



# CITY OF SANTEE

## REGULAR MEETING AGENDA

Santee City Council

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

City Manager | Wendy Kaserman  
City Attorney | Shawn D. Hagerty  
City Clerk | James Jeffries

**MEETING INFORMATION**  
**Wednesday, January 14, 2026**  
**6:30 p.m.**  
**Council Chamber | Building 2**  
**10601 Magnolia Ave • Santee, CA 92071**

### **Regular Meeting for the Santee City Council and the Community Development Commission (CDC) Successor Agency**

#### **TO WATCH LIVE:**

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)  
[www.cityofsanteeca.gov](http://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 Ronn Hall – District 2  
Councilmember Rob McNelis – District 1  
Councilmember Laura Koval – District 3  
Councilmember Dustin Trotter – District 4

**LEGISLATIVE INVOCATION:** Lakeside Christian Church – Eric King

**PLEDGE OF ALLEGIANCE**

**PRESENTATION:** Republic Services Update Regarding the Sycamore Landfill

**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 Meeting of December 10, 2025. (City Clerk – Jeffries)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Adoption of a Resolution of the Community Development Commission Successor Agency Approving the Recognized Obligation Payment Schedule for the Period from July 1, 2026, to June 30, 2027 (“ROPS 26-27”). (Finance – Jennings) (CDC Successor Agency Agenda Item)**
- (5) **Adoption of a Resolution Approving a Professional Services Agreement with Spicer Consulting Group, LLC for Assessment Engineering and Community Facilities District Administration Services. (Finance – Jennings)**
- (6) **Second Reading and Adoption of an Ordinance Amending Title 13, Chapter 10, Section 045 of the Santee Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units to Comply with Recent Changes in State Law, and Finding the Actions to be Statutorily Exempt from CEQA Under Public Resources Code § 21080.17. (City Clerk – Jeffries)**



- (7) Adoption of a Resolution Amending Resolution No. 134-2025, Regarding the City's Intention to Vacate Excess Right-of-Way (VAC-2025-0001), Solely to Revise the Date for the Public Hearing and Clarify the Property's APN (Location: 701 Park Center Drive, Portion of APN 381-032-29). (Engineering – Schmitz)
- (8) Adoption of a Resolution Proclaiming the Termination of the Existence of a Local Emergency Relating to Extreme Fire Risk in the San Diego River Corridor and the Completion of the Defensible Space Maintenance to Mitigate Fire Risk; and Finding Such Action is Exempt from Environmental Review Under the California Environmental Quality Act (CEQA) Pursuant to CEQA Guidelines Section 15269(c). (City Manager – Kaserman)
- (9) Adoption of a Resolution Authorizing the City Manager to Execute Two Services Agreements with the East County Transitional Living Center (ECTLC) and San Diego Habitat for Humanity for Permanent Local Housing Allocation (PLHA) Grant-Funded Homeless Outreach and Accessibility Modifications for Lower-Income Property Owners. (City Manager – Kaserman)

**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:**

- (10) Feasibility Study for the Construction of a Fourth Fire Station in Northeast Santee – Staff Update on Progress and Site, Staffing, and Equipment Procurement Recommendation. (Fire – Wallace)

Recommendation:

Receive presentation and provide direction to staff.

**NEW BUSINESS:**

- (11) Consideration of a Resolution Cancelling a Regular Meeting in the Summer Months of July or August 2026, and Rescheduling the November 11, 2026, Regular Meeting. (City Clerk – Jeffries)

Recommendation:

Identify the preferred dates and adopt the Resolution cancelling a City Council Regular Meeting in the summer months of July or August 2026, and rescheduling the November 11, 2026, Regular Meeting.



**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:**

**ADJOURNMENT:**

**UPCOMING BOARDS, COMMISSIONS & COMMITTEES  
JANUARY AND FEBRUARY 2026 MEETINGS**

Jan. 12	Community Oriented Policing Committee	Council Chamber
Jan. 14	Council Meeting	Council Chamber
Jan. 28	Council Meeting	Council Chamber
Feb. 04	Santee Park and Recreation Committee	Council Chamber
Feb. 09	Community Oriented Policing Committee	Council Chamber
Feb. 11	Council Meeting	Council Chamber
Feb. 25	Council Meeting	Council Chamber

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

**For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City's website at [www.CityofSanteeCA.gov](http://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.*





# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Presentation

### MEETING DATE

January 14, 2026

### ITEM TITLE

PRESENTATION: REPUBLIC SERVICES UPDATE REGARDING  
THE SYCAMORE LANDFILL

### DIRECTOR/DEPARTMENT

John Minto, Mayor

### SUMMARY

Staff from Republic Services, operator of the Sycamore Landfill, will provide an update regarding recent activities and improvements at the landfill.

### FINANCIAL STATEMENT

N/A

### CITY ATTORNEY REVIEW

N/A •  Completed

### RECOMMENDATION

Receive the presentation.

### ATTACHMENT

None.





# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 1

**MEETING DATE** January 14, 2026

**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.





# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 2

**MEETING DATE** January 14, 2026

**ITEM TITLE** APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE REGULAR MEETING OF DECEMBER 10, 2025

**DIRECTOR/DEPARTMENT** James Jeffries, City Clerk

**SUMMARY**

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A •  Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENTS**

December 10, 2025, Regular Meeting Minutes



# DRAFT

Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
December 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 Manager Wendy Kaserman, City Attorney Shawn Hagerty, and City Clerk James Jeffries

**INVOCATION** was given by Ron Jacobsen, The Church of Jesus Christ of Latter-day Saints.

**PLEDGE OF ALLEGIANCE** was led by Kristine Costa, Waste Management

**PRESENTATION:** Santee City Cup Presentation

Vice Mayor McNelis and Councilmember Trotter presented the Santee City Cup Trophy to members of the West Hills Highschool football team and coaching staff.

**PROCLAMATION:** Retirement of Principal Traffic Engineer Minjie Mei

Mayor Minto presented the Proclamation to Minjie Mei and thanked him for his service to the City of Santee.

## **CONSENT CALENDAR:**

James Jeffries, City Clerk, announced a speaker slip was submitted for Item 2.

- (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 Meeting of November 12, 2025. (City Clerk – Jeffries)**

### **Public Speaker:**

- Truth

- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**

- (4) Approval of the Expenditure of \$97,351.16 for November 2025 Legal Services. (Finance – Jennings)
- (5) Second Reading and Adoption of an Ordinance Amending Title 10 (Vehicles and Traffic) of the Santee Municipal Code to Establish Regulations of the Use of Electric Bicycles by Children Under 12 and on Sidewalks. (City Clerk – Jeffries) **(Ord 628)**
- (6) Adoption of Resolutions Declaring Intention to Vacate Real Property as Excess Right-of-Way (VAC-2025-0001) by Setting a Time and Place for a Public Hearing and Declaring Pursuant to Government Code Section 54221 that such Real Property is Exempt Surplus Land and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”) or is Otherwise Exempt from CEQA: Location: 701 Park Center Drive. (Engineering – Schmitz) **(Resos 134-2025 and 135-2025)**
- (7) Adoption of a Resolution Approving an Amended Salary Schedule to Reflect a Minimum Wage Increase and Authorizing the Appropriation of \$2,010.00 to the Fiscal Year 2025-26 Adopted Operating Budget. (Human Resources – Freeman) **(Reso 136-2025)**
- (8) Adoption of a Resolution Accepting the Citywide Streetlight LED Upgrade Project Phase 2 (CIP 2024-12) as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) **(Reso 137-2025)**
- (9) Adoption of a Resolution Accepting the Citywide Storm Drain Trash Diversion 2025 (CIP 2025-20) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) **(Reso 138-2025)**
- (10) Adoption of a Resolution Accepting the ADA Pedestrian Ramp Improvements (CIP 2024-04) Project as Complete and Finding the Action is Not a Project Subject to The California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) **(Reso 139-2025)**
- (11) Adoption of a Resolution Approving the Fifth Amendment to the Agreement with Countywide Mechanical Systems, Inc. for Plumbing Repairs and Maintenance Services. (Community Services – Chavez) **(Reso 140-2025)**
- (12) Proposed New Service Rates for the Waste Management (WM) Franchise Agreement for Solid Waste Services. (Community Services – Chavez)
- (13) Adoption of a Resolution Accepting and Appropriating FY 2025-26 San Diego River Conservancy and San Diego Regional Fire Foundation Grant Funds to Purchase Fire Hose and New Nozzles for the Fire Department Type 1 Fire Engines. (Fire – Wallace) **(Reso 141-2025)**

- (14) Adoption of a Resolution Finding in Support of and Authorizing the Purchase of One New 2026 Ford E450 Chassis with Remount of Existing Ambulance Module onto the New Chassis with Braun Northwest, Inc. per HGACBuy Contract AM10-23. (Fire – Wallace) **(Reso 142-2025)**
- (15) Adoption of a Resolution Approving a Second Amendment Extending the Term of a Professional Services Agreement with On Duty Health, PLLC for an Additional Three Years with the Option of Two Additional One-Year Extensions to Provide Firefighter Health and Fitness Assessments. (Fire – Wallace) **(Reso 143-2025)**
- (16) Adoption of a Resolution Declaring Vehicle V-132 as Surplus Property and Directing the Sale at Public Auction or Inter-Agency Sale. (Fire/Community Services – Wallace/Chavez) **(Reso 144-2025)**

**Action:** Councilmember Trotter moved approval of the Consent Calendar.

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

**NON-AGENDA PUBLIC COMMENT (15 minutes):**

- (A) Truth commented on the Santee Holiday Lighting event; Mary Hennessy's celebration of life; City infrastructure needs; reasons citizens come to Santee, recent survey's sent to citizens; and a previous interview with the San Diego Union Tribune.

**PUBLIC HEARING:**

- (17) Public Hearing for a Tentative Map (TM-2025-0002) and Development Review Permit (DR-2025-0002) for a Multi-Family Residential Development Consisting of 100 Units and Related Site Improvements on a 5.26 Acre Parcel Located at 9506 Mission Gorge Road (APN 381-040-36-00) in the Town Center High Density Residential (TC-R-22) Zone and Subject to CEQA Guidelines Section 15168(c) and 15162 and Finding No Additional Environmental Review is Required as the Project is Consistent with Findings Analyzed in the Housing Element Rezone Program EIR (Applicant: Borstein Enterprises). (Planning and Building – Sawa) **(Reso 145-2025)**

The Public Hearing was opened at 6:53 p.m. Madeline Mattson, Principal Planner, provided a PowerPoint presentation and responded to Council questions. Erik Pfahler, Senior Vice President, Borstein Enterprises, provided an additional PowerPoint presentation and responded to Council questions.

**Public Speaker:**

- Truth

**Action:** Councilmember Koval moved approval of staff recommendation.

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

The Public Hearing was closed at 7:21 p.m.

(18) **Resolution Awarding the Construction Contract to Barnhart-Reese Construction, Inc. for the Santee Community Center (CIP 2018-31) Project, Adopting a Mitigated Negative Declaration and a Mitigation Monitoring and Reporting Program, Authorizing an Interfund Loan and Appropriation of Funds. (Engineering/Community Services – Schmitz /Chavez) (Reso 146-2025)**

The Public Hearing was opened at 7:22 p.m. Steve Miller, Principal Civil Engineer, provided a PowerPoint presentation and responded to Council questions with the assistance of Carl Schmitz, Director of Engineering, and Shawn Hagerty, City Attorney.

**Public Speaker:**

- Truth

**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.

The Public Hearing was closed at 7:48 p.m.

(19) **Second Reading and Adoption of an Ordinance Amending Title 11 “Building and Construction” of the Santee Municipal Code to Adopt by Reference the 2025 California Building Standards Code, Including the 2025 California Administrative Code, the 2025 California Building Code, the 2025 California Residential Code, the 2025 California Electrical Code, the 2025 California Mechanical Code, the 2025 California Plumbing Code, the 2025 California Energy Code, the 2025 California Historical Building Code, the 2025 California Existing Building Code, the 2025 California Green Building Standards Code, the 2025 Wildland-Urban Interface Code, the 2025 California Fire Code, and the California Referenced Standards Code, Together with Modifications, Additions, and Deletions Thereto, and to Amend Chapter 11.36 “Flood Damage Prevention’ to Meet State and Federal Requirements (Case File ZOA-2025-0004) and Finding the Action to be Exempt from Review Under the California Environmental Quality Act (ZOA-2025-0004). (Planning and Building – Sawa) (Ord 629)**

The Public Hearing was opened at 7:48 p.m.

**Action:** Vice Mayor McNelis moved approval of staff recommendation.

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

The Public Hearing was closed at 7:49 p.m.

(20) **Consideration of an Urgency Ordinance (4/5 Vote Required) and Public Hearing and First Reading of a Regular Ordinance Amending Title 13, Chapter 10, Section 045 of the Santee Municipal Code Relating to Accessory Dwelling Units and Junior Accessory Dwelling Units to Comply with Recent Changes in State Law, and Finding the Actions to be Statutorily Exempt from CEQA Under Public Resources Code § 21080.17. (City Attorney/Planning and Building – Hagerty/Sawa) (Ord 630)**

The Public Hearing was opened at 7:50 p.m. Tari Williams, Assistant City Attorney, provided a PowerPoint presentation and responded to Council questions with the assistance of Shawn Hagerty, City Attorney, and Sandi Sawa, Director of Planning and Building.

**Action:** Councilmember Hall moved approval of staff recommendation.

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

The Public Hearing was closed at 8:09 p.m.

**CONTINUED BUSINESS:**

(21) **Resolution Authorizing the City to Execute a Contract with Fire Trucks Unlimited, a Wholly Owned Subsidiary of Brindlee Mountain Fire Apparatus, to Refurbish V138, a 2005 Pierce Arrow XT Type 1 Fire Engine, per Sourcewell Contract 110921-BLE and Authorizing the Transfer and Appropriation of \$803,260.33 from General Fund Reserves to the Fiscal Year 2025-26 Vehicle Replacement Fund Operating Budget. (Fire – Wallace) (Reso 147-2025)**

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

**Action:** Councilmember Hall moved approval of staff recommendation.

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

**NEW BUSINESS:****(22) Selection of Mayor Pro Tempore (Vice Mayor). (Mayor – Minto)**

Mayor Minto provided a brief report and presented a plaque to Vice Mayor McNelis for his service as Vice Mayor.

**Public Speaker:**

- Truth

**Action:** Mayor Minto 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 Hall reported on attending various community events, meetings on behalf of the City, and changes coming to Council meetings related to Senate bill 707.

Councilmember Trotter recognized Sam Rensberry's pending retirement from the City and thanked Sam for his years of service.

Mayor Minto reported on a recent League of California Cities Conference he attended, and the goals and priorities set by the organization this year.

**CITY MANAGER REPORTS:**

None.

**CITY ATTORNEY REPORTS:**

None.

**CLOSED SESSION:**

None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:31 p.m.

Date Approved:

\_\_\_\_\_  
James Jeffries, City Clerk

DRAFT



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 3

**MEETING DATE** January 14, 2026

**ITEM TITLE**

APPROVAL OF PAYMENT OF DEMANDS

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance *HF*

**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>
12/04/25	Accounts Payable	\$ 427,380.79
12/04/25	Accounts Payable	34,810.09
12/09/25	Accounts Payable	89.00
12/10/25	Accounts Payable	151,072.21
12/10/25	Accounts Payable	485,021.72
12/10/25	Accounts Payable	40,138.34
12/11/25	Payroll	516,678.90
12/11/25	Accounts Payable	285,916.47
12/12/25	Accounts Payable	48,799.01
12/12/25	Accounts Payable	13,853.37
12/16/25	Accounts Payable	157,400.28
12/17/25	Payroll	539,116.89
12/18/25	Accounts Payable	3,045,414.41
12/23/25	Accounts Payable	50,041.95
12/23/25	Accounts Payable	680,572.33
12/23/25	Accounts Payable	167,216.38
12/26/25	Accounts Payable	23,496.74

12/26/25	Accounts Payable	59,831.93
12/29/25	Accounts Payable	160,412.37
12/31/25	Accounts Payable	287,077.14
01/01/26	Retiree Health	5,203.00
01/08/26	Payroll	501,398.85
 TOTAL		 <u>\$ 7,680,942.17</u>

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

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141126	12/4/2025	10292 ALL STAR FIRE EQUIPMENT INC	268473	55535	FIREFIGHTING EQUIPMENT	1,486.95
					Total :	<b>1,486.95</b>
141127	12/4/2025	15775 ALLIED NETWORK SOLUTIONS INC	0238627-IN	55505	ANTIVIRUS SOFTWARE	4,056.75
					Total :	<b>4,056.75</b>
141128	12/4/2025	14363 ANGUS ASPHALT INC	CIP2024-06#2R		PROGRESS PAYMENT #2 - RETENT	-8,139.08
			CIP2024-06PP#2	55495	CITYWIDE CONCRETE REPAIR & R	162,781.50
					Total :	<b>154,642.42</b>
141129	12/4/2025	10298 BLACKMAN, HAILE	9	55555	HOLIDAY LIGHTING ENTERTAINME	3,500.00
					Total :	<b>3,500.00</b>
141130	12/4/2025	15751 CANON FINANCIAL SERVICES INC	42159931	55496	PLOTTER MAINTENANCE & USAGE	738.08
					Total :	<b>738.08</b>
141131	12/4/2025	10030 CASCADE FIRE EQUIPMENT CO INC	INV21905	55523	FIREFIGHTING EQUIPMENT	5,027.56
					Total :	<b>5,027.56</b>
141132	12/4/2025	10486 COUNTY OF SAN DIEGO	10242025		MND - SANTEE COMMUNITY CENTI	2,968.75
					Total :	<b>2,968.75</b>
141133	12/4/2025	10333 COX COMMUNICATIONS	141609501; NOV25		APT IT-OPS 9534 VIA ZAPADOR	207.39
					Total :	<b>207.39</b>
141134	12/4/2025	10333 COX COMMUNICATIONS	063453006; NOV25		9534 VIA ZAPADOR	98.22
			112256001; NOV25		9130 CARLTON OAKS DR	97.35
					Total :	<b>195.57</b>
141135	12/4/2025	10046 D MAX ENGINEERING INC	9553	55468	STORMWATER PROGRAM ASSISTA	27,965.32
			9554	55426	CONSTRUCTION INSPECTIONS & F	5,105.00
					Total :	<b>33,070.32</b>
141136	12/4/2025	14226 DEAN GAZZO ROISTACHER LLP	11299		GEORGE HILLS LEGAL DEFENSE	2,228.06
					Total :	<b>2,228.06</b>
141137	12/4/2025	11295 DOKKEN ENGINEERING	50788	52440	AS-NEEDED ENGINEERING SERVIC	3,857.23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141137	12/4/2025	11295 11295 DOKKEN ENGINEERING	(Continued)			<b>Total :</b> 3,857.23
141138	12/4/2025	13582 DOWNSTREAM SERVICES INC	4R-CIP2025-20 CIP2025-20 PP4	55205	RETENTION #4 CIP2025-20 PROGRESS PAYMENT #4 CIP2025-20	-1,903.95 38,079.00
						<b>Total :</b> 36,175.05
141139	12/4/2025	13858 EL LATINO NEWSPAPER	86727		REDISTRICTING FOR PUBLIC HEAR	1,320.00
						<b>Total :</b> 1,320.00
141140	12/4/2025	15214 EMERGENCY VEHICLE SYSTEMS LLC	2637	55206	COMM INSTALL-TYPE 3 ENGINE	4,022.31
						<b>Total :</b> 4,022.31
141141	12/4/2025	10368 FIREWORKS & STAGE FX AMERICA	23276	55481	FIREWORKS AT HOLIDAY LIGHTINC	2,250.00
						<b>Total :</b> 2,250.00
141142	12/4/2025	15875 GAINES, WILL	300277		EMPLOYEE REIMBURSEMENT	35.00
						<b>Total :</b> 35.00
141143	12/4/2025	15877 GOBLE, AMANDA	298862		EMPLOYEE REIMBURSEMENT	35.00
						<b>Total :</b> 35.00
141144	12/4/2025	14459 HMC ARCHITECTS	182487	53747	SANTEE COMMUNITY CENTER	19,132.65
						<b>Total :</b> 19,132.65
141145	12/4/2025	14833 INTERWEST CONSULTING GROUP	2876699 2914728 2914731	55471 55471 55471	FY 25/26 BUILDING EXPERT CONS FY 25/26 BUILDING EXPERT CONS FY 25/26 BUILDING EXPERT CONS	8,030.26 6,238.65 4,417.50
						<b>Total :</b> 18,686.41
141146	12/4/2025	10203 LAKESIDE EQUIPMENT SALES &	255120-1	55525	EQUIPMENT RENTAL FOR BREWS	5,660.00
						<b>Total :</b> 5,660.00
141147	12/4/2025	10204 LIFE ASSIST INC	2013931 2013979 2014007 2014767	55324 55324 55324 55324	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	901.72 1,020.31 3,478.80 1.36
						<b>Total :</b> 5,402.19

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12/04/2025 1:20:48PM

**Voucher List  
CITY OF SANTEE**

Page 3

Bank code : ubgen

<b>Voucher</b>	<b>Date</b>	<b>Vendor</b>	<b>Invoice</b>	<b>PO #</b>	<b>Description/Account</b>	<b>Amount</b>
141148	12/4/2025	10720 MALL MEDIA INC	26058U		EVENT SUPPLIES	489.71
						<b>Total :</b>
						<b>489.71</b>
141149	12/4/2025	10308 O'REILLY AUTO PARTS	2968-321589	55364	VEHICLE REPAIR PART	36.55
			2968-321727	55364	VEHICLE REPAIR PART	32.33
			2968-322268	55364	VEHICLE REPAIR PART	23.64
						<b>Total :</b>
						<b>92.52</b>
141150	12/4/2025	15600 PACIFIC LAWN MOWER WORKS	220000103563	55511	AS-NEEDED LAWN MOWER PARTS	163.73
			220000103658	55511	AS-NEEDED LAWN MOWER PARTS	215.49
						<b>Total :</b>
						<b>379.22</b>
141151	12/4/2025	12062 PURETEC INDUSTRIAL WATER	2359301	55528	DEIONIZED WATER SERVICE	241.75
						<b>Total :</b>
						<b>241.75</b>
141152	12/4/2025	15876 RAMOS, GORDON	300141		EMPLOYEE REIMBURSEMENT	35.00
						<b>Total :</b>
						<b>35.00</b>
141153	12/4/2025	10095 RASA	5898	55434	MAP CHECK - 8861 MAGNOLIA LOT	700.00
			5899	55434	MAP CHECK - PASEO TOWNHOME	1,050.00
			5900	55434	MAP CHECK - PASEO TOWNHOME	350.00
						<b>Total :</b>
						<b>2,100.00</b>
141154	12/4/2025	15858 READY, STACY	11142025		CONFERENCE PER DIEM AND MILE	386.00
						<b>Total :</b>
						<b>386.00</b>
141155	12/4/2025	10936 SAFECHECKS	0547987		PAYROLL CHECKS	498.97
						<b>Total :</b>
						<b>498.97</b>
141156	12/4/2025	10407 SAN DIEGO GAS & ELECTRIC	04229703218; NOV25 22373580042; NOV25 43940205509; NOV25 85097421694; NOV25		STREET LIGHTS TRAFFIC SIGNALS LMD CITY HALL GROUP BILL	48,595.41 8,435.83 1,201.34 11,369.44
						<b>Total :</b>
						<b>69,602.02</b>
141157	12/4/2025	10217 STAPLES ADVANTAGE	6047872507	55412	OFFICE SUPPLIES	103.85
						<b>Total :</b>
						<b>103.85</b>

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vchlist

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Voucher List  
CITY OF SANTEE

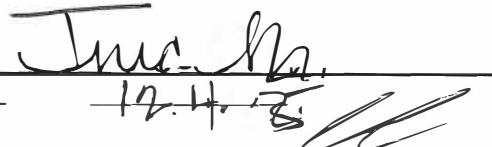
Page 4

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141158	12/4/2025	11587 STRYKER SALES CORPORATION	9210805961 CM11122025	55530 55327	EMS EQUIPMENT EMS SUPPLIES	47,870.82 -231.80 Total : 47,639.02
141159	12/4/2025	12276 VARGAS, CROSSBY	501		ENTERTAINMENT FOR HOLIDAY LIK	300.00 Total : 300.00
141160	12/4/2025	10706 WALLACE, HARLEY	11072025		CAL CHIEFS CONFERENCE PER DI	125.00 Total : 125.00
141161	12/4/2025	11877 WAXIE SANITARY SUPPLY	83515812 83575947	55474 55474	FACILITIES MAINTENANCE SUPPLI FACILITIES MAINTENANCE SUPPLI	608.25 81.79 Total : 690.04
36 Vouchers for bank code : ubgen						Bank total : 427,380.79
36 Vouchers in this report						Total vouchers : 427,380.79

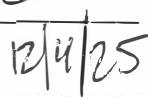
Prepared by:

Date:

  
12.4.25

Approved by:

Date:

  
12/4/25

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**Voucher List**  
**CITY OF SANTEE**

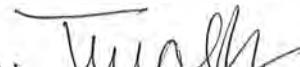
Page 5

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
951480	12/4/2025	10482 TRISTAR RISK MANAGEMENT	202511-SANTEE5519		WORKERS COMP LOSSES; NOV25	34,810.09
						Total : 34,810.09
1 Vouchers for bank code : ubgen						Bank total : 34,810.09
1 Vouchers in this report						Total vouchers : 34,810.09

Prepared by:

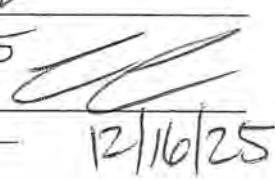
Date:



12/10/25

Approved by:

Date:



12/16/25

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Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141162	12/9/2025	10424 SANTEE FIREFIGHTERS	FY24.25.002		WEARING APPAREL	89.00
						Total : 89.00
1 Vouchers for bank code : ubgen						Bank total : 89.00
1 Vouchers in this report						Total vouchers : 89.00

Prepared by:

Date:

Approved by:

Date:

vchlist  
12/12/2025 11:12:42AM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1197	12/10/2025	10956 FRANCHISE TAX BOARD	PPE 12/3/25 Retiree December 25		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	37,491.99 46.00
						<b>Total :</b> 37,537.99
1216	12/10/2025	10955 DEPARTMENT OF THE TREASURY	December Retiree 25 PPE 12/3/25		FEDERAL WITHHOLDING TAX FEDERAL WITHHOLDING TAX	211.00 113,323.22
						<b>Total :</b> 113,534.22
<b>2 Vouchers for bank code : ubgen</b>						<b>Bank total :</b> 151,072.21
<b>2 Vouchers in this report</b>						<b>Total vouchers :</b> 151,072.21

Prepared by: J. Tuck  
Date: 12-12-25

Approved by: E. Bull  
Date: 12-17-25

vchlist  
12/10/2025 2:42:22PM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141163	12/10/2025	10412 AT&T	301053963; DEC25		MAST PARK	160.50
					Total :	160.50
141164	12/10/2025	12496 BALL, BYRON	127	55527	HOLIDAY LIGHTING ENTERTAINME	600.00
					Total :	600.00
141165	12/10/2025	12951 BERRY, BONNIE	December 1, 2025		RETIREE HEALTH PAYMENTS	91.00
					Total :	91.00
141166	12/10/2025	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS		LEGAL SVCS NOV 2025	97,351.16
					Total :	97,351.16
141167	12/10/2025	13292 BORDER RECAPPING LLC	25-0317525-008	55318	VEHICLE SUPPLIES	446.14
					Total :	446.14
141168	12/10/2025	15623 CH COURT TECH INC	7573	55454	COURT RESURFACING	37,200.00
					Total :	37,200.00
141169	12/10/2025	12349 CHOICE LOCKSMITHING	073025COS 102125COS	55354 55354	LOCKSMITH SERVICES - AS NEEDE	75.43
					LOCKSMITH SERVICES - AS NEEDE	272.61
					Total :	348.04
141170	12/10/2025	10234 COUNTY OF SAN DIEGO	01149-2012-RI-2025	55383	GENERATOR AIR POLLUTION CON	1,300.00
					Total :	1,300.00
141171	12/10/2025	10839 COUNTY OF SAN DIEGO	DEH2007-HUPFP-208335	55382	HAZARDOUS MATERIALS PERMIT	1,080.00
					Total :	1,080.00
141172	12/10/2025	10333 COX COMMUNICATIONS	038997401; NOV25 094486701; DEC25		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,479.19
					Total :	3,536.19
141173	12/10/2025	10333 COX COMMUNICATIONS	141609201; NOV25		APT IT-FS4 8950 COTTONWOOD AV	207.39
					Total :	207.39
141174	12/10/2025	15363 CRANE, WILLIAM	12225-BC		TRAVEL REIMBURSEMENT	188.61

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141174	12/10/2025	15363 15363 CRANE, WILLIAM	(Continued)			Total : 188.61
141175	12/10/2025	14926 EAGLES POINT SECURITY INC	30204	55515	PARK SECURITY	3,156.75
						Total : 3,156.75
141176	12/10/2025	14446 ENTERPRISE FM TRUST	282938A-120325 FOT0190595	55339	VEHICLE LEASING PROGRAM FLEET MAINTENANCE SERVICES	18,066.58 247.61
						Total : 18,314.19
141177	12/10/2025	10600 HINDERLITER DE LLAMAS & ASSOC	SIN056256 (A) SIN056256 (B)	55342	FY 25/26 QRTLY SALES TAX PREP AUDIT SERVICES - SALES TAX Q2/	2,476.80 5,702.62
						Total : 8,179.42
141178	12/10/2025	10301 HORSMAN AUTOMOTIVE	041756	55293	VEHICLE TESTING	64.95
						Total : 64.95
141179	12/10/2025	15884 HUYNH, ANH	18023		BUSINESS LICENSE B-018023 REF	44.00
						Total : 44.00
141180	12/10/2025	15225 LONG, CHERYL L	December 1, 2025		RETIREE HEALTH PAYMENTS	91.00
						Total : 91.00
141181	12/10/2025	11285 MGT OF AMERICA CONSULTING LLC	65873	55344	FY 25/26 STATE MANDATE COST CI	2,975.00
						Total : 2,975.00
141182	12/10/2025	11783 MINTO, JOHN	101025-JM		LEAGUE OF CA CITIES ANNUAL CC	1,124.48
						Total : 1,124.48
141183	12/10/2025	10507 GREAT AMERICA FINANCIAL SVCS	40673512; DEC25		MITEL MXE III CONTROLLER SATA	1,588.52
						Total : 1,588.52
141184	12/10/2025	10308 O'REILLY AUTO PARTS	2968-323082 2968-323514	55364 55364	VEHICLE SUPPLIES VEHICLE SUPPLIES	13.99 41.15
						Total : 55.14
141185	12/10/2025	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; NOV25 90000366; NOV25		CONSTRUCTION METER GROUP BILL	271.20 24,900.97

