fees

The first second-opinion request for a given issue is no charge.

Additional request fees on the same issue is subject to the Building Official's discretion.

4. Documentation & Reporting

All second-opinion requests must be documented in the permit record.

A quarterly summary of requests will be reviewed by the Building Official to:

- Identify training opportunities
- Track recurring issues
- Monitor customer service performance

5. Staff Responsibilities

Building Official: Oversees the program, assigns reviewers/inspectors, and ensures compliance with timelines.

Building Official/Inspectors: Provide prompt, professional, and impartial second opinions.

Permit Technicians/Front Counter Staff: Assist customers in submitting requests and explain the process.

Customer Service Commitment

The Second Opinion Program is intended to enhance transparency, consistency, and trust. Staff must approach every request with courtesy and professionalism, ensuring that applicants feel respected and heard.

Revision: 10/2025

CITY OF SANTEE | BUILDING DIVISION

Guaranteed Second Opinion Program

What is the Second Opinion Program?

The City of Santee Building Division is committed to excellent customer service. If you disagree with a plan review comment or inspection result, you may request a guaranteed second opinion at no extra cost.

How it Works?

1

Request a Second Opinion

For Plan Review: Submit a request online or in person.

For Inspections: Call the Building Division office or ask at the inspection site.

2

Get a Fresh Review

A different staff member of equal or higher authority will review your issue.

Second opinions are provided within 2 business days (or the next available inspection slot).

3

Receive the Determination

You'll receive a written or verbal response.

The second opinion is the final decision unless you pursue a further appeal through the Planning & Building Department Director.

Why We Offer This?

Ensures fairness and consistency

Builds trust and transparency

Provides quick resolution to questions

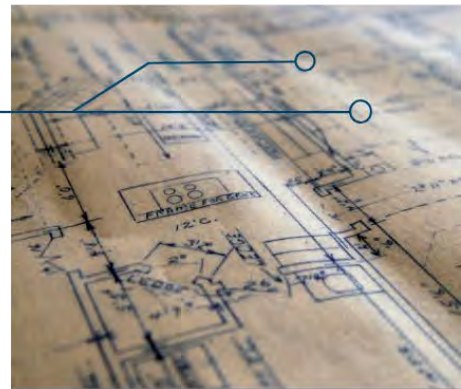
Helps us improve our service

Important Notes:

The first second-opinion request on an issue is always free.

All requests are handled respectfully as part of our commitment to customer service.

A record of second opinions helps us identify training opportunities and maintain consistent standards.



Building Division Contact: (619) 258-4100 x154 | building@cityofsantee.ca.gov

Hours: Monday - Thursday, 8:00AM - 5:00PM | Friday, 8:00AM - 1:00PM



Request Form



CITY OF SANTEE | BUILDING DIVISION

Guaranteed Second Opinion Request Form

Date Submitted: _____ Permit/Application Number: _____

Project Address: _____

Applicant Name: _____

Phone: _____ Email: _____

Request Type (check one):

☐ Plan Review Second Opinion

☐ Inspection Second Opinion

Original Reviewer/Inspector: _____

Date of Review/Inspection: _____

Description of Item in Question:

Reason for Request:

Applicant Signature: _____ Date: _____

For Building Division Use Only:

Received By: _____ Date: _____

Assigned To (Reviewer/Inspector): _____

Date Completed: _____

Final Determination:

☐ Approved ☐ Denied ☐ Other: _____

Notes:

Building Division Contact: (619) 258-4100 x154 | building@cityofsantee.ca.gov

Hours: Monday - Thursday, 8:00AM - 5:00PM | Friday, 8:00AM - 1:00PM

CITY OF SANTEE | BUILDING DIVISION

After Hours Permit Assistance Program

What is the After Hours Permit Assistance Program?

The City of Santee Building Division is excited to introduce our After-Hours Permit Assistance Program. This program is designed to support homeowners who are processing their own building permits by offering flexible appointment times outside of regular business hours.

Program Details:

Who?

Homeowners applying for their own building permits (not contractors).

When?

After-hours appointments are available Thursdays from 5:00 to 6:00PM

Where?

City of Santee Building Division, City Hall | 10601 Magnolia Ave, Santee CA 92071

Why?

We understand that many homeowners have work or family schedules that make it difficult to visit City Hall during the day. By offering evening appointments, we hope to make the permitting process more accessible and convenient for our community.

What We Offer:

One-on-one assistance with building permit applications.
Guidance on submittal requirements.
Answers to questions about forms, fees, and the review process.

How to Schedule an Appointment:

Call or email the Building Division at (619) 258-4100 x198 | building@cityofsantee.ca.gov
Please provide your name, address, phone number, and a brief description of your project.
Appointments must be scheduled at least 48 hours in advance.

Important Notes:

This program is for homeowners only; contractors must continue to use regular business hours.
Appointments are available on a first-come, first-served basis.
Please bring all necessary project documents and plans to make the most of your time.

We're Here to Help!

Our goal is to make your building permit process as smooth and stress-free as possible. If you have questions or need more information, please contact us.

Building Division Contact: (619) 258-4100 x154 | building@cityofsantee.ca.gov
Hours: Monday - Thursday, 8:00AM - 5:00PM | Friday, 8:00AM - 1:00PM



CITY OF SANTEE | BUILDING DIVISION

Construction Inspection - Customer Service Survey

Thank you for working with the City of Santee Building Division during your construction project. Your feedback helps us improve our inspection services. This survey should take less than 3 minutes.

1. Type of Project

What type of project are you constructing?

- ☐ New residential construction
- ☐ Residential remodel/addition
- ☐ Accessory dwelling unit (ADU) or granny flat
- ☐ Commercial construction
- ☐ Tenant improvement
- ☐ Other (please specify): _____

2. Overall Inspection Experience

How would you rate your overall experience with the City's inspection services?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

3. Inspector Interaction

Courtesy and professionalism of the inspector:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Inspector's knowledge of codes and requirements:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Clarity of explanations provided by the inspector:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

4. Scheduling & Timeliness

Ease of scheduling inspections:

- ☐ Very easy
- ☐ Somewhat easy
- ☐ Difficult

CITY OF SANTEE | BUILDING DIVISION

Construction Inspection - Customer Service Survey

5. Communication

Was the inspection process clearly explained?

