



City Council Participation



Time and Location

2nd and 4th Tuesday of each month. 3:00 PM

Council Chambers
200 Civic Center Way
El Cajon, CA 92020



Watch Online

elcajon.gov/videostreaming

or Facebook Live (comments are not monitored)



In-Person Comments

Members of the public may address the City Council/Agency Members on any item listed on the agenda, or on matters which are not listed on the agenda but are within the subject matter jurisdiction of the City Council, Housing Authority and Successor Agency to the El Cajon Redevelopment Agency.

Public comments are limited to three (3) minutes per person, per agenda item.



Written Comments

Comments must be emailed to acortez@elcajon.gov or mailed to the City Clerk at 200 Civic Center Way, El Cajon, CA 92020 and received by 4:00 pm the day prior to the City Council meeting for prompt distribution. Written public comments will be recorded in the public record and will be provided to the City Council in advance of the meeting for review.



Listening Devices and other Accommodations

ALDs are available from the City Clerk's office. As required by the Americans with Disabilities Act (ADA), requests for reasonable accommodations to facilitate meeting participation will be provided, please contact the City Clerk's office at least two (2) working days prior to the meeting at 619.441.1763.



CITY COUNCIL
HOUSING AUTHORITY AND
SUCCESSOR AGENCY TO THE EL CAJON
REDEVELOPMENT AGENCY

Council Chamber
200 Civic Center Way
El Cajon, CA 92020

Agenda

MARCH 24, 2026, 3:00 p.m.

Bill Wells, Mayor
Michelle Metschel, Deputy Mayor
Steve Goble, Councilmember
Gary Kendrick, Councilmember
Phil Ortiz, Councilmember

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Marisol Thorn, Deputy City Manager
Jennifer Lyon, City Attorney
Angela Cortez, City Clerk

CALL TO ORDER: Mayor Bill Wells

ROLL CALL: City Clerk Angela Cortez

PLEDGE OF ALLEGIANCE TO THE FLAG AND MOMENT OF SILENCE

POSTINGS: The City Clerk posted Orders of Adjournment of the March 10, 2026, Meetings and the Agenda of the March 24, 2026, Meeting in accordance to State Law and City Council/Housing Authority/Successor Agency to the Redevelopment Agency Policy.

PRESENTATIONS:

- USDA Tree Grant Update

AGENDA CHANGES:

CONSENT ITEMS:

Consent Items are routine matters enacted by one motion according to the RECOMMENDATION listed below. With the concurrence of the City Council, a Council Member or person in attendance may request discussion of a *Consent Item* at this time.

1. Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the March 10, 2026, Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

RECOMMENDATION:

That the City Council approves payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

RECOMMENDATION:

That the City Council approves the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Acceptance of Overlay 2023 Project

RECOMMENDATION:

That the City Council:

1. Accepts the Overlay 2023 project (233786PWCP), Bid No. 019-25; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

5. 2025 General Plan Annual Progress Report

RECOMMENDATION:

That the City Council:

1. Accepts the 2025 General Plan Annual Progress Report; and
2. Directs staff to forward the report to the Governor's Office of Land Use and Climate Innovation (LCI), the State Department of Housing and Community Development (HCD), and the San Diego Association of Governments (SANDAG).

6. Classification specifications update for the Police Department's Communication Center

RECOMMENDATION:

That the City Council approves and authorizes the proposed classification specification updates for Police Dispatcher I, Police Dispatcher II, Police Dispatcher Supervisor, and Communication Center Manager.

7. Approval of Resolution to Authorize the Contract Amendment for Continued Assessment of Existing Box Culverts

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to authorize an amendment to the Agreement for Professional Services with Kleinfelder, Inc. (KI) for Continued Assessment of Existing Box Culverts in the not-to-exceed amount of \$40,000, for work to be performed through and including December 17, 2026.

PUBLIC COMMENT:

At this time, any person may address a matter within the jurisdiction of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency that is not on the Agenda. Comments relating to items on today's docket are to be taken at the time the item is heard. State law prohibits discussion or action on items not on the Agenda; however, Council, Authority and Agency Members may briefly respond to statements or questions. An item may be placed on a future Agenda.

WRITTEN COMMUNICATIONS:

PUBLIC HEARINGS:

8. Public Hearing to Consider Appeal of the Planning Commission's Decision Denying a Request to Allow a Temporary Tent for More than 180 Days

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony; and
2. Considers adoption of the next Resolution, in order, if denying the appeal.

9. Public Hearing to Consider FY 2026-2027 One-Year Action Plan and Approval of Resolution to Adopt CDBG and HOME Funding Allocations

RECOMMENDATION:

That the City Council:

1. Opens the public hearing;
2. Accepts public testimony for the draft FY 2026-2027 One-Year Action Plan;
3. Closes the public hearing;
4. Accepts staff recommendations for projects and programs using FY 2026-2027 Community Development Block Grant ("CDBG") and HOME Investment Partnership ("HOME") grant funds and other CDBG, HOME, and HOME-American Rescue Plan ("HOME-ARP") prior year unallocated fund balances and carryover funds;
5. Authorizes staff to release the draft FY 2026-2027 One-Year Action Plan for a thirty-day review and comment period from April 1, 2026, to April 30, 2026;
6. Adopts the next Resolution, in order:
 - a. To approve an allocation of \$300,000 in HOME funds to Crisis House for the implementation of a Tenant-Based Rental Assistance Program; to approve the reauthorization and allocation of HOME funds for \$900,000, or carryover fund balance, whichever is less, to the San Diego Housing Commission to continue administering the First Time Homebuyer Program;
 - b. To approve an allocation of \$1,864,127 in HOME-ARP funds to Wakeland Housing for the production or preservation of affordable rental housing serving qualifying populations; and
 - c. Make the necessary changes to the One-Year Action Plans, authorize the City Manager or designee to execute the subrecipient and funding agreements and any other documentation required, and submit all required documentation to the U.S. Department of Housing and Urban Development ("HUD") for activities that are described in the Resolution.