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141185	12/10/2025	10344	10344 PADRE DAM MUNICIPAL WATER DIST (Continued)			<b>Total :</b> 25,172.17
141186	12/10/2025	11539 PALM ENGINEERING CONSTRUCTION	CIP2014-02, 2P CIP2014-02, 2R	55127	CUYAMACA STREET RIGHT TURN F RETENTION	252,730.00 -12,636.50 <b>Total :</b> 240,093.50
141187	12/10/2025	15343 QUADIENT FINANCE USA INC	2796358		PRIORITY MAIL POSTAGE	191.10 <b>Total :</b> 191.10
141188	12/10/2025	10095 RASA	5901	55434	MAP CHECK - PASEO TOWNHOME	350.00 <b>Total :</b> 350.00
141189	12/10/2025	12237 RAYON, KYLE	December 1, 2025		RETIREE HEALTH PAYMENT	91.00 <b>Total :</b> 91.00
141190	12/10/2025	13666 RINGCENTRAL INC	CD_001273645		62758185006; NOV25	2,677.26 <b>Total :</b> 2,677.26
141191	12/10/2025	10768 SANTEE SCHOOL DISTRICT	9876	55409	TEEN CENTER TRANSPORTATION	451.68 <b>Total :</b> 451.68
141192	12/10/2025	10768 SANTEE SCHOOL DISTRICT	9875	55370	JOINT USE FIELDS - RIO SECO	353.81 <b>Total :</b> 353.81
141193	12/10/2025	13206 SHARP BUSINESS SYSTEMS DIVISION	900556019 9005600289 9005600334		COPY CHARGES COPY CHARGES COPY CHARGES	27.98 960.78 19.42 <b>Total :</b> 1,008.18
141194	12/10/2025	10217 STAPLES ADVANTAGE	6048214462 6048370872	55350 55412	OFFICE SUPPLIES - P&B, E OFFICE SUPPLIES	91.57 130.36 <b>Total :</b> 221.93
141195	12/10/2025	10617 STATE OF CALIFORNIA	L0789121072		UNEMPLOYMENT 9/30/25	2,576.32 <b>Total :</b> 2,576.32
141196	12/10/2025	10119 STEVEN SMITH LANDSCAPE INC	3878 4000	55374 55374	FY25/26 AREA 2 LANDSCAPE SERV A 2 LANDSCAPE SERVICES	192.50 275.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141196	12/10/2025	10119 STEVEN SMITH LANDSCAPE INC	(Continued)			
			4040	55374	A 2 LANDSCAPE SERVICES	440.00
			4041	55374	A 2 LANDSCAPE SERVICES	247.50
			4115	55374	A 2 LANDSCAPE SERVICES	22,586.88
			4146	55374	A 2 LANDSCAPE SERVICES	880.00
			4147	55374	A 2 LANDSCAPE SERVICES	247.50
			4148	55374	A 2 LANDSCAPE SERVICES	247.50
			4149	55374	A 2 LANDSCAPE SERVICES	440.00
			4153	55374	A 2 LANDSCAPE SERVICES	206.80
			4154	55374	A 2 LANDSCAPE SERVICES	680.90
			4158	55374	A 2 LANDSCAPE SERVICES	220.00
			4159	55374	A 2 LANDSCAPE SERVICES	220.00
			4164	55374	A 2 LANDSCAPE SERVICES	247.50
					Total :	27,132.08
141197	12/10/2025	10572 SUNBELT RENTALS INC	171389668-0004	55328	EQUIPMENT RENTAL	46.28
			175192406-0003	55545	STATION 20 EQUIPMENT	3,065.39
					Total :	3,111.67
141198	12/10/2025	10250 THE EAST COUNTY	00158420		NOTICE OF LETTER - PROPOSED F	126.00
					Total :	126.00
141199	12/10/2025	15091 T-MOBILE USA INC	993045165; NOV25		CITY HALL	2,002.82
					Total :	2,002.82
141200	12/10/2025	10642 USPS-POC	11302025		NOVEMBER POSTAGE	1,225.72
					Total :	1,225.72
141201	12/10/2025	15883 VAN ATTA, LORI	2025-051058		MEDICAL REPORT #2025-051058 O	12.00
					Total :	12.00
141202	12/10/2025	12930 WILLIAMS, ROCHELLE	December 1, 2025		RETIREE HEALTH PAYMENT	91.00
					Total :	91.00
141203	12/10/2025	12641 WITTORFF, VICKY DENISE	December 1, 2025		RETIREE HEALTH PAYMENTS	31.00
					Total :	31.00
41 Vouchers for bank code : ubgen						Bank total : 485,021.72

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Voucher List  
CITY OF SANTEE

Page 12

Bank code : ubgen

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

Total vouchers : 485,021.72

Prepared by: Junkh  
Date: 12/10/25

Approved by: Junkh  
Date: 12/10/25

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01/05/2026 4:46:07PM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123775	12/10/2025	10482 TRISTAR RISK MANAGEMENT	255005199		DECEMBER PREFUNDING	40,138.34
						Total : 40,138.34
						Bank total : 40,138.34
						Total vouchers : 40,138.34

1 Vouchers for bank code : ubgen

1 Vouchers in this report

Prepared by: J. Tuck

Date: 1-9-26

Approved by: E. Buhl

Date: 1-6-26

11/20/2025 to 12/3/2025-1 Cycle b

<< No Errors / 12 Warnings >>

EB  
12/11/25  
Pay date 12/11/25  
PPE 12/13/25

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12/11/2025 9:37:50AM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141204	12/11/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535894A 2535895A		FLEXIBLE SPENDING ACCOUNT FLEXIBLE SPENDING ACCOUNT	2,753.65 2,753.65 Total : 5,507.30
141205	12/11/2025	10334 CHLIC	3640230		MEDICAL AND DENTAL INSURANCE	269,138.66 Total : 269,138.66
141206	12/11/2025	14793 CONTROLLING INS COST IN CA, SCHOOL 2025-12			EMPLOYEE ASSISTANCE PROGRAM	453.10 Total : 453.10
141207	12/11/2025	10486 COUNTY OF SAN DIEGO	10242025		MND - SANTEE COMMUNITY CENTER	2,968.75 Total : 2,968.75
141208	12/11/2025	10844 FRANCHISE TAX BOARD	PPE 12/3/25		WITHHOLDING ORDER	241.25 Total : 241.25
141209	12/11/2025	10785 RELIANCE STANDARD LIFE	December 2025		VOLUNTARY LIFE INSURANCE	291.78 Total : 291.78
141210	12/11/2025	10424 SANTEE FIREFIGHTERS	PPE 12/3/25		BATT CHIEF-STATION EXPENSE	4,811.93 Total : 4,811.93
141211	12/11/2025	10776 STATE OF CALIFORNIA	PPE 12/3/25		WITHHOLDING ORDER	449.53 Total : 449.53
141212	12/11/2025	10776 STATE OF CALIFORNIA	PPE 12/3/25		WITHHOLDING ORDER	260.30 Total : 260.30
141213	12/11/2025	10001 US BANK	PPE 12/3/25		PARS RETIREMENT	1,152.34 Total : 1,152.34
141214	12/11/2025	14600 WASHINGTON STATE SUPPORT	PPE 12/3/25		WITHHOLDING ORDER	641.53 Total : 641.53
<b>11 Vouchers for bank code : ubgen</b>					<b>Bank total :</b>	<b>285,916.47</b>
<b>11 Vouchers in this report</b>					<b>Total vouchers :</b>	<b>285,916.47</b>

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Voucher List  
CITY OF SANTEE

Page 16

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: J. T. Smith  
Date: 12.11.25

Approved by: J. T. Smith  
Date: 12.11.25

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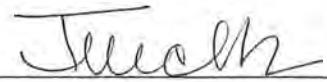
**Voucher List  
CITY OF SANTEE**

Page 17

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
6056508	12/12/2025	14704 457 MISSIONSQUARE	PPE 12/3/25		ICMA - 457	43,675.37
						<b>Total :</b> 43,675.37
6351793	12/12/2025	14705 RHS MISSIONSQUARE	PPE 12/3/25		RETIREE HSA	5,123.64
						<b>Total :</b> 5,123.64
<b>2</b>	<b>Vouchers for bank code :</b>	<b>ubgen</b>				<b>Bank total :</b> 48,799.01
<b>2</b>	<b>Vouchers in this report</b>					<b>Total vouchers :</b> 48,799.01

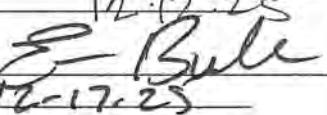
Prepared by:



Date:

12-17-25

Approved by:



Date:

12-17-25

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01/05/2026 4:36:42PM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
216722	12/12/2025	12774 LIABILITY CLAIMS ACCOUNT	121125		LIABILITY CLAIMS	13,853.37
1 Vouchers for bank code : ubgen						Total : 13,853.37
1 Vouchers in this report						Bank total : 13,853.37
						Total vouchers : 13,853.37

Prepared by: Jhuc M  
Date: 1-6-26  
Approved by: E-Bull  
Date: 1-6-26

vchlist

12/16/2025 4:12:23PM

Voucher List  
CITY OF SANTEE

Page 19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12253	12/16/2025	10353 PERS	12 25 3		RETIREMENT PAYMENT	157,400.28
					Total :	157,400.28
1	Vouchers for bank code : ubgen				Bank total :	157,400.28
1	Vouchers in this report				Total vouchers :	157,400.28

Prepared by: J. M. H.  
Date: 12-16-25

Approved by: E. Bull  
Date: 12-17-25

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PyBatch  
12/19/2025 9:57:01AM

Payroll Processing Report  
CITY OF SANTEE

12/4/2025 to 12/17/2025-2 Cycle b

EARNINGS SECTION				DEDUCTIONS SECTION				LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					rhsa2%	234,116.26		4,682.36					
					rhsaal		281.65						
					rhsabc	29,164.62	583.30						
					roth	139,235.33	12,523.61						
					sb-1		102.30						
					sb-3		74.52						
					sffa		3,924.48						
					sffapc		1,059.36						
					st1cs3	67,837.50	2,035.13	-2,035.13					
					st2cs3	17,153.94	514.62	-514.62					
					texlif		249.64						
					vaccpr		681.40						
					vaccpt		170.76						
					vcanpr		419.08						
					vcanpt		131.95						
					vgcipt		63.62						
					vghipr		31.12						
					vision	15,946.60	537.63						
					voladd		17.50						
					voldis		292.21						
					vollif		145.88						
					vollpb			-145.88					
					vreg		584.00						
<b>Grand Totals</b>	<b>17,751.77</b>		<b>851,373.96</b>			<b>312,257.07</b>	<b>94,574.22</b>			<b>Gross:</b>	<b>851,373.96</b>		
										<b>Net:</b>	<b>539,116.89</b>		

<< No Errors / 14 Warnings >>

EB 12/22/25  
PRE 12/17/25  
Pat date 12/22/25

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**Voucher List**  
**CITY OF SANTEE**

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<b>Voucher</b>	<b>Date</b>	<b>Vendor</b>	<b>Invoice</b>	<b>PO #</b>	<b>Description/Account</b>	<b>Amount</b>
141215	12/18/2025	14954 ADVANCED ELECTRICAL INNOVATION	815 847	55400 55400	ELECTRICAL REPAIRS & MAINT FY25/26 ELECTRICAL REPAIRS & M	4,734.97 4,605.93 <b>Total :</b> 9,340.90
141216	12/18/2025	15008 AETNA	ACID 27608		REFUND - AMBULANCE BILLING	682.14 <b>Total :</b> 682.14
141217	12/18/2025	13321 ALPHA PROJECT FOR THE	0010256-IN	55105	ENCAMPMENT CLEANUPS	8,076.64 <b>Total :</b> 8,076.64
141218	12/18/2025	15913 ATHY, ELIZABETH	ACID 24639		REFUND - AMBULANCE BILLING	39.50 <b>Total :</b> 39.50
141219	12/18/2025	10516 AWARDS BY NAVAJO	1125256	55284	FIRE SUPPLIES	97.37 <b>Total :</b> 97.37
141220	12/18/2025	10017 BAY CITY ELECTRIC WORKS	W318498 W319438 W319439 W319440 W319446 W320722	55378 55378 55378 55378 55378 55378	GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS FY25/26 GENERATOR MAINT & REF GENERATOR MAINT & REPAIRS	212.79 212.79 212.79 212.79 212.79 2,600.24 <b>Total :</b> 3,664.19
141221	12/18/2025	15914 BELDEN, RAYMOND	ACID 28218		REFUND - AMBULANCE BILLING	50.00 <b>Total :</b> 50.00
141222	12/18/2025	15009 BLUESHIELD OF CA PROMISE HEALT	ACID 17449 ACID 21691		REFUND - AMBULANCE BILLING REFUND - AMBULANCE BILLING	1,199.15 100.81 <b>Total :</b> 1,299.96
141223	12/18/2025	13405 BOFFO ENTERTAINMENT INC	11212025	55569	SPECIAL EVENT ENTERTAINMENT	900.00 <b>Total :</b> 900.00
141224	12/18/2025	15918 BURKE, ANNA	ACID 24884		REFUND - AMBULANCE BILLING	100.00 <b>Total :</b> 100.00

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141225	12/18/2025	12328 CINTAS CORP. #2	5303763501	55478	FIRST-AID KIT SERVICE	217.92
					<b>Total :</b>	<b>217.92</b>
141226	12/18/2025	15916 COMMUNITY ELDERCARE OF, SAN DIEGO	ACID 118		REFUND - AMBULANCE BILLING	1,349.73
					<b>Total :</b>	<b>1,349.73</b>
141227	12/18/2025	10035 COMPETITIVE METALS INC	570553	55286	EQUIPMENT SUPPLIES	1,050.70
					<b>Total :</b>	<b>1,050.70</b>
141228	12/18/2025	10161 CORE SERVICES INC	91329	55381	CUSTODIAL SERVICES - OFFICES	5,235.04
			91359	55381	CUSTODIAL SERVICES - OFFICES	5,235.04
			91365	55381	CUSTODIAL SERVICES - OFFICES	5,235.04
					<b>Total :</b>	<b>15,705.12</b>
141229	12/18/2025	15894 DAVID, SHAWN	263586		REIMBURSEMENT	31.50
					<b>Total :</b>	<b>31.50</b>
141230	12/18/2025	15915 DILL, JANICE	ACID 22071		REFUND - AMBULANCE BILLING	200.00
					<b>Total :</b>	<b>200.00</b>
141231	12/18/2025	15895 DMYTRIW, CONNOR	305369		REIMBURSEMENT	40.00
					<b>Total :</b>	<b>40.00</b>
141232	12/18/2025	15880 EVERDE GROWERS	1568679	55558	AS NEEDED BULK PLANT MATERIA	931.92
			1569452	55558	AS NEEDED BULK PLANT MATERIA	229.72
			1569557	55558	AS NEEDED BULK PLANT MATERIA	125.21
					<b>Total :</b>	<b>1,286.85</b>
141233	12/18/2025	10009 FIRE ETC	202178	55450	WEARING APPAREL	64.65
			202716	55450	WEARING APPAREL	752.31
					<b>Total :</b>	<b>816.96</b>
141234	12/18/2025	12772 GAMETIME C/O GREAT WESTERN REC	PJI-0283741	55469	SHADOW HILL PLAYGROUND CON-	413,682.42
			PJI-0283742	55469	SHADOW HILL PLAYGROUND CON-	29,027.06
					<b>Total :</b>	<b>442,709.48</b>
141235	12/18/2025	15892 GATT, LUKE	300659		REIMBURSEMENT	35.00

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141235	12/18/2025	15892 15892 GATT, LUKE		(Continued)		Total : 35.00
141236	12/18/2025	15919 GOTELLI, ELIZABETH OR DOMNIC	ACID 30742		REFUND - AMBULANCE BILLING	1,591.00
					Total :	1,591.00
141237	12/18/2025	11196 HD SUPPLY FACILITIES	2025QTR2		LOCATION AGMT PYMT 2025 Q2	663,394.66
					Total :	663,394.66
141238	12/18/2025	15268 HERITAGE LANDSCAPE SUPPLY GRP	0023235478-001 0023438495-001	55568 55568	IRRIGATION SUPPLIES IRRIGATION SUPPLIES	135.87 217.72
					Total :	353.59
141239	12/18/2025	15920 HINTON, LORI	ACID 32188		REFUND - AMBULANCE BILLING	130.00
					Total :	130.00
141240	12/18/2025	10301 HORSMAN AUTOMOTIVE	041887 041889	55293 55293	VEHICLE TESTING VEHICLE TESTING	64.95 64.95
					Total :	129.90
141241	12/18/2025	15179 KAISER FOUNDATION HEALTH PLAN	ACID 28218		REFUND - AMBULANCE BILLING	1,755.00
					Total :	1,755.00
141242	12/18/2025	15923 LEMMEN, CHAD	9ELU399		PARKING CITATION #5188 REFUND	200.00
					Total :	200.00
141243	12/18/2025	10204 LIFE ASSIST INC	2017851 2017860 2021623 2021633	55324 55324 55324 55324	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	1,766.38 1,006.01 1,094.86 2,366.33
					Total :	6,233.58
141244	12/18/2025	15252 MANERI TRAFFIC CONTROL INC	24728		SIGNS	142.23
					Total :	142.23
141245	12/18/2025	15912 MILLER, DONNA OR TODD	ACID 30779		REFUND - AMBULANCE BILLING	17.00
					Total :	17.00
141246	12/18/2025	15893 NAKRANI, NITIN	301151		REIMBURSEMENT	67.00

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141246	12/18/2025	15893 15893 NAKRANI, NITIN	(Continued)			Total : 67.00
141247	12/18/2025	15917 NALC	ACID 25276		REFUND - AMBULANCE BILLING	418.18
					Total :	418.18
141248	12/18/2025	10336 PADRE DAM MUNICIPAL WATER DIST	12112025-CIP2018-31		SANTEE COMMUNITY CNTR - WATI	171,296.10
					Total :	171,296.10
141249	12/18/2025	10344 PADRE DAM MUNICIPAL WATER DIST	90000367; DEC25		GROUP BILL	14,864.78
					Total :	14,864.78
141250	12/18/2025	14614 PARADIGM MECHANICAL CORP	113814	55387	HVAC MAINT & REPAIRS	18,086.64
					Total :	18,086.64
141251	12/18/2025	15921 PAYMENT RESOLUTION SERVICES, LLC	ACID 22969		REFUND - AMBULANCE BILLING	111.36
					Total :	111.36
141252	12/18/2025	11830 RANCH EVENTS	E48054	55571	CATERING SERVICES	5,164.25
					Total :	5,164.25
141253	12/18/2025	15425 RENEWELL FLEET SERVICE LLC	8462	55367	VEHICLE REPAIR PART	909.95
			8607	55367	VEHICLE REPAIR PARTS	63.45
			8660	55367	VEHICLE REPAIR PART	369.38
			8677	55367	VEHICLE REPAIR PART	378.05
					Total :	1,720.83
141254	12/18/2025	15507 RICHARD ANTHONY ASSOCIATES	2025.10 Santee	55187	SB1383 CONSULTANT	4,456.25
					Total :	4,456.25
141255	12/18/2025	12828 RICK ENGINEERING COMPANY	0111987	55436	AS-NEEDED ENGINEERING SVCS	2,346.23
					Total :	2,346.23
141256	12/18/2025	10606 SD COUNTY SHERIFF'S DEPT	SHERIFF OCT 2025		LAW ENFORCEMENT OCT 2025	1,523,019.79
					Total :	1,523,019.79
141257	12/18/2025	14523 SCA OF CA, LLC	CA25004073	55372	STREET SWEEPING SVCS	32,198.14
					Total :	32,198.14

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141258	12/18/2025	14797 SEDANO FORD OF LM INC	278024	55373	VEHICLE REPAIR	288.75
					Total :	<b>288.75</b>
141259	12/18/2025	15020 SHARP COMMUNITY MEDICAL GRP	ACID 13887		REFUND - AMBULANCE BILLING	502.22
					Total :	<b>502.22</b>
141260	12/18/2025	15021 SHARP HEALTH PLAN	ACID 13662		REFUND - AMBULANCE BILLING	1,294.38
					Total :	<b>1,294.38</b>
141261	12/18/2025	14171 SHARP HEALTHCARE CLAIMS RECOVE	ACID 13663		REFUND - AMBULANCE BILLING	647.94
			ACID 9145		REFUND - AMBULANCE BILLING	660.35
					Total :	<b>1,308.29</b>
141262	12/18/2025	10585 SHARP REES-STEALY MEDICAL	ACID 13195		REFUND - AMBULANCE BILLING	1,515.00
					Total :	<b>1,515.00</b>
141263	12/18/2025	10585 SHARP REES-STEALY MEDICAL	104354	55538	MEDICAL SERVICES	1,029.00
					Total :	<b>1,029.00</b>
141264	12/18/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	156811691-001	55389	IRRIGATION PARTS	302.02
			156853727-001	55389	IRRIGATION PARTS	1,696.99
			158850879-001	55389	IRRIGATION PARTS	337.48
			158943715-001	55389	IRRIGATION PARTS	1,619.63
			159724418-001	55389	IRRIGATION PARTS	849.57
			160136845-001	55389	IRRIGATION PARTS	1,001.31
			160148069-001	55389	IRRIGATION PARTS	25.19
			160235424-001	55389	IRRIGATION PARTS	240.64
			160522700-001	55389	IRRIGATION PARTS	370.85
			160524651-001	55389	IRRIGATION PARTS	1,577.52
			160553822-001	55389	IRRIGATION PARTS	439.62
			160786078-001	55389	IRRIGATION PARTS	279.07
			160826509-001	55389	IRRIGATION PARTS	358.36
					Total :	<b>9,098.25</b>
141265	12/18/2025	12352 SM FERLAND, INC	ACID 28431		REFUND - AMBULANCE BILLING	1,613.00
					Total :	<b>1,613.00</b>
141266	12/18/2025	15871 SPORTS FACILITIES GROUP	S48514	55561	SHADOW HILL BASKETBALL COUR	3,363.42

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141266	12/18/2025	15871 15871 SPORTS FACILITIES GROUP	(Continued)			<b>Total :</b> 3,363.42
141267	12/18/2025	11056 STANDARD ELECTRONICS	2788	55392	FIRE ALARM & SPRINKLER MONITORING	2,268.84
						<b>Total :</b> 2,268.84
141268	12/18/2025	10217 STAPLES ADVANTAGE	6048538863	55350	OFFICE SUPPLIES - P&B, E	51.40
						<b>Total :</b> 51.40
141269	12/18/2025	10119 STEVEN SMITH LANDSCAPE INC	3879	55375	A 3 LANDSCAPE SERVICES	302.50
			3880	55375	A 3 LANDSCAPE SERVICES	605.00
			3881	55375	A 3 LANDSCAPE SERVICES	495.00
			3939	55375	A 3 LANDSCAPE SERVICES	440.00
			3942	55375	A 3 LANDSCAPE SERVICES	990.00
			3990	55375	A 3 LANDSCAPE SERVICES	440.00
			3995	55375	A 3 LANDSCAPE SERVICES	1,948.00
			3996	55375	A 3 LANDSCAPE SERVICES	880.00
			4042	55375	A 3 LANDSCAPE SERVICES	660.00
			4116	55375	A 3 LANDSCAPE SERVICES	11,918.32
						<b>Total :</b> 18,678.82
141270	12/18/2025	10572 SUNBELT RENTALS INC	177159061-0001	55328	EQUIPMENT RENTAL	685.29
			177223033-0001	55328	EQUIPMENT RENTAL	1,866.22
						<b>Total :</b> 2,551.51
141271	12/18/2025	10250 THE EAST COUNTY	00158546		PUBLIC HEARING NOTICE - SANTEE	423.50
			00158655		PUBLIC HEARING NOTICE - THE EAST COUNTY	276.50
			00158704		ORDINANCE PUBLICATION	199.50
						<b>Total :</b> 899.50
141272	12/18/2025	15120 THE WATCHLIGHT CORPORATION	897447	55413	SECURITY ALARM SERVICES	110.00
						<b>Total :</b> 110.00
141273	12/18/2025	11193 TMAN TRAFFIC SUPPLY	17447	55486	TRAFFIC SIGNS & SUPPLIES	80.00
						<b>Total :</b> 80.00
141274	12/18/2025	10482 TRISTAR RISK MANAGEMENT	124193	55473	WORKERS COMP ADMINISTRATION	11,851.87
						<b>Total :</b> 11,851.87

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141275	12/18/2025	11112 ULINE	200776737		TENNIS COURT PRIVACY SCREEN	854.16
					Total :	<b>854.16</b>
141276	12/18/2025	12480 UNITED SITE SERVICES	114-14160121 114-14160603 114-14160609 114-14161407	55423 55423 55423 55423	FENCE RENTAL PORTAPOT SERVICE PORTAPOT SERVICE PORTAPOT SERVICE	25.80 488.11 412.37 358.36
					Total :	<b>1,284.64</b>
141277	12/18/2025	10978 US BANK	7978947		TAX ALLOCATION BONDS 2016 A/B	1,425.00
					Total :	<b>1,425.00</b>
141278	12/18/2025	11877 WAXIE SANITARY SUPPLY	83647725	55474	FACILITIES MAINTENANCE SUPPLI	182.77
					Total :	<b>182.77</b>
141279	12/18/2025	10136 WEST COAST ARBORISTS INC	230778-A 234486 236898	55395 55395 55395	URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT	5,067.00 5,700.00 13,986.00
					Total :	<b>24,753.00</b>
141280	12/18/2025	13996 WESTERN AUDIO VISUAL	23475	55566	COUNCIL CHAMBERS A/V MAINTEN	9,607.50
					Total :	<b>9,607.50</b>
141281	12/18/2025	14687 WEX BANK	109255119		FLEET CARD FUELING	15,068.30
					Total :	<b>15,068.30</b>
141282	12/18/2025	10331 WHITE CAP LP	50033734044	55487	TOOLS, MATERIALS & SUPPLIES	344.32
					Total :	<b>344.32</b>
<b>68 Vouchers for bank code : ubgen</b>						<b>Bank total : 3,045,414.41</b>
<b>68 Vouchers in this report</b>						<b>Total vouchers : 3,045,414.41</b>

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Prepared by:

Date:

Approved by:

Date:

*JW*  
12/18/25

*CC*  
12/18/25

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	00000001		LIGHT RENTAL FOR HOLIDAY LIGH	120.00
			00047078		RECRUITMENT SUPPLIES	30.14
			0009818		OFFICE SUPPLIES	93.25
			0023832571		INTERIM FIRE STATION 20	821.06
			0030621		SMALL TOOLS	698.22
			005069		SENIOR TRIP SUPPLIES	39.81
			0068201		MATERIALS & SUPPLIES	413.68
			006999		SLEMSA COMMISSION MEETING	42.21
			008171		SPARC MEETING	75.01
			010019		TEEN CENTER SUPPLIES	46.36
			010209		EMPLOYEE RECOGNITION SUPPLI	64.62
			011192		WELLNESS	30.91
			011959		HOLIDAY LIGHTING SUPPLIES	45.79
			012028		SENIOR SUPPLIES	70.56
			016005		SENIOR TRIP SUPPLIES	30.98
			024020		SENIOR BUS TRIP SUPPLIES	47.68
			025928-A		CLEAN TRUCK PROGRAM	31.18
			025928-B		CLEAN TRUCK PROGRAM	0.93
			028278		TEEN CENTER SUPPLIES	53.24
			030844		CAL CHIEFS CONFERENCE	57.33
			0325048		MATERIALS & SUPPLIES	119.99
			032962		WELLNESS	123.84
			033421		TRAINING MATERIALS	10.14
			036871		WELLNESS SUPPLIES	4.31
			037240		WELLNESS	23.97
			038092		RECRUITMENT SUPPLIES	12.92
			039266		WELLNESS	-28.97
			041518		HOLIDAY LIGHTING SUPPLIES	99.90
			043990		ENGINEERING TRAINING SEMINAR	339.00
			044313		MEETING SUPPLIES	32.88
			044541		WELLNESS	20.74
			047164		ENGINEERING AND PLANNING & B	37.69
			049412		FIRE ENGINEER EXAM	61.90
			0524936		INTERIM FIRE STATION 20	20.45
			0533958		MATERIALS & SUPPLIES	50.03
			053581		TEEN CENTER SUPPLIES	33.96

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	(Continued)			
			061240		MEETING SUPPLIES	21.08
			062557		MEETING SUPPLIES	69.95
			075390		GENERAL EVENT SUPPLIES	135.20
			076703		SENIOR TRIP TRANSPORTATION	166.00
			078562		MEETING SUPPLIES	19.48
			081910		INTERIM FIRE STATION 20	107.65
			093163		STATION SUPPLIES	323.82
			093193		HOLIDAY LIGHTING SUPPLIES	67.24
			093763		SENIOR SUPPLIES	30.21
			094185		VEHICLE REPAIR PART	188.57
			095106		WELLNESS	12.16
			095649		SLEMSA COMMISSION MEETING R	100.47
			096532		WELLNESS	6.44
			099465		RENTAL CAR FUEL	32.84
			10003		MEETING SUPPLIES	27.36
			10008		MEETING SUPPLIES	40.98
			102091491R		REFUNDED CODE WEBINAR	-140.00
			102101290		FIRE INSPECTOR CERTIFICATION	305.00
			103979		CPRS CONFERENCE REGISTRATIC	515.00
			103989		CPRS CONFERENCE REGISTRATIC	1,545.00
			104056		CALPELRA CONFERENCE REGISTI	515.00
			11/10/2025		IIMC ANNUAL MEMBERSHIP	135.00
			11012025		EVENT PROMOTION	90.00
			11182025		CONFERENCE TRAVEL	26.99
			11192025		CALPELRA CONFERENCE TRAVEL	16.17
			11192025B		CALPELRA CONFERENCE TRAVEL	15.14
			11202025		CALPELRA CONFERENCE	12.00
			11202025B		CALPELRA CONFERENCE TRANSP	25.25
			11202025C		CALPELRA CONFERENCE TRAVEL	16.34
			11202025D		CALPELRA CONFERENCE TRAVEL	4.00
			11212025		CALPELRA CONFERENCE TRAVEL	11.95
			11242025		CALPELRA CONFERENCE	17.22
			1124824255		CAMERA EQUIPMENT	354.50
			1153801		MATERIALS & SUPPLIES	39.84
			12102025a		FRAUDULENT CHARGES	750.00
			12102025B		ENGINEERING NEWS RECORD	99.99

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	(Continued)			
			1300267		ENGINEERING AND PLANNING & B	8.61
			1353986		VEHICLE REPAIR PARTS	41.04
			1361831		INTERIM FIRE STATION 20	475.54
			1361831-A		INTERIM FIRE STATION 20	125.39
			139930		UCSD COURSE REGISTRATION FO	450.00
			139930-A		UCSD COURSE SERVICE FEE	12.38
			140961822		RECRUITMENT SUPPLIES	74.71
			14774432		WINTER BROCHURE PRODUCTION	598.80
			150995		PORTABLE RESTROOM RENTAL	1,145.31
			1521250		MATERIALS & SUPPLIES	58.12
			1522950		PLAYGROUND REPAIR SUPPLIES	60.76
			152494		RECRUITMENT	105.00
			1525-2129		NOTARY TEST	324.00
			1593834		CAMERA EQUIPMENT	106.67
			162066		ACCOMMODATIONS FOR CALPELF	740.79
			163391DE-0005		BREWS & BITES ONLINE PROMOTI	108.91
			164		MEETING SUPPLIES	18.80
			17233		MEETING SUPPLIES	19.43
			1836212		WELLNESS	29.84
			18797477		EMAIL MARKETING SUBSCRIPTION	350.00
			1971-7362		NOTARY SUPPLIES	434.73
			200030313		REFUND CSMFO CONFERENCE RE	-550.00
			2016407		INTERIM FIRE STATION 20	457.27
			204572		REGISTRATION FEES	250.00
			2074630		CAMERA EQUIPMENT	33.10
			2083039		SMALL TOOLS	1,081.95
			22299		SENIOR BUS TRIP	1,350.00
			2338653		MATERIALS & SUPPLIES	39.65
			239679		MEETING SUPPLIES	23.00
			24694		SUPPLIES	24.00
			2484218		EVENT SUPPLIES	10.76
			25-27085		SHERIFF'S BLUE VEHICLE CITATIO	353.67
			256367		MATERIALS & SUPPLIES	572.76
			256632		MATERIALS & SUPPLIES	216.40
			2576231		GENERAL EVENT SUPPLIES	32.31
			2592		MATERIALS & SUPPLIES	549.53

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	(Continued)			
			26223		STATION SUPPLIES	982.36
			264052SM		PROFESSIONAL DEVELOPMENT	300.00
			2664259		STATION SUPPLIES	19.81
			29986675		EVENT FLYERS	66.44
			3024343		INTERIM STA 20 SUPPLIES	620.38
			3034937		SMALL TOOLS	192.87
			3187455		ENGINEERING SUPPLIES	23.78
			32687		MEETING REGISTRATION	30.00
			3348		EVENT ENTERTAINMENT	650.00
			33492389		MATERIALS & SUPPLIES	61.85
			3364004751		CAL CHIEFS CONFERENCE	574.36
			3383		EQUIPMENT SUPPLIES	635.92
			3522624		INTERIM FIRE STATION 20	494.12
			3831		BANNER DECAL	104.00
			3943650787		DOMAIN NAME RENEWALS	72.57
			4511988		MATERIALS & SUPPLIES	76.07
			4513830		PARK MAINTENANCE SUPPLIES	46.22
			4-5400		HOLIDAY LIGHTING SUPPLIES	60.27
			4541460		PARK MAINTENANCE SUPPLIES	182.10
			4565027		OFFICE SUPPLIES	173.38
			4612-6193		WEBSITE SEARCH CHARGES	0.12
			4829846		GENERAL EVENT SUPPLIES	88.38
			5015810		PARK SUPPLIES	19.37
			5096247		FIRE AWARD CEREMONY	193.90
			5146625CM		CREDIT - OFFICE SUPPLIES	-21.00
			52280		CONFERENCE LODGING	1,071.09
			5234045		LANDSCAPE SUPPLIES	205.32
			5452201		ENGINEERING AND PLANNING & B	49.55
			545490Y		LCW CONFERENCE REGISTRATIO	1,340.00
			5510204		IRRIGATION REPAIR PARTS	42.41
			5513716		MATERIALS & SUPPLIES	30.13
			5540568		IRRIGATION PARTS	24.89
			55936		2026 CFPI CONFERENCE REGISTR	675.00
			575151016		MATERIALS AND SUPPLIES	12.07
			5801022		ENGINEERING SUPPLIES	34.03
			5803764		LAW AND ELECTIONS CONFERENC	830.70