- ☐ Yes, very clear
- ☐ Somewhat clear
- ☐ Not clear

Were inspection results (approval or corrections) communicated effectively?

- ☐ Yes, very well
- ☐ Somewhat
- ☐ Not at all

6. Open-Ended Feedback

What did our inspectors do well?

What can we improve in our inspection process?

7. Final Question

Would you recommend the City’s inspection services to others?

- ☐ Yes
- ☐ No



CITY OF SANTEE | BUILDING DIVISION

Customer Service Survey

Thank you for visiting the City of Santee Building Division. Your feedback helps us improve our services. This survey should take less than 3 minutes.

1. Type of Project

What type of project are you constructing?

- ☐ New residential construction
- ☐ Residential remodel/addition
- ☐ Accessory dwelling unit (ADU) or granny flat
- ☐ Commercial construction
- ☐ Tenant improvement
- ☐ Other (please specify): _____

2. Overall Experience

How would you rate your overall experience with the Building Division?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

3. Staff Interaction

Staff courtesy and professionalism:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Staff knowledge and ability to answer your questions:

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

4. Process & Timeliness

Clarity of information provided about the permitting process:

- ☐ Very clear
- ☐ Somewhat clear
- ☐ Not clear

Time it took to receive assistance or service:

- ☐ Much faster than expected
- ☐ About what I expected
- ☐ Slower than expected

CITY OF SANTEE | BUILDING DIVISION

Customer Service Survey

5. Accessibility

How easy was it to reach us (phone, online, or in-person)?

☐ Very easy

☐ Somewhat easy

☐ Difficult

6. Communication

Were you kept informed about the status of your permit/application?

☐ Yes, very well

☐ Somewhat

☐ Not at all

7. Open-Ended Feedback

What did we do well?

What can we improve?

8. Final Question

Would you recommend the Building Division's services to others?

☐ Yes

☐ No

MEETING DATE October 22, 2025**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA RECEIVING THE 2025 CITY OF SANTEE DEVELOPMENT IMPACT FEE REPORT AND MAKING CERTAIN FINDINGS BASED ON THAT REPORT PURSUANT TO THE SANTEE MUNICIPAL CODE AND THE CALIFORNIA GOVERNMENT CODE**DIRECTOR/DEPARTMENT** Heather Jennings, Finance **SUMMARY**

In May 2023, the City Council adopted Ordinance 612. Ordinance 612 amended Santee Municipal Code Chapter 12.30, the City's Development Impact Fee and Dedication Ordinance. Ordinance 612 requires the Director of Finance to annually prepare, and make available to the public, a report on Santee's impact fees. It also requires the Director of Finance to present the report to the City Council along with any required findings based on the report,

The Director of Finance has satisfied her obligations under Ordinance 612 by preparing and making available to the public the 2025 City of Santee Development Impact Fee Report (Impact Fee Report) attached to the Resolution included with this item. In compliance with California Government Code section 66006(b)(2), the Impact Fee Report has been posted for more than 15 days prior to this meeting and all required mailed notice has been provided. The Director of Finance will provide a summary of the Impact Fee Report at the meeting.

ENVIRONMENTAL REVIEW

Pursuant to 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

There is no financial impact with the presentation of the report. The report is for informational purposes only.

CITY ATTORNEY REVIEW ☐ N/A • ☒ Completed**RECOMMENDATION**

Adopt the attached Resolution receiving the 2025 City of Santee Development Impact Report and making certain findings based on that Report pursuant to the Santee Municipal Code and the California Government Code.

ATTACHMENT

Resolution (with Impact Fee Report attached)



RESOLUTION NO. ____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
RECEIVING THE 2025 CITY OF SANTEE DEVELOPMENT IMPACT FEE REPORT
AND MAKING CERTAIN FINDINGS BASED ON THAT REPORT PURSUANT TO THE
SANTEE MUNICIPAL CODE AND THE CALIFORNIA GOVERNMENT CODE**

WHEREAS, in 2019, the City Council adopted Ordinance 565, establishing the current development impact fees (Impact Fees) applicable to new development projects in Santee pursuant to Santee Municipal Code Chapter 12.30; and

WHEREAS, in May of 2023, through Ordinance 612, the City Council amended Santee Municipal Code section 12.30.140 to require that the Director of Finance provide the City Council with an annual report regarding the City's Impact Fees and take certain other actions as specified in Section 12.30.140; and

WHEREAS, the Director of Finance has timely prepared and released for public review, not less than 15 days before this regular Santee City Council meeting, the 2025 City of Santee Development Impact Fee Report (Impact Fee Report), attached to this Resolution as Exhibit "A" and incorporated into this Resolution by this reference; and

WHEREAS, the Director of Finance has used the Impact Fee Report to prepare the findings for the City Council's consideration and recommended adoption under California Government Code section 66001(d)(1) and (2) as required by Santee Municipal Code section 12.30.140.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Santee, California, that the City Council hereby finds, determines, and resolves as follows:

Section 1. That the foregoing recitals and determinations are true and correct and are incorporated into this Resolution by this reference.

Section 2. That the City Council, at a public meeting, reviewed the following information as to each of the City's Impact Fees, as reflected in the Impact Fee Report, as required by California Government Code sections 66006(b)(1) and (2):

- (A) A brief description of the type of fee in the account or fund (Impact Fee Report, Section II);
- (B) The amount of the fee (Impact Fee Report, Section III and Attachment 12);
- (C) The beginning and ending balance of the account or fund (Impact Fee Report, Section II and Attachments 1-10);
- (D) The amount of fees collected and the interest earned (Impact Fee Report, Section II and Attachments 1-10);
- (E) An identification of each public improvement on which fees were expended and the amount of the expenditure of each improvement, including the total percentage of the cost of the public improvement that was funded with fees (Impact Fee Report, Section VI and Attachment 11);
- (F) An identification of an approximate date by which the construction of the public improvement will commence if the local agency determines that

RESOLUTION NO. ____

sufficient funds have been collected to complete financing on an incomplete public improvement, as identified in Section 66001(a)(2), and the public improvement remains incomplete (Impact Fee Report, Section VII);

- (G) A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan (Impact Fee Report, Section VIII); and
- (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f) (Impact Fee Report, Section VIII).