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	(Continued)			
			5925832		PLANNING SUPPLIES	9.20
			6013257		FIRE EQUIPMENT SUPPLIES	80.70
			6015704		MATERIALS & SUPPLIES	12.52
			6405065		OFFICE SUPPLIES	139.78
			64130651		EMS EQUIPMENT REPAIR	185.20
			6530526		MATERIALS & SUPPLIES	6.79
			7000036		ENGINEERING AND PLANNING & B	72.17
			7025015		IRRIGATION SUPPLIES	57.13
			70691		MILITARY SUPPORT	2,124.00
			7224803		WELLNESS	33.81
			73555-A		INTERIM FIRE STATION 20	96.97
			73555-B		INTERIM FIRE STATION 20	807.04
			736799201		PROFESSIONAL DEVELOPMENT P/	17.50
			739805163		EVENT SUPPLIES	414.84
			74166		TEEN CENTER REPLACEMENT BLII	42.93
			7461848		MATERIALS & SUPPLIES	306.99
			7513277		PARK MAINTENANCE SUPPLIES	147.19
			7530415		MATERIALS & SUPPLIES	97.06
			764005995		2026 CSMFO CONFERENCE REGIS	625.00
			7973856		MATERIALS & SUPPLIES	324.00
			7NN2BFGVZLC		PROFESSIONAL DEVELOPMENT	31.20
			8017096		MATERIALS AND SUPPLIES	48.33
			80385861-1		CALPELRA CONFERENCE	1,070.16
			8144220		WELLNESS	276.48
			81634		PARK SUPPLIES	172.37
			81703		FIELD ENGINEERING SUPPLIES	23.96
			82210		INTERIM FIRE STATION 20	429.92
			8221318		MATERIALS AND SUPPLIES	85.97
			82872		MATERIALS & SUPPLIES	68.27
			83257		SHOP SUPPLIES	19.35
			84041		MATERIALS & SUPPLIES	211.02
			85163		WELLNESS	16.13
			86802		MATERIALS AND SUPPLIES	91.37
			8729852		MATERIALS & SUPPLIES	141.74
			895865		EQUIPMENT RENTAL	615.12
			896196		EQUIPMENT RENTAL	427.29

**Voucher List**  
**CITY OF SANTEE**

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141284	12/23/2025	10001 US BANK	(Continued)			
			89990		INTERIM FIRE STATION 20	43.32
			90176974499		RENTAL CAR	171.46
			90583		MATERIALS AND SUPPLIES	33.88
			92348		CIVIC CENTER EQUIPMENT	323.19
			9453006		OFFICE SUPPLIES	89.51
			9486667		HOLIDAY LIGHTING SUPPLIES	48.42
			9514881		GENERAL EVENT SUPPLIES	54.80
			9534051		MATERIALS & SUPPLIES	97.04
			9541913		TRAINING SUPPLIES	91.57
			9W4CL6		GARNET FIRE	1,426.42
			AC5078		FIREFIGHTERS TEXTING SERVICE	40.41
			GWNNLQ2PTDJ		PROFESSIONAL DEVELOPMENT	2.86
			INV203515		SOD	2.89
			LsYPtP		WELLNESS	4,173.23
			MSASD-0161-0008-0008		PROFESSIONAL DEVELOPMENT	40.00
			MSASD-0161-0014-0014		PROFESSIONAL DEVELOPMENT	40.00
			MSASD-0161-0015-0015		PROFESSIONAL DEVELOPMENT	40.00
			MSASD-0161-0027-0027		PROFESSIONAL DEVELOPMENT	31.20
			MSASD-0161-0033-0033		PROFESSIONAL DEVELOPMENT	40.00
			ONT-DW-2146087		CALPELRA CONFERENCE PARKING	55.00
			R831277012		STREET MAINTENANCE OUTREAC	156.24
			S100482084.001		MAINTENANCE AND SUPPLIES	521.52
			S122096458.001		MATERIALS & SUPPLIES	128.52
			S122096607		REFUND	-128.52
			S69502		VEHICLE REPAIR PARTS	430.71
			SMT-906625		ADA SIGNS FOR FIRE STATION NO.	94.52
			SMT-910376		ADA SIGNS	189.04
			SO-015413271		INTERIM STATION 20	641.11
			US-261212-WD		STATION SUPPLIES	668.03
			USC20038559		INTERIM FIRE STATION 20	962.01
			WN40195815		SMALL TOOLS	1,028.83
					<b>Total :</b>	<b>50,041.95</b>

1 Vouchers for bank code : ubgen

Bank total : 50,041.95

1 Vouchers in this report

Total vouchers : 50,041.95

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<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by:

Date:

  
12/23/25

Approved by:

Date:

  
12/23/25

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**Voucher List  
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<b>Voucher</b>	<b>Date</b>	<b>Vendor</b>	<b>Invoice</b>	<b>PO #</b>	<b>Description/Account</b>	<b>Amount</b>
141285	12/23/2025	14954 ADVANCED ELECTRICAL INNOVATION	846	55400	ELECTRICAL REPAIRS & MAINT	22,020.63
					<b>Total :</b>	<b>22,020.63</b>
141286	12/23/2025	13456 AGRICULTURAL PEST CONTROL	831775	55352	PEST CONTROL SERVICES	655.43
			834461	55352	PEST CONTROL SERVICES	165.00
					<b>Total :</b>	<b>820.43</b>
141287	12/23/2025	13321 ALPHA PROJECT FOR THE	0010290-IN	55105	ENCAMPMENT CLEANUPS	1,242.56
					<b>Total :</b>	<b>1,242.56</b>
141288	12/23/2025	10510 AMAZON WEB SERVICES, INC	2409911837		AMAZON CLOUD SERVICES	108.30
					<b>Total :</b>	<b>108.30</b>
141289	12/23/2025	11445 AMERICAN MESSAGING	L1072898ZL		FD PAGER SERVICE	250.51
					<b>Total :</b>	<b>250.51</b>
141290	12/23/2025	10412 AT&T	000024411396		TELEPHONE	941.21
					<b>Total :</b>	<b>941.21</b>
141291	12/23/2025	10516 AWARDS BY NAVAJO	1125287		PLAQUE, GAVEL AND ENGRAVING	56.02
			1125288		SANTEE CITY CUP ENGRAVING	9.69
					<b>Total :</b>	<b>65.71</b>
141292	12/23/2025	12496 BALL, BYRON	128	55527	ENTERTAINMENT CONTRACT	600.00
					<b>Total :</b>	<b>600.00</b>
141293	12/23/2025	10017 BAY CITY ELECTRIC WORKS	W322337	55378	GENERATOR MAINT & REPAIRS	693.16
					<b>Total :</b>	<b>693.16</b>
141294	12/23/2025	15763 BETTENCOURT, ANTONIO	WEB33289086		EMPLOYEE REIMBURSEMENT	74.50
					<b>Total :</b>	<b>74.50</b>
141295	12/23/2025	10023 BUILDERS FENCE COMPANY INC	115388	55477	FENCING MATERIALS & SUPPLIES	14.71
			115389	55477	FENCING MATERIALS & SUPPLIES	11.25
			116624	55477	FENCING MATERIALS & SUPPLIES	108.51
					<b>Total :</b>	<b>134.47</b>

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141296	12/23/2025	10030 CASCADE FIRE EQUIPMENT CO INC	INV20082	55163	WILDLAND TOOLS	1,285.76
					Total :	<b>1,285.76</b>
141297	12/23/2025	15623 CH COURT TECH INC	7650	55454	COURT RESURFACING - VANDALIS	8,000.00
					Total :	<b>8,000.00</b>
141298	12/23/2025	10161 CORE SERVICES INC	91384	55381	CUSTODIAL SERVICES - OFFICES	5,374.04
			91388	55381	FY25/26 CUSTODIAL SERVICES - O	5,374.04
					Total :	<b>10,748.08</b>
141299	12/23/2025	12153 CORODATA RECORDS	RS7125191	55479	RECORD STORAGE, RETRIEVAL &	831.80
					Total :	<b>831.80</b>
141300	12/23/2025	11862 CORODATA SHREDDING INC	DN 1552896		CORODATA SHREDDING SERVICE	55.20
					Total :	<b>55.20</b>
141301	12/23/2025	10358 COUNTY OF SAN DIEGO	26CTOFSAN05	55425	SHERIFF RADIOS	2,806.00
			26CTOFSASN05	55441	800 MHZ NETWORK ACCESS	2,440.00
					Total :	<b>5,246.00</b>
141302	12/23/2025	10333 COX COMMUNICATIONS	052335901; DEC25		8950 COTTONWOOD AVE	198.12
					Total :	<b>198.12</b>
141303	12/23/2025	15655 CREATIVE REPIPE	RE24211		REFUNDABLE DEPOSIT RE24211	679.27
					Total :	<b>679.27</b>
141304	12/23/2025	12655 DELL MARKETING LP	10847360667	55489	MONTHLY WEBSITE HOSTING FEE	550.76
					Total :	<b>550.76</b>
141305	12/23/2025	15905 DMSD CAJUN EATS LLC	G-1394		REFUNDABLE DEPOSIT ACCT #GR	14,349.50
					Total :	<b>14,349.50</b>
141306	12/23/2025	13582 DOWNSTREAM SERVICES INC	5R-CIP2025-20		RETENTION #5 CIP2025-20	-1,000.29
			CIP2025-20 PP5	55205	PROGRESS PAYMENT #5 CIP2025-20	20,005.72
					Total :	<b>19,005.43</b>
141307	12/23/2025	12970 DUDEK	202510160	55175	PROFESSIONAL SVS RELATED TO	63,071.25

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141307	12/23/2025	12970 DUDEK	(Continued)			<b>Total : 63,071.25</b>
141308	12/23/2025	15651 EAGLE PAVING CO LLC	CIP2025-02 4P CIP2025-02 4R	55338	PROGRESS PAYMENT #4 - CITYWIDE RETENTION	242,117.58 -12,105.88 <b>Total : 230,011.70</b>
141309	12/23/2025	13442 EBBIN MOSER + SKAGGS LLP	5160	52777	MSCP SUBAREA PLAN	2,407.50 <b>Total : 2,407.50</b>
141310	12/23/2025	12593 ELLISON WILSON ADVOCACY, LLC	20225-12-06	55418	LEGISLATIVE ADVOCACY SERVICE	1,500.00 <b>Total : 1,500.00</b>
141311	12/23/2025	10058 ETS PRODUCTIONS INC	21404	55385	AUDIOVISUAL SERVICE	3,050.00 <b>Total : 3,050.00</b>
141312	12/23/2025	10251 FEDERAL EXPRESS	9-110-04150		FEDEX SHIPPING CHARGES	21.97 <b>Total : 21.97</b>
141313	12/23/2025	15433 GENERAL CODE LLC	PG000044341	55559	MUNICIPAL CODE CODIFICATION S	837.00 <b>Total : 837.00</b>
141314	12/23/2025	12120 GEOCON INCORPORATED	125110293	55429	GEOTECHNICAL REVIEW - CUYAM	190.00 <b>Total : 190.00</b>
141315	12/23/2025	12638 GEORGE HILLS COMPANY INC	INV1033379	55466	ADMIN-LIABILITY CLAIMS	1,541.67 <b>Total : 1,541.67</b>
141316	12/23/2025	11196 HD SUPPLY FACILITIES	9243653235	55358	STATION SUPPLIES	299.36 <b>Total : 299.36</b>
141317	12/23/2025	15831 HP COMMUNICATIONS	RE24162		REFUNDABLE DEPOSIT ACCT RE2	1,500.00 <b>Total : 1,500.00</b>
141318	12/23/2025	15903 HURLEY FAMILY TRUST	TPM0501		REFUNDABLE DEPOSIT ACCT TPM	2,290.09 <b>Total : 2,290.09</b>
141319	12/23/2025	14833 INTERWEST CONSULTING GROUP	2843348 3036042	55471 55471	FY 25/26 BUILDING EXPERT CONSI FY 25/26 BUILDING EXPERT CONSI	3,267.29 4,354.33

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141319	12/23/2025	14833 INTERWEST CONSULTING GROUP	(Continued)			<b>Total : 7,621.62</b>
141320	12/23/2025	12011 JAM SERVICES INC	197265	55237	REPLACEMENT POLARA EQUIPMEN	7,596.38
					<b>Total : 7,596.38</b>	
141321	12/23/2025	15316 JD ANIMAL REMOVAL INC	1976	55360	DEAD ANIMAL REMOVAL SERVICE	1,494.72
			1991	55360	DEAD ANIMAL REMOVAL SERVICE	1,494.72
					<b>Total : 2,989.44</b>	
141322	12/23/2025	14956 JET ADVERTISING LLC	13174	55268	WEBSITE UPDATES	75.00
					<b>Total : 75.00</b>	
141323	12/23/2025	14229 JOBSITE SUPPLY CO	88842700	55294	CIP SUPPLIES	191.56
					<b>Total : 191.56</b>	
141324	12/23/2025	15901 JT KRUER & COMPANY INC	MOV8416		REFUNDABLE DEPOSIT ACCT MOV	1,500.00
					<b>Total : 1,500.00</b>	
141325	12/23/2025	10204 LIFE ASSIST INC	2024790	55324	EMS SUPPLIES	838.02
			2025460	55324	EMS SUPPLIES	59.43
					<b>Total : 897.45</b>	
141326	12/23/2025	10174 LN CURTIS AND SONS	INV1001867	55362	EQUIPMENT SUPPLIES	805.43
					<b>Total : 805.43</b>	
141327	12/23/2025	15902 MENG, JAMES	TMX05005		REFUNDABLE DEPOSIT TMX05005	1,321.11
					<b>Total : 1,321.11</b>	
141328	12/23/2025	15025 NIGRO & NIGRO PC	23270	55462	SLEMSA FYE 2025 AUDIT SERVICE	2,500.00
					<b>Total : 2,500.00</b>	
141329	12/23/2025	15340 NV5	RSE2408		REFUNDABLE DEPOSIT RSE2408	500.00
					<b>Total : 500.00</b>	
141330	12/23/2025	15600 PACIFIC LAWN MOWER WORKS	220000103997	55511	AS-NEEDED LAWN MOWER PARTS	129.27
					<b>Total : 129.27</b>	
141331	12/23/2025	11539 PALM ENGINEERING CONSTRUCTION	3	55127	CUYAMACA STREET RIGHT TURN F	123,495.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141331	12/23/2025	11539 PALM ENGINEERING CONSTRUCTION	(Continued) CIP2014-02 3R		RETENTION #3	-6,174.75 <b>Total : 117,320.25</b>
141332	12/23/2025	14614 PARADIGM MECHANICAL CORP	114081 114082	55387 55387	HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS	124.88 201.32 <b>Total : 326.20</b>
141333	12/23/2025	12062 PURETEC INDUSTRIAL WATER	2365337 2365338 2365339	55528 55528 55528	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE	25.80 51.22 17.20 <b>Total : 94.22</b>
141334	12/23/2025	13592 QUADIENT LEASING USA, INC	Q2128461	55366	QUADIENT MAIL MACHINE LEASE	1,267.42 <b>Total : 1,267.42</b>
141335	12/23/2025	11830 RANCH EVENTS	E48055	55571	CATERING SERVICES	4,931.70 <b>Total : 4,931.70</b>
141336	12/23/2025	15904 RANCHO PACIFIC INC	TPM06001		REFUNDABLE DEPOSITS ACCT TPI	696.44 <b>Total : 696.44</b>
141337	12/23/2025	10095 RASA	5902 5903 5904	55434 55434 55434	MAP CHECK - SUMMIT AVE TRACT MAP CHECK - CERTIFICATE OF CO MAP CHECK - PASEO TOWNHOME:	700.00 350.00 700.00 <b>Total : 1,750.00</b>
141338	12/23/2025	13666 RINGCENTRAL INC	CD_001273645B	55502	NEW PHONE SYSTEM HARDWARE	12,948.56 <b>Total : 12,948.56</b>
141339	12/23/2025	13061 SAN DIEGO HUMANE SOCIETY &	DEC-25	55408	ANIMAL CONTROL SERVICES	39,881.00 <b>Total : 39,881.00</b>
141340	12/23/2025	10677 SANTEE CHAMBER OF COMMERCE	TUP1002		REFUNDABLE DEPOSIT TUP1002	500.00 <b>Total : 500.00</b>
141341	12/23/2025	13171 SC COMMERCIAL, LLC	IN-0000229940	55576	BULK FUEL PURCHASES	188.94

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141341	12/23/2025	13171 13171 SC COMMERCIAL, LLC	(Continued)			Total : 188.94
141342	12/23/2025	14797 SEDANO FORD OF LM INC	274994	55373	VEHICLE REPAIR	2,422.80
						Total : 2,422.80
141343	12/23/2025	12223 SITEONE LANDSCAPE SUPPLY LLC	160555059-001 161053311-001 161285198-001	55389 55389 55389	IRRIGATION PARTS IRRIGATION PARTS IRRIGATION PARTS	2,076.06 1,148.82 315.78
						Total : 3,540.66
141344	12/23/2025	11910 SPECTRUM GAS PRODUCTS	0000671802 0000884142 0000884143 0000885676 0000885677	55577 55577 55577 55577 55577	OXYGEN CYLINDER REFILLS OXYGEN CYLINDER RENTAL OXYGEN CYLINDER RENTAL OXYGEN CYLINDER RENTAL OXYGEN CYLINDER RENTAL	280.50 161.50 76.00 161.50 76.00
						Total : 755.50
141345	12/23/2025	14240 SPICER CONSULTING GROUP	2099	55161	ASSMNT ENG & CFD SVCS FY 24-2	2,818.83
						Total : 2,818.83
141346	12/23/2025	10217 STAPLES ADVANTAGE	6049249694	55438	OFFICE SUPPLIES	21.92
						Total : 21.92
141347	12/23/2025	10027 STATE OF CALIFORNIA	009776		FINGERPRINTS	64.00
						Total : 64.00
141348	12/23/2025	10119 STEVEN SMITH LANDSCAPE INC	4204 4205 4210 4211 4212	55374 55375 55374 55374 55374	A 2 LANDSCAPE SERVICES A 3 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES A 2 LANDSCAPE SERVICES	22,586.88 11,918.32 440.00 440.00 247.50
						Total : 35,632.70
141349	12/23/2025	10572 SUNBELT RENTALS INC	177615413-0001	55328	EQUIPMENT RENTAL	423.01
						Total : 423.01
141350	12/23/2025	15776 TEAMCIVX LLC	4164	55513	FUNDING FEASIBILITY ASSESSMEI	7,500.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141350	12/23/2025	15776 15776 TEAMCIVX LLC	(Continued)			<b>Total :</b> 7,500.00
141351	12/23/2025	10250 THE EAST COUNTY	00158235 00158703 00158705		NOTICE OF FUNDING AVAILABILITY BUILDING CODE PUBLIC HEARING ORDINANCE PUBLICATION	147.00 616.00 203.00 <b>Total :</b> 966.00
141352	12/23/2025	11193 TMAN TRAFFIC SUPPLY	17456 17482	55486 55486	TRAFFIC SIGNS & SUPPLIES TRAFFIC SIGNS & SUPPLIES	262.07 168.87 <b>Total :</b> 430.94
141353	12/23/2025	14354 TRILOGY MEDWASTE WEST, LLC	1847314 1847315	55394 55394	BIOMEDICAL WASTE DISPOSAL BIOMEDICAL WASTE DISPOSAL	276.34 276.30 <b>Total :</b> 552.64
141354	12/23/2025	15798 ULRICH, LOUIS OR VINCENZA	ACID 32329		REFUND - AMBULANCE BILLING	130.00 <b>Total :</b> 130.00
141355	12/23/2025	10133 UNDERGROUND SERVICE ALERT	1120250707 25-261897	55439 55439	DIG ALERT - MONTHLY TICKETS DIG ALERT - STATE FEES	174.00 59.83 <b>Total :</b> 233.83
141356	12/23/2025	12480 UNITED SITE SERVICES	114-14162098 INV-5776325	55423 55423	SEPTIC CLEANING PORTAPOT SERVICE	180.00 135.54 <b>Total :</b> 315.54
141357	12/23/2025	10475 VERIZON WIRELESS	6130690868; DEC25		CELL PHONE SERVICE	483.66 <b>Total :</b> 483.66
141358	12/23/2025	11877 WAXIE SANITARY SUPPLY	83668439	55474	FACILITIES MAINTENANCE SUPPLI	257.65 <b>Total :</b> 257.65
141359	12/23/2025	10136 WEST COAST ARBORISTS INC	236900 236973 236974	55395 55395 55395	URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT	18,525.00 2,850.00 1,900.00 <b>Total :</b> 23,275.00
141360	12/23/2025	10537 WETMORE'S	06P121765	55312	VEHICLE REPAIR PARTS	93.72

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Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141360	12/23/2025	10537 WETMORE'S			(Continued)	Total : 93.72
76 Vouchers for bank code : ubgen						Bank total : 680,572.33
76 Vouchers in this report						Total vouchers : 680,572.33

Prepared by: J. Bush  
Date: 12/23/25

Approved by: \_\_\_\_\_  
Date: 12/23/25

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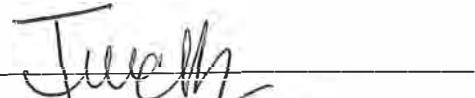
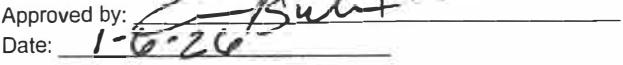
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**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
31547	12/23/2025	10956 FRANCHISE TAX BOARD	PPE 12/17/25		CA STATE TAX WITHHELD	41,105.84
					Total :	<b>41,105.84</b>
31577	12/23/2025	10955 DEPARTMENT OF THE TREASURY	PPE 12/17/25		FEDERAL WITHHOLDING TAX	126,110.54
					Total :	<b>126,110.54</b>
<b>2 Vouchers for bank code : ubgen</b>						<b>Bank total : 167,216.38</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers : 167,216.38</b>

Prepared by:  
Date:Approved by:  
Date:

Bank code : ubgen

<b>Voucher</b>	<b>Date</b>	<b>Vendor</b>	<b>Invoice</b>	<b>PO #</b>	<b>Description/Account</b>	<b>Amount</b>
141361	12/26/2025	12724 AMERICAN FIDELITY ASSURANCE	D921483		VOLUNTARY LIFE INS-AM FIDELITY	4,781.66
					Total :	<b>4,781.66</b>
141362	12/26/2025	12903 AMERICAN FIDELITY ASSURANCE CO	2535896		FLEXIBLE SPENDING ACCOUNT	2,753.57
					Total :	<b>2,753.57</b>
141363	12/26/2025	12722 FIDELITY SECURITY LIFE	167109706		EYEMED - VOLUNTARY VISION	1,131.86
					Total :	<b>1,131.86</b>
141364	12/26/2025	10844 FRANCHISE TAX BOARD	PPE 12/17/25		WITHHOLDING ORDER	241.25
					Total :	<b>241.25</b>
141365	12/26/2025	10508 LIFE INSURANCE COMPANY OF	December 2025		LIFE INSURANCE	3,497.20
					Total :	<b>3,497.20</b>
141366	12/26/2025	14452 MEDICAL AIR SERVICES ASSC	December 2025		MEDICAL AIR TRANSPORT SVCS	137.00
					Total :	<b>137.00</b>
141367	12/26/2025	14458 METROPOLITAN LIFE INSURANCE	87939605		VOLUNTARY LEGAL	630.00
					Total :	<b>630.00</b>
141368	12/26/2025	10784 NATIONAL UNION FIRE INSURANCE	December 2025		VOLUNTARY AD&D	35.05
					Total :	<b>35.05</b>
141369	12/26/2025	10335 SAN DIEGO FIREFIGHTERS FEDERAL	PPE 12/17/25		LONG TERM DISABILITY-SFFA	1,416.00
					Total :	<b>1,416.00</b>
141370	12/26/2025	10424 SANTEE FIREFIGHTERS	PPE 12/17/25		BATT CHIEF-STATION EXPENSE	5,123.42
					Total :	<b>5,123.42</b>
141371	12/26/2025	10776 STATE OF CALIFORNIA	PPE 12/17/25		WITHHOLDING ORDER	449.53
					Total :	<b>449.53</b>
141372	12/26/2025	10776 STATE OF CALIFORNIA	PPE 12/17/25		WITHHOLDING ORDER	260.30
					Total :	<b>260.30</b>
141373	12/26/2025	14467 TEXAS LIFE INSURANCE COMPANY	SMD0F0U20251113001		VOLUNTARY INS RIDERS	499.35

**Voucher List**  
**CITY OF SANTEE**

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141373	12/26/2025	14467	14467 TEXAS LIFE INSURANCE COMPANY	(Continued)		Total : 499.35
141374	12/26/2025	10001	US BANK	PPE 12/17/25	PARS RETIREMENT	1,315.02
						Total : 1,315.02
141375	12/26/2025	10934	VEHICLE REGISTRATION	PPE 12/17/25	VEHICLE REG. COLLECTION	584.00
						Total : 584.00
141376	12/26/2025	14600	WASHINGTON STATE SUPPORT	PPE 12/17/25	WITHHOLDING ORDER	641.53
						Total : 641.53
<b>16 Vouchers for bank code : ubgen</b>						<b>Bank total : 23,496.74</b>
<b>16 Vouchers in this report</b>						<b>Total vouchers : 23,496.74</b>

Prepared by:

Date:


  
 12/26/25

Approved by:

Date:


  
 12/26/25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6660137	12/26/2025	14705 RHS MISSIONSQUARE	PPE 12/17/25		RETIREE HSA	5,547.31
					Total :	<b>5,547.31</b>
6715637	12/26/2025	14704 457 MISSIONSQUARE	PPE 12/17/25		ICMA - 457	54,284.62
					Total :	<b>54,284.62</b>
<b>2</b>	<b>Vouchers for bank code :</b>	<b>ubgen</b>				<b>Bank total :</b> <b>59,831.93</b>
<b>2</b>	<b>Vouchers in this report</b>					<b>Total vouchers :</b> <b>59,831.93</b>

Prepared by: J. W. B.  
Date: 1-6-26

Approved by: E. Bull  
Date: 1-6-26

vchlist  
01/06/2026 11:11:59AM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
12254	12/29/2025	10353 PERS	12 25 4		RETIREMENT PAYMENT	160,412.37
					Total :	160,412.37
1	Vouchers for bank code :	ubgen			Bank total :	160,412.37
1	Vouchers in this report				Total vouchers :	160,412.37

Prepared by:



Date

1-6-26

Approved by:



Date:

1-6-26

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vchlist

12/31/2025 2:15:16PM

**Voucher List**  
**CITY OF SANTEE**

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Bank code : ubgen

<b>Voucher</b>	<b>Date</b>	<b>Vendor</b>	<b>Invoice</b>	<b>PO #</b>	<b>Description/Account</b>	<b>Amount</b>
141377	12/31/2025	10412 AT&T	301053963; JAN26		MAST PARK	170.49
					Total :	<b>170.49</b>
141378	12/31/2025	13990 C.P. RICHARDS SIGNS, INC.	INV-251507	55319	VEHICLE IDENTIFICATION	782.70
					Total :	<b>782.70</b>
141379	12/31/2025	10031 CDW GOVERNMENT LLC	AG97F6T	55553	NETWORKING EQUIPMENT	652.36
					Total :	<b>652.36</b>
141380	12/31/2025	10050 CITY OF EL CAJON	3129		HCFA PASS THROUGH CHARGES	1,290.98
					Total :	<b>1,290.98</b>
141381	12/31/2025	15152 COAR DESIGN GROUP	23071	55464	4TH FIRE STATION ASSESSMENT	20,400.00
					Total :	<b>20,400.00</b>
141382	12/31/2025	10333 COX COMMUNICATIONS	064114701; DEC25		8115 ARLETTE ST	195.07
					Total :	<b>195.07</b>
141383	12/31/2025	10046 D MAX ENGINEERING INC	9596	55426	CONSTRUCTION INSPECTIONS & F	4,716.44
			9597	55468	STORMWATER PROGRAM ASSISTA	24,761.20
					Total :	<b>29,477.64</b>
141384	12/31/2025	13129 DAVID TURCH AND ASSOCIATES	120625	55415	HIGHWAY 52 COALITION	5,000.00
					Total :	<b>5,000.00</b>
141385	12/31/2025	12438 DIESEL PRINT CO LLC	3847	55271	HOMETOWN HERO BANNER	94.60
					Total :	<b>94.60</b>
141386	12/31/2025	14811 DIGITECH COMPUTER LLC	618001258	55456	SLEMSA BILLING CONTRACT SERV	28,175.44
					Total :	<b>28,175.44</b>
141387	12/31/2025	12970 DUDEK	202510435	55175	PROFESSIONAL SVS RELATED TO	42,323.75
					Total :	<b>42,323.75</b>
141388	12/31/2025	14926 EAGLES POINT SECURITY INC	30179	55515	SECURITY	483.00
					Total :	<b>483.00</b>

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141389	12/31/2025	13754 EPLASTICS	INV1239207	55519	CLEAR POLYCARBONATE PANELS	88,032.83
					Total :	<b>88,032.83</b>
141390	12/31/2025	15168 FOSTER, MATTHEW	121125MF		MILEAGE REIMBURSEMENT	13.44
					Total :	<b>13.44</b>
141391	12/31/2025	10070 HAWTHORNE CAT MACHINERY	PS001012911	55321	VEHICLE REPAIR PARTS	758.98
			PS020069578	55321	VEHICLE REPAIR PARTS	274.35
					Total :	<b>1,033.33</b>
141392	12/31/2025	11196 HD SUPPLY FACILITIES	9243702572	55322	SHOP SUPPLIES	42.09
			9243750110	55358	SHOP SUPPLIES	1,015.52
			9243808810	55358	STATION SUPPLIES	371.03
					Total :	<b>1,428.64</b>
141393	12/31/2025	14459 HMC ARCHITECTS	182816	53747	SANTEE COMMUNITY CENTER	2,125.85
					Total :	<b>2,125.85</b>
141394	12/31/2025	11724 ICF JONES & STOKES INC	INV-00000168280	53609	MSCP SUBAREA PLAN	2,232.50
					Total :	<b>2,232.50</b>
141395	12/31/2025	10906 KRONOS INC	110010042827	55580	ANNUAL SUBSCRIPTION	10,560.00
					Total :	<b>10,560.00</b>
141396	12/31/2025	10204 LIFE ASSIST INC	2024292	55324	EMS SUPPLIES	1,001.90
			2028444	55324	EMS SUPPLIES	21.19
			2029286	55324	EMS SUPPLIES	3,084.93
					Total :	<b>4,108.02</b>
141397	12/31/2025	10083 MUNICIPAL EMERGENCY SERVICES L	IN2364661	55363	FIREFIGHTING EQUIPMENT	81.79
					Total :	<b>81.79</b>
141398	12/31/2025	15740 NBS GOVERNMENT FINANCE GROUP	202511-3550	55461	SLEMSA FEE STUDY	4,050.00
			202512-3754	55461	SLEMSA FEE STUDY	1,000.00
					Total :	<b>5,050.00</b>
141399	12/31/2025	10308 O'REILLY AUTO PARTS	2968-323771	55364	VEHICLE REPAIR PART	44.39
			2968-324769	55364	VEHICLE REPAIR PARTS	399.02

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141399	12/31/2025	10308 10308 O'REILLY AUTO PARTS	(Continued)			Total : 443.41
141400	12/31/2025	14614 PARADIGM MECHANICAL CORP	114121	55387	HVAC MAINT & REPAIRS	201.32
						Total : 201.32
141401	12/31/2025	12062 PURETEC INDUSTRIAL WATER	2367374	55528	DEIONIZED WATER SERVICE	241.75
						Total : 241.75
141402	12/31/2025	10095 RASA	5905	55434	MAP CHECK - SLOPE STREET TM 2	700.00
			5906	55434	MAP CHECK - TOWNSEND MULTIF/	1,750.00
			5907	55434	MAP CHECK - 8861 MAGNOLIA LOT	350.00
						Total : 2,800.00
141403	12/31/2025	10311 ROADONE	A913422	55368	VEHICLE TOWING	192.00
						Total : 192.00
141404	12/31/2025	10097 ROMAINE ELECTRIC CORPORATION	12-065912	55407	VEHICLE SUPPLIES	431.84
						Total : 431.84
141405	12/31/2025	10585 SHARP REES-STEALY MEDICAL	104736		PREEMPLOYMENT	45.00
						Total : 45.00
141406	12/31/2025	10837 SOUTHWEST TRAFFIC SIGNAL	84709	55437	STREETLIGHT MAINTENANCE - EX	85.61
			84710	55437	STREETLIGHT MAINTENANCE - EX	226.51
			84711	55437	STREETLIGHT MAINTENANCE - EX	256.84
			84712	55437	STREETLIGHT MAINTENANCE - EX	256.84
			84713	55437	STREETLIGHT MAINTENANCE - EX	85.61
			84714	55437	STREETLIGHT MAINTENANCE - DIC	492.32
			84715	55484	TRAFFIC SIGNAL - USA MARKOUTS	934.20
			84716	55484	TRAFFIC SIGNAL - MONTHLY MAIN	3,379.00
			84717	55484	TRAFFIC SIGNAL - SERVICE CALLS	5,028.61
			84718	55484	TRAFFIC SIGNAL - CARLTON OAKS	5,501.50
						Total : 16,247.04
141407	12/31/2025	14623 STEPHEN WADE CHEVROLET	3304503	55307	VEHICLE REPAIR PARTS	225.25
						Total : 225.25
141408	12/31/2025	10572 SUNBELT RENTALS INC	177856581-0001	55328	EQUIPMENT RENTAL	744.79

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Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
141408	12/31/2025	10572 SUNBELT RENTALS INC	(Continued)			Total : 744.79
141409	12/31/2025	10250 THE EAST COUNTY	00158932		INVITATION TO BID - CITYWIDE FIB	861.00
						Total : 861.00
141410	12/31/2025	10165 TRAD AM ENTERPRISES INC	321		INSTRUCTOR PAYMENT	711.00
						Total : 711.00
141411	12/31/2025	10475 VERIZON WIRELESS	6130690869		WIFI SERVICE	1,220.31
						Total : 1,220.31
141412	12/31/2025	10136 WEST COAST ARBORISTS INC	237192 237193	55395 55395	URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT	14,250.00 4,750.00
						Total : 19,000.00
36 Vouchers for bank code : ubgen						Bank total : 287,077.14
36 Vouchers in this report						Total vouchers : 287,077.14

Prepared by: J. M.