Section 3. That the City Council, at a public meeting, has reviewed the following information, as supported by the Impact Fee Report, and hereby makes the following findings for all unexpended funds remaining in the Impact Fee accounts reflected in the Impact Fee Report:

- (A) The purpose of each of the City's fees is described in Section II and supported by a financial summary provided in Section II of the Impact Fee Report for each account. In addition, the purpose to which each fee is to be put is described in Santee Municipal Code Chapter 12.30. The City Council finds that those purposes remain valid, appropriate and necessary.
- (B) There is a demonstrated reasonable relationship between the fee and the purpose for which it is charged. Information supporting this finding is provided in Section II and Sections 1(D) and (E) of the Impact Fee Report and is also established pursuant to Santee Municipal Code sections 12.30.020(8)-(F). The City Council finds that for each Impact Fee there is a reasonable relationship between the fee and the purpose for which it is charged.
- (C) All sources and amounts of funding anticipated to complete financing in incomplete improvements has been identified. Information supporting this finding is reflected in Sections VI and VII of the Impact Fee Report and in the City's Capital Improvement Program (CIP), as adopted on June 28, 2023. The City Council finds that it has identified all sources and amount of funding anticipated to complete financing of incomplete improvements and that all remaining balances in the Impact Fee accounts are necessary to complete incomplete improvements as identified in the CIP and in the Impact Fee Report.
- (D) Approximate dates on which the funding referred to in subparagraph (C) is expected to be deposited into the appropriate account or fund have been designated. Information supporting this finding is reflected in Sections VI and VII of the Impact Fee Report and in the City's Capital Improvement Program, as adopted on June 28, 2023. The City Council finds that all remaining balances in the Impact Fee accounts, as well as other funding sources, are necessary to completing incomplete improvements as identified in the CIP and in the Impact Fee Report.

Section 4. That the City Council hereby determines that all reportable fees, collections and expenditures have been received, deposited, invested and expended in compliance with the relevant sections of the Santee Municipal Code and the California Government Code and all other applicable laws, and that no additional action is required by the City

RESOLUTION NO. ____

Council at this time to retain and expend all Impact Fees in accordance with the Santee Municipal Code, California Government Code and the CIP.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 22nd day of October 2025 by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

JOHN W. MINTO, MAYOR

ATTEST:

JAMES JEFFRIES, CITY CLERK

Exhibit "A": 2025 City of Santee Development Impact Fee Report

CITY OF SANTEE
DEVELOPMENT IMPACT
FEE REPORT
2025

I. REQUIREMENTS FOR SANTEE IMPACT FEE REPORTING

A. SANTEE MUNICIPAL CODE REQUIREMENTS

In 2019, through Ordinance 565, the Santee City Council most recently adopted the City of Santee's (Santee) comprehensive Development Impact Fees and Dedication Ordinance (Impact Fee Ordinance). In May of 2023, through Ordinance 612, the Santee City Council amended the Impact Fee Ordinance to expressly require the Director of Finance to annually prepare and make available to the public, within the timeframes required by law, a report consistent with California Government Code section 66006(b)(1). In addition, the Santee City Council amended the Impact Fee Ordinance to require the Director of Finance to present, for the Santee City Council's consideration, findings consistent with California Government Code section 66001(d).

This report satisfies the obligations of the Director of Finance under Ordinance 612. This report is being made available to the public as provided for in California Government Code section 66006(b)(2). It is anticipated that the Santee City Council will use this report to consider the findings in accordance with California Government Code section 66001(d) at or after its regular City Council meeting on October 22, 2025.

B. CALIFORNIA GOVERNMENT CODE SECTION 66006(B)

California Government Code section 66006(b)(1) sets forth reporting requirements for local agencies that impose a fee (Impact Fee), as defined in California Government Code section 66006(c), in connection with the approval of a new development project. Section 66006(b)(1) provides that for each separate fund established for the collection and expenditure of Impact Fees, the local agency shall, within 180 days after the last day of each fiscal year, make available to the public the information shown below for the most recent fiscal year.

- A brief description of the Impact Fee;
- The amount of the Impact Fee;
- The beginning and ending balance of the account or fund;
- The amount of the Impact Fees collected and the interest earned;
- An identification of each public improvement on which Impact Fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the public improvement that was funded with Impact Fees;
- An identification of an approximate date by which the construction of the public improvement will commence, if the local agency determines that sufficient funds have been collected to complete financing on an incomplete public improvement;
- A description of each interfund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the account or fund will receive on the loan; and
- The amount of refunds made due to insufficient funds being collected to complete financing on incomplete public improvements, and the amount of reallocation of funds made due to administrative costs of refunding unexpended revenues exceeding the amount to be refunded.

This report provides the information required by Section 66006(b)(1).

C. CALIFORNIA GOVERNMENT CODE SECTION 66001(D)

In addition to and based on the information in the annual report, Government Code section 66001(d) provides that the local agency must consider, every five years, all of the following findings with respect to that portion of the fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the Impact Fee is to be put;
- Demonstrate a reasonable relationship between the Impact Fee and purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

This report provides the factual support necessary for the Santee City Council to consider the findings required by Government Code section 66001(d).

D. SANTEE CAPITAL IMPROVEMENT PROGRAM

California Government Code section 66002 states that local agencies that have developed an Impact Fee program may adopt a Capital Improvement Program (CIP) indicating the approximate location, size and timing of projects, plus an estimate for the cost of all facilities or improvements to be financed by Impact Fees. The City of Santee adopts a CIP every two years and annually appropriates funds to implement the CIP. The Santee City Council most recently adopted the CIP on June 28, 2023, and that CIP is incorporated into this report by reference. A copy of the CIP may be found here: <https://www.cityofsanteeca.gov/departments/finance/financial-reports--city-budget>

E. SANTEE COMPREHENSIVE DEVELOPMENT IMPACT FEE STUDY

Santee has completed a Comprehensive Development Impact Fee Study. The impact fee study was prepared in accordance with California Government Code section 66000 et seq. (Mitigation Fee Act), as amended by Assembly Bill 602. This impact fee study was approved by the Santee City Council in January 2025. The impact fee study satisfies the obligations of the Director of Finance under Santee Municipal Code section 12.30.140 to conduct “the recurring eight-year impact fee nexus study updates required by California Government Code section 66016.5(a)(8) at least once every eight years, from the period beginning on January 1, 2022.”

II. DESCRIPTION AND PURPOSE OF SANTEE IMPACT FEES

As provided in the Impact Fee Ordinance, Santee collects Impact Fees from new development to pay for the costs of constructing public facilities which are reasonably related to the impacts of the new development. Currently, Santee collects the following Impact Fees: Public Facilities Fee, Traffic Signal Fee, Traffic Mitigation Fee, Drainage Fee, Park In-Lieu Fee and the Regional Transportation Congestion Improvement Program Fee. During the Comprehensive Development Impact Fee Study, it was determined that the City would add three new fees, the Fire Facilities Fee, Long Range Planning Fee, and a Program Administration Fee. Funds from each of these Impact Fees are maintained in separate accounts until expended pursuant to the requirements of each Impact Fee. A general statement of fund balances for the fiscal year ending June 30, 2025 is reflected in Attachment 1. The description and purpose of each of these Impact Fees are set forth below:

Public Facilities Fee—The Public Facilities Fee is collected from new development for the installation of passive and active park facilities and for the construction of 65,000 square feet of community buildings. Public Facilities Fees collected from new development projects are maintained in the Public Facilities Fund. A financial summary report for the Public Facilities Fund is contained in Attachment 2. All amounts remaining in the Public Facilities Fund are currently programmed for the design and construction of the Community Center Project and the design and construction of the Big Rock Park Restrooms Improvements, as reflected in the CIP. It is anticipated that construction of the Community Center Project will commence on or about FY 2025-26 and will be completed on or about June 30, 2027. Anticipated dates on which the funding is expected to be received and deposited into the fund is reflected in the CIP.

Traffic Signal Fee—The Traffic Signal Fee is collected from new development for the installation of needed traffic signals identified from the City’s traffic signal needs list. Traffic Signal Fees are collected from new development projects and maintained in the Traffic Signal Fund. A financial summary report for the Traffic Signal Fund is contained in Attachment 3. Available amounts in the Traffic Signal Fund are programmed in the CIP.

Traffic Mitigation Fee—The Traffic Mitigation Fee is collected from new development for the installation of needed improvements identified in the Circulation Element of the City’s General Plan. Traffic Mitigation Fees collected from new development projects are maintained in the Traffic Mitigation Fund. A financial summary report for the Traffic Mitigation Fund is contained in Attachment 4. Available amounts in the Traffic Mitigation Fund are programmed in the CIP.

Drainage Fee—The Drainage Fee is collected from new development for the installation of needed drainage improvements identified in the City’s latest master drainage facility study. Drainage Fees collected from new development projects are maintained in the Drainage Fund. A financial summary report for the Drainage Fund is contained in Attachment 5. Available amounts in the Drainage Fund are programmed in the CIP.

Park In-Lieu Fee—The Park In-Lieu Fee is collected from new development for the acquisition and development of park facilities. Park In-Lieu Fees collected from new development projects are maintained in the Park In-Lieu Fund. A financial summary report for the Park In-Lieu Fund is contained in Attachment 6. Available amounts in the Park In-Lieu Fund are programmed in the CIP.

Regional Transportation Congestion Improvements Program (RTCIP) Fee—The RTCIP Fee is collected from new development for the installation of improvements to the Regional Arterial System. RTCIP Fees collected from new development projects are maintained in the Regional Transportation Congestion Improvements Fund. A financial summary report of the Regional Transportation Congestion Improvements Fund is contained in Attachment 7. Available amounts in the Regional Transportation Congestion Improvements Fund are programmed in the CIP in accordance with the requirements of the Regional Transportation Plan adopted by the San Diego Association of Governments.

Fire Facilities Fee—The Fire Facilities Fee is collected from new development for the construction of new fire stations, vehicles, and fire equipment needed to serve the residents of the City. Fire Facilities Fees collected from new development projects are maintained in the Fire Facilities Fund. A financial summary report for the Fire Facilities Fund is contained in Attachment 8. Due to the newness of this development impact fee, there are no amounts programmed in the CIP at this time.

Long Range Planning Fee—The Long Range Planning Fee is collected from new development for the purpose of contributing to fund updates to the City’s General Plan Elements and Sustainable Santee Plan. Long Range Planning Fees collected from new development projects are maintained in the Long Range Planning Fund. A financial summary report for the Long Range Planning Fund

is contained in Attachment 9. Due to the newness of this development impact fee, there are no amounts programmed for long range planning activities

Program Administration Fee—The Program Administration Fee is collected from new development for the purpose of funding requirements connected to the development impact fees. These requirements include cost associated with City staff and consultant time, studies, and administration to support the program. In addition to annual program reporting activities and the additional fee reporting requirements every five years, AB602 requires the Nexus Study be updated at least every eight years. A financial summary report for the Program Administration Fund is contained in Attachment 10. Due to the newness of this development impact fee, there are no amounts programmed for program administration activities.