Date: \_\_\_\_\_

Approved by: L. B.

Date: 12.31.25

## Payroll Processing Report

1/1/2026 to 1/31/2026-1 Cycle m

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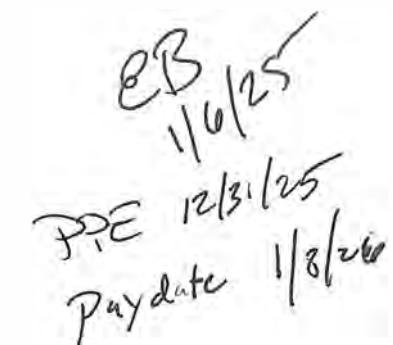
**<< No Errors / No Warnings >>**

CB 1/6/26  
PPE 1/31/26  
Pax date 1/1/26

12/18/2025 to 12/31/2025-1 Cycle b

EARNINGS SECTION				DEDUCTIONS SECTION				LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					roth	136,272.33	15,831.57						
					sb-1		101.37						
					sb-3		73.14						
					sffa		3,842.72						
					sffapc		1,037.29						
					st1cs3	67,837.50	2,035.13	-2,035.13					
					st2cs3	17,153.94	514.62	-514.62					
					texlif		364.77						
					vaccpr		1,109.90						
					vaccpt		191.66						
					vcanpr		362.77						
					vcanpt		113.15						
					vgcipt		93.26						
					vghipr		60.29						
					vision	18,783.39	560.71						
					voladd		17.55						
					voldis		598.51						
					vollad			156.83					
					vollif		156.86						
<b>Grand Totals</b>	<b>16,634.04</b>		<b>789,605.29</b>			<b>288,206.44</b>	<b>363,482.41</b>			<b>Gross:</b>	<b>789,605.29</b>		
										<b>Net:</b>	<b>501,398.85</b>		

<< No Errors / 15 Warnings >>


  
 EB 1/6/25
   
 PPE 12/31/25
   
 Pay date 1/8/26



# AGENDA STATEMENT

## CDC Successor Agency of the City of Santee

Item 4

**MEETING DATE** January 14, 2026

**ITEM TITLE** RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION  
SUCCESSOR AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT  
SCHEDULE FOR THE PERIOD FROM JULY 1, 2026 TO JUNE 30, 2027 ("ROPS 26-27")

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance 

### **SUMMARY**

On December 29, 2011, the California Supreme Court issued its decision in the case of *California Redevelopment Association v. Matosantos*, which addressed the constitutionality of Assembly Bills 1x26 and 1x27 ("AB 26" and "AB 27"). In accordance with this decision, all redevelopment agencies in the state of California were dissolved effective February 1, 2012. On January 11, 2012 the City Council elected to become the Successor Agency to the Santee Community Development Commission ("CDC"). As the Successor Agency, the City has certain administrative and other responsibilities for the winding down of redevelopment activities.

One such requirement is the preparation of Recognized Obligation Payment Schedules ("ROPS"). The ROPS lists all of the "enforceable obligations" of the CDC Successor Agency, the amounts and due dates of payments required for each enforceable obligation and the source of funding for each required payment. The attached resolution adopts the ROPS covering the period from July 1, 2026 through June 30, 2027 ("ROPS 26-27"). The primary enforceable obligation reflected on ROPS 26-27 is debt service on the CDC Successor Agency Tax Allocation Refunding Bonds 2016 Series A.

The Countywide Redevelopment Successor Agency Oversight Board will meet on January 15, 2026 to review and approve the ROPS and administrative expense budget in order to meet the February 1, 2026 filing deadline with the County Auditor-Controller, State Controller's Office and the State Department of Finance.

### **FINANCIAL STATEMENT**

Adoption of the attached resolution along with the January 15, 2026 approval by the Countywide Redevelopment Successor Agency Oversight Board will provide for the receipt and expenditure of \$3,273,927 in redevelopment property tax trust fund ("RPTTF") revenue in order to satisfy the enforceable obligations listed on the ROPS 26-27 for fiscal year 2026-27.

**CITY ATTORNEY REVIEW**  N/A •  Completed

### **RECOMMENDATION**

Adopt the attached resolution.

### **ATTACHMENT**

Resolution (with Exhibit "A" ROPS 26-27)



**RESOLUTION NO. \_\_\_\_ CDCSA**

**A RESOLUTION OF THE CDC SUCCESSOR AGENCY OF THE CITY OF SANTEE,  
CALIFORNIA APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE  
FOR THE PERIOD FROM JULY 1, 2026 TO JUNE 30, 2027 (“ROPS 26-27”)**

**WHEREAS**, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.), the City Council of the City of Santee (“City”) created the Community Development Commission of the City of Santee (“CDC”); and

**WHEREAS**, the CDC was responsible for implementing the Amended and Restated Redevelopment Plan for the Santee Community Redevelopment Project covering certain properties within the City (“Project Areas”); and

**WHEREAS**, as part of the 2011-12 State budget bill, the California State Legislature enacted, and the Governor signed, companion bills AB 1X26 and AB 1X27; and

**WHEREAS**, on December 29, 2011, the California Supreme Court upheld, in large part, AB 1x26 and overturned AB 1x27, thereby dissolving all redevelopment agencies in the state as of February 1, 2012; and

**WHEREAS**, on January 11, 2012 the City Council elected to become the successor agency to the CDC (“CDC Successor Agency”); and

**WHEREAS**, in accordance with Health and Safety Code section 34177(o)(1), the ROPS for the period from July 1, 2026 through June 30, 2027 (“ROPS 26-27”) must be approved by the Successor Agency and the Countywide Redevelopment Successor Agency Oversight Board and submitted to the State Department of Finance, State Controller and County Auditor-Controller for review by February 1, 2025; and

**WHEREAS**, on January 15, 2026 the Countywide Redevelopment Successor Agency Oversight Board is scheduled to meet and approve ROPS 26-27.

**NOW THEREFORE BE IT RESOLVED**, by the CDC Successor Agency of the City of Santee, California as follows:

**Section 1. Recitals.** The Recitals set forth above are true and correct and incorporated herein by reference.

**Section 2. Approval of ROPS.** The Recognized Obligation Payment Schedule for the period from July 1, 2026 to June 30, 2027 (“ROPS 26-27”) is hereby approved, in substantially the form attached hereto as Exhibit “A”.

**Section 3. Posting; Transmittal to Appropriate Agencies.** The Director of Finance or her designee is hereby authorized and directed to provide the Recognized Obligation Payment Schedule to the Countywide Redevelopment Successor Agency Oversight Board for review and certification, to the State Department of Finance, the State Controller’s Office and the County Auditor-Controller, and post it on the City’s web site.

**Section 4. Effective Date.** This Resolution shall become effective upon its adoption.

**ADOPTED** by the City of Santee City Council sitting as the CDC Successor Agency of the City of Santee, California at a Regular Meeting thereof held this 14<sup>th</sup> day of January 2026 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED**

---

**JOHN W. MINTO, CHAIR**

**ATTEST**

---

**JAMES JEFFRIES, SECRETARY**

Attachments:      Exhibit "A": Recognized Obligation Payment Schedule for the Period from July 1, 2026 to June 30, 2027 ("ROPS 26-27")

**Recognized Obligation Payment Schedule (ROPS 26-27) - Summary**  
**Filed for the July 1, 2026 through June 30, 2027 Period**

**Successor Agency:** Santee

**County:** San Diego

<b>Current Period Requested Funding for Enforceable Obligations (ROPS Detail)</b>	<b>26-27A Total (July - December)</b>	<b>26-27B Total (January - June)</b>	<b>ROPS 26-27 Total</b>
<b>A Enforceable Obligations Funded as Follows (B+C+D)</b>	<b>\$ 76,879</b>	\$ -	<b>\$ 76,879</b>
B Bond Proceeds	-	-	-
C Reserve Balance	-	-	-
D Other Funds	76,879	-	76,879
<b>E Redevelopment Property Tax Trust Fund (RPTTF) (F+G)</b>	<b>\$ 1,602,061</b>	<b>\$ 1,671,866</b>	<b>\$ 3,273,927</b>
F RPTTF	1,586,911	1,656,716	3,243,627
G Administrative RPTTF	15,150	15,150	30,300
<b>H Current Period Enforceable Obligations (A+E)</b>	<b>\$ 1,678,940</b>	<b>\$ 1,671,866</b>	<b>\$ 3,350,806</b>

**Certification of Oversight Board Chairman:**

Pursuant to Section 34177 (o) of the Health and Safety code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Name \_\_\_\_\_ Title \_\_\_\_\_

/s/ \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Santee**  
**Recognized Obligation Payment Schedule (ROPS 26-27) - ROPS Detail**  
**July 1, 2026 through June 30, 2027**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W		
Item #	Project Name	Obligation Type	Agreement Execution Date	Agreement Termination Date	Payee	Description	Project Area	Total Outstanding Obligation	Retired	ROPS 26-27 Total	ROPS 26-27A (Jul - Dec)					26-27A Total	ROPS 26-27B (Jan - Jun)					26-27B Total		
											Fund Sources						Fund Sources							
											Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF		Bond Proceeds	Reserve Balance	Other Funds	RPTTF	Admin RPTTF			
								\$35,807,140			\$3,350,806	\$-	\$-	\$76,879	\$1,586,911	\$15,150	\$1,678,940	\$-	\$-	\$-	\$1,656,716	\$15,150	\$1,671,866	
4	Bond trustee fees	Fees	01/25/2005	08/01/2041	U.S. Bank	Bond trustee fees	Santee	21,750	N		\$1,450	-	-	-	1,450	-	\$1,450	-	-	-	-	\$-		
5	Arbitrage rebate analysis	Fees	05/11/2005	08/01/2041	BLX Group Inc.	Arbitrage rebate calculations	Santee	23,300	N		\$5,000	-	-	-	5,000	-	\$5,000	-	-	-	-	\$-		
6	Continuing disclosure reporting	Fees	01/18/2012	08/01/2041	KNN Public Finance	Continuing disclosure reporting	Santee	11,250	N		\$750	-	-	-	-	-	\$-	-	-	-	750	\$750		
10	Successor agency administration	Admin Costs	07/01/2026	06/30/2027	City of Santee	Administrative cost reimbursement	Santee	30,300	N		\$30,300	-	-	-	-	15,150	\$15,150	-	-	-	15,150	\$15,150		
18	Tax Allocation Refunding Bonds 2016 Series A	Refunding Bonds Issued After 6/27/12	11/08/2016	08/01/2041	U.S. Bank (trustee)	Provides for the current refunding of all outstanding Tax Allocation Bonds 2005 Series A and for the advance refunding of all outstanding Tax Allocation Bonds 2011 Series A	Santee	35,720,540	N		\$3,313,306	-	-	76,879	1,580,461	-	\$1,657,340	-	-	-	1,655,966	-	\$1,655,966	

**Santee**  
**Recognized Obligation Payment Schedule (ROPS 26-27) - Report of Cash Balances**  
**July 1, 2023 through June 30, 2024**  
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
ROPS 23-24 Cash Balances (07/01/23 - 06/30/24)		Fund Sources				Comments	
		Bond Proceeds	Reserve Balance	Other Funds	RPTTF		
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
1	<b>Beginning Available Cash Balance (Actual 07/01/23)</b> RPTTF amount should exclude "A" period distribution amount.		887,516	7,399	12,776		Column E: Beginning available cash balance of \$7,051 plus ROPS 22-23 PPA of \$348
2	<b>Revenue/Income (Actual 06/30/24)</b> RPTTF amount should tie to the ROPS 23-24 total distribution from the County Auditor-Controller		26		76,879	3,334,617	Column G: \$1,664,841 from ROPS 23-24A plus \$1,669,776 from ROPS 23-24B
3	<b>Expenditures for ROPS 23-24 Enforceable Obligations (Actual 06/30/24)</b>		(42,483)	5,578	10,894	3,334,274	Column D: \$18 cash on hand with trustee plus \$42,500 increase in the required advance principal payment to the bond trustee from the prior year; Column E: ROPS 20-21 PPA expended in ROPS 23-24; Column F: \$825 expended in ROPS 24-25 + \$10,069 expended in ROPS 25-26; Column G: \$3,334,274 RPTTF
4	<b>Retention of Available Cash Balance (Actual 06/30/24)</b> RPTTF amount retained should only include the amounts distributed as reserve for future period(s)		930,025	1,821	1,882		Column D: funds required to be held by bond trustee for the 8/1/24 debt service payment; Column E: \$1,473 ROPS 21-22 PPA expended in ROPS 24-25 plus \$348 ROPS 22-23 PPA expended in ROPS 25-26

Pursuant to Health and Safety Code section 34177 (l), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

A	B	C	D	E	F	G	H
ROPS 23-24 Cash Balances (07/01/23 - 06/30/24)		Fund Sources					Comments
		Bond Proceeds		Reserve Balance	Other Funds	RPTTF	
		Bonds issued on or before 12/31/10	Bonds issued on or after 01/01/11	Prior ROPS RPTTF and Reserve Balances retained for future period(s)	Rent, grants, interest, etc.	Non-Admin and Admin	
5	<b>ROPS 23-24 RPTTF Prior Period Adjustment</b> RPTTF amount should tie to the Agency's ROPS 23-24 PPA form submitted to the CAC		No entry required			343	
6	<b>Ending Actual Available Cash Balance (06/30/24)</b> C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5)	\$-	\$-	\$-	\$76,879	\$-	Column F: Funds to be applied to ROPS 26-27

**Santee**  
**Recognized Obligation Payment Schedule (ROPS 26-27) - Notes**  
**July 1, 2026 through June 30, 2027**

Item #	Notes/Comments
4	
5	Arbitrage rebate analysis is performed every 5 years
6	
10	
18	



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 5

**MEETING DATE** January 14, 2026

**ITEM TITLE** RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SPICER CONSULTING GROUP, LLC FOR ASSESSMENT ENGINEERING AND COMMUNITY FACILITIES DISTRICT ADMINISTRATION SERVICES.

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance

### **SUMMARY**

The City of Santee levies annual assessments and special taxes across several districts that fund landscaping, lighting, public safety services, and long-term infrastructure obligations. Each year, specialized technical assistance is required to complete parcel research, levy calculations, tax roll submissions, continuing disclosure obligations, boundary and database updates, and public hearing support. The City's current multi-year contract for these services expires in February 2026, necessitating a new competitive solicitation.

On September 2, 2025, the City issued Request for Proposals (RFP 25/26-40043) seeking qualified firms to provide Assessment Engineering and Community Facilities District (CFD) Administration Services for the City's special financing districts. These services include annual administration of the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District, Fire Special Tax, CFD 2015-1, CFD 2017-1, and CFD 2017-2.

Seven (7) proposals were received by the September 30, 2025 deadline. Following an evaluation based on the criteria contained in the RFP, firm qualifications, technical approach, experience with similar engagements, and ability to perform the required services, the top three (3) firms were invited to participate in interviews.

After a detailed assessment of qualifications, methodology, and interview performance, Spicer Consulting Group, LLC was determined to be the most qualified firm in accordance with Santee Municipal Code § 3.24.160. Staff recommends awarding a three-year professional services agreement for assessment engineering and annual levy services in the amounts of \$34,100 for FY 2025-26, \$34,782 for FY 2026-27, and \$35,477.64 for FY 2027-28, with an option to extend the agreement for two (2) additional fiscal years. With the exception of services related to the Fire Special Tax, the costs of these services are fully funded by the applicable assessment district or CFD revenues.

### **FINANCIAL STATEMENT**

Funding for the year one (1) of the proposed contract in the amount of \$34,100.00, is included in the Fiscal Year 2025-26 adopted operating budget for the Santee Town Center Landscape Maintenance District, \$6,500.00, Santee Landscape Maintenance District, \$4,500.00, Santee Roadway Lighting District, \$6,500.00, Fire Benefit Fee (General Fund), \$6,500.00, CFD 2015-1, \$100.00, CFD 2017-1, \$7,000.00, and CFD 2017-2, \$3,000.00. The funding for the following years of this contract, will be approved through the adoption of future fiscal year's budgets.





**CITY ATTORNEY REVIEW**  N/A •  Completed

## **RECOMMENDATION**

Adopt the resolution:

- 1) Awarding the professional services agreement to Spicer Consulting Group, LLC to provide assessment engineering services for the annual levies for three (3) years: FY 2025-26, FY 2026-27, and FY 2027-28 in the amount of \$34,100, \$34,782, \$35,477.64, respectively with an option to extend the contract for two (2) additional fiscal years; and
- 2) Authorizing the City Manager to execute all necessary contract documents on behalf of the City.

## **ATTACHMENT**

Resolution

Professional Services Agreement



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SPICER  
CONSULTING GROUP, LLC FOR ASSESSMENT ENGINEERING AND COMMUNITY  
FACILITIES DISTRICT ADMINISTRATION SERVICES**

**WHEREAS**, the City of Santee issued RFP No. 25/26-40043 on September 2, 2025, soliciting proposals from qualified consulting firms to provide Assessment Engineering and Community Facilities District (CFD) Administration Services; and

**WHEREAS**, the City received seven (7) proposals and conducted formal interviews with the top three (3) firms; and

**WHEREAS**, following the evaluation of proposals and interviews, staff determined Spicer Consulting Group, LLC (SCG), to be the most qualified firm based on demonstrated competence and the professional qualifications necessary for the satisfactory performance of the services required and at fair and reasonable prices to the City, as required by Santee Municipal Code § 3.24.160 governing the procurement of professional services; and

**WHEREAS**, the Consultant has agreed to perform the scope of work described therein for annual not-to-exceed amounts of \$34,100 for FY 2025-26, \$34,782 for FY 2026-27, and \$35,477.64 for FY 2027-28, with two additional one-year extension options; and

**WHEREAS**, sufficient funds are available in the adopted Fiscal Year 2025-26 operating budgets for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District, General Fund (Fire Special Tax), CFD 2015-1, CFD 2017-1, and CFD 2017-2.

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

**Section 1:** The City Council hereby awards the contract for Assessment Engineering and Community Facilities District Administration Services to Spicer Consulting Group, LLC, in the not-to-exceed annual amounts of \$34,100 for FY 2025-26, \$34,782 for FY 2026-27, and \$35,477.64 for FY 2027-28, with two optional one-year extensions.

**Section 2:** The City Council authorizes the City Manager to execute the Professional Services Agreement with Spicer Consulting Group, LLC, and any necessary documents to carry out the intent of this Resolution.

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 14<sup>th</sup> day of January 2026, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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**JAMES JEFFRIES, CITY CLERK**

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF SANTEE  
AND  
SPICER CONSULTING GROUP**

This Agreement for Professional Services ("Agreement") is made and entered into this \_\_\_\_ day of January, 2026, by and between the City of Santee, a California charter city ("City") and Spicer Consulting Group, LLC, a limited liability company ("Consultant"). City and Consultant are sometimes referred to in this Agreement individually as a "Party" and collectively as the "Parties."

**RECITALS**

A. City is in need of professional services for the following project: Assessment Engineering and Community Facilities District Administration Services ("the Project").

B. Consultant is duly licensed and/or has the necessary qualifications to provide such services for the Project.

C. The Parties desire to establish the terms for the City to retain the Consultant in order to provide the services described herein.

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

**1. Services**

Consultant shall provide the City with the services described in the Scope of Services attached hereto as [Exhibit 'A'](#) and hereby made a part of this Agreement; provided, however, that the contents of this Agreement shall supersede any provision in [Exhibit 'A'](#) that is inconsistent herewith.

**2. Compensation**

a. Subject to paragraphs 2(b) - (d) below, City shall pay for the services provided by Consultant in accordance with the Schedule of Charges set forth in [Exhibit 'B'](#) attached hereto and hereby made a part of this Agreement; provided, however that the contents of this Agreement shall supersede any provision in [Exhibit 'B'](#) that is inconsistent herewith.

b. In no event shall the total amount paid for services rendered by Consultant pursuant to this Agreement exceed the sum of \$34,100 for Fiscal Year 2025-26. Thereafter, the sum will be increased by two percent (2%) each additional year. This Agreement is subject to and contingent on budgetary appropriations being approved by the City Council for each fiscal year during the term of this Agreement. If such appropriations are not approved, the Agreement will be immediately terminated without penalty to the City.

- c. Each month Consultant shall furnish City with an invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by categories, including labor, travel, materials, equipment, supplies, sub-consultant charges and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in paragraph 2(d). In the event any charges or expenses are disputed, the invoice shall be returned to the Consultant for correction and resubmission.
- d. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice; provided however, that untimely invoices may be subject to nonpayment if funding has not been appropriated or budgeted for payment of the invoice due to Consultant's untimely submission. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in the work performed by Consultant.

**3. Term of Agreement and Time of Performance**

Consultant shall perform its services hereunder in a prompt and timely manner, and in accordance with the Activity Schedule shown in [Exhibit 'C'](#) attached hereto and made a part hereof; provided, however, that the contents of this Agreement shall supersede any provisions in [Exhibit 'C'](#) that is inconsistent herewith. Work shall commence upon authorization from the City. Unless a different date is set forth in the Activity Schedule, the term of this Agreement shall be for a period of three (3) years with the option of extending for up to two (2) additional twelve (12) month periods from the date of execution of this Agreement unless terminated sooner pursuant to the provisions of this Agreement or when the services are complete. Such term may be extended upon written agreement of both City and Consultant.

**4. Additional Work**

Consultant shall not be compensated for any services outside of the Scope of Services, except as provided in this paragraph. If changes in the work seem merited by Consultant or the City, a change in the scope of the work shall be processed by the City in the following manner: (1) a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule, (2) an amendment to this Agreement shall be prepared by the City and executed by both parties before performance of such services or the City will not be required to pay for the changes in the scope of work. Such

amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

**5. Maintenance of Records**

Books, documents, papers, accounting records, and other evidence pertaining to work done and costs incurred pursuant to this Agreement shall be maintained by Consultant and made available for inspection, audit and copying by the City at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment under the Agreement.

**6. Ownership and Use of Work**

All documents and materials prepared pursuant to this Agreement shall be considered the property of City, and will be turned over to City upon demand, but in any event upon completion of the work. City reserves the right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other documents and materials prepared under this Agreement without the permission of Consultant. All documents and materials shall be delivered in a reproducible form. As used herein, "documents and materials" include, but are not limited to, any original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, and computer files prepared or developed pursuant to this Agreement.

**7. Findings Confidential**

Any reports, information, data or materials given to or prepared or assembled by Consultant under this Agreement are confidential and shall not be made available to any individual or organization by Consultant without prior written approval of City.

**8. Conflict of Interest**

Consultant hereby expressly covenants that no interest presently exists, nor shall any interest, direct or indirect, be acquired during the term of this Agreement that would conflict in any manner with the performance of services pursuant to this Agreement.

**9. Delays in Performance**

Neither the City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; pandemics; war; riots and other civil disturbances; strikes,

lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

**10. Compliance with Law**

- a. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local government. If Consultant's failure to comply with applicable laws, ordinances, codes and regulations results in a claim for damage or liability to City, Consultant shall be responsible for indemnifying and holding the City harmless as provided in this Agreement.
- b. Consultant shall assist the City, as requested, in obtaining and maintaining all permits, if any, required of Consultant by federal, state and local regulatory agencies.

**11. Standard of Care**

Consultant's services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

**12. Assignment and Subconsultants**

Consultant shall not assign, delegate, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. A consent to one assignment shall not be deemed to be consent to any subsequent assignment. Nothing contained herein shall prevent Consultant from employing independent associates and subconsultants as Consultant may deem appropriate to assist in the performance of services hereunder.

**13. Independent Consultant**

Consultant is retained as an independent Consultant and is not an agent or employee of the City. No employee or agent of Consultant shall by this Agreement become an agent or employee of the City. The work to be performed shall be in accordance with the work described in **Exhibit 'A'**, subject to such directions and amendments from the City as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

Consultant enters into this Agreement as, and shall continue to be, an independent consultant. All services shall be performed only by Consultant and Consultant's employees, if applicable. Under no circumstances shall Consultant, or any of Consultant's employees, look to the City as his or her employer, or as a partner, agent or principal. Neither Consultant, nor any of Consultant's employees, shall be entitled to any benefits accorded to City employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Consultant shall be responsible for providing, at Consultant's expense, and in Consultant's name, unemployment, disability, worker's compensation and other insurance, as well as licenses and permits usual or necessary for conducting the services.

**14. Integration**

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein, and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**15. Insurance**

a. Commercial General Liability

- (i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.
- (ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:
  - (1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
- (iii) Commercial General Liability Insurance must include coverage for the following:
  - (1) Bodily Injury (including death) and Property Damage
  - (2) Personal Injury/Advertising Injury
  - (3) Premises/Operations Liability
  - (4) Products/Completed Operations Liability

- (5) Aggregate Limits that Apply per Project
- (6) Contractual Liability with respect to this Contract
- (7) Broad Form Property Damage
- (8) Independent Consultants Coverage
- (9) Sexual Misconduct Coverage, with no applicable sublimit

- (iv) All such policies shall name the City of Santee, its City Council and each member thereof, its officers, employees, and agents as Additional Insureds under the policy.
- (v) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City. All deductibles and self-insured retentions must be declared to the City prior to commencing work under this Agreement.

b. Automobile Liability

- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Automobile Liability Insurance for bodily injury (including death) and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.
- (ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto).
- (iii) The automobile liability program may utilize deductibles, but not a self-insured retention, subject to written approval by the City.

c. Workers' Compensation/Employer's Liability

- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts indicated herein.
- (ii) Such insurance shall include an insurer's Waiver of Subrogation in favor of the City and will be in a form and with insurance companies acceptable to the City.

- (iii) If insurance is maintained, the workers' compensation and employer's liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City.
- (iv) Before beginning work, the Consultant shall furnish to the City satisfactory proof that he/she has taken out for the period covered by the work under this Agreement, full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof. Consultant shall require all subconsultants to obtain and maintain, for the period covered by the work under this Agreement, worker's compensation of the same type and limits as specified in this Section.

d. Professional Liability (Errors and Omissions)

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

e. Cyber Liability

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

f. Minimum Policy Limits Required

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

<u>Combined Single Limit</u>	
Commercial General Liability	\$2,000,000 per occurrence/\$4,000,000 aggregate for bodily injury (including death), personal injury and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury (including death) and property damage
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Professional Liability / ELL	\$1,000,000 per claim and aggregate (errors and omissions)
Cyber Liability Insurance	\$1,000,000 per occurrence/\$2,000,000 aggregate (if Project involves electronic data processing or development of hardware or software)

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

g. Evidence of Insurance Required

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

h. Policy Provisions Required

(i) The City of Santee, its City Council and each member thereof, its officers, employees, and agents shall be named as an additional

insured on the Commercial General Liability policy. Any subconsultant, subcontractor or similar entity performing work on the Project must add the City as an additional insured using CG form 20 38, or broader coverage. Blanket endorsements may be accepted at City's discretion. All policies shall contain or shall be endorsed to contain a provision that advanced written notice of any cancellation, including cancellation for non-payment of premium, shall be provided to the City. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on endorsements. At the City's sole discretion, the requirement to endorse policies to provide advanced written notice of cancellation to the City may be waived upon the Consultant's agreement that it shall provide the City with copies of any notices of cancellation immediately upon receipt.

(ii) General Liability and Automobile Liability policies shall contain a provision stating that the Consultant's policies are primary insurance and that the insurance of the City or any named additional insureds shall not be called upon to contribute to any loss.

i. Qualifying Insurers

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

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

j. Additional Insurance Provisions

(i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Consultant, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Consultant pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(ii) If at any time during the life of the Agreement, the Consultant fails to maintain in full force any insurance required by the Agreement

documents the City may terminate the Agreement or may elect to withhold compensation in an amount sufficient to purchase insurance to replace any expired or insufficient coverage.

- (iii) The Consultant shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.
- (iv) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.
- (v) Neither the City, nor its City Council, nor any member of thereof, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Contract.

## **16. Indemnification**

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

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the

negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

**17. Confidentiality**

Consultant shall keep confidential all information, in whatever form, produced, prepared, observed or received by Consultant to the extent that such information is confidential by law or otherwise required by this Agreement.

**18. Laws, Venue, and Attorneys' Fees**

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, as determined by the court.

**19. Termination or Abandonment**

- a. City may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.
- b. Consultant may terminate this Agreement at any time upon thirty (30) days written notice of termination to City.
- c. If either Consultant or City fails to perform any material obligation under this Agreement, then, in addition to any other remedies, City or Consultant may terminate this Agreement immediately upon written notice.
- d. Upon termination of this Agreement, all property belonging to City which is in Consultant's possession shall be returned to City. Consultant shall furnish City with a final invoice for work performed by Consultant. City shall have no obligation to pay Consultant for work performed after termination of this Agreement.

**20. Organization**

Consultant shall assign Jonathon Short as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

**21. Notice**

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed as shown below and shall be effective upon receipt thereof.

**CITY:**

Name: Heather Jennings  
Title: Director of Finance/Treasurer  
City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

**CONSULTANT:**

Attn: Shane Spicer  
Title: Managing Director  
Spicer Consulting Group  
41619 Margarita Rd, Ste 101  
Temecula, CA 92591

**22. Third Party Rights**

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

**23. Severability and Waiver**

The unenforceability, invalidity or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid or illegal. Waiver by any party of any portion of this Agreement shall not constitute a waiver of any other portion thereof.

**24. Non-discrimination**

Consultant will comply with all applicable federal, state and local laws, ordinances, and regulations, including the Americans with Disabilities Act (ADA), California Fair Employment and Housing Act (FEHA) and Title VII of the Civil Rights Act of 1964. Consultant will not discriminate in any way, against any person, on the ground of race, color, national origin, religion, religious creed, age (over 40), sex and gender (including pregnancy, childbirth, breastfeeding or related medical conditions), sexual orientation, gender identity, gender expression, disability (mental and physical), medical condition, genetic information, marital status, or military and veteran status, in connection with services under this Agreement.

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

CITY OF SANTEE:

By: \_\_\_\_\_  
Wendy Kaserman  
City Manager

CONSULTANT:

By: \_\_\_\_\_  
Shane Spicer  
Managing Director

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP

By: \_\_\_\_\_  
Shawn Hagerty  
City Attorney

**EXHIBIT 'A'**  
**SCOPE OF SERVICES**

**Scope of Services**

**Community Facilities District Administration - Bonded**

Spicer Consulting Group understands that the City currently has one Community Facilities District (Bonded). We propose to provide the following services:

1. *Debt Service Component:* SCG will coordinate with the City's fiscal agent to review debt service schedules and determine the amount needed to pay principal and interest on the outstanding bonds and any administrative expenses are recovered through the annual special tax levies. We independently maintain a debt service schedule for the Bonded District as quality assurance and verify the appropriate debt service amounts are identified. *Deliverables:* Current debt service schedules.
2. *Calculation of Special Taxes:* SCG will annually calculate and apportion the special taxes for the District in accordance with the Rate and Method of Apportionment (RMA) of the Special Tax. The annual calculation will consist of assigning the special tax classes to each parcel within the District per the RMA and determine the special tax amount that will satisfy the special tax requirement. *Deliverables:* Annual tax rolls.
3. *Annual Levy Preparation and Submittal:* SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 1st. SCG will calculate and prepare the annual levy for the District in a format and media acceptable for direct submission to the San Diego County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary. *Deliverables:* Levy detail reports.
4. *Resubmittals and Adjusted Property Tax Bills:* If any changes to the secured tax roll necessitate corrections/revisions after the deadline, SCG will research, recalculate and, with the City approval, rectify the issue. We will notify the City of the assessor's parcel numbers that were rejected by the County and therefore may not be assessed. *Deliverables:* Resubmittals to County.
5. *Toll Free Property Owner Services:* SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public, field inquiries concerning Community Facilities District, special taxes and provide payoff calculations, if requested. City Staff may also refer property owners, title companies and other interested parties to that toll-free number regarding the special tax proceedings and annual installments. Bilingual staff members are also available for Spanish speaking property owners.
6. *Annual Levy Report:* Once SCG has finalized and submitted the levies to the County, SCG will provide to the City a Levy Report for the annual special tax enrollments for the District. This report will provide the City a full listing of the parcels levied for the District including total dollar amount enrolled and any information relevant to the calculation of the special tax. *Deliverables:* Annual levy report.
7. *Disclosure for Prospective Property Purchases:* SCG will assist City staff with providing the proper disclosure of Assessment information for prospective property purchases as required by Sections 53340.2 (b) and 53341.5 of the State of California Government Code. *Deliverables:* Property disclosure report.
8. *Annual Continuing Disclosure:* SCG will prepare Annual Continuing Disclosure Reports that meet the guidelines of the Continuing Disclosure requirements for the District as stated by the continuing disclosure certificate under SEC Rule 15c-12(b)(5). SCG will provide this report to the City for review and approval. Upon approval SCG will disseminate the reports with the Municipal Securities Rule Making Board (MSRB)

using Electronic Municipal Market Access (EMMA) and to any other party directed by the applicable continuing disclosure agreement. *Deliverables:* Annual Continuing Disclosure report.