III. CURRENT AMOUNT OF EACH IMPACT FEE (FEE SCHEDULE)

In accordance with Santee Municipal Code section 12.30.050, Santee Impact Fees are automatically adjusted by the Construction Cost Index on July 1 of each year. The current amount of each fee is reflected in the FY 24-25 Development Impact Fee Schedule contained in Attachment 12 to this report. These fees were updated in March 2025 following the adoption by City Council of the Santee Nexus Study

IV. BEGINNING AND ENDING BALANCE OF EACH FUND

The beginning and ending balances of each fund are reflected in Attachment 1, with more detail on each individual fund balances reflected in Attachments 2-10.

V. THE AMOUNT OF FEES COLLECTED AND THE INTEREST EARNED

The amount of fees collected and deposited into each fund in Fiscal Year 2024-25, and the interest earned, are all reflected in Attachment 1. More detail on fees collected and the interest earned for each individual fund from Fiscal Year 2020-2021 to the present is reflected in Attachments 2-10. At the time of this report, the annual audit of FY 2024-25 had not yet been completed. Amounts could change after the audit.

VI. PUBLIC IMPROVEMENTS ON WHICH FEES WERE EXPENDED

A list of public improvement and administrative expenses on which fees were expended in Fiscal Year 2024-25 is reflected in Attachment 11.

VII. PUBLIC IMPROVEMENT CONSTRUCTION DATES

Approximate dates by which construction of the public improvements to be funded by Impact Fees are set forth in the CIP.

VIII. INTERFUND TRANSFERS AND REFUNDS

There have been no interfund transfer or refunds in Fiscal Year 2024-25.

IX. CONCLUSION

This report has been prepared by the Director of Finance as required in accordance with Santee Municipal Code section 12.30.140. This report will be available for public review for at least fifteen (15) days prior to its presentation to the Santee City Council. It is currently anticipated that this report will be presented to the Santee City Council at its regular meeting on October 22, 2025

ATTACHMENTS

CITY OF SANTEE
Financial Summary Report
Development Impact Fees
Statement of Revenues, Expenditures and Changes in Fund Balance
For the Year Ended June 30, 2025 (Unaudited)

	<u>Public Facilities</u>	<u>Traffic Signal</u>	<u>Traffic Mitigation</u>	<u>Drainage</u>	<u>Park in-Lieu</u>	<u>RTCIP</u>	<u>Fire Facilities</u>	<u>Long Range Planning</u>	<u>Program Administration</u>
Revenues:									
Development Impact Fee	\$ 99,158	\$ 43,773	\$ 388,757	\$ 321,292	\$ 29,352	\$ 313,621	\$ -	\$ -	\$ -
Interest earnings	<u>396,608</u>	<u>15,770</u>	<u>195,694</u>	<u>59,218</u>	<u>227,959</u>	<u>113,955</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Revenue	<u>495,766</u>	<u>59,543</u>	<u>584,451</u>	<u>380,510</u>	<u>257,311</u>	<u>427,576</u>	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures:									
Transfers Out to Capital Projects	<u>(187,600)</u>	<u>100,000</u>	<u>122,857</u>	<u>454,146</u>	<u>(433,951)</u>	<u>181,185</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total Expenditures and Tranfers Out	<u>(187,600)</u>	<u>100,000</u>	<u>122,857</u>	<u>454,146</u>	<u>(433,951)</u>	<u>181,185</u>	<u>-</u>	<u>-</u>	<u>-</u>
REVENUES OVER (UNDER)									
EXPENDITURES	683,366	(40,457)	461,594	(73,636)	691,261	246,391	-	-	-
Fund balance, beginning of year	<u>8,993,687</u>	<u>355,765</u>	<u>4,265,980</u>	<u>1,537,787</u>	<u>4,908,638</u>	<u>2,626,209</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance, end of year	\$ 9,677,053	\$ 315,309	\$ 4,727,574	\$ 1,464,151	\$ 5,599,900	\$ 2,872,600	\$ -	\$ -	\$ -

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Public Facility
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 841,765	\$ 1,139,192	\$ 550,269	\$ 1,607,997	\$ 99,158
Interest earnings	5,735	(107,143)	109,600	345,848	396,608
Total Revenue	847,500	1,032,049	659,869	1,953,845	495,766
Expenditures:					
Transfers Out to Capital Projects	2,791	-	32,382	181,246	(187,600)
Total Expenditures and Transfers Out	2,791	-	32,382	181,246	(187,600)
REVENUES OVER (UNDER)					
EXPENDITURES	844,709	1,032,049	627,487	1,772,599	683,366
Fund balance, beginning of year	4,716,842	5,561,551	6,593,600	7,221,087	8,993,687
Fund balance, end of year	\$ 5,561,551	\$ 6,593,600	\$ 7,221,087	\$ 8,993,687	\$ 9,677,053
Available revenue current fiscal year	\$ 847,500	\$ 1,032,049	\$ 659,869	\$ 1,953,845	\$ 495,766
Available revenue prior fiscal year (2-yr old funds)	1,292,869	847,500	1,032,049	659,869	\$ 1,962,845
Available revenue prior fiscal year (3-yr old funds)	842,029	1,292,869	847,500	1,032,049	659,869
Available revenue prior fiscal year (4-yr old funds)	2,579,153	842,029	1,292,869	847,500	1,032,049
Available revenue prior fiscal year (5-yr old funds)	-	2,579,153	842,029	1,292,869	847,500
Available revenue greater than five prior fiscal years	-	-	2,546,771	3,207,555	4,679,024
Total Revenue Available	\$ 5,561,551	\$ 6,593,600	\$ 7,221,087	\$ 8,993,687	\$ 9,677,053

Public Facilities Development Impact Fee fund reports money being held past the fifth year of first deposit. The City intends to build a Community Center with construction expected to start in FY 2025-26. The City is accumulating funds for the cost of the facility.