**9. Bond Call:** SCG will perform an analysis to determine the par amount of the bonds to be called, to calculate any applicable premium, and to determine which maturities to call from and prepare a revised debt service schedule. SCG will coordinate the bond call with the Fiscal Agent/Trustee to ensure that bonds are called per the redemption provisions of the bond issue. *Deliverables:* Bond Call analysis.

**10. Release of Lien:** SCG will prepare the Release of Lien, required by Revenue and Taxation Code 163, upon confirmation a prepayment has been made by the property owner. SCG will record the release within five (5) days of receiving the signed release and provide a copy to the City. *Deliverables:* Recorded Notice of Lien Cancellation.

**11. Foreclosure Coordination (Bonded Districts Only):** SCG will assist in preparing documents submitted by the City requesting authorization of foreclosure action. This includes preparation and recordation of the Notice of Intent to Commence Foreclosure, preparation of Exhibits for the Resolution commencing foreclosure, and coordination of the removal of the assessments approved for foreclosure from the tax roll. SCG will provide delinquent amounts (including penalty and interest at the time the foreclosure is transferred) to City staff.

**12. Bond Rating Agencies:** SCG will assist City staff in providing information to bond rating agencies when needed.

**13. Current and Future CFD Laws:** SCG is well versed in all case laws approved affecting assessment and special tax districts. We continue to attend educational seminars and conferences and discuss these issues with other industry professionals on an annual basis. SCG will provide City Staff with periodic updates as new case law is approved and keep the City in compliance with all statutory and regulatory laws related to the City's special finance districts.

**14. Notice of Special Tax:** SCG will provide and record a Notice of Special Tax Disclosure as required by California Government Code Sections 53340.2(b) and 53341.5. *Deliverables:* Notice of Special Tax.

**15. Delinquency Monitoring:** SCG will provide delinquency management services to the City regarding its District. SCG will monitor delinquencies as required for the Annual Continuing Disclosure agreement and provide delinquency reporting for aging and current statuses, prepare notifications to property owners, coordinate with the City and Foreclosure Counsel, assist in the collection process, and help monitor any payment plans. *Deliverables:* Delinquency detail and summary reports.

**16. Asset Management Services:** SCG will work with the City in estimating future capital asset replacement, as required by staff. SCG will assist the City in identifying the inventory of capital assets being maintained by the City's maintenance services districts. During the budget review process SCG will work with City Staff to determine the appropriate replacement amounts needed to be included in the levy for the following fiscal year. SCG can assist the City in mapping the location of these facilities within each Special Financing District (Optional Services). *Deliverables:* Asset management levy budgets.

**17. SB 165 Reporting:** SCG will provide all materials to assist the City in preparing reports for the legislation that was approved in 2001 requiring additional reporting requirements outlined in Section 53411 of the Government Code (a) and (b). *Deliverables:* SB 165 reports.

18. *AB 2109:* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements including the Assembly Bill 2109, if applicable. *Deliverables:* AB 2109 reports.
19. *California Debt and Investment Advisory Commission (CDIAC):* SCG will prepare all reports for the City's approval of any State and/or Federal reporting requirements pertaining to each District including the California Debt and Investment Advisory Commission (CDIAC), if applicable. *Deliverables:* CDIAC reports.
20. *Annual Reporting AB 1666:* SCG will provide an Annual Report (AB 1666) to the City which will include identification of the Community Facilities District (CFD) administrative cost items eligible for the recovery by the public agency, review of fund balances and any surplus/deficit funds, debt service requirements, delinquency reporting, and a cover letter providing any related recommendations or issues. The report will include a series of schedules, including a District summary that will be useful for City staff to reference. *Deliverables:* AB 1666 annual report.
21. *Meetings:* SCG will attend City Meetings, Public Hearings, and/or staff meetings annually as determined by the City for the annual enrollment. We will attend additional hearings and public meetings as required by the appropriate improvement act(s) fully prepared to present all necessary testimony and to respond to all public comments.
22. *Data Collection:* SCG has the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office, including Geographic Information System (GIS) shape files for the parcels within the District. The database will include final tract and/or parcel map recordation information, building permits, and the appropriate building and parcel information, as well as certificate of compliance information for properties within the District to be used for the calculation of the annual district assessments and made readily viewable using a KML file accessible and searchable, including APN and street address, using Google Earth. *Deliverables:* Updated district database.
23. *Budget Review:* SCG will review the District budget provided by the City and coordinate with City staff to assist with accurate cost-recovery accounting, incorporating the actual maintenance costs into the District budget to achieve maximum cost-to-benefit equity. *Deliverables:* Annual levy budgets.
24. *Annual Enrollment Correspondence:* SCG will prepare all Proposition 218 compliance forms for each fund number utilized by the City for the Auditor-Controller's Office, as well as any summary statements and authorized signature forms. SCG will identify and discuss with City staff any legislation impacts and changes made to the documents. *Deliverables:* Proposition 218 forms.
25. *Handbills:* SCG will prepare and mail hand bills for those parcels the County does not generate a tax bill. The hand bills would include the City letterhead, invoices with two (2) installments, and would be payable to the directly to the City. *Deliverables:* Handbills.
26. *Prepayment Calculation:* SCG will calculate the special tax prepayment amount for a parcel(s) and provide any additional information as requested related thereto. The party requesting the calculation shall pay the fee of any prepayment calculation. *Deliverables:* Payoff Quotes.

#### **Community Facilities District Administration – Non-Bonded**

Spicer Consulting Group understands that the City currently has two Community Facilities Districts (Non-Bonded). We propose to provide the following services:

1. *Calculation of Special Taxes:* SCG will annually calculate and apportion the special taxes for each District in accordance with the Rate and Method of Apportionment (RMA) of the Special Tax. The annual

calculation will consist of assigning the special tax classes to each parcel within the District per the RMA and determine the special tax amount that will satisfy the special tax requirement. *Deliverables:* Special Tax detail report.

2. *Annual Levy Preparation and Submittal:* SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 1st. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the San Diego County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary. *Deliverables:* Enrollment packages and submittal of packages to County.

3. *Resubmittals and Adjusted Property Tax Bills:* If any changes to the secured tax roll necessitate corrections/revisions after the deadline, SCG will research, recalculate and, with the City approval, rectify the issue. We will notify the City of the assessor's parcel numbers that were rejected by the County and therefore may not be assessed. *Deliverables:* Resubmittals to County.

4. *Toll Free Property Owner Services:* SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public, field inquiries concerning Community Facilities District, special taxes and provide payoff calculations, if requested. City Staff may also refer property owners, title companies and other interested parties to that toll-free number regarding the special tax proceedings and annual installments. Bilingual staff members are also available for Spanish speaking property owners. *Deliverables:* Periodic call log report.

5. *Annual Levy Report:* Once SCG has finalized and submitted the levies to the County, SCG will provide to the City a Levy Report for the annual special tax enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including total dollar amount enrolled and any information relevant to the calculation of the special tax. *Deliverables:* Annual levy report.

6. *Disclosure for Prospective Property Purchases:* SCG will assist City staff with providing the proper disclosure of Assessment information for prospective property purchases as required by Sections 53340.2 (b) and 53341.5 of the State of California Government Code. *Deliverables:* Property disclosure report.

7. *Administration and Assistance with Compliance:* SCG is well versed in all case laws approved affecting assessment and special tax districts. We continue to attend educational seminars and conferences and discuss these issues with other industry professionals on an annual basis. SCG will provide City Staff with periodic updates as new case law is approved and keep the City in compliance with all statutory and regulatory laws related to the City's special finance districts.

8. *Asset Management:* SCG will work with the City in estimating future capital asset replacement, as required by staff. SCG will assist the City in identifying the inventory of capital assets being maintained by the City's maintenance services districts. During the budget review process SCG will work with City Staff to determine the appropriate replacement amounts needed to be included in the levy for the following fiscal year. SCG can assist the City in mapping the location of these facilities within each Special Financing District (Optional Services).

### **Landscape Maintenance Districts and Roadway Lighting District Administration**

Spicer Consulting Group understands that the City currently has two Landscape Maintenance Districts (LMDs) and one Roadway Lighting District. Consultant will provide the following services:

- 1. Obtain Background History:* SCG will obtain a thorough understanding of the City's LMD establishment, their boundaries, parcel database and their particularities. SCG has demonstrated a map depicting the LMD districts, the boundary and the parcels that lie within the boundary. Please see Appendix A for the Special Districts mapping.
- 2. Data Collection and Budget Review:* SCG has the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office, including Geographic Information System (GIS) shape files for the parcels within the Districts. The database will be used for the calculation of the annual district assessments and made readily viewable using a KML file accessible and searchable, including APN and street address, using Google Earth. SCG will review each District budget provided by the City prior to preparing the levy analysis and coordinate with City staff to assist with accurate cost-recovery accounting, incorporating the actual maintenance costs into the District budget to achieve maximum cost-to-benefit equity. This will ensure the total and complete equity of assessments within each District. *Deliverables:* Updated district database and budgets.
- 3. Engineer's Report Preparation:* SCG will prepare sections and/or complete preliminary and final annual Engineer's Report pursuant to Landscaping and Lighting Act of 1972 and the provisions of California Article XIIID (Proposition 218). These reports will include the following required items: i) a general description of the District, which may include key historical facts, zone designations and discussion of the District benefits; ii) a description of the plans and improvement specifications; iii) description of the method of apportionment; iv) a map of the District; v) an assessment roll of the estimated cost to each parcel; and vi) an affidavit stating that a professional engineer has prepared the report. *Deliverables:* Annual Engineer's Report.
- 4. Reporting:* SCG will provide the City with an electronic copy of the Engineer's Reports containing the information used to calculate the annual assessment amount for each parcel as well as a summary of the total annual levy for the District.
- 5. City Council Meetings:* SCG will attend City Meetings, Public Hearings, and/or staff meetings as requested by the City for the annual enrollment. We will attend additional hearings and public meetings as required by the appropriate improvement act(s) fully prepared to present all necessary testimony and to respond to all public comments.
- 6. Annual Levy Preparation and Submittal:* SCG will determine the Annual Levy requirement for the current Fiscal Year on or before August 1st. SCG will calculate and prepare the annual levy for the Districts in a format and media acceptable for direct submission to the San Diego County Auditor-Controller's Office, including the enabling resolution, prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary. *Deliverables:* Enrollment packages and submittal of packages to County.
- 7. Resubmittals and Adjusted Property Tax Bills:* If any changes to the secured tax roll necessitate corrections/revisions after the deadline, SCG will research, recalculate and, with the City approval, rectify the issue. We will notify the City of the assessor's parcel numbers that were rejected by the County and therefore may not be assessed. *Deliverables:* Resubmittals to County.
- 8. Toll Free Property Owner Services:* SCG will provide a toll-free telephone number, of SCG designation, for inclusion on the regular property tax billing next to the specific line item to facilitate contact with the public, field inquiries concerning Assessment District, assessments and provide payoff calculations, if requested. City Staff may also refer property owners, title companies and other interested parties to that toll-free number regarding the parcel tax proceedings and annual installments. Bilingual staff members are

also available for Spanish speaking property owners.

**9. Annual Levy Report:** Once SCG has finalized and submitted the levies to the County, SCG will provide to the City a Levy Report for the annual assessment enrollments for the Districts. These reports will provide the City a full listing of the parcels levied for each District including total dollar amount enrolled and any information relevant to the calculation of the assessment. *Deliverables:* Annual levy report.

### Optional Services

#### CFD FORMATION SERVICES

*Kickoff Meeting and Gathering Information:* SCG will participate in regular meetings relating to the financing of the project. We will work to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City and the project's needs. SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the CFD's schedule of events, procedural and financial considerations, establish the appropriate land use classifications and discuss and identify the boundaries of the proposed CFD.

*Data Collection:* SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office for the parcels within the proposed District, and Geographic Information System (GIS) shape files for creating the database and for mapping the proposed boundaries of the CFD.

*Tax Spread:* SCG will recommend a special tax structure by establishing a Special Tax formula for the necessary revenues to cover the approved public facilities improvement costs including administrative costs. Based on the proposed structure of the Special Tax formula, SCG will determine the appropriate methodology for allocating the costs to the various land use classifications and maintain consistency with the previously approved methodology of the City's Goals and Policy for public financing.

*Rate and Method of Apportionment:* SCG will prepare a proposed Rate and Method of Apportionment (RMA) that takes into consideration the various land use classifications, tax zones and improvement areas, and provides the necessary flexibility for a variety of developments to be included in the CFD. The RMA will take into consideration: clarity of language in the definition of terms, ability of the property to be assigned to different tax classifications, and presence of a mechanism to levy taxes in the event of a change in projects and usage.

*Public Report Preparation:* SCG will prepare the CFD public report, including a description of the facilities to be included and projected annual special tax and present it to the City Council at the Public Hearing *Boundary Map:* SCG will prepare the Boundary Map illustrating the boundaries of territory proposed for inclusion in the district capturing the entirety of any parcel subject to taxation by the proposed district. The map shall meet the requirements of the Mello-Roos Act and the San Diego County Recorder's Office. Additionally, SCG will record the map with the Recorder's Office on behalf of the City.

*Document Review and Preparation:* SCG will review and prepare the required documents for the formation of the CFD. SCG will also assist the formation team in reviewing staff reports, resolutions, election materials and bond / legal documents for the formation of the CFD. SCG will assist in document preparation related to the CFD formation, presentation to the City Council, rating agencies, investors, and other stakeholders as appropriate.

*Notice of Special Tax Lien:* SCG will prepare and provide a list of Assessor's Parcels for the Notice of Special Tax Lien and records the notices.

*Landowner Election:* SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the CFD.

**Consulting Services:** SCG will provide consulting services and advice to the City as necessary, including due diligence to ensure accuracy in the process and clear written documentation in our approach when structuring the Rate and Method of Apportionment and the Special Tax roll. SCG will assist with other duties as assigned by the City and /or its financial advisor.

## CFD ANNEXATION SERVICES

**Gathering Information:** SCG will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the annexation schedule of events, procedural and financial considerations, establish the appropriate land use classifications, and discuss and identify the boundaries of the proposed annexation.

**Data Collection:** SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office for the parcels within the proposed Districts, and Geographic Information System (GIS) shape files or the annexation.

**Maintenance Data:** SCG will coordinate with the City in determining what the necessary levels of services that would be required for proper allocation per the Rate and Method of Apportionment for the annexation.

**Maintenance Tax Rates:** SCG will establish a Special Tax Rates for each annexation determining the necessary revenues to cover operations and maintenance costs including administrative costs. Based on the structure of the Special Tax formula, SCG will determine the appropriate methodology for allocating the costs to the various land use classifications consistent with the previously approved methodology of the City's landscape, lighting, street, parks, and drainage maintenance programs.

**Annexation Boundary Map:** SCG will prepare the Annexation Boundary Map, illustrating the boundaries of territory proposed for inclusion in the district, capturing the entirety of any parcel subject to taxation by the district. The map shall meet the requirements of the Mello-Roos Act and the San Diego County Recorder's Office. Additionally, SCG will record the map with the Recorder's Office.

**Consulting Services:** SCG will provide consulting services and advice to the City as necessary. This includes due diligence to ensure accuracy in the process, and provide clear written documentation in our approach to structuring the Rate and Method of Apportionment and the Special Tax roll. To assure and maintain quality assurance, SCG has instituted an internal auditing and review policy that requires a minimum of two individuals with the appropriate expertise to review and audit any information prior to dissemination of that information to the client.

**Meetings:** SCG will attend two (2) informal meetings or hearings held for the purpose of disseminating information to the public, including attending property owner meetings requested for property owner associations (POA) that may request to annex into the CFD. Prior to such meetings or hearings, SCG will be prepared to make a complete and factual presentation. We will also attend two (2) public meetings, as required by the appropriate improvement act(s), fully prepared to present necessary testimony and respond to public comments.

**Landowner Election:** SCG will prepare a list of the owner names and acreages and obtain a certificate from the Registrar of Voters whether confirming there are, or are not, registered voters within the boundaries of the annexation.

**Notice of Special Tax Lien:** SCG will provide a list of Assessor's Parcel for the Notice of Special Tax Lien and record the notices

## BOND ISSUANCE SERVICES

***Kickoff Meeting and Gathering Information:*** The purpose of this task is to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs. SCG will meet with City Staff, legal counsel, team of consultants and project proponents to confirm the CFD's schedule of events, procedural and financial considerations, establish the appropriate land use classifications and discuss and identify the boundaries of the proposed CFD.

***Data Collection:*** SCG will obtain the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office for the parcels within the proposed District, and Geographic Information System (GIS) shape files for our in-house GIS platform.

***Bond Documents Table Preparation and Review:*** SCG will prepare and provide final calculation to the finance team for inclusion in the Preliminary Official Statement (POS) and Official Statement (OS) to include: i) Maximum special tax coverage; ii) Value-to-lien computations; iii) Overlapping debt table; and iv) Effective tax rate schedules. SCG will review the POS, OS and other legal documents as they relate to any items included in the CFD Public Report, the boundary map and any tables SCG provides.

***Vicinity Map:*** SCG will prepare a location and area map for inclusion in the POS and OS.

***Special Tax Certificate:*** SCG will prepare and sign the Special Tax Consultant Certificate that certifies that the maximum special tax rates are sufficient to meet debt service requirements and coverage ratios for bonds to be issued.

**EXHIBIT 'B'**  
**SCHEDULE OF CHARGES**

We propose to be compensated a fixed fee for services performed according to the scope of services included in the RFP Scope of Work. The Annual Administration list of Special Districts and Fee amount are shown below.

**Annual Administration**

Service	FYE 2026(1)	FYE 2027	FYE 2028
Santee Town Center LMD	\$6,500.00	\$6,630.00	\$6,762.60
Santee Roadway Lighting District	\$6,500.00	\$6,630.00	\$6,762.60
Fire Special Tax	\$6,500.00	\$6,630.00	\$6,762.60
Santee LMD	\$4,500.00	\$4,590.00	\$4,681.80
CFD 2017-1	\$7,000.00	\$7,140.00	\$7,282.80
CFD 2017-2	\$3,000.00	\$3,060.00	\$3,121.20
CFD 2015-1	\$100.00	\$102.00	\$104.04
<b>Total</b>	<b>\$34,100.00</b>	<b>\$34,782.00</b>	<b>\$35,477.64</b>

(1) The Annual Administration fee shown above following FY 2025-26 shall increase annually by 2%.

**Optional Services**

Stax Application Services

Service	Annual Fee(2)
Property Finder - Annual Maintenance Cost	\$5,100.00

(2) The Service fee shown above following FY 2025-26 shall increase annually by 2%.

**Delinquency Management Services**

Service	Fee
Delinquency Reminder Fee	\$15
Delinquency Demand Fee	\$35
Foreclosure Letter	\$60
Effect Removal from Tax Roll and Record Subsequent Notice of Satisfaction	\$100
Payment Plan	\$175
Subsequent Foreclosure Services	\$300
Delinquency Demand Payoff (Paid by requestor)	\$50
Zero Demand Payoff (Paid by requestor)	\$50

Fees range for additional services including CFD Formation, Annexation, and Bond Sales Services which would reflect numerous variables that determine the amount of hours required for a individualistic approach for each service. Below are the hourly rates that would be applied to determine the estimated cost of services, which are available upon request.

**Hourly Rates**

Title	Rate
Principal	\$245
Senior Associate	\$175
Associate	\$120
Assistant Analyst	\$110
Mapping Technician	\$85

For additional services for the services performed related to the projects which are not listed herein, compensation shall be stated upon written request of such services or at the hourly rates set forth, together with reimbursement, at cost, for incidental expenses incurred in connection with such services, together with reimbursement for outside services at cost plus 15%.

**EXHIBIT 'C'**  
**ACTIVITY SCHEDULE**

**Section 3.3. Timeline and Deliverables**

Below is a typical administrative timeline outlining the typical service, milestones, and deliverables due described within the scope of services for each type of financing mechanism. Using the City's timeline requirements provided within the RFP, we would recommend the following target dates:

Due Date	Description	Party Responsible	Deliverable
January	SCG provides the City with SB 1029 Reporting	SCG	SB 1029
February	SCG provides the City with Continuing Disclosure Reporting and dissemination	SCG	Disclosure
April	Kick Off Meeting	All	Timeline
April	Preliminary Engineer's Report- Draft	SCG	Prelim ER - Draft
April	Budgets to SCG	City Staff	Budgets
April	City provides SCG their comments/changes to Draft Engineer's Report	City Staff	ER Comments
April	Staff Report / Resolutions Materials for City Council	SCG	EOW Materials
April	Resolution of Engineer of Work City Council Meeting	All	Council Date
May	SCG completes the Preliminary Engineer's Report	SCG	Prelim ER - Final
May	SCG completes the Final Engineer's Report	SCG	Final ER
May	Staff Report / Resolutions Materials for City Council	SCG	ROI Materials
May	Resolution of Intention / Approving the ER	All	Council Date
June	Staff Report / Resolutions Materials for City Council	SCG	PH Materials
June	Public Hearing Notice to be published	City Staff	Notice
July	Resolution of Public Hearing	All	Council Date
July	City Staff provides SCG signed Resolutions approving the Annual Assessments	All	Resolutions
July	SCG prepares Prop 218 Compliance Letter to be signed by City Staff	City Staff	Prop 218 Letter
August	SCG submits the resolution and enrollments to the County Auditor-Controller	SCG	Levies to County
August	SCG submits any parcel rejects to the County Auditor-Controller	SCG	Levies to County
August	SCG provides City with final enrollment reports	SCG	Levy Detail Reports
October	SCG provides the City with CDIAC Reporting	SCG	CDIAC
November	SCG provides the City with SB 165 Reporting	SCG	SB 165
December	SCG provides the City with AB 1666 Reporting	SCG	AB 1666
December	SCG provides the City with AB 2109 Data for State Controller Reporting	SCG	AB 2109



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

## Item 6

**MEETING DATE** January 14, 2026

**ITEM TITLE**    **SECOND READING AND ADOPTION OF AN ORDINANCE OF  
THE CITY COUNCIL OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA, AMENDING TITLE 13, CHAPTER 10, SECTION 045 OF THE SANTEE  
MUNICIPAL CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR  
ACCESSORY DWELLING UNITS TO COMPLY WITH RECENT CHANGES IN STATE  
LAW, AND FINDING THE ACTIONS TO BE STATUTORILY EXEMPT FROM CEQA  
UNDER PUBLIC RESOURCES CODE § 21080.17**

**DIRECTOR/DEPARTMENT** James Jeffries, City Clerk

## SUMMARY

The Introduction and First Reading of the above-entitled Ordinance was approved by unanimous vote at a Regular City Council Meeting on Wednesday, December 10, 2025. The Ordinance is now presented for Second Reading by title only and adoption.

## ENVIRONMENTAL REVIEW

Under California Public Resources Code § 21080.17, the California Environmental Quality Act (CEQA) does not apply to the adoption of an Ordinance by a city or county implementing the provisions of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California's ADU law. Therefore, the adoption of the proposed Ordinance is statutorily exempt from CEQA in that it implements state ADU law.

## FINANCIAL STATEMENT

There is no material direct fiscal impact to the City from this action.

**CITY ATTORNEY REVIEW**  N/A  Completed

## RECOMMENDATION

Conduct the Second Reading and adopt an Ordinance Amending Title 13, Chapter 10, Section 045 of the Santee Municipal Code.

## ATTACHMENTS

## Ordinance



ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AMENDING TITLE 13, CHAPTER 10, SECTION 045 OF THE SANTEE MUNICIPAL  
CODE RELATING TO ACCESSORY DWELLING UNITS AND JUNIOR ACCESSORY  
DWELLING UNITS AND FINDING THE ACTION TO BE STATUTORILY EXEMPT  
FROM CEQA UNDER PUBLIC RESOURCES CODE § 21080.17**

**WHEREAS**, the City of Santee, California (“City”) is a municipal corporation, duly organized under the constitution and laws of the State of California; and

**WHEREAS**, state law authorizes cities to act by ordinance to provide for the creation and regulation of accessory dwelling units (“ADUs”) and junior accessory dwelling units (“JADUs”); and

**WHEREAS**, in recent years, the California Legislature has approved, and the Governor has signed into law, numerous bills that, among other things, amend various sections of the Government Code to impose new limits on local authority to regulate ADUs and JADUs; and

**WHEREAS**, in 2025, the California Legislature approved, and the Governor signed into law, further amendments to state ADU law; and

**WHEREAS**, new updates to state ADU law take effect on January 1, 2026, and for the City’s ADU ordinance to remain valid, it must be amended to reflect the most recent changes to state law; and

**WHEREAS**, the City desires to amend its local regulatory scheme for the construction of ADUs and JADUs to reflect the most recent changes to state law; and

**WHEREAS**, on December 10, 2025, the City Council held a duly-noticed Public Hearing to consider the Ordinance, including: (1) the public testimony and agenda reports prepared in connection with the Ordinance and (2) the policy considerations discussed therein; and

**WHEREAS**, all legal prerequisites to the adoption of the Ordinance have occurred.

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

**SECTION 1. Incorporation.** The recitals above are each incorporated by reference and adopted as findings by the City Council.

**SECTION 2. CEQA.** Under California Public Resources Code section 21080.17, the California Environmental Quality Act (“CEQA”) does not apply to the adoption of an ordinance by a city or county implementing the provisions of Chapter 13 of Division 1 of Title 7 of the California Government Code, which is California’s ADU law. Therefore, adoption of the Ordinance is statutorily exempt from CEQA in that it implements state ADU law.

**SECTION 3. General Plan.** The City Council hereby finds that the adoption of the Ordinance is consistent with the General Plan as a matter of law under Government Code section 66314(c).

**ORDINANCE NO. \_\_\_\_\_**

**SECTION 4. Code Amendment.** Section 13.10.045 of the Santee Municipal Code is hereby amended and restated to read in its entirety as provided in Exhibit A, attached hereto and incorporated herein by this reference.

**SECTION 5. Effective Date.** This Ordinance takes effect 30 days after its adoption.

**SECTION 6. HCD Submittal.** In accordance with Government Code sections 66326 and 66333.5, the City Clerk is directed to submit a copy of this Ordinance to the California Department of Housing and Community Development within 60 days after adoption.

**SECTION 7. Publication.** The City Clerk is directed to certify the adoption of this Ordinance and post or publish this Ordinance as required by law.

**SECTION 8. Custodian of Records.** The custodian of records for this Ordinance is the City Clerk and the records comprising the administrative record are located at [Santee City Hall, City Clerk's Office, 10601 Magnolia Avenue, Building 3, Santee, CA 92071.

**SECTION 9. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held to be invalid by a court of competent jurisdiction, such invalidity has no effect on the other provisions or applications of the Ordinance that can be given effect without the invalid provision or application, and to this extent, the provisions of this Ordinance are severable. The City Council declares that it would have adopted this Ordinance irrespective of the invalidity of any portion thereof.

**INTRODUCED AND FIRST READ** at a Regular Meeting of the City Council of the City of Santee, California, on the 10th day of December 2025, and thereafter **ADOPTED** at a Regular Meeting of the City Council held on this 14th day of January 2026, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN MINTO, MAYOR**

**ATTEST:**

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**JAMES JEFFRIES, CITY CLERK**

**Attachment: Exhibit A**

## Chapter 13.10. RESIDENTIAL DISTRICTS

### §13.10.045. Accessory dwelling units.

- A. Purpose. The purpose of this section is to allow and regulate accessory dwelling units (ADUs) and junior accessory dwelling units (JADUs) in compliance with Chapter 13 of Division 1 of Title 7 of the California Government Code.
- B. Effect of Conforming. An ADU or JADU that conforms to the standards in this section will not be:
  1. Deemed to be inconsistent with the City's general plan and zoning designation for the lot on which the ADU or JADU is located.
  2. Deemed to exceed the allowable density for the lot on which the ADU or JADU is located.
  3. Considered in the application of any local ordinance, policy, or program to limit residential growth.
  4. Required to correct a nonconforming zoning condition, as defined in subsection (C)(10) below. This does not prevent the City from enforcing compliance with applicable building standards in accordance with Health and Safety Code Section 17980.12.
- C. Definitions. As used in this section, terms are defined as follows:
  1. "Accessory dwelling unit" or "ADU" means an attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons and is located on a lot with a proposed or existing primary residence. An accessory dwelling unit also includes the following:
    - a. An efficiency unit, as defined by Section 17958.1 of the California Health and Safety Code; and
    - b. A manufactured home, as defined by Section 18007 of the California Health and Safety Code.
  2. "Accessory structure" means a structure that is accessory and incidental to a dwelling located on the same lot.
  3. "Attached accessory dwelling unit" means an attached ADU that shares at least one wall with the primary dwelling.
  4. "Complete independent living facilities" means permanent provisions for living, sleeping, eating, cooking, and sanitation on the same parcel as the single-family or multifamily dwelling is or will be situated.
  5. "Detached accessory dwelling unit" means a detached ADU that does not share any wall with the primary dwelling.
  6. "Efficiency kitchen" means a kitchen that includes each of the following:
    - a. A cooking facility with appliances.

- b. A food preparation counter and storage cabinets that are of a reasonable size in relation to the size of the ADU or JADU.
- 7. "Junior accessory dwelling unit" or "JADU" means a residential unit that satisfies all of the following:
  - a. It is no more than 500 square feet of interior livable space in size.
  - b. It is contained entirely within an existing or proposed single-family residence. An enclosed use within the residence, such as an attached garage, is considered to be a part of and contained within the single-family residence.
  - c. It includes its own separate sanitation facilities or shares sanitation facilities with the existing or proposed single-family residence.
  - d. Contains its own separate bathroom or, if it does not include a separate bathroom, contains an interior entrance to the main living area of the existing or proposed single-family residence.
  - e. Contains an exterior entrance that is separate from the main entrance to the proposed or existing single-family residence.
  - f. It includes an efficiency kitchen, as defined in subsection (C)(6) above.
- 8. "Livable space" means a space in a dwelling intended for human habitation, including living, sleeping, eating, cooking, or sanitation.
- 9. "Living area" means the interior habitable area of a dwelling unit, including basements and attics, but does not include a garage or any accessory structure.
- 10. "Nonconforming zoning condition" means a physical improvement on a property that does not conform with current zoning standards.
- 11. "Passageway" means a pathway that is unobstructed clear to the sky and extends from a street to one entrance of the ADU or JADU.
- 12. "Proposed dwelling" means a dwelling that is the subject of a permit application and that meets the requirements for permitting.
- 13. "Public transit" means a location, including, but not limited to, a bus stop or train station, where the public may access buses, trains, subways, and other forms of transportation that charge set fares, run on fixed routes, and are available to the public.
- 14. "Tandem parking" means that two or more automobiles are parked on a driveway or in any other location on a lot, lined up behind one another.

D. General Provisions. The following requirements apply to all ADUs and JADUs that are approved under subsections **(F)** and **(G)** below.

- 1. Zoning.
  - a. An ADU or JADU subject only to the limited requirements in subsection **(F)** below may be created on a lot in a residential or mixed-use zone.
  - b. An ADU or JADU subject to the requirements in subsection **(G)** below may be created on a lot that is zoned to allow single-family dwelling residential use or multifamily dwelling residential use.

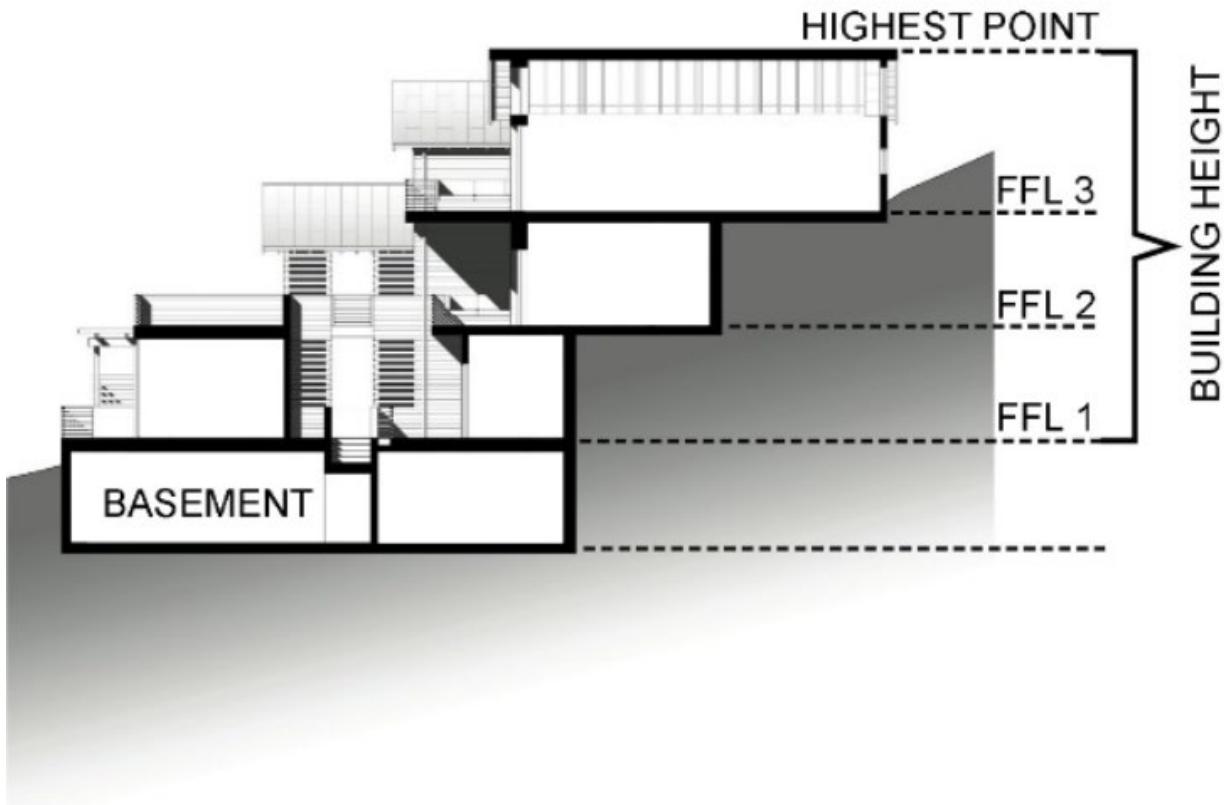
- c. In accordance with Government Code Section 66333(a), a JADU may only be created on a lot zoned for single-family residences.
- 2. Fire Sprinklers. Fire sprinklers are required in an ADU or JADU if sprinklers are required in the primary residence. The construction of an ADU does not trigger a requirement for fire sprinklers to be installed in the existing primary dwelling.
- 3. Rental Term. No ADU or JADU may be rented for a term that is shorter than 30 days. This prohibition applies regardless of when the ADU or JADU was created.
- 4. No Separate Conveyance. An ADU or JADU may be rented, but, except as otherwise provided in Government Code Section 66341, no ADU or JADU may be sold or otherwise conveyed separately from the lot and the primary dwelling (in the case of a single-family lot) or from the lot and all of the dwellings (in the case of a multifamily lot).
- 5. Building and Safety.
  - a. Subject to subsection (D)(5)(b) below, all ADUs and JADUs must comply with all local building code requirements.
  - b. Construction of an ADU does not constitute a Group R occupancy change under the local building code, as described in Section 310 of the California Building Code, unless the building official or Code Compliance officer makes a written finding based on substantial evidence in the record that the construction of the ADU could have a specific, adverse impact on public health and safety. Nothing in this subsection (D)(5)(b) prevents the City from changing the occupancy code of a space that was uninhabitable space or that was only permitted for nonresidential use and was subsequently converted for residential use in accordance with this section.
- 6. Owner Occupancy.
  - a. ADUs are not subject to an owner-occupancy requirement.
  - b. JADUs
    - i. Generally. As required by state law, JADUs are generally subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence.
    - ii. Exceptions. The owner-occupancy requirement in this subsection (D)(6)(b) does not apply in either of the following situations:
      - (A) The JADU has separate sanitation facilities (i.e., does not share sanitation facilities with the existing primary dwelling unit structure).
      - (B) The property is entirely owned by another governmental agency, land trust, or housing organization.
- 7. Height.
  - a. Except as otherwise provided by subsections (D)(7)(b) and (D)(7)(c) below, a detached ADU created on a lot with an existing or proposed single family or multifamily dwelling unit may not exceed 16 feet in height.
  - b. A detached ADU may be up to 18 feet in height if it is created on a lot with an existing or proposed single family or multifamily dwelling unit that is located within one-half mile walking distance of a major transit stop or a high quality transit corridor, as those terms are defined in Section 21155 of the Public Resources Code, and the ADU may be up to

two additional feet in height (for a maximum of 20 feet) if necessary to accommodate a roof pitch on the ADU that is aligned with the roof pitch of the primary dwelling unit.

- c. A detached ADU created on a lot with an existing or proposed multifamily dwelling that has more than one story above grade may not exceed 18 feet in height.
- d. An attached ADU may not exceed the maximum height limit for the applicable zone, as provided in the table below.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Maximum Height	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (two stories)	35 feet (three stories)	45 feet (four stories)	55 feet (five stories)	55 feet (five stories)

e. For purposes of this subsection (D)(7), height means the vertical distance, excluding foundations or understructures or basements, between the elevation of the finished floor level and the peak of the structure. For purposes of this subsection (D)(7), "finished floor level" means the uppermost surface of a floor without any applied finishes, typically the screed finish of a concrete slab or foundation. Multiple finished floor levels may exist in a building or complex of buildings on a site depending on topographical conditions, however the height calculation shall be based on the maximum length between a finished floor level of a structure and the highest point of that structure (see diagram below).



8. **Deed Restriction.** Prior to issuance of a certificate of occupancy for an JADU, a deed restriction must be recorded against the title of the property in the County Recorder's office and a copy filed with the Director. The deed restriction must run with the land and bind all future owners. The form of the deed restriction will be provided by the city and must provide that:
  - a. The JADU may not be sold separately from the primary dwelling.
  - b. The JADU is restricted to the approved size and to other attributes allowed by this section.
  - c. The deed restriction runs with the land and may be enforced against future property owners.
  - d. The deed restriction may be removed if the owner eliminates the JADU, as evidenced by, for example, removal of the kitchen facilities. To remove the deed restriction, an owner may make a written request of the Director, providing evidence that the JADU has in fact been eliminated. The Director may then determine whether the evidence supports the claim that the JADU has been eliminated. Appeal may be taken from the Director's determination consistent with other provisions of this Code. If the JADU is not entirely physically removed, but is only eliminated by virtue of having a necessary component of an JADU removed, the remaining structure and improvements must otherwise comply with applicable provisions of this Code.
  - e. The deed restriction is enforceable by the director or his or her designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.
9. **Certificate of Occupancy Timing.**
  - a. **Generally.** No certificate of occupancy for an ADU or JADU may be issued before the certificate of occupancy is issued for the primary dwelling unit.
  - b. **Limited Exception for State-declared Emergencies.** Notwithstanding subsection (D)(9)(a) above, a certificate of occupancy for an ADU may be issued before a certificate of occupancy for the primary dwelling if each of the following requirements are met:
    - i. The county is subject to a proclamation of a state of emergency made by the California Governor on or after February 1, 2025.
    - ii. The primary dwelling was substantially damaged or destroyed by an event referenced in the Governor's state of emergency proclamation.
    - iii. The ADU has been issued construction permits and has passed all required inspections.
    - iv. The ADU is not attached to the primary dwelling.

#### **E. Action on Building Permit Application.**

1. Applications to create an ADU or JADU in accordance with this section will be considered and approved ministerially, without discretionary review or a hearing.
2. **Completeness.**
  - a. **Determination in 15 days.** The city will determine whether an application to create or serve an ADU or JADU is complete and will provide written notice of the determination to the applicant within 15 business days after the city receives the application submittal.
  - b. **Incomplete items.** If the city's determination under subsection (E)(2)(a) above is that the application is incomplete, the city's notice must list the incomplete items and describe how the application can be made complete.

- c. Cure. After receiving a notice that the application is incomplete, the applicant may cure and address the items that were deemed by the city to be incomplete.
- d. Subsequent submittals. If the applicant submits additional information to address incomplete items, within 15 business days of the subsequent submittal the city will determine in writing whether the additional information remedies all the incomplete items that the city identified in its original notice. The city may not require the application to include an item that was not included in the original notice.
- e. Deemed complete. If the city does not make a timely determination as required by this subsection (2), the application or resubmitted application is deemed complete for the purposes of subsection (E)(3) below.
- f. Appeal of incompleteness. An applicant may appeal the city's determination that the application is incomplete by submitting a written appeal to the city clerk. The city council will review the written appeal and affirm or reverse the completeness determination and provide a final written determination to the applicant within 60 business days after receipt of the appeal.

3. The City must approve or deny an application to create an ADU or JADU within 60 days from the date that the City receives a complete application. If the City has not approved or denied the completed application within 60 days, the application is deemed approved unless either:
  - a. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay, or
  - b. When an application to create an ADU or JADU is submitted with a permit application to create a new single-family or multifamily dwelling on the lot, the City may delay acting on the permit application for the ADU or JADU until the City acts on the permit application to create the new single-family or multifamily dwelling, but the application to create the ADU or JADU will still be considered ministerially without discretionary review or a hearing.
4. If the City denies an application to create an ADU or JADU, the City must provide the applicant with comments that include, among other things, a list of all the defective or deficient items and a description of how the application may be remedied by the applicant. Notice of the denial and corresponding comments must be provided to the applicant within the 60-day time period established by subsection (E)(3) above.
5. An applicant may appeal the city's denial of the application by submitting a written appeal to the city clerk. The city council will review the written appeal and affirm or reverse the denial and provide a final written determination to the applicant within 60 business days after receipt of the appeal.
6. A demolition permit for a detached garage that is to be replaced with an ADU is reviewed with the application for the ADU and issued at the same time.

#### F. ADUs and JADUs Subject to Limited Requirements.

1. If an ADU or JADU complies with each of the general requirements in subsection D above, it is allowed with only a building permit in each of the scenarios provided in this subsection (F)(1). An ADU and JADU approved under subsection (F)(1)(a) may be combined with an ADU approved under subsection (F)(1)(b), and ADUs approved under subsection (F)(1)(c) may be combined with ADUs approved under subsection (F)(1)(d):

- a. Converted on Lot with Single-Family Residence. One ADU as described in this subsection (F)(1)(a) and one JADU on a lot with a proposed or existing single-family residence on it, where the ADU or JADU:
  - i. Is either: within the space of a proposed single-family residence; within the existing space of an existing single-family residence; or (in the case of an ADU only) within the existing space of an accessory structure, plus up to 150 additional square feet if the expansion is limited to accommodating ingress and egress.
  - ii. Has exterior access that is independent of that for the single-family residence.
  - iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.
  - iv. The JADU complies with the requirements of Government Code Section 66333 through 66339.
- b. Limited Detached or Attached on Lot with Single-Family Residence. One detached or attached, new-construction ADU on a lot with a proposed or existing single-family residence (in addition to any JADU that might otherwise be established on the lot under subsection (F)(1)(a) above), if the ADU satisfies the following limitations:
  - i. The side- and rear-yard setbacks are at least four feet.
  - ii. The total floor area is 800 square feet or smaller.
  - iii. The peak height does not exceed the applicable height limit provided in subsection (D)(7) above.
- c. Converted on Multifamily Lot. One or more ADUs within portions of existing multifamily dwelling structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each converted ADU complies with state building standards for dwellings. Under this subsection (F)(1)(c), at least one converted ADU is allowed within an existing multifamily dwelling, and up to 25% of the existing multifamily dwelling units may each have a converted ADU under this paragraph.
- d. Limited Detached on Multifamily Lot. No more than two detached ADUs on a lot that has an existing or proposed multifamily dwelling, or up to eight detached ADUs on a lot with an existing multifamily dwelling, if each detached ADU satisfies the following limitations:
  - i. The side- and rear-yard setbacks are at least four feet. If the existing multifamily dwelling has a rear or side yard setback of less than four feet, the City will not require any modification to the multifamily dwelling as a condition of approving the ADU.
  - ii. The peak height does not exceed the applicable height limit provided in subsection (D)(7) above.
  - iii. If the lot has an existing multifamily dwelling, the quantity of detached ADUs does not exceed the number of primary dwelling units on the lot.

G. ADUs Subject to Additional Objective Requirements. A proposed ADU that does not conform to the standards set forth in subsection (F) is allowed with only a building permit if it complies with all of the objective standards set forth below.

1. Maximum Size.
  - a. The maximum size of a detached or attached ADU subject to this subsection (G) is 850 square feet of interior livable space for a studio or one-bedroom unit and 1,000 square feet of interior livable space for a unit with two or more bedrooms.
  - b. An attached ADU that is created on a lot with an existing primary dwelling is further limited to 50 percent of the floor area of the existing primary dwelling.
  - c. Application of other development standards in this subsection (G), such as lot coverage or open space, might further limit the size of the ADU, but no application of lot coverage, front

setback, or open-space requirements may require the ADU to be less than 800 square feet.

2. Setbacks.

a. An ADU that is subject to this subsection (G) must conform to the applicable front yard setback as provided in the table below, subject to subsection (G)(1)(c) above.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Front Setbacks (in feet)	30	20	20	20	20	10	10	10

b. An ADU that is subject to this subsection (G) must conform to four-foot side- and rear-yard setbacks.

c. No setback is required for an ADU that is subject to this subsection (G) if the ADU is constructed in the same location and to the same dimensions as an existing structure.

3. Lot Coverage. No ADU subject to this subsection (G) may cause the total lot coverage of the lot to exceed the maximum for the applicable zone, as shown in the table below, subject to subsection (G)(1)(c) above.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Maximum Lot Coverage	25%	30%	35%	40%	55%	60%	70%	75%

4. Minimum Private Open Space. No ADU subject to this subsection (G) may cause the total percentage of open space of the lot to fall below the minimum for the applicable zone, as shown in the table below, subject to subsection (G)(1)(b) above.

Residential District	HL	R-1	R-1A	R-2	R-7	R-14	R-22	R-30
Private Open Space (in sq. feet per unit)	—	—	—	—	100	100	60	60

5. Passageway. No passageway, as defined by subsection (C)(10) above, is required for an ADU.

6. Parking.

a. Generally. One off-street parking space is required for each ADU. The parking space may be provided in setback areas or as tandem parking, as defined by subsection (C)(14) above.

b. Exceptions. No parking under subsection (G)(6)(a) is required in the following situations:

- The ADU is located within one-half mile walking distance of public transit, as defined in subsection (C)(13) above.
- The ADU is located within an architecturally and historically significant historic district.
- The ADU is part of the proposed or existing primary residence or an accessory structure under subsection (F)(1)(a) above.
- When on-street parking permits are required but not offered to the occupant of the ADU.
- When there is an established car share vehicle stop located within one block of the ADU.
- When the permit application to create an ADU is submitted with an application to create a new single-family or new multifamily dwelling on the same lot, provided that the ADU or the lot satisfies any other criteria listed in subsections (G)(6)(b)(i) through (v) above.

- c. No Replacement. When a garage, carport, or covered parking structure is demolished in conjunction with the construction of an ADU or converted to an ADU, those off-street parking spaces are not required to be replaced.
- d. Parking Space Size. Each unclosed parking space shall be at least nine feet wide and 19 feet long. Each parking space that is provided in an enclosed garage shall be at least 12 feet wide and 20 feet long and have at least seven and a half feet vertical clearance.

7. Historical Protections. The architectural treatment of an ADU to be constructed on or within 600 feet of a lot that has an identified historical resource listed in the California Register of Historic Resources must be located so as to not be visible from any public right-of-way.

#### H. Fees.

- 1. Impact Fees.
  - a. No impact fee is required for an ADU that is less than 750 square feet in size. For purposes of this subsection (H), "impact fee" means a "fee" under the Mitigation Fee Act (Gov. Code Section 66000(b)) and a fee under the Quimby Act (Gov. Code Section 66477). "Impact fee" here does not include any connection fee or capacity charge for water or sewer service.
  - b. Any impact fee that is required for an ADU that is 750 square feet or larger in size must be charged proportionately in relation to the square footage of the primary dwelling unit. (E.g., the floor area of the ADU, divided by the floor area of the primary dwelling, times the typical fee amount charged for a new dwelling.)
  - c. All applicable development impact fees for an ADU proposed to be constructed on a lot with a proposed or existing single family residence shall be waived for a five-year trial period, commencing on September 27, 2019, and ending on September 27, 2024.
  - d. A JADU or ADU with less than 500 square feet of interior livable space does not increase assessable space by 500 square feet for purposes of Education Code section 17620(a)(1)(C), and is therefore not subject to school fees under Education Code section 17620.

I. Nonconforming Zoning Code Conditions, Building Code Violations, and Unpermitted Structures.

- 1. Generally. The City will not deny an ADU or JADU application due to a nonconforming zoning condition, building code violation, or unpermitted structure on the lot that does not present a threat to the public health and safety and that is not affected by the construction of the ADU or JADU.
- 2. Unpermitted ADUs Constructed Before 2020.
  - a. Permit to Legalize. As required by state law, the City may not deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if denial is based on either of the following grounds:
    - i. The ADU or JADU violates applicable building standards, or
    - ii. The ADU or JADU does not comply with the state ADU or JADU law or this ADU ordinance (Santee Municipal Code Section **13.10.045**).
  - b. Exceptions:
    - i. Notwithstanding subsection (I)(2)(a) above, the City may deny a permit to legalize an existing but unpermitted ADU or JADU that was constructed before January 1, 2020, if the City makes a finding that correcting a violation is necessary to comply with the standards specified in California Health and Safety Code section 17920.3.
    - ii. Subsection (I)(2)(a) above does not apply to a building that is deemed to be substandard in accordance with California Health and Safety Code Section 17920.3.



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 7

### MEETING DATE

January 14, 2026

**ITEM TITLE** A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING RESOLUTION NO. 134-2025, REGARDING THE CITY'S INTENTION TO VACATE EXCESS RIGHT-OF-WAY (VAC-2025-0001), SOLELY TO REVISE THE DATE FOR THE PUBLIC HEARING AND CLARIFY THE PROPERTY'S APN (LOCATION: 701 PARK CENTER DRIVE, PORTION OF APN 381-032-29)

### DIRECTOR/DEPARTMENT

Carl Schmitz, Engineering

A handwritten signature in blue ink that appears to read "S".

### SUMMARY

On December 10<sup>th</sup>, 2025 the City adopted Resolution No. 134-2025 to initiate the process for the vacation of City-owned real property approximately .26 acres in size located at 701 Park Center Drive (portion of APN 381-032-29) ("Property"). Resolution No. 134-2025 contained an error listing January 24, 2026 as the hearing date for said vacation, however, January 24 is not a regular public meeting of the City Council. Additionally, Resolution No. 134-2025 had an erroneous reference to the Property's APN.

The proposed resolution attached to this item amends Resolution No. 134-2025 to clean up these errors, revising the public hearing date to take place on the regular meeting date of January 28, 2026 and clarifying the correct APN applicable to the Property.

### ENVIRONMENTAL REVIEW

Adoption of this amendment to the Resolution of Intent to Vacate area along Park Center Drive is not a "project" under the California Environmental Quality Act (Public Resources Code Section 21000 et seq.) ("CEQA"), as it is an administrative activity of government and does not have the potential to result in a direct or reasonably foreseeable indirect physical change in the environment. (State CEQA Guidelines, § 15378.) Even if the City's action is considered a project under CEQA, it is exempt from environmental review under State CEQA Guidelines Section 15061(b)(3) as the activity does not have the potential for causing a significant effect on the environment.

### FINANCIAL STATEMENT



There is no financial impact from this action.

### CITY ATTORNEY REVIEW

N/A       Completed

### RECOMMENDATION

Adopt attached Resolution

### ATTACHMENTS

Resolution (with Exhibit A and Exhibit B)



**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING  
RESOLUTION NO. 134-2025, REGARDING THE CITY'S INTENTION TO VACATE  
EXCESS RIGHT-OF-WAY (VAC-2025-0001), SOLELY TO REVISE THE DATE FOR  
THE PUBLIC HEARING AND CLARIFY THE PROPERTY'S APN**

**LOCATION: 701 PARK CENTER DRIVE, PORTION OF APN 381-032-29**

**WHEREAS**, the City of Santee (the "City") owns in fee simple approximately .26 acres of real property near Park Center Drive in the City of Santee known as a portion of APN 381-032-29 and more fully described in attached Exhibits "A" and "B" (the "Property"); and

**WHEREAS**, City staff has determined that the Property is excess right-of-way that is no longer necessary for current or future City uses; and

**WHEREAS**, on December 10, 2025 the City Council adopted Resolution No. 134-2025 which, among other things, set a public hearing date of January 24, 2026 for consideration of the City's intent to vacate the Property; and

**WHEREAS**, the hearing date stated in Resolution No. 134-2025 was incorrect and does not fall on a regular Council meeting date; and

**WHEREAS**, the City Council desires to revise the public hearing date to January 28, 2026, which is a regular meeting date of the City Council, in order to facilitate orderly conduct of the hearing; and

**WHEREAS**, Resolution No. 134-2025 also contained a typographical error pertaining to the Property's APN and the City Council also desires to clarify the correct APN for the Property; and

**WHEREAS**, the correct APN that applies to the Property is: APN 381-032-029. All other descriptions of the Property contained in Resolution No. 134-2025 were, and remain, correct; and

**WHEREAS**, all other provisions of Resolution No. 134-2025 remain in full force and effect.

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

**SECTION 1.** The public hearing date set forth in Resolution No. 134-2025 relating to the City's proposed vacation of the Property is hereby revised to January 28, 2026. It is further clarified that the Property is part of APN 381-032-029.

**SECTION 2.** Except as expressly amended herein, all other provisions of Resolution No. 134-2025 remain in full force and effect.

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 14<sup>th</sup> day of January 2026, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**JAMES JEFFRIES, CITY CLERK**

Attachment: Exhibit "A" – Legal Description  
Exhibit "B" – Plat

**EXHIBIT A**  
**LEGAL DESCRIPTION**  
**CITY OF SANTEE**

Being a portion of the Lands of the City of Santee as described in the Grant Deed document number 1994-0443325, San Diego County Official Records, recorded on July 15, 1994, being a portion of Parcel 1 as shown on the Parcel Map No. 12651, filed April 1, 1983. More Particularly described as follows:

Beginning at the Southeast corner of said Parcel 1, thence along the east boundary of said Parcel 1, North 00°16'36" East, 319.82 feet;

Thence leaving the said east boundary, North 89°39'55" West, 22.04 feet, more or less, to the eastern right of way of Park Center Drive;

Thence along the said right of way, South 00°17'59" West, 76.30 feet, to a curve to the right;

Thence southerly along the said curve with a radius of 535.00 feet, included angle of 19°22'24", for an arc length of 180.90 feet;

Thence South 19°40'23" West, 69.97 feet, to a point on the southern boundary of said Parcel 1;

Thence along the said southern boundary of Parcel 1, South 89°39'55" East, 75.67 feet, more or less to the Point of Beginning.

Containing 11,606 sq ft, more or less

Attached hereto and made a part of this legal description is a plat labeled Exhibit "B".

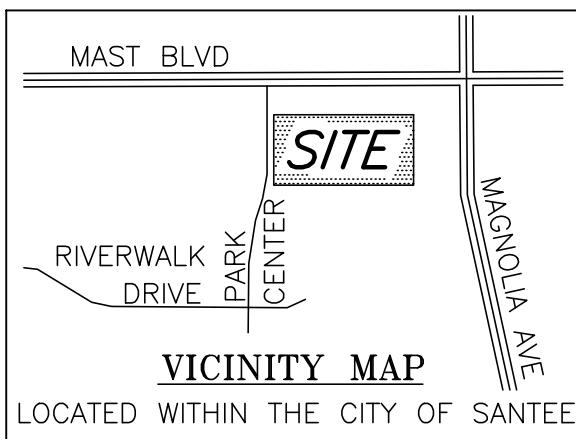
This description was prepared by me or under my direction in October 2025

RAM

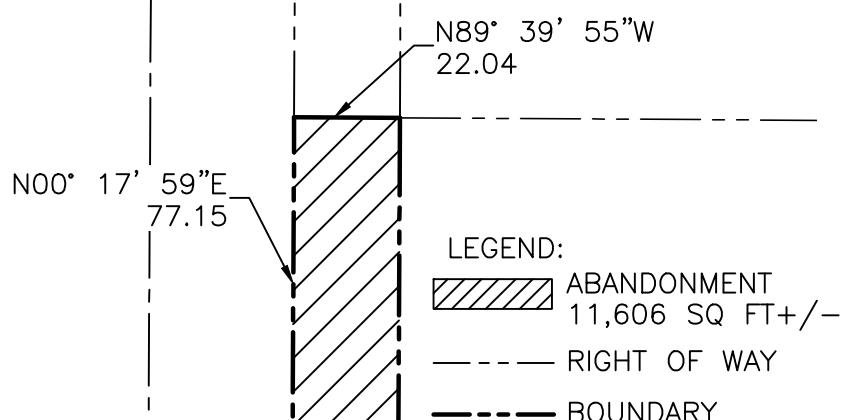
Richard A Maddock, PLS 8131

Nov 20, 2025  
Date:



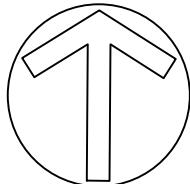


**PARCEL 1**  
**PARCEL MAP No. 12651**



L=179.21, R=530.00, D=019°22'25"

LANDS OF THE  
CITY OF SANTEE  
DOC 1994-0443325  
APN 381-032-029



0 40 80 Feet



LANDS OF  
SANTEE 5 INV. LLC.  
DOC 2024-0118552.

*Ram*

**EXHIBIT B**

ABANDONMENT  
LANDS OF CITY OF SANTEE  
DOC 1994-0443325

SHEET 1 OF 1

**UNICO**  
ENGINEERING

110 BLUE RAVINE RD SUITE 101 | FOLSOM, CA 95630  
PHONE: 916.900.6623 | [unicoengineering.com](http://unicoengineering.com)



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 8

**MEETING DATE** January 14, 2026

**ITEM TITLE** RESOLUTION PROCLAMING THE TERMINATION OF THE EXISTENCE OF A LOCAL EMERGENCY RELATING TO EXTREME FIRE RISK IN THE SAN DIEGO RIVER CORRIDOR AND THE COMPLETION OF THE DEFENSIBLE SPACE MAINTENANCE TO MITIGATE FIRE RISK; AND FINDING SUCH ACTION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15269(c)

**DIRECTOR/DEPARTMENT** Wendy Kaserman, City Manager

### **SUMMARY**

On June 25, 2025, pursuant to Santee Municipal Code Section 2.32.060 the City Council proclaimed an emergency due to the existence or threatened existence of a local emergency upon request from the Interim City Manager, authorizing the maintenance of ten existing defensible space areas in the San Diego River Corridor.

Maintenance of these defensible space areas is now 100% complete, and the situation resulting from conditions of extreme peril in the San Diego River Corridor is now deemed to be less extreme and within the ability of protective services, personnel, equipment, and facilities with the City of Santee to respond, such that the local emergency no longer exists.

Government Code Section 8630 requires the Council to terminate the emergency at the earliest possible date that conditions warrant. Therefore, the City Manager asks that City Council proclaim the termination of the existence of the local emergency. The City has ensured the maintenance of significant defensible space that will help to safeguard life, health, and property from immediate fire risk in the San Diego River Corridor, thereby improving the ability to the City's Fire Department to respond to fires in the area.

The following costs were associated with the defensible space maintenance FY 25/26:

Herbicide	\$4,070.00
Small Tools/Supplies	330.00
Personal Protective Equipment	<u>3,000.00</u>
Total	\$7,400.00

### **ENVIRONMENTAL REVIEW**

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

### **FINANCIAL STATEMENT**

The cost to maintain the defensible space for FY 2025-26 totaled \$7,400.00 and was budgeted in the FY 2025-26 Community Services Operating Budget.





# CITY OF SANTEE

## COUNCIL AGENDA STATEMENT

### CITY ATTORNEY REVIEW

N/A       Completed

### RECOMMENDATION

Adopt the attached Resolution to terminate the local emergency.

### ATTACHMENTS

Resolution



**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE PROCLAIMING THE TERMINATION OF THE EXISTENCE OF A LOCAL EMERGENCY RELATING TO EXTREME FIRE RISK IN THE SAN DIEGO RIVER CORRIDOR AND THE COMPLETION OF THE DEFENSIBLE SPACE MAINTENANCE TO MITIGATE FIRE RISK**

**WHEREAS**, California Government Code sections 8558(c) and 8630 authorize the proclamation of a local emergency when conditions of extreme peril to the safety of persons and property within the territorial limits of a city exist; and

**WHEREAS**, pursuant to Government Code section 8630, such an emergency may be proclaimed by the governing body or by an official designated by ordinance adopted by the governing body; and

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

**WHEREAS**, on June 25, 2025, the City Council proclaimed an emergency due to extreme fire risk in the San Diego River Corridor and authorized the maintenance of ten existing defensible space areas; and

**WHEREAS**, now the maintenance of such defensible space areas is 100% complete and the City Council has reviewed the need to continue the existence of a local emergency; and

**WHEREAS**, the situation resulting from conditions of extreme peril in the San Diego River Corridor is now deemed to be less extreme and within the ability of protective services, personnel, equipment, and facilities within the City of Santee to respond, such that the local emergency no longer exists.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Santee, California does hereby proclaim that the local emergency relating to extreme fire risk in the San Diego River Corridor, is hereby terminated.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 14<sup>th</sup> day of January 2026, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**JAMES JEFFRIES, CITY CLERK**



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 9

**MEETING DATE** January 14, 2026

**ITEM TITLE** RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE TWO SERVICES AGREEMENTS WITH THE EAST COUNTY TRANSITIONAL LIVING CENTER (ECTLC) AND SAN DIEGO HABITAT FOR HUMANITY FOR PERMANENT LOCAL HOUSING ALLOCATION (PLHA) GRANT-FUNDED HOMELESS OUTREACH AND ACCESSIBILITY MODIFICATIONS FOR LOWER-INCOME PROPERTY OWNERS

**DIRECTOR/DEPARTMENT** Wendy Kaserman, City Manager

### **SUMMARY**

In 2017, Senate Bill 2 created the Permanent Local Housing Allocation (“PLHA”) Program. The Program is funded by monies deposited in the Building Homes Jobs Trust Fund, which is generated through a \$75 fee on all recorded real estate transactions in the State of California. The PLHA Program provides a permanent source of funding to cities and counties to address the unmet need for affordable housing and to increase the supply of affordable housing units.

Under the PLHA, funding is provided to entitlement jurisdictions based on the formula prescribed under federal law for the Community Development Block Grant (CDBG) Program over a five-year funding period. Eligible entities can fund two or more eligible activities under the program. The City selected PLHA Activity # 6 (Assisting Persons that are Homeless or at Risk of Homelessness) and Activity # 7 (Accessibility Modifications in Lower-Income Owner-Occupied Housing). Activity # 6, specifically homeless outreach, was chosen because the Community Development Block Grant – Coronavirus (CDBG-CV) and American Rescue Plan Act (ARPA) funding previously used for homeless outreach has been exhausted, and Activity # 7 was selected because it furthers Objective 1.0 (Conserve and Improve the Condition of Existing Housing Stock) of the City’s Sixth Cycle 2021-29 Housing Element.

In 2025, the Department of Housing and Community Development (“HCD”) allocated up to \$433,336 in PLHA Program funds to the City through the State of California – Department of General Services Standard Agreement Number 24-PLHA-18631. This allocation covers the last three funding periods of the five-year allocation (Fiscal Year (FY) 2023/24 through FY 2027/28) which will fund the services agreement awards. The City will not be eligible to receive additional PLHA Program funding until FY 2028/29.

Pursuant to Santee Municipal Code Section 3.24.170, grant-funded contracts are exempt from formal bidding requirements and may be procured through a competitive informal solicitation process. This provision authorizes award based on demonstrated competence and qualifications at a fair and reasonable price, rather than low bid alone. In accordance with these provisions, City staff conducted a formal Request for Proposals (RFP-40040) process that met or exceeded informal solicitation standards.



The RFP was issued on October 10, 2025, and publicly advertised through the City's website. The solicitation sought qualified service providers to prepare and submit proposals for two activities: homeless outreach services and accessibility modifications in lower-income owner-occupied housing. In accordance with PLHA regulations, the RFP sought to allocate funding for the following purposes:

- Fifty-five percent of the funding to assist persons who are experiencing homelessness or are at risk of homelessness by providing homeless outreach services in Santee with resources leading to more permanent housing (Activity # 6).
- Forty percent of the PLHA funding will provide accessibility modifications for lower-income (60% of Area Median Income or lower) owner-occupied housing, including manufactured homes (Activity # 7).
- In addition, the City will utilize up to no more than 5% of the allocation for costs related to administration of the PHLA Program.