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Traffic Signal
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 44,996	\$ 71,494	\$ 50,703	\$ 160,787	\$ 43,773
Interest earnings	80	(8,833)	12,162	10,947	15,770
Total Revenue	45,076	62,661	62,865	171,734	59,543
Expenditures:					
Transfers Out to Capital Projects	12,007	307,824	453,070	22,028	100,000
Total Expenditures and Transfers Out	12,007	307,824	453,070	22,028	100,000
REVENUES OVER (UNDER)					
EXPENDITURES	33,069	(245,163)	(390,205)	149,706	(40,457)
Fund balance, beginning of year	808,359	841,428	596,265	206,060	355,765
Fund balance, end of year	\$ 841,428	\$ 596,265	\$ 206,060	\$ 355,765	\$ 315,309
Available revenue current fiscal year	\$ 45,076	\$ 62,661	\$ 62,865	\$ 171,734	\$ 59,543
Available revenue prior fiscal year (2-yr old funds)	65,534	45,076	62,661	62,865	171,734
Available revenue prior fiscal year (3-yr old funds)	109,692	65,534	45,076	62,661	62,865
Available revenue prior fiscal year (4-yr old funds)	168,645	109,692	35,458	45,076	21,167
Available revenue prior fiscal year (5-yr old funds)	30,193	168,645	-	13,429	-
Available revenue greater than five prior fiscal years	422,288	144,657	-	-	-
Total Revenue Available	\$ 841,428	\$ 596,265	\$ 206,060	\$ 355,765	\$ 315,309

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Traffic Mitigation
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 497,961	\$ 380,592	\$ 577,731	\$ 1,093,866	\$ 388,757
Interest earnings	1,848	(49,489)	48,855	177,611	195,694
Total Revenue	<u>499,809</u>	<u>331,103</u>	<u>626,586</u>	<u>1,271,477</u>	<u>584,451</u>
Expenditures:					
Transfers Out to Capital Projects	132,133	251,960	53,152	627,785	122,857
Total Expenditures and Transfers Out	<u>132,133</u>	<u>251,960</u>	<u>53,152</u>	<u>627,785</u>	<u>122,857</u>
 REVENUES OVER (UNDER) EXPENDITURES	 367,676	 79,143	 573,433	 643,693	 461,594
Fund balance, beginning of year	<u>2,602,035</u>	<u>2,969,711</u>	<u>3,048,854</u>	<u>3,622,287</u>	<u>4,265,980</u>
Fund balance, end of year	\$ 2,969,711	\$ 3,048,854	\$ 3,622,287	\$ 4,265,980	\$ 4,727,574
Available revenue current fiscal year	\$ 499,809	\$ 331,103	\$ 626,586	\$ 1,271,477	\$ 584,451
Available revenue prior fiscal year (2-yr old funds)	396,841	499,809	331,103	626,586	1,271,477
Available revenue prior fiscal year (3-yr old funds)	722,255	396,841	499,809	331,103	626,586
Available revenue prior fiscal year (4-yr old funds)	1,350,806	722,255	396,841	499,809	331,103
Available revenue prior fiscal year (5-yr old funds)	-	1,098,846	722,255	396,841	499,809
Available revenue greater than five prior fiscal years	-	-	1,045,693	1,140,164	1,414,148
Total Revenue Available	<u>\$ 2,969,711</u>	<u>\$ 3,048,854</u>	<u>\$ 3,622,287</u>	<u>\$ 4,265,980</u>	<u>\$ 4,727,574</u>

Traffic Mitigation Development Impact Fee fund reports money being held past the fifth year of first deposit. The City intends to use these funds for the completion of the Cuyamaca Right Turn Lane, Independent Traffic Signal Updates, and Grave Ave Street Improvement projects

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Drainage
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 428,864	\$ 283,912	\$ 155,689	\$ 314,800	\$ 321,292
Interest earnings	212	(19,426)	15,032	58,529	59,218
Total Revenue	<u>429,076</u>	<u>264,486</u>	<u>170,722</u>	<u>373,330</u>	<u>380,510</u>
Expenditures:					
Transfers Out to Capital Projects	299,942	2,048,216	2,567	-	454,146
Total Expenditures and Tranfers Out	<u>299,942</u>	<u>2,048,216</u>	<u>2,567</u>	<u>-</u>	<u>454,146</u>
REVENUES OVER (UNDER)					
EXPENDITURES	129,134	(1,783,730)	168,155	373,330	(73,636)
Fund balance, beginning of year	<u>2,650,899</u>	<u>2,780,033</u>	<u>996,303</u>	<u>1,164,458</u>	<u>1,537,787</u>
Fund balance, end of year	\$ 2,780,033	\$ 996,303	\$ 1,164,458	\$ 1,537,787	\$ 1,464,151
Available revenue current fiscal year	\$ 429,076	\$ 264,486	\$ 170,722	\$ 373,330	\$ 380,510
Available revenue prior fiscal year (2-yr old funds)	494,836	429,076	264,486	170,722	373,330
Available revenue prior fiscal year (3-yr old funds)	515,366	302,741	429,076	264,486	170,722
Available revenue prior fiscal year (4-yr old funds)	1,189,023	-	300,174	429,076	264,486
Available revenue prior fiscal year (5-yr old funds)	151,732	-	-	300,173	275,103
Available revenue greater than five prior fiscal years	-	-	-		-
Total Revenue Available	<u>\$ 2,780,033</u>	<u>\$ 996,303</u>	<u>\$ 1,164,458</u>	<u>\$ 1,537,787</u>	<u>\$ 1,464,151</u>