Three (3) proposals were received by the November 12, 2025, deadline: one for Activity # 7 (Accessibility Modifications) and two for Activity # 6 (Homeless Outreach Services). A staff evaluation committee composed of representatives from Community Services, Planning & Building and City Manager's Departments reviewed and scored all submittals based on the RFP criteria. The criteria included proposal completeness, staff qualifications, project approach, and cost-effectiveness.

Following the initial evaluations, all three applicants were invited to participate in formal interviews held on November 24, 2025, for Accessibility Modifications and December 15, 2025, for Homeless Outreach Services. After a detailed assessment of qualifications, methodology, and interview performance, the ECTLC and San Diego Habitat for Humanity were determined to be the most qualified and responsive service providers, offering the best overall value to the City. ECTLC's homeless outreach program is anticipated to be very similar to the one previously provided by PATH San Diego. ECTLC expects to engage with 50 unique homeless persons annually, with approximately 25 persons engaged, receiving housing placement.

San Diego Habitat for Humanity's accessibility modifications program will be a new program for Santee. As part of their services, they will develop a program to accept applications, determine eligibility of applicants, manage the construction of accessibility improvements and coordinate with the City's Building Division to ensure that accessibility improvements are eligible and completed in accordance with the California Building Code. Between 7 and 11 households will be served by this program, dependent upon the actual costs of accessibility improvements completed. A component of both agreements is quarterly reporting so the City knows how many persons and households were served and can assess the overall effectiveness of their services.



## **FINANCIAL STATEMENT**

Funding is provided through the PLHA grant awarded to the City in September 2025 for a total amount of \$433,336. The East County Transitional Living Center contract will be awarded in the amount of \$238,000, and the San Diego Habitat for Humanity contract is in the amount of \$173,334, over a period of three FYs. While the total funding is allocated per fiscal year, HCD allows for program expenditure flexibility so that the annual actual expenditures are not required to match annual HCD allocations. In addition to the contract funding, \$21,667, which represents 5% of the grant award, has been allocated for the City's administrative costs over the three FY contract term.

## **CITY ATTORNEY REVIEW** N/A • Completed

## **RECOMMENDATION**

Adopt the Resolution:

- 1) Awarding a three-year services agreement to ECTLC for homeless outreach services in the amount of \$238,000; and
- 2) Awarding a three-year services agreement to San Diego Habitat for Humanity for accessibility modifications for lower-income property owners in the amount of \$173,334; and
- 3) Authorizing the City Manager to execute all necessary contract documents for both services agreements on behalf of the City.

## **ATTACHMENT**

Resolution



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTORIZING THE CITY MANAGER TO EXECUTE TWO SERVICES  
AGREEMENTS WITH THE EAST COUNTY TRANSITIONAL LIVING CENTER  
(ECTLC) AND SAN DIEGO HABITAT FOR HUMANITY FOR PERMANENT LOCAL  
HOUSING ALLOCATION (PLHA) GRANT-FUNDED HOMELESS OUTREACH AND  
ACCESSIBILITY MODIFICATIONS FOR LOWER-INCOME PROPERTY OWNERS**

**WHEREAS**, the City of Santee issued RFP No. 40040 on October 10, 2025, soliciting proposals from qualified service providers to provide PLHA funded homeless outreach services and accessibility modifications in lower-income owner-occupied housing; and

**WHEREAS**, the City received three (3) proposals and conducted formal interviews with two homeless outreach service providers on December 15, 2025, and one accessibility improvements service provider on November 24, 2025, in accordance with Santee Municipal Code Chapter 3.24.170 governing the procurement of grant-funded services; and

**WHEREAS**, following evaluation, the City determined the East County Transitional Living Center was the most qualified homeless outreach service provider and San Diego Habitat for Humanity was the most qualified accessibility improvements service provider based on their respective demonstrated experience, project approach, and cost; and

**WHEREAS**, both service providers' proposals are incorporated into each Services Agreement, and the East County Transitional Living Center has agreed to perform the Activity # 6 (Homeless Outreach) scope of work described therein for a not-to-exceed amount of \$238,000; and San Diego Habitat for Humanity has agreed to perform the Activity # 7 (Accessibility Modifications for Lower-Income Property Owners) scope of work described therein for a not-to-exceed amount of \$173,334; and In addition to the contract funding, \$21,667 has been allocated for the City's administrative costs over the three FY contract term; and

**WHEREAS**, sufficient Permanent Local Housing Allocation (PLHA) funds are available for these services, which have been allocated to the City through State of California – Department of General Services Standard Agreement Number 24-PLHA-18631.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California, that:

**Section 1:** The City Council hereby awards a multi-year contract for Homeless Outreach Services to the East County Transitional Living Center in a total amount not-to-exceed \$238,000 through June 30, 2028.

**Section 2:** The City Council hereby awards multi-year contract for Accessibility Modifications for Lower-Income Property Owners to San Diego Habitat for Humanity in a total amount not-to-exceed \$173,334 through June 30, 2028.

**RESOLUTION NO.**

**Section 3:** The City Council authorizes the City Manager to execute the Services Agreements with the East County Transitional Living Center and San Diego Habitat for Humanity for these respective programs.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 14<sup>th</sup> day of January 2026, by the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**JAMES JEFFRIES, CITY CLERK**



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 10

**MEETING DATE** January 14, 2026

**ITEM TITLE** FEASIBILITY STUDY FOR THE CONSTRUCTION OF A FOURTH FIRE STATION IN NORTHEAST SANTEE - STAFF UPDATE ON PROGRESS AND SITE, STAFFING, AND EQUIPMENT PROCUREMENT RECOMMENDATION

**DIRECTOR/DEPARTMENT** Harley Wallace, Fire Chief *HW*

### **SUMMARY**

On March 22, 2023, the City received the Community Risk Assessment and Long-Range Master Plan presentation from AP Triton, LLC. This report highlighted the need for an additional fire station in northeastern Santee to address prolonged response times to this area of the City. On February 12, 2025, the City Council authorized the appropriation of funds to utilize the existing professional services contract with COAR Design Group for design services for fire station infrastructure projects to conduct a feasibility study for a fourth fire station in the northeastern portion of Santee. On May 28, the Council directed staff to proceed with the feasibility study for locating a temporary and future permanent fire station on two City-owned properties, the former baseball field site within Woodglen Vista Park and the current City Hall campus. The Council also directed staff to obtain concurrence from the County of San Diego that the land use restrictions on Woodglen Vista Park would not prohibit the City from operating an interim or permanent fire station at that site prior to expending funds on a feasibility study. After positive discussion between City and County of San Diego staff regarding the potential to operate a fire station at Woodglen Vista Park, COAR Design Group was given direction to move forward with the feasibility study on August 12, 2025.

The feasibility report produced by COAR determined that both an interim and a permanent fire station could be accommodated at both City Hall and Woodglen Vista Park. The development of a permanent fire station at City Hall would require the demolition of both buildings 7 and 8 on the City Hall campus, while an interim fire station would occupy a significant portion of the existing City Hall parking lot. To improve response times to northeastern Santee as expeditiously as possible and minimize disruption to activities at City Hall, staff is recommending the City focus on constructing an interim fire station on the former ballfield site at Woodglen Vista Park. Both locations would remain viable options for a permanent future facility when funding is available for the construction of a permanent fire station.

### **FINANCIAL STATEMENT** *✓*

No expenditure of funds is requested at this time. The projected cost to design and construct an interim fire station at Woodglen Vista Park is \$4,663,250, including a 15% contingency fund. The anticipated annual non-personnel operating expense of an interim fire station is \$87,520. The annual cost of staffing an additional fire station in Santee depends on the staffing model selected and could range from no additional impact to \$1,721,000. Depending on the staffing and fire engine deployment model selected, additional expenses with purchasing and outfitting an additional fire engine could range from \$350,000 to \$1,600,000. The cost to construct a permanent fire station at Woodglen Vista Park is estimated at \$27,140,000, and the cost to construct a permanent fire station at City Hall is estimated at \$34,040,000. Both permanent fire station cost estimates include a 15% contingency fund.





# CITY OF SANTEE

## COUNCIL AGENDA STATEMENT

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**CITY ATTORNEY REVIEW**     N/A •  Completed

**RECOMMENDATION**

Receive presentation and provide direction to staff.

**ATTACHMENT**

Staff Report  
COAR Site Feasibility Report



**STAFF REPORT**  
**ESTIMATE OF CONSTRUCTION COSTS, OPERATIONAL COSTS, AND STAFFING**  
**PROPOSALS FOR THE OPERATION OF A FOURTH FIRE STATION IN**  
**NORTHEAST SANTEE**

**January 14, 2026**

**Background**

The City recently received the completed feasibility report from COAR Design Group to analyze potential options for an interim and future permanent fire station to serve the northeastern portion of Santee. This report was authorized by Council on February 25, 2025, to provide options to address prolonged response times for this area of the City.

**Staff Recommendation**

The feasibility study completed by COAR Design Group determined that both the City Hall campus and Woodglen Vista Park could support the operation of an interim fire station and the future construction of a permanent fire station facility. Constructing a permanent fire station at City Hall would require the demolition of buildings 7 and 8, which are currently used for Community Services Department classes, community rentals, and storage for City equipment. In addition, an interim fire station and the construction staging area for the new fire station would occupy a significant portion of the City Hall parking lot. Additionally, the demolition of existing buildings and site constraints at City Hall would make this a more expensive project. To effectively serve the northeastern portion of the City as quickly as possible, staff is recommending the City pursue an interim fire station utilizing a portion of the former ballfields at Woodglen Vista Park. City Hall and Woodglen Vista Park would both remain viable options for the consideration of the future permanent facility. The feasibility report provided by COAR is included as an attachment to this report.

The quitclaim deed that transferred ownership of Woodglen Vista Park from the County of San Diego to the City of Santee in 1983 contained a deed restriction that required the park to continue to be used for park purposes. Upon further review by County of San Diego staff, the County received funding from the United States Department of Housing and Urban Development (HUD) to pay for the acquisition of the park in 1972. Staff is currently working with both the County and HUD to obtain approval to utilize a portion of Woodglen Vista Park for a fire station. This approval will be required prior to the expenditure of funds for an interim fire station at Woodglen Vista Park.

Three different staffing models are presented in this report for consideration for staffing an additional fire station. To best meet the needs of the community and increase the number of firefighters per capita in the City, staff is recommending the City adopt staffing model two upon opening a new interim fire station, with future consideration to adopt staffing model one as necessitated by call volume and engine Unit Hour Utilization (UHU). In addition, staff recommends ordering an additional Type 1 fire engine and obtaining the equipment necessary to place an additional engine in service.

## Interim Fire Station Construction Cost Estimates

The total estimated project cost to design and construct an interim fire station at Woodglen Vista Park, including a 15% contingency, is \$4,663,250. The itemized project costs are included in Table 1. Should the City decide to build a permanent facility at the same location, a portion of the environmental assessment and geotechnical work needed for the permanent facility would likely be met by the work done for the interim facility. Additionally, the water, sewer, and electrical service that would be brought into Woodglen Vista Park for an interim fire station could be repurposed in the future to support a remodel and improvements to the existing park.

*Table 1: Construction Cost Estimates for Interim Fire Station*

Interim Fire Station Living Quarters, Apparatus Bay, Generator	\$3,000,000
Testing and Inspections	\$15,000
Phase One Environmental Assessment	\$400,000
Utility Company Fees	\$200,000
Design Fees	\$300,000
Geotechnical Report	\$50,000
Permits	\$40,000
Furniture and Equipment	\$50,000
Contingency Fund (15%)	\$608,250
<b>Total Cost</b>	<b>\$4,663,250</b>

## Interim Fire Station Annual Operational Cost Estimates

The total estimated annual non-personnel operating costs for an interim fire station at Woodglen Vista Park is \$87,520. The itemized annual operating costs are included in Table 2. These operating costs are estimated based on the FY25-26 budget and do not include future adjustments for inflation.

*Table 2: Annual Operating Cost Estimates for Interim Fire Station*

Insurance	\$1,300
Utilities (Electricity and Gas)	\$40,000
Biohazard Waste Disposal	\$3,000
Water and Sewer	\$8,000
Deionized Water	\$1,500
Appliance Repair	\$3,000
Copy Machine	\$700
Fire Station Dispatch Radio User Charge	\$370
Generator Maintenance / Annual APCD Fees	\$2,680
Hazardous Materials Storage Permit	\$1,100
Telephone and Internet	\$3,450
Miscellaneous Station Supplies and Materials	\$2,420
PSD Fire Station Maintenance (Custodial, plumbing, electrical, HVAC, apparatus doors)	\$20,000
<b>Total</b>	<b>\$87,520</b>

## Interim Fire Station Annual Staffing Options and Cost Estimates

There are three different staffing models that could be considered for operating an interim fire station at Woodglen Vista Park. Considerations for each model, as well as projected annual staffing costs, are presented below. These staffing estimates are based on FY 25-26 personnel costs. A summary of the one-time and annual cost of each staffing model is included in Table 4.

### **Staffing Model One – Add an Additional Type 1 Engine.**

Under this staffing model, the three existing fire stations would remain staffed as is and an additional three-person Engine Company, staffed with one Fire Captain, one Fire Engineer, and one Firefighter Paramedic would be added to the interim station. This staffing model would result in hiring nine Firefighter Paramedics. Three existing Fire Engineers would be promoted to Fire Captain, and six existing Firefighter Paramedics would be promoted to Fire Engineer. (Three of these Engineer promotions would staff the new engine, and three of these Engineer promotions would fill the vacancies created by the Fire Captain promotions.) The estimated annual staffing cost increase for this proposal is \$1,720,980. The annual employee cost for physicals and paramedic license renewal for nine new employees is \$9,300. The one-time cost for pre-placement physicals, fire academy training, uniforms, and personal protective equipment for nine additional employees is \$229,320, as shown in Table 3.

This staffing model would increase the daily minimum operational suppression staffing in Santee from 17 to 20 and increase the total number of fire suppression staff from 57 to 66. In the 2023 AP Triton Community Risk Assessment and Long-Range Master Plan (AP Triton Report), the ratio of fire suppression staff per 1,000 residents in Santee was 0.93, compared to a National average of 1.29 and a Western Region average of 1.05. This ratio increased to 0.95 with the addition of the Administrative Battalion Chief position in 2024. The AP Triton Report recommended that the City consider trying to keep the firefighter per 1,000 population ratio in line with Regional and National averages. The addition of one Type 1 engine would increase the ratio of firefighters per 1,000 residents to 1.10, based on Santee's current population estimate of 60,037. This staffing model would significantly increase the area of Santee that is within a four-minute drive time of a fire station, and each station would have the ability to provide paramedic first responder service and fire suppression with a Type 1 fire engine, as shown in Map 1. Squad 4 would remain in service to respond to lower-acuity medical calls in place of an engine in the busiest response areas in the City, resulting in a lower UHU for Engine 4 and increasing the number of firefighters responding to structure fires and other significant incidents.

### **Staffing Model Two – Replace Squad 4 With a Type 1 Engine**

Under this staffing model, three additional Firefighter Paramedics would be hired, and the department would promote three Fire Captains and six Fire Engineers to staff an additional Type 1 engine. Squad 4 would be placed out of service, and the department would operate a Type 1 engine from all four Fire Stations, in addition to Truck 4. The daily minimum firefighter staffing in the City would increase from 17 to 18, and the total

number of fire suppression staff would increase from 57 to 60. The ratio of firefighters per 1,000 residents would increase to 1.00. The estimated annual staffing cost increase for this proposal is \$864,180. The annual employee cost for physicals and paramedic license renewal for three new employees is \$4,100. The one-time cost for pre-placement physicals, fire academy training, uniforms, and personal protective equipment for three additional employees is \$76,440, as shown in Table 3.

This staffing model would significantly increase the area of Santee that is within a four-minute drive time of a fire station, and each station would have the ability to provide paramedic first responder service and fire suppression with a Type 1 fire engine, as shown in Map 1. The elimination of Squad 4 would result in an increase in medical aid response calls for Engine 4, however the reduced response district for Engine 4 due to the relocation of Engine 20 and addition of a new engine at Woodglen Vista Park would likely keep Engine 4 from reaching the cautionary UHU levels that were cited in the AP Triton report.

### **Staffing Model Three – Move Engine 4 to Interim Woodglen Vista Station**

Under this staffing model, Engine 4 would be relocated to an interim fire station at Woodglen Vista Park, and Station 4 would operate with Truck 4 and Squad 4. There would be no increase in fire suppression staffing, and therefore no annual staffing cost increase nor one-time hiring cost increase. Under this staffing model the daily minimum firefighter staffing in the City would remain at 17, and the number of fire suppression staff would remain at 57. The ratio of firefighters per 1,000 residents would remain at 0.95. Squad 4 would continue to be the primary response unit to lower-acuity medical aid responses from Station 4, however the Truck 4 UHU would increase significantly, since it would become the primary response unit from Station 4 for acute medical aid calls, vehicle accidents, and other calls routinely handled by Engine 4. This would decrease the availability of Santee's only specialized ladder truck for structure fire and technical rescue responses. The area within Santee that is within a four-minute drive time of a paramedic first responder unit would remain the same as in Map 1, however the area surrounding Fire Station 4 would not be within the four-minute drive time of a Type 1 fire engine, as shown in Map 2. Areas of the City that would be outside of a four-minute Type 1 engine drive time include the Camerons and Mission Del Magnolia Mobile Home Communities, the Wheatlands Industrial Park, and the Shadow Hill neighborhood.

*Table 3: One-Time Costs Per New Firefighter*

Firefighter Personal Protective Equipment	\$18,200
Firefighter Uniforms	\$1,680
Pre-Employment Medical Screening	\$650
Central Zone Fire Academy	\$3,500
Additional Mandatory Training (FF2, Driver / Operator, Step Exam Supplies)	\$1,450
<b>Total</b>	<b>\$25,480</b>

## Additional Cost Considerations

### Pilot Program EMT Staffing Continuation

The FY25-26 budget included the use of \$620,000 from the Emergency Medical Services (EMS) fund reserves to continue a pilot program to fund six non-safety Emergency Medical Technician (EMT) positions to convert both paramedic ambulances from dual Firefighter Paramedic staffing to a staffing model with one Firefighter Paramedic and one EMT. This ambulance staffing model allowed for the two Firefighter Paramedics that were formerly assigned to the paramedic ambulances to be used to place Squad 4 in service. All three staffing models presented for consideration for an interim Woodglen Vista Park fire station require the continuation of this pilot program to staff either Squad 4 or an additional Type 1 engine.

### Fire Engine and Fire Equipment Procurement

The Fire Department is expecting delivery of a new Type 1 engine in January 2026, which will allow V157, a 2011 model year engine, to be placed into reserve status. The Fire Department will also be refurbishing V138 in 2026, which will be placed in frontline service in place of V166, a 2014 model year engine. The AP Triton report recommended both V166 and V157 be considered for immediate replacement due to their age, and that both engines should be placed in reserve status. Staffing an additional engine under Staffing Model One or Two would require that the department place V166 back into frontline status. Additionally, the department only has one fully outfitted reserve engine, which would leave V157 as the only reserve engine with minimal equipment. Should staffing Model One or Two be pursued, the department should consider ordering an additional Type 1 engine and the necessary equipment to maintain a response ready reserve engine. The current estimate for a Type 1 engine that is comparable to the current fleet is \$1,200,000, and the equipment necessary to outfit an additional engine is approximately \$350,000.

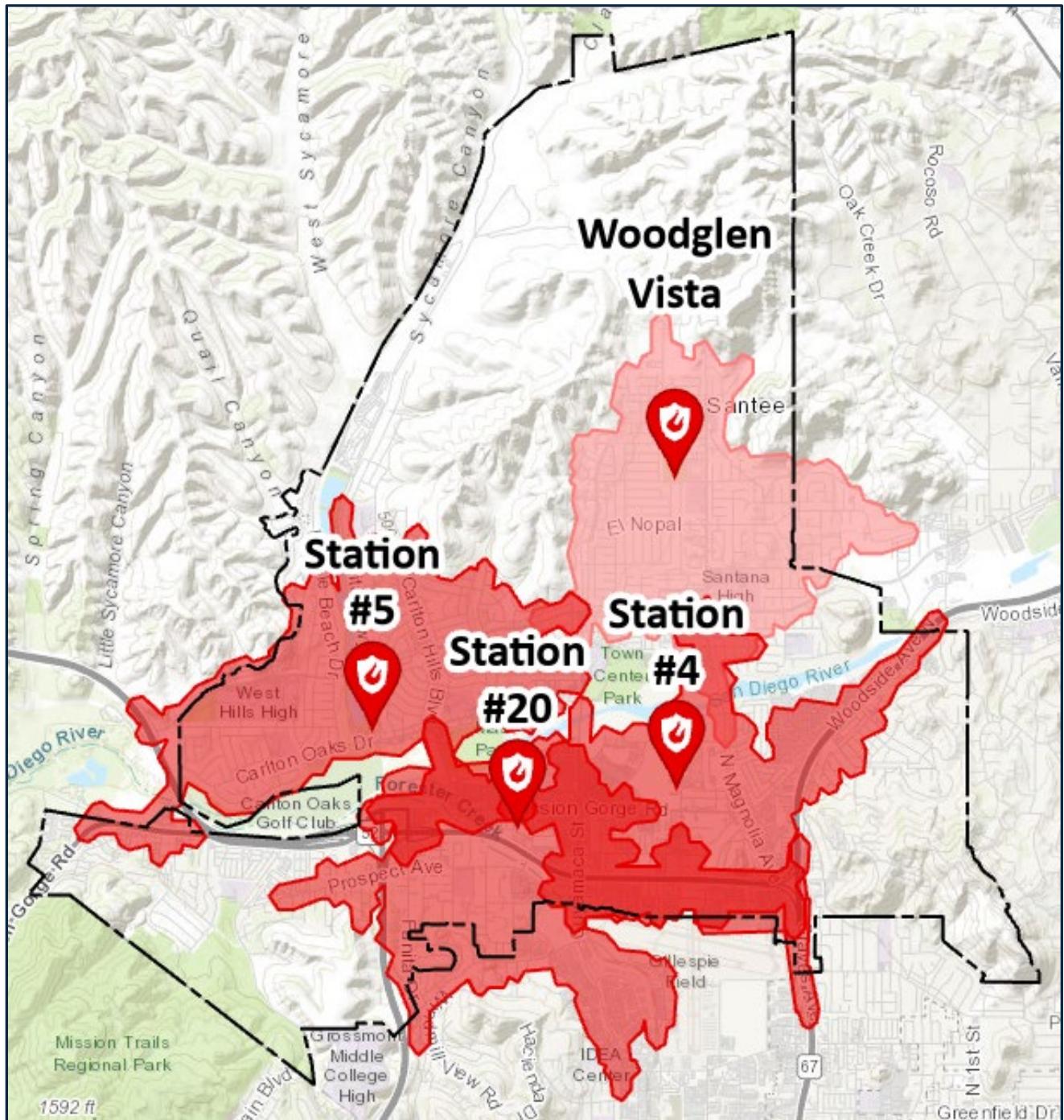
*Table 4: One-Time and Annual Expenses for Each Staffing Model*

Staffing Model	Annual Salary Increase	Continuing EMT / Medic Unit Staffing Expense	One-Time Engine and Equipment Expense	One-Time New Firefighter Expenses	Total One Time Initial Cost for Opening	Annual Ongoing Salary Expense
Model 1	\$1,720,980	\$620,000	\$1,550,000	\$229,320	\$1,579,320	\$2,340,980
Model 2	\$ 864,180	\$620,000	\$1,550,000	\$ 76,440	\$1,426,440	\$1,484,180
Model 3	\$0	\$620,000	\$0	\$0	\$0	\$ 620,000

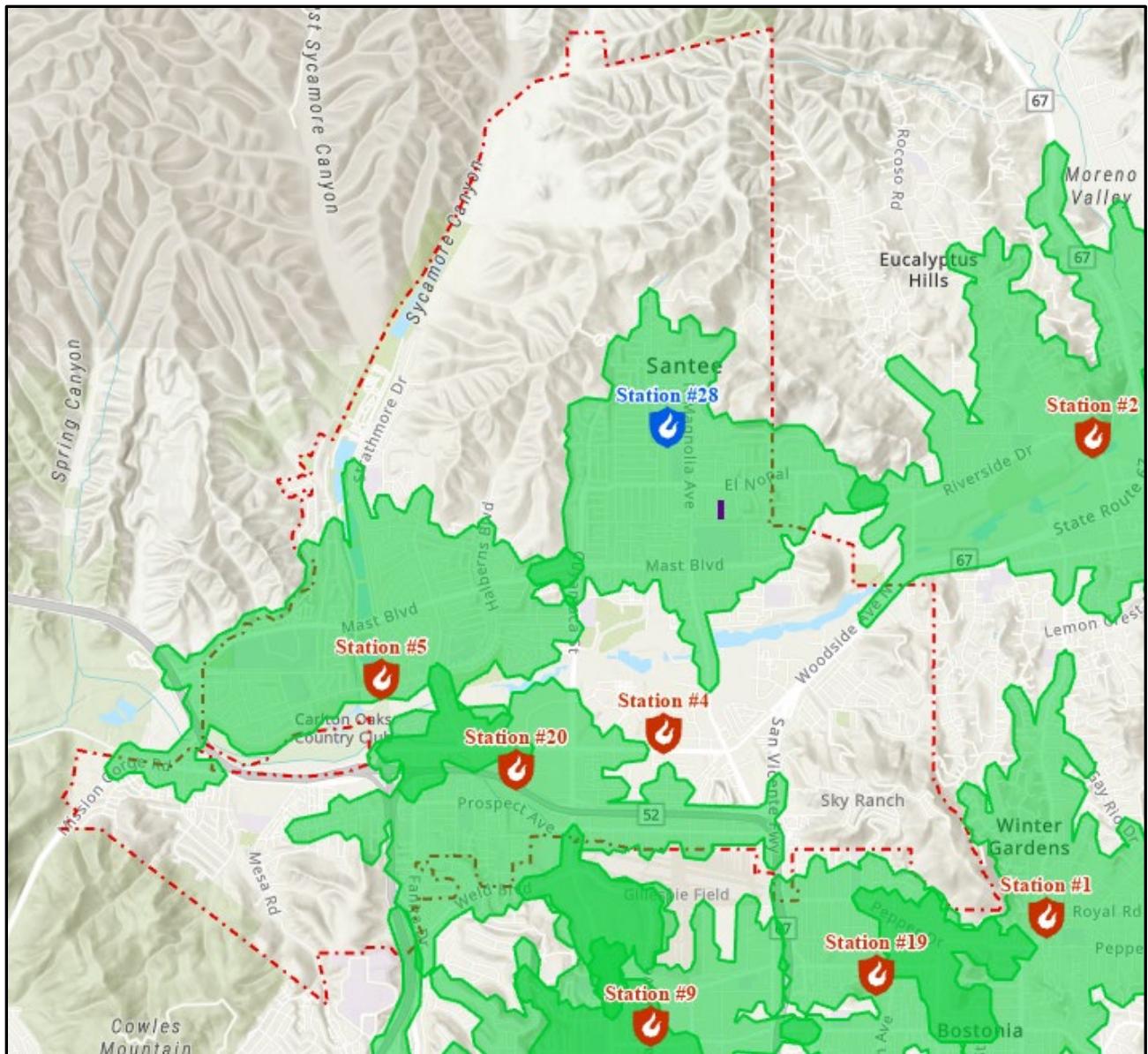
### Next Steps and Implementation Timeline

Should the staff recommendation to pursue an interim fire station at Woodglen Vista Park be supported, the following actions will be recommended by staff. During the FY 2025-26 midyear budget allocation, staff would request funding to complete the design phase and environmental review for an interim station. This request is currently estimated at \$862,500, which includes a 15% contingency. The timeline to complete the design and environmental review phase of this project is approximately nine months.

Upon completion of this phase, staff would then request the remaining funds to complete the construction and furnishing of the facility, which is currently estimated at \$3,800,750, including a 15% contingency. It is estimated that construction of the interim fire station could begin in January 2027, with project completion by December 2027.



Map 1: 4-Minute Response for Paramedic First Responder and Type 1 Engines Under Staffing Model One and Two from Existing Fire Stations and Woodglen Vista



*Map 2: 4-Minute Response for Type 1 Engines Under Staffing Model Three from Existing Fire Stations and Woodglen Vista, Including Mutual Aid Engines*



# Santee Fire Station Assessment

## Site Feasibility Study Report

November 7, 2025  
COAR Design Group

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**coar**  
DESIGN GROUP

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## I. REPORT OVERVIEW

The intent of this report is to evaluate two potential sites for the construction of a new Santee Fire Station:

- **SITE 1:** Woodglen Vista Park – located at the northeast corner of Woodglen Vista Park adjacent to Kerrigan Street.
- **SITE 2:** Santee City Hall Campus – located on the northwest side of the existing civic complex along Magnolia Avenue.

The purpose of this analysis is to identify which site best supports the operational, logistical, and community safety goals of the Santee Fire Department. The new facility will serve as a modern, permanent fire station designed to meet the City's growing service demands, improve emergency response capability, and reflect Santee's commitment to community resilience and public safety.

The design will incorporate NFPA-compliant Hot Zone design, efficient circulation, and sustainable building systems to promote firefighter health, operational efficiency, and long-term facility performance.

To ensure continuous emergency coverage during design and construction, the project also includes temporary facilities consisting of a modular living quarters building and a 40'x40' sprung structure apparatus bay that will be located on or adjacent to the selected site. These will maintain full operational readiness with minimal response delays or community disruption.

## II. BUILDING & SITE PROGRAM

The permanent fire station will provide approximately 13,000 square feet of program space, organized for functionality, durability, and operational efficiency. The temporary fire station will consist of two structures, one modular living quarters and one sprung structure apparatus bay.

### APPARATUS BAY & SUPPORT SPACES

- Three Apparatus Bays: Two double-deep drive-through bays and one single back-in bay to accommodate a Type I Engine, Type III Engine, and an Ambulance.
- Future Flexibility: Structural and spatial provisions to accommodate a truck or specialized response vehicles.
- Support Functions: Turnout gear storage, decontamination area, SCBA storage, EMS storage, a small workshop, single occupancy restroom, and janitorial/storage space.
- Hot Zone Separation: Defined transition zones to reduce contaminant exposure between the apparatus bay and living quarters.

### LIVING QUARTERS

- Sleeping Quarters: Eight single-occupancy bunk rooms with acoustic isolation and personal storage.
- Restrooms: Four single-occupancy restrooms distributed for efficient access.
- Common Areas: Kitchen, dining, dayroom, and fitness spaces designed for up to eight personnel.
- Durability: Interior finishes selected for ease of cleaning and long-term durability.

### ADMINISTRATIVE & TRAINING AREAS

- Public lobby with secure vestibule and controlled access to operational zones.
- Two private offices, one shared two-person office
- Flexible training/conference room for approximately ten occupants.

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## SITE FEATURES

- **Circulation:** Separate driveway for apparatus ingress, staff, and public visitors.
- **Parking:** Four public stalls and sixteen secure staff stalls to support shift change.
- **Outdoor Features:** Trash/sand enclosure, backup generator, outdoor dining, and fitness patio.
- **Sustainability:** Designed for energy efficiency, with provisions for solar power and EV charging infrastructure.

## TEMPORARY FACILITIES

- Modular living quarters for five personnel.
- 30'x40' sprung structure apparatus bay.
- Secure perimeter fencing and dedicated utility hookups to support continuous operation.
- 100 kW Emergency Generator.
- Site improvements including fencing, driveway, parking area, security lighting, and entrance signage.

## III. SITE CONSIDERATIONS

The following section compares the suitability of both potential sites in terms of function, access, constructability, and community impact.

### SITE 1 - WOODGLEN VISTA PARK

The Woodglen Vista Park site is located on the northeast corner of the park, adjacent to Kerrigan Street. The proposed two-story station would occupy a portion of an existing field, an area with relatively flat topography and minimal physical constraints, allowing for efficient building placement and apparatus circulation. Its frontage along Kerrigan Street provides direct access to nearby collector and arterial roadways, including Magnolia Avenue, enabling rapid emergency deployment in multiple directions.

- **Permanent Site Area:** ~1.15 acres
- **Temporary Site Area:** ~0.20 acres
- **Traffic and Access:**
  - The site allows for dedicated, controlled access for staff, the public, and apparatus that minimizes conflict between operations and the general public.
  - Apparatus would exit directly onto Kerrigan Street, a collector road with strong sightlines and low traffic interference.
  - The primary response route to Magnolia Avenue is approximately 700 feet, providing a direct connection to primary emergency corridors.
  - The site provides a drive-through apparatus bay orientation, ample width for accommodating the turning radii of fire engines, ladder trucks, and potential future apparatus without roadway modifications.
  - The site layout supports the installation of an emergency signal or flashing beacon in front of the station as well as at Kerrigan Street and Magnolia Avenue to enhance visibility and generate awareness during dispatch events.

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○ **Egress & Response Time:**

- The site location, orientation, and circulation design facilitate rapid apparatus turnout, controlled access, and efficient routing to arterial roadways.
- Apparatus can exit in either direction without queuing or complex turning, ensuring consistent travel times at all hours of the day.
- The proximity to Magnolia Avenue allows for integration of a preemption or emergency beacon system to secure right-of-way priority during response events.
- Temporary facilities can be located to the south east of the proposed permanent station and have an option to egress on to Kerrigan Street or through the existing parking lot on the south east side of the park.

○ **Impact to surroundings:**

- The use of security fencing, landscaping, and appropriate lighting will mitigate exposure and allow the station to coexist with park activities and open space;
- The park provides a natural buffer from residences and minimizes conflict with other buildings.
- Temporary living quarters and the temp apparatus bay are sited inside the work limit without displacing other City functions.
- The location supports community outreach opportunities, such as open houses or fire safety demonstrations, without causing interruption to daily activities.
- The project will likely proceed under a CEQA Mitigated Negative Declaration (NMD) will likely be pursued and public outreach required.

○ **Design Considerations:**

- The site area is over an acre, so the program can be met with a two-story station.
- Floor to floor height can be reduced, which allows for efficient circulation and quicker response times.
- The parcel's size allows flexibility for training opportunities or additional building programming in the future.
- The site layout allows for defined zoning between public access points, administrative functions, and secure operational zones, enhancing security, improving wayfinding,
- New utility services will be required.

○ **Construction Considerations:**

- The site's open area and favorable topography simplify grading and allow for cost-effective utility and site work.
- There is adequate space for construction staging and temporary facilities, enabling continuous operation of fire services during construction.
- Minimal utility relocation or off-site improvements are anticipated.
- A portion of the site used for the temporary station and construction can be converted back to park area in the future.

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## **SITE 2 - CITY HALL CAMPUS**

Located at the northwest corner of the Santee City Hall campus, this parcel fronts Magnolia Avenue and is bordered by City administrative offices and shared parking lots. The proposed parcel is currently developed with two single-story civic buildings.

○ **Permanent Site Area:** ~0.65 acres

○ **Temporary Site Area:** ~0.15 acres

○ **Traffic & Access:**

- Magnolia Avenue is a major arterial with significant daily traffic volumes.
- The fire station would share access driveways with City staff, visitors, and service vehicles.
- Signalization of the Magnolia Avenue / Alphonse Street intersection will likely be necessary to improve traffic control and ensure safe apparatus egress and return during emergency operations.

○ **Egress & Response Time:**

- Impacts to response times would need to be studied to understand traffic congestion patterns and implications shared driveways during peak traffic hours.
- Apparatus would often need to navigate around parked or turning vehicles, especially during City business hours or public events.
- Circulation conflicts diminish operational predictability and may compromise the ability to achieve target response-time performance metrics.

○ **Impact to surroundings:**

- The co-location of a 24/7 emergency response facility adjacent to City Hall's predominantly administrative and public-service functions would generate operational inconsistencies related to traffic volume, noise, and site security.
- The placement of temporary facilities and permanent secure parking for fire station personnel would displace employee and visitor parking and impact public site access.
- Security, privacy, and functional separation will need to be taken into careful consideration due to the close proximity of City staff, public visitors, and emergency personnel.
- The project will likely proceed under a CEQA Mitigated Negative Declaration (NMD) will likely be pursued and public outreach required.

○ **Design Considerations:**

- The small site area dictates a three-story vertical layout to meet program needs, reducing internal efficiency and complicating vertical circulation.
- Long-term operations would remain constrained, with no capacity for future expansion or training elements.

○ **Construction Considerations:**

- Tight boundaries and shared driveways limit contractor access, staging, and laydown areas.
- Construction may require complex sequencing to maintain access to existing facilities, manage pedestrian safety, and mitigate noise impacts.
- Constraints would reduce contractor efficiency, extend project duration, and result in higher overall construction and management costs.

## IV. EXECUTIVE SUMMARY

### SITE 1 - WOODGLEN VISTA PARK

EVALUATION CATEGORY	WOODGLEN VISTA PARK BENEFITS	WOODGLEN VISTA PARK CONSTRAINTS
SITE AREA & LAYOUT	Large parcel (~1.15 acres) allows efficient two-story station, efficient circulation, and training opportunities.	May require coordination with the City Parks & Recreation Department.
TRAFFIC & ACCESS	Dedicated ingress/egress; direct egress to Kerrigan Street with minimal conflicts; potential for signalization at Kerrigan/Magnolia.	May require coordination for access during construction.
RESPONSE TIME	Predictable, efficient egress to major arterials; minimal cross-traffic interference.	Magnolia Ave may require traffic signal upgrades.
OPERATIONAL EFFICIENCY	Two-story layout supports efficient vertical circulation and clear separation between public and secure areas.	None significant beyond community coordination.
COMMUNITY COMPATIBILITY	Park buffer mitigates noise and visual impact; potential for community outreach events.	Public perception of park land conversion may require outreach.
CONSTRUCTION IMPACTS	Sufficient space for contractor staging and temporary facilities; minimal disruption to surrounding uses.	Potential for temporary reduction of park area during construction.
FUTURE FLEXIBILITY	Adequate space for training props, additional building area, or future renewable energy systems.	Requires careful site planning to reconfigure park amenities.
COST & SCHEDULE	Simplified grading and utilities may result in lower cost and shorter construction duration.	New utility services are required.

### SITE 2 - CITY HALL CAMPUS

EVALUATION CATEGORY	CITY HALL CAMPUS BENEFITS	CITY HALL CAMPUS CONSTRAINTS
SITE AREA & LAYOUT	Centrally located within civic campus; fully serviced by existing utilities.	Small site (~0.65 acres) forces three-story design; limited expansion potential.
TRAFFIC & ACCESS	Existing access to Magnolia Ave; visibility within civic core.	Shared driveways with public/city traffic; congestion and turning capabilities increase response delays. Signalized intersection likely needed at Magnolia Ave.
RESPONSE TIME	Central proximity to service area.	Potential for slower, inconsistent egress due to traffic congestion and City Hall activities.
OPERATIONAL EFFICIENCY	Proximity to administration promotes potential joint use facilities.	Three-story layout increases travel distances from living quarters to the apparatus bay, potentially increasing response times.
COMMUNITY COMPATIBILITY	Prominent civic location; easy public recognition.	High 24-hour activity and noise impact on adjacent civic offices and public functions.
CONSTRUCTION IMPACTS	Existing infrastructure simplifies some tie-ins.	Construction would likely displace City Hall parking and disrupt operations.
FUTURE FLEXIBILITY	Undetermined.	No future expansion or training capacity.
COST & SCHEDULE	Some existing infrastructure may reduce utility costs.	Tight site, constrained access, and phasing complexity increase cost and schedule risk.

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## RECOMMENDATION

Based on comprehensive analysis of operational needs, site conditions, and community compatibility, Woodglen Vista Park is the most functional, sustainable, and cost-effective location for the new Santee Fire Station.

- **Operational Efficiency:** Direct access to Kerrigan Street provides clear and reliable emergency egress with minimal interference.
- **Site Flexibility:** Larger parcel supports optimal building placement, secure parking, and potential for future expansion.
- **Simplified Construction:** Clear access, available space for staging, and minimal utility conflict reduce cost and schedule risk.
- **Long-Term Value:** The site is suitable for a modern facility that aligns with the City's long-term emergency service goals.
- **Reduced Traffic Conflicts:** Low-volume conditions along Kerrigan Street minimize the number of conflict points during dispatch, improving safety for both apparatus and the public.
- **Lower Disruption to Civic Operations:** Locating the station away from City Hall prevents interference with municipal services, public meetings, and administrative functions.
- **Enhanced Safety and Security:** The site supports clear separation between public, staff, and operational zones, improving security and reducing exposure to pedestrian or vehicular conflicts.

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## ATTACHMENT A - COST ESTIMATE

### SITE 1 - WOODGLEN VISTA PARK - PERMANENT STATION COST ESTIMATE

Building Area SF 12,875

SITE / BUILDING COST				
Offsite Improvements	1	LS	\$250,000	\$250,000
Site improvements	1	LS	\$1,500,000	\$1,500,000
New Building	12,875	SF	\$1,000	\$12,875,000
<b>TOTAL SITE / BUILDING COST</b>	<b>\$14,625,000</b>			

CONSTRUCTION MARK UPS				
Escalation to 10/2027	8.5	%	\$1,243,125	
Contractor General Conditions	12	%	\$1,755,000	
Contractor Overhead and Profit	5.5	%	\$804,375	
Construction Contingency	15	%	\$2,764,125	
<b>TOTAL CONSTRUCTION COST</b>	<b>\$21,191,625</b>			

INDIRECT PROJECT COSTS				
Testing & Inspections	1	LS	\$75,000	\$75,000
Phase One Environmental Assessment	1	LS	\$400,000	\$400,000
Geotechnical Report	1	LS	\$25,000	\$25,000
Utility Company Fees	1	LS	\$200,000	\$200,000
Design Fees	1	LS	\$1,350,000	\$1,350,000
Commissioning	1	LS	\$40,000	\$40,000
Permits,etc.	1	LS	\$150,000	\$150,000
Furniture & Equipment (FFE)	1	LS	\$150,000	\$150,000
<b>TOTAL INDIRECT COSTS</b>	<b>\$2,390,000</b>			

<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$23,581,625</b>
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### SITE 1 - WOODGLEN VISTA PARK - TEMPORARY STATION COST ESTIMATE

SITE / BUILDING / CONSTRUCTION COST				
Temporary Fire Station & Generator	1	LS	\$3,000,000	\$3,000,000
<b>TOTAL SITE / BUILDING / CONSTRUCTION COST</b>	<b>\$3,000,000</b>			

INDIRECT PROJECT COSTS				
Testing & Inspections	1	LS	\$15,000	\$15,000
Phase One Environmental Assessment	1	LS	\$400,000	\$400,000
Utility Company Fees	1	LS	\$200,000	\$200,000
Design Fees (Exact \$ TBD)	1	LS	\$300,000	\$300,000
Geotechnical Report	1	LS	\$50,000	\$50,000
Permits,etc.	1	LS	\$40,000	\$40,000
Furniture & Equipment (FFE)	1	LS	\$50,000	\$50,000
<b>TOTAL INDIRECT COSTS</b>	<b>\$1,055,000</b>			

<b>TOTAL ESTIMATED PROJECT COST</b>	<b>\$4,055,000</b>
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## ATTACHMENT A - COST ESTIMATE

### SITE 2 - CITY HALL CAMPUS - PERMANENT STATION COST ESTIMATE

Building Area SF 13,500

SITE / BUILDING COST				
Offsite Improvements	1	LS	\$250,000	\$250,000
Demolition of Existing Buildings	1	LS	\$750,000	\$750,000
Site improvements	1	LS	\$1,500,000	\$1,500,000
New Building	13,500	SF	\$1,200	\$16,200,000
<b>TOTAL SITE / BUILDING COST</b>				<b>\$18,700,000</b>

CONSTRUCTION MARK UPS				
Escalation to 10/2027	8.5	%		\$1,589,500
Contractor General Conditions	12	%		\$2,244,000
Contractor Overhead and Profit	5.5	%		\$1,028,500
Construction Contingency	15	%		\$3,534,300
<b>TOTAL CONSTRUCTION COST</b>				<b>\$27,096,300</b>

INDIRECT PROJECT COSTS				
Testing & Inspections	1	LS	\$75,000	\$75,000
Phase One Environmental Assessment	1	LS	\$300,000	\$300,000
Geotechnical Report	1	LS	\$25,000	\$25,000
Utility Company Fees	1	LS	\$75,000	\$75,000
Design Fees	1	LS	\$1,500,000	\$1,500,000
Commissioning	1	LS	\$40,000	\$40,000
Permits,etc.	1	LS	\$150,000	\$150,000
Furniture & Equipment (FFE)	1	LS	\$150,000	\$150,000
<b>TOTAL INDIRECT COSTS</b>				<b>\$2,315,000</b>
<b>TOTAL ESTIMATED PROJECT COST</b>				<b>\$29,411,300</b>

## ATTACHMENT B - BUILDING PROGRAM - PERMANENT STATION

FIRE / ADMIN PERSONNEL DESIGN PARAMETERS		
Chiefs		
Captains	2	
Fire Fighters	6	
<b>Total Personnel</b>	<b>8</b>	

GENERAL PROJECT CRITERIA			
Type of Space:	General Layout		
No.	Requirement	Space Attributes	Comments
1	Location		
2	Facilities Design Criteria	2 Double Bays, 1 Single Bay, 8 Single Occupancy Bunks, Offices, Conference	
3	Site Utilities	Generator	72 Hour Run Time

SITE OPERATIONAL CRITERIA					
Type of Space:	Site	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Parking - Secured	(16) Spaces (EV as required by CalGreen)			Covered
2	Parking - Public	(1) Standard, (1) Van Accessible, (1) EV, (1) EV Van Accessible			
3	Driveways				
4	Trash Enclosure				Trash/Recycling/Compost
5	Vehicle Wash Area				
6	Solar Power				Covered Parking
7	Emergency Generator				Near Electrical Room
8	Training Area	Hose Pulls & Ladder Throwing			
<b>Site SUBTOTAL:</b>			<b>0</b>		

ADMINISTRATIVE AREA					
Type of Space:	Fire Admin	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Lobby	Adjacent to Communal Office & Public Restroom	80	8x10	
2	Public Restroom	(1) Single Occupancy Restroom	65	8x8	ADA
3	Private Offices	(2) Individual Offices	240	10x12	
4	Communal Office	(1) Office with 2 Desks	200	10x20	
5	Training Room	Seating for (10) at Training Tables	400	20x20	Include Coffee Bar
6	Admin Storage		40	5x8	
<b>Fire Admin SUBTOTAL:</b>			<b>1,025</b>		

LIVING QUARTERS					
Type of Space:	Crew Area	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Dorm Sleeping Rooms	(8) Single Occupancy Dorms	960	10x12	1 Bed, 1 Desk, 3 Lockers
2	Dorm Restrooms	(4) Individual Restrooms with Showers	400	10x10	1 ADA, Add Urinals
3	Day Room	Space for (8) recliners, built-in casework	450	20x25	Closed off from Kitchen/Dining
4	Kitchen		400	20x20	
5	Dining	Seating for (8)	225	15x15	
6	Custodial Room		50	6x8	
7	Crew Area Storage		60	6x10	
8	Outdoor Patio			10x20	Adjacent to Kitchen/Dining
9	Fitness Room		600	20x30	FD to provide direction on fitness equipment
10	Fitness Patio			10x20	Overhead coiling door from fitness room
11	Laundry/Utility Room	(2) Sets W/D	100	10x10	
<b>Crew Area SUBTOTAL:</b>			<b>3,245</b>		

## ATTACHMENT B - BUILDING PROGRAM - PERMANENT STATION

APPARATUS					
Type of Space:	Apparatus	Space Attributes	Space Standards		
No.	Requirement		SF	Size	Comments
1	Apparatus Bay	(2) Double Deep Drive-thru Bays, (1) Back-in Single Bay	3,510	18x75	High Speed Coiling in Front
2	Workshop	Workbench / Tool Storage / Hose Storage	120	10x12	
3	Compressor Room		20	4x5	
4	Turnouts	(27) Turnout Storage Lockers Size 30"x30"	500	20x25	Lockers w/ Benches
5	Decontamination	Decon /Clean Room / Custodial / Storage	250	10x25	Extractor, Gear Drying Rack, Mop Sink, Decon Sink, Stacking Washer Dryer, Storage
6	EMS Storage	Locking Storage Casework	120	10x12	
7	Single Occupancy Restroom	Accessible from App Bay	65	8x8	
8	General Storage		65	8x8	
9	Wash Supply Alcove		20	4x5	
10	SCBA Storage	Confirm if full compressor/fill station is needed or storage only	50	5x10	
Apparatus SUBTOTAL:			<b>4,720</b>		

SYSTEMS & UTILITIES					
Type of Space:	Systems	Space Attributes	Space Standards		
No.	Requirement		SF	Size	Comments
1	Emergency Generator	Exterior - Recommend Uncovered w/ Sound Attenuation Cover			48 hour run time - Entire Station
2	Electrical Room		140	10x14	
3	Telecom Room		100	10x10	
4	Elevator		100	10x10	
5	Fire Sprinkler System	Fire Sprinkler Riser Room	20	4x5	
6	Mechanical / Utilities	Hot Water Heater	40	5x8	
Systems SUBTOTAL:			<b>400</b>		

SPACE NEEDS SUMMARY			
	SF	Comments	
Fire Admin	1,025		
Crew Area	3,245		
Apparatus	4,720		
Systems	400		
<b>BUILDING SUBTOTAL (SF)</b>	<b>9,390</b>		
Circulation/Structure at 25% of Subtotal	2,348		
<b>FIRE STATION GRAND TOTAL (SF)"</b>			<b>11,738</b>

## ATTACHMENT B - BUILDING PROGRAM - TEMPORARY STATION

GENERAL PROJECT CRITERIA			
Type of Space:	General Layout		
No.	Requirement	Space Attributes	Comments
2	Facilities Design Criteria	2 Single Bays, 5 Single Occupancy Bunks	
3	Site Utilities	Generator	48 Hour Run Time; 1,000 each Gas/Diesel/DEF

SITE OPERATIONAL CRITERIA				
Type of Space:	Site	Space Standards		
No.	Requirement	Space Attributes	SF	Size
1	Parking - Secured	(10) Spaces		
2	Parking - Public	None		
3	Driveways			
4	Trash Enclosure	Fence with gate		Trash/Recycling/Compost
5	Emergency Generator			Near Electrical Room
Site SUBTOTAL:			0	

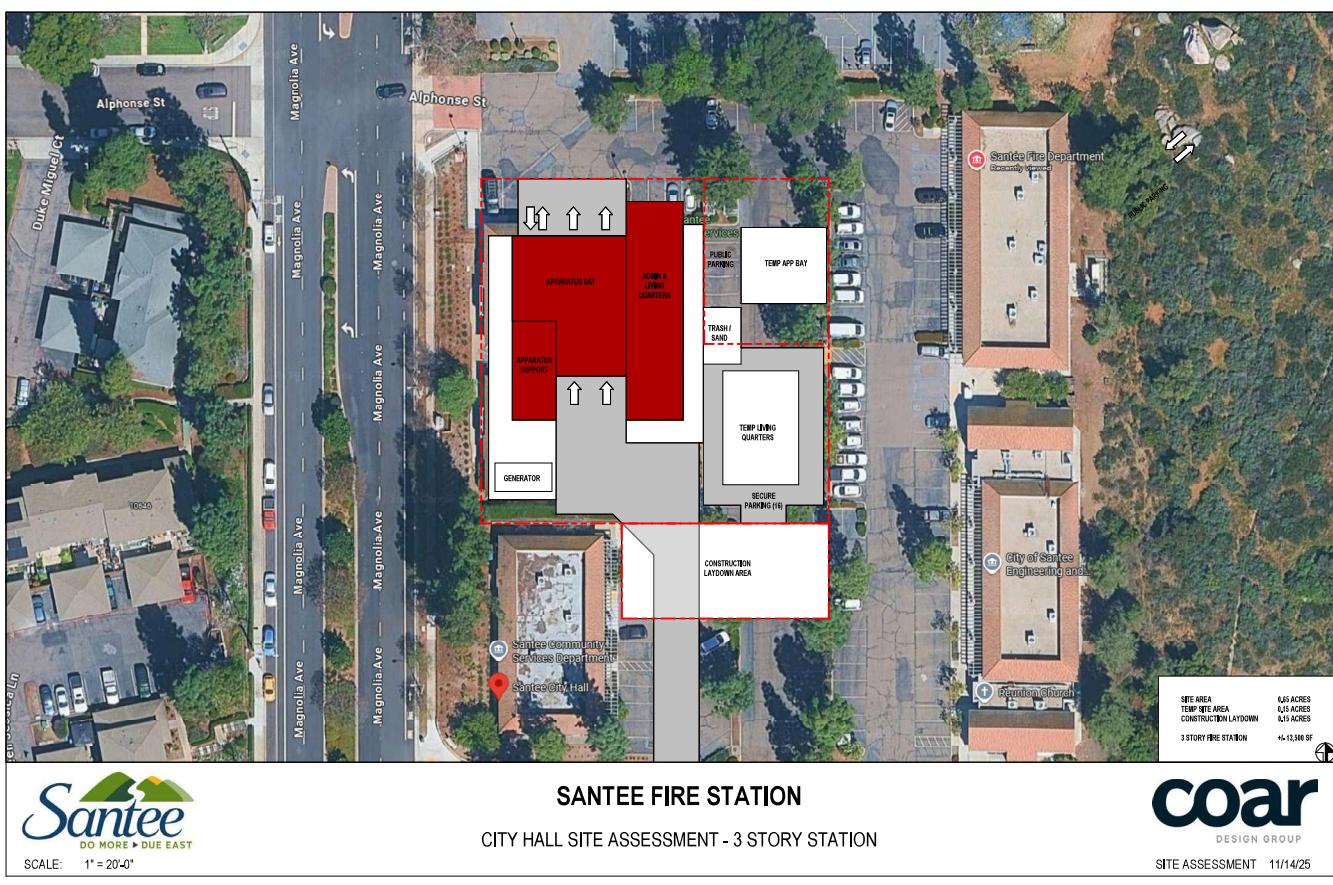
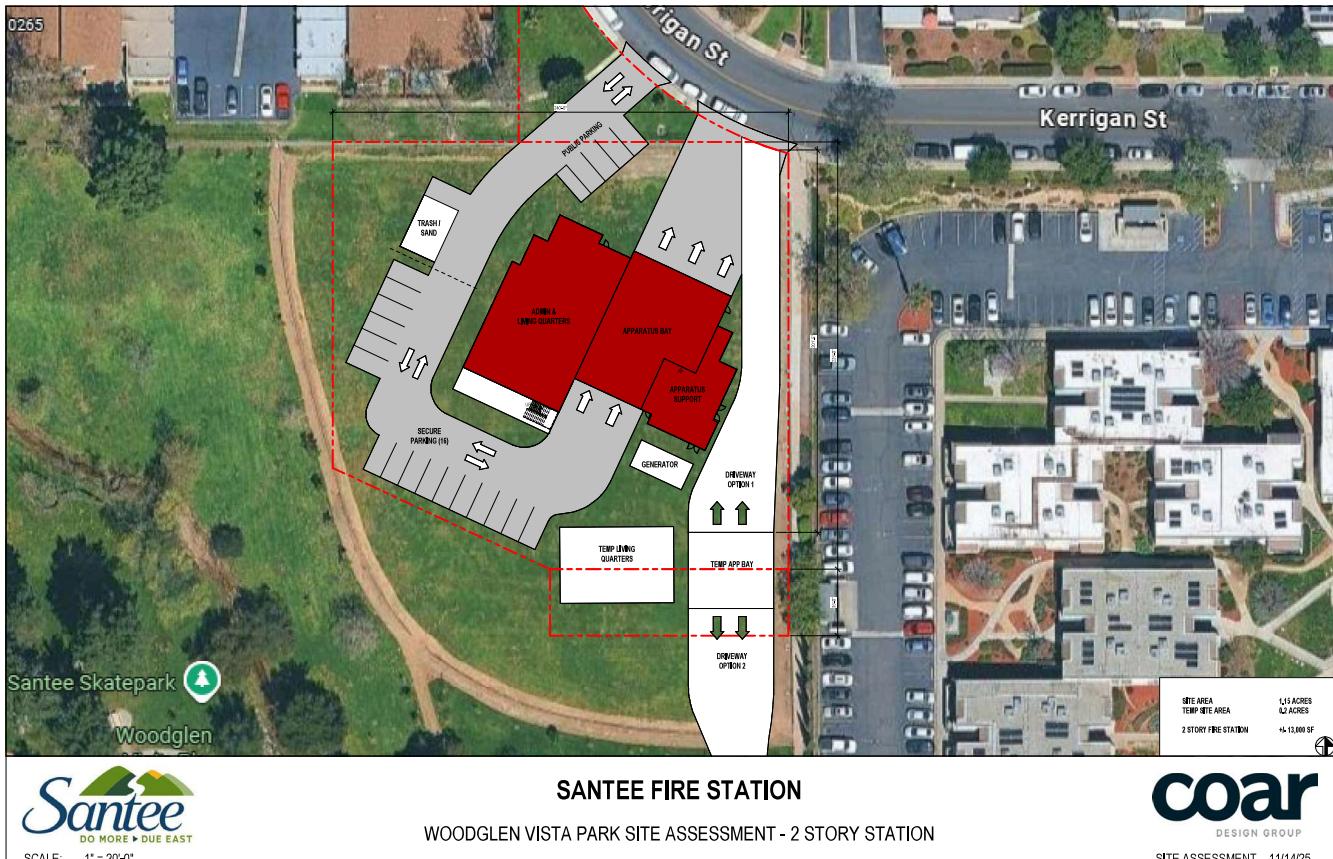
LIVING QUARTERS					
Type of Space:	Crew Area	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Dorm Sleeping Rooms	(5) Single Occupancy Dorms	600	10x12	1 Bed, 1 Desk, 3 Lockers
2	Dorm Restrooms	(2) Individual Restrooms with Showers	200	10x10	1 ADA, Add Urinals
3	Day Room		400	20x25	
4	Kitchen		250	20x20	
5	Dining		225	15x15	
6	Custodial Room		50	6x8	
7	Laundry/Utility Room	(1) Set W/D	100	10x10	
Crew Area SUBTOTAL:			1,825		

APPARATUS					
Type of Space:	Apparatus	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Apparatus Bay	(2) Single Deep Bays	1,600	40x40	
3	Turnouts				
4	Decontamination				
Apparatus SUBTOTAL:			1,600		

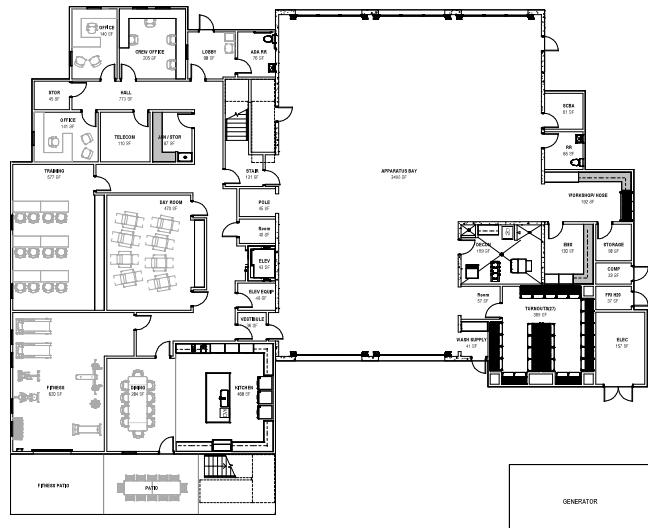
SYSTEMS & UTILITIES					
Type of Space:	Systems	Space Standards			
No.	Requirement	Space Attributes	SF	Size	Comments
1	Emergency Generator	Exterior - Recommend Uncovered w/ Sound Attenuation Cover			48 hour run time - Entire Station
2	Electrical Room		50	10x14	
3	Telecom Room		50	10x10	
5	Fire Sprinkler System	Fire Sprinkler Riser Room	20	4x5	
6	Mechanical / Utilities	Hot Water Heater	40	5x8	
Systems SUBTOTAL:			160		

SPACE NEEDS SUMMARY			
	SF	Comments	
Fire Admin	0		
Crew Area	1,825		
Apparatus	1,600		
Systems	160		
<b>BUILDING SUBTOTAL (SF)</b>	<b>3,585</b>		
Circulation/Structure at 25% of Subtotal	896		
<b>FIRE STATION GRAND TOTAL (SF)</b>			<b>4,481</b>

## ATTACHMENT C - CONCPETUAL DRAWINGS



## **ATTACHMENT C - CONCPETUAL DRAWINGS**



DO MORE ▶ DUE EAST

SCALE: 1/8" = 1'-0"

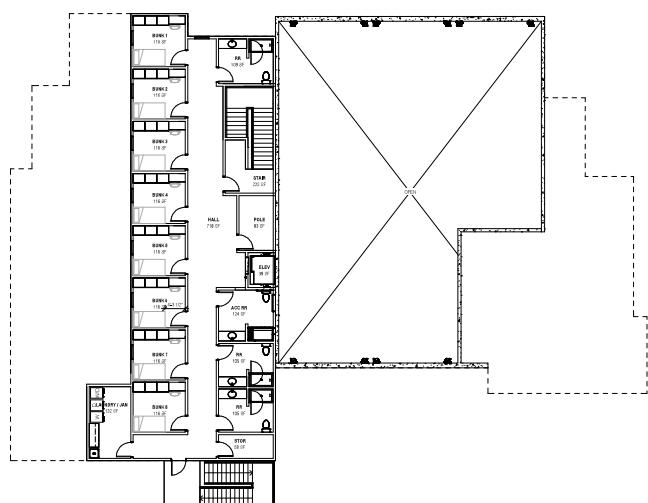
## SANTEE FIRE STATION

WOODGLEN VISTA PARK SITE ASSESSMENT - FIRST FLOOR PLAN

coar  
DESIGN GROUP

SITE ASSESSMENT 11/03/25

SITE ASSESSMENT 11/03/25



SCALE: 1/8" = 1'-0"

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## ANSWER

## SANTEE FIRE STATION

WOODGLEN VISTA PARK SITE ASSESSMENT - SECOND FLOOR PLAN

**coar**  
DESIGN GROUP

SITE ASSESSMENT 11/03/25

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## ANSWER



# COUNCIL AGENDA STATEMENT

## CITY OF SANTEE

Item 11

### MEETING DATE

January 14, 2026

**ITEM TITLE**      **CONSIDERATION OF A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, CANCELLING A REGULAR MEETING IN THE SUMMER MONTHS OF JULY OR AUGUST 2026, AND RESCHEDULING THE NOVEMBER 11, 2026, REGULAR MEETING**

**DIRECTOR/DEPARTMENT**    James Jeffries, City Clerk

### **SUMMARY**

As set forth by Legislative Policy Memorandum (LPM) 2019-01, Regular Meetings of the Santee City Council are to be held on the second and fourth Wednesday in the months of January through October and on the second Wednesday in November and December, except as modified by Resolution.

Traditionally, the City Council has approved the cancellation of one Regular Meeting during the summer months each year to accommodate various scheduling issues. Staff request that the City Council identify which summer meeting date, July 8, July 22, or August 12, 2026, will be cancelled to provide adequate notice for the public.

Additionally, this year, the second Wednesday in November falls on November 11, 2026, which is Veteran's Day and City Hall is closed. Historically, Council has rescheduled the November meeting whenever it falls on Veteran's Day to another day in November.

### **FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A •  Completed

### **RECOMMENDATION**

Identify the preferred dates and adopt the Resolution cancelling a City Council Regular Meeting in the summer months of July or August 2026, and rescheduling the November 11, 2026, Regular Meeting.

### **ATTACHMENT**

Calendar of Summer Meetings  
Calendar for November 2026  
Resolution



# JULY 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8 COUNCIL	9	10	11
12	13	14	15	16	17	18
19	20	21	22 COUNCIL	23	24	25
26	27	28	29	30	31	

# AUGUST 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12 COUNCIL	13	14	15
16	17	18	19	20	21	22
23	24	25	26 COUNCIL	27	28	29
30	31					

# NOVEMBER 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11 Veteran's Day	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 Thanksgiving	27	28
29	30					

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
CANCELLING A REGULAR MEETING IN THE SUMMER MONTHS OF JULY OR  
AUGUST 2026, AND RESCHEDULING THE NOVEMBER 11, 2026, REGULAR MEETING**

**WHEREAS**, the City Council adopted Legislative Policy Memorandum 2019-1 (LPM 2019-1) on December 11, 2019, which updated the policy on Council governance and established the Regular Meeting schedule for the City Council; and

**WHEREAS**, LPM 2019-1 allows the Council to modify the Regular Meeting schedule by Resolution; and

**WHEREAS**, the City Council has traditionally cancelled one of its summer meetings to accommodate various scheduling issues; and

**WHEREAS**, staff requests the City Council identify which summer meeting date, July 8, July 22, or August 12, 2026, will be cancelled; and

**WHEREAS**, the November 11, 2026, Regular Meeting falls on Veteran's Day, which is a holiday and City Hall will be closed; and

**WHEREAS**, staff recommends the November 11, 2026, Regular Meeting be rescheduled.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California, the       (Insert Date)      , Regular Meeting is hereby cancelled.

**BE IT FURTHER RESOLVED** that the November 11, 2026, Regular Meeting is hereby rescheduled to       (Insert Date)      , 2026, and that the 2026 City Council meeting calendar is hereby modified by the above actions.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 14<sup>th</sup> day of January 2026, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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**JAMES JEFFRIES, CITY CLERK**