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Park in Lieu
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 811,129	\$ 472,666	\$ 965,509	\$ 1,650,750	\$ 29,352
Interest earnings	5,055	(39,835)	37,916	154,090	227,959
Total Revenue	<u>816,184</u>	<u>432,831</u>	<u>1,003,425</u>	<u>1,804,840</u>	<u>257,311</u>
Expenditures:					
Transfers Out to Capital Projects	17,364	1,301,883	456,557	78,971	(433,951)
Total Expenditures and Transfers Out	<u>17,364</u>	<u>1,301,883</u>	<u>456,557</u>	<u>78,971</u>	<u>(433,951)</u>
REVENUES OVER (UNDER)					
EXPENDITURES	798,820	(869,052)	546,868	1,725,869	691,262
Fund balance, beginning of year	<u>2,706,132</u>	<u>3,504,952</u>	<u>2,635,900</u>	<u>3,182,768</u>	<u>4,908,638</u>
Fund balance, end of year	\$ 3,504,952	\$ 2,635,900	\$ 3,182,768	\$ 4,908,638	\$ 5,599,900
Available revenue current fiscal year	\$ 816,184	\$ 432,831	\$ 1,003,425	\$ 1,804,840	\$ 257,311
Available revenue prior fiscal year (2-yr old funds)	2,358,516	816,184	432,831	1,003,425	1,804,840
Available revenue prior fiscal year (3-yr old funds)	122,087	1,386,885	816,184	432,831	1,003,425
Available revenue prior fiscal year (4-yr old funds)	208,165	-	930,328	816,184	432,831
Available revenue prior fiscal year (5-yr old funds)	-	-	-	851,358	816,184
Available revenue greater than five prior fiscal years	-	-	-		1,285,309
Total Revenue Available	<u>\$ 3,504,952</u>	<u>\$ 2,635,900</u>	<u>\$ 3,182,768</u>	<u>\$ 4,908,638</u>	<u>\$ 5,599,900</u>

Park in Lieu Development Impact Fee fund reports money being held past the fifth year of first deposit. The City intends to build a Community Center with construction expected to start in FY 2025-26. The City is accumulating funds for the cost of the facility.

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Reginal Transportation Congestion Improvements Program (RTCIP)
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	FY 2020/21	FY 2021/22	FY 2022/23	FY 2023/24	FY 2024/25 (estimate)
Revenues:					
Development Impact Fee	\$ 258,687	\$ 301,308	\$ 323,753	\$ 202,666	\$ 313,621
Interest earnings	1,103	(41,244)	40,448	129,338	113,955
Total Revenue	<u>259,790</u>	<u>260,064</u>	<u>364,201</u>	<u>332,004</u>	<u>427,576</u>
Expenditures:					
Transfers Out to Capital Projects	39,019	98,752	96,387	461,387	181,185
Total Expenditures and Tranfers Out	<u>39,019</u>	<u>98,752</u>	<u>96,387</u>	<u>461,387</u>	<u>181,185</u>
REVENUES OVER (UNDER)					
EXPENDITURES	220,771	161,312	267,814	(129,383)	246,391
Fund balance, beginning of year	<u>2,105,695</u>	<u>2,326,466</u>	<u>2,487,778</u>	<u>2,755,592</u>	<u>2,626,209</u>
Fund balance, end of year	\$ 2,326,466	\$ 2,487,778	\$ 2,755,592	\$ 2,626,209	\$ 2,872,600
Available revenue current fiscal year	\$ 259,790	\$ 260,064	\$ 364,201	\$ 332,004	\$ 427,576
Available revenue prior fiscal year (2-yr old funds)	726,431	259,790	260,064	\$ 364,201	332,004
Available revenue prior fiscal year (3-yr old funds)	296,094	726,431	259,790	260,064	364,201
Available revenue prior fiscal year (4-yr old funds)	1,044,151	296,094	726,431	259,790	260,064
Available revenue prior fiscal year (5-yr old funds)	-	945,399	296,094	726,431	259,790
Available revenue greater than five prior fiscal years	-	-	849,012	683,719	1,228,965
Total Revenue Available	<u>\$ 2,326,466</u>	<u>\$ 2,487,778</u>	<u>\$ 2,755,592</u>	<u>\$ 2,626,209</u>	<u>\$ 2,872,600</u>

RTCIP Development Impact Fee fund reports money being held past the fifth year of first deposit. The City intends to use these funds for the completion of the Cuyamaca Right Turn Lane, Smart Traffic Lights, and the Traffic Signal and Communication Upgrades projects

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Fire Facilities Fee
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	(estimate) FY 2024/25
Revenues:	
Development Impact Fee	\$ -
Interest earnings	-
Total Revenue	-
Expenditures:	
Transfers Out to Capital Projects	-
Total Expenditures and Tranfers Out	-
REVENUES OVER (UNDER) EXPENDITURES	-
Fund balance, beginning of year	-
Fund balance, end of year	\$ -
Available revenue current fiscal year	\$ -
Available revenue prior fiscal year (2-yr old funds)	-
Available revenue prior fiscal year (3-yr old funds)	-
Available revenue prior fiscal year (4-yr old funds)	-
Available revenue prior fiscal year (5-yr old funds)	-
Available revenue greater than five prior fiscal years	-
Total Revenue Available	\$ -

*This is a new fee effective March 2025. No revenue was received in FY 2024/25.

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Long Range Planning Fee
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	(estimate) FY 2024/25
Revenues:	
Development Impact Fee	\$ -
Interest earnings	-
Total Revenue	-
Expenditures:	
Transfers Out to Capital Projects	-
Total Expenditures and Tranfers Out	-
REVENUES OVER (UNDER)	
EXPENDITURES	-
Fund balance, beginning of year	-
Fund balance, end of year	\$ -
Available revenue current fiscal year	\$ -
Available revenue prior fiscal year (2-yr old funds)	-
Available revenue prior fiscal year (3-yr old funds)	-
Available revenue prior fiscal year (4-yr old funds)	-
Available revenue prior fiscal year (5-yr old funds)	-
Available revenue greater than five prior fiscal years	-
Total Revenue Available	\$ -

*This is a new fee effective March 2025. No revenue was received in FY 2024/25.

CITY OF SANTEE
Financial Summary Report
Development Impact Fee - Program Administration Fee
Statement of Revenues, Expenditures and Changes in Fund Balance - Five Year Presentation

Description	(estimate) FY 2024/25
Revenues:	
Development Impact Fee	\$ -
Interest earnings	-
Total Revenue	-
Expenditures:	
Transfers Out to Capital Projects	-
Total Expenditures and Tranfers Out	-
REVENUES OVER (UNDER) EXPENDITURES	-
Fund balance, beginning of year	-
Fund balance, end of year	\$ -
Available revenue current fiscal year	\$ -
Available revenue prior fiscal year (2-yr old funds)	-
Available revenue prior fiscal year (3-yr old funds)	-
Available revenue prior fiscal year (4-yr old funds)	-
Available revenue prior fiscal year (5-yr old funds)	-
Available revenue greater than five prior fiscal years	-
Total Revenue Available	\$ -

*This is a new fee effective March 2025. No revenue was received in FY 2024/25.

City of Santee
Development Impact Fee Project Identification
As of June 30, 2025

Project name	Project Phase	Estimated Project Commencement ¹	Revised Estimated Project Commencement ¹	Estimated Completion Date	Estimated DIF Project Cost	Development Impact Fees			
						Budget 6/30/2025	Fiscal Year 2025 Expenditures	Project to date Expenditures	Estimated % of project funded with Fees
Public Facilities									
Community Center	Active	2018		2027	\$ 10,813,125	\$ 10,726,745	\$ (187,600)	\$ 86,380	46%
Big Rock Park Improvements	Planned	2028		2028	388,500	-	-	-	50%
					\$ 11,201,625	\$ 10,726,745	\$ (187,600)	\$ 86,380	
Traffic Signal									
Independent Traffic Signal Updates	Completed	2024		2024	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	6%
Traffic Signal and Communications Upgrades ²	Planned	2024	2026	2027	96,000	96,000	-	-	14%
Traffic Signal Mod - Carlton Oaks at Wethersfield	Planned	2028		2028	489,000	-	-	-	100%
Traffic Signal Mod - Mast Blvd at Carlton Hills	Planned	2027		2027	219,500	-	-	-	100%
Smart Traffic Signals	Planned	2028		2028	950,000	-	-	-	100%
					\$ 1,854,500	\$ 196,000	\$ 100,000	\$ 100,000	
Traffic Mitigation									
Cuyamaca Right Turn Lanes at Mission Gorge	Active	2020		2026	\$ 1,226,003	\$ 816,924	\$ -	\$ 409,079	48%
Prospect Ave/Mesa Road Improvements	Complete	2020		2025	784,494	68,282	89	716,302	72%
Graves Avenue Street Improvements ²	Planned	2025	2026	2028	5,943,000	300,000	-	-	100%
Median Mod - Mission Gorge at Market Place ²	Planned	2024	2026	2026	560,000	560,000	-	-	100%
Independent Traffic Signal Updates	Active	2025		2026	1,635,000	1,635,000	122,768	122,768	94%
					\$ 10,148,497	\$ 3,380,206	\$ 122,857	\$ 1,248,148	

Project name	Project Phase	Estimated Project Commencement ¹	Revised Estimated Project Commencement ¹	Estimated Completion Date	Estimated DIF Project Cost	Development Impact Fees			
						Budget 6/30/2025	Fiscal Year 2025 Expenditures	Project to date Expenditures	Estimated % of project funded with Fees
Drainage									
CMP Lining and Rehab Program 2023	Active	2022		2025	\$ 715,046	\$ 715,046	\$ 454,146	\$ 454,146	44%
CMP Storm Drain Replacement Program	Planned	2025	2026	2028	7,300,542	1,300,936	-	-	89%
					\$ 8,015,588	\$ 2,015,982	\$ 454,146	\$ 454,146	
Park in Lieu									
Community Center	Active	2022		2027	\$ 6,530,280	\$ 6,752,280	\$ (447,651)	\$ 330,349	28%
Sports Field & Court Improvements	Active	2025		2028	165,000	20,000	13,700	13,700	100%
General Park Improvements	Planned	2025	2026	2028	96,500	-	-	-	9%
Synthetic Turf Replacement	Complete	2024		2025	88,500	88,500	-	88,500	9%
Shawdow Hills Park Playground	Planned	2026		2028	70,000	70,000	-	-	14%
Big Rock Park Improvements	Planned	2028		2028	388,500	-	-	-	50%
					\$ 7,338,780	\$ 6,930,780	\$ (433,951)	\$ 432,549	
Regional Transportation Congestion Improvement Program (RTCIP)									
Cuyamaca Right Turn Lanes at Mission Gorge	Active	2024		2027	1,119,780	1,119,780	70,623	123,386	44%
Broadband Infrastructure Improvements	Active	2024		2025	163,000	163,000	1,820	2,819	13%
Smart Traffic Lights	Active	2024		2027	1,097,816	699,720	108,742	506,838	94%
Traffic Signal and Communications Upgrades ²	Planned	2025	2026	2027	1,413,400	598,000	-	-	75%
					\$ 3,793,996	\$ 2,580,500	\$ 181,185	\$ 633,044	
Total Project Funding					\$ 42,352,986	\$ 25,830,213	\$ 236,637	\$ 2,954,267	

¹The initial stages of the project, planning and design, are included in the referenced commencement date. Construction will follow once design is complete and the construction contract awarded.

²These projects have been delayed due to workload vs. staffing in the Engineering Department

CITY OF SANTEE
Financial Summary Report
Development Impact Fees
Development Impact Fee Schedule
For the Year Ended June 30, 2025

Land Use Category	Public Facilities	Traffic Signal	Traffic Mitigation	Drainage	Park in-Lieu	RTCIP	Fire Facilities	Long Range Planning	Program Administration
<i>DIF per Square Foot (RTCIP based per unit)</i>									
Single Family	\$ 5.21	\$ 0.37	\$ 2.68	\$ 0.35	\$ 6.66	\$ 2,741.97	\$ 1.75	\$ 0.08	\$ 0.34
Multi-family	5.79	0.29	2.07	0.43	7.41	2,741.97	1.95	0.09	0.36
<i>DIF per 1,000 Square Feet of Structure</i>									
Commercial	\$ -	\$ 1,884.95	\$ 13,462.20	\$ 1,689.92	\$ -	\$ -	\$ 887.29	\$ 39.84	\$ 359.28
Office	-	1,040.14	7,428.64	631.53	-	-	1,950.08	87.56	222.76
Industrial	-	240.67	1,718.83	1,295.13	-	-	195.01	8.76	69.17

Fees presented above were effective July 1, 2024