ADMINISTRATIVE REPORTS:

10. Acceptance of Wells Park Pickleball Project

RECOMMENDATION:

That the City Council:

1. Accepts the Wells Park Pickleball project (233793PWCP), Bid No. 022-25; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

11. Consideration of Resolution to Authorize the Acceptance, Appropriation, and Expenditure of the Fire Station No. 7 Renovation Grant Award

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to:

1. Authorize the City Manager, or approved designee, to accept, appropriate, and expend grant funding as provided through the San Diego River Conservancy Proposition 4 - Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024 grant program (SDRGP42504);
2. Authorize the City Manager, or approved designee, to execute the grant agreement and such other necessary documents, with the San Diego River Conservancy, to accept any awards of grants;
3. Appropriate and transfer \$2.5 million of General Fund reserves to increase City Capital Improvement Program Fund appropriations; and
4. Appropriate \$1,500,000 from the San Diego River Conservancy Grant (SDRGP42504) and \$2,500,000 from the City Capital Improvement Program Fund (501590) for the Fire Station No. 7 Renovation capital improvement project (210051PWCP), and authorize the expenditure of these funds.

COMMISSION REPORTS:

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS

SANDAG (San Diego Association of Governments) Board of Directors.

12. Council Activity Report

ACTIVITIES REPORTS/COMMENTS OF COUNCILMEMBERS:

13. **COUNCILMEMBER STEVE GOBLE**
MTS (Metropolitan Transit System Board); East County Advanced Water Purification JPA Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG – San Diego Military Working Group (non-voting chair).
14. **COUNCILMEMBER GARY KENDRICK**
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.
15. **DEPUTY MAYOR MICHELLE METSCHEL**
Harry Griffen Park Joint Steering Committee; METRO Commission/Wastewater JPA – Alternate; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate.

16. **COUNCILMEMBER PHIL ORTIZ**
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification JPA Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate; SANDAG – Board of Directors – Alternate.

JOINT COUNCILMEMBER REPORTS:

17. Town Hall on Reducing Speeding Motorists

RECOMMENDATION:

That the City Council directs staff to conduct a town hall meeting regarding motorist speeding by May 9, 2026.

GENERAL INFORMATION ITEMS FOR DISCUSSION:

ORDINANCES: FIRST READING

18. Introduction and First Reading of an Ordinance Amending Chapter 3.20 of the El Cajon Municipal Code for Bidding and Written Contracts

RECOMMENDATION:

That the City Council introduces and conducts the first reading of an Ordinance, by title only, to amend various sections of Chapter 3.20 of the El Cajon Municipal Code ("ECMC") related to Bidding and Written Contracts; and Directs the City Clerk to read the title of the Ordinance.

ORDINANCES: SECOND READING AND ADOPTION

CLOSED SESSIONS:

19. Closed Session - Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: One (1) potential case

20. Closed Session - Conference with Labor Negotiators pursuant to Government Code section 54957.6

Agency Designated Representatives:

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Marisol Thorn, Deputy City Manager
Clay Schoen, Director of Finance
Jennifer Lyon, City Attorney

Employee Organizations:

El Cajon Municipal Employees Association
El Cajon Mid-Management and Professional Employees Group
El Cajon Professional Firefighters International Association of Fire Fighters Local 4603

ADJOURNMENT: The Adjourned Regular Joint Meeting of the El Cajon City Council/El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 24th day of March 2026, is adjourned to Tuesday, April 14, 2026, at 3:00 p.m.



City Council Agenda Report

Agenda Item 1.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Angela Cortez, City Clerk

SUBJECT: Minutes of the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meeting

RECOMMENDATION:

That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency approves Minutes of the March 10, 2026, Meetings of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

Attachments

03-10-26DRAFTminutes - Special Joint Meeting - 230PM

03-10-26DRAFTminutes - 3 PM

JOINT SPECIAL MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

March 10, 2026

A Joint Special Meeting of the El Cajon City Council/Housing Authority/ Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, March 10, 2026, was called to order by Mayor/Chair Bill Wells at 2:32 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:

Goble, Kendrick, and Ortiz

Council/Agencymembers absent:

None

Deputy Mayor/Vice Chair present:

Metschel

Mayor/Chair present:

Wells

Other Officers present:

Mitchell, City Manager/Executive Director

DiMaggio, Assistant City Manager

Thorn, Deputy City Manager

Lyon, City Attorney/General Counsel

Cortez, City Clerk/Secretary

PLEDGE OF ALLEGIANCE TO FLAG led by Mayor Wells and **MOMENT OF SILENCE.**

PUBLIC COMMENT:

This portion of the agenda provides an opportunity for members of the public to address the City Council on items that are listed on the special meeting agenda.

CLOSED SESSIONS:

RECOMMENDATION: That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency adjourns to Closed Session as follows:

1. Closed Session - Conference with Legal Counsel - Existing Litigation - pursuant to paragraph (1) of subdivision (d) of Government Code section 54956.9: City of El Cajon vs. Kalasho, et al.;
Superior Court of California, County of San Diego;
Case No.: 37-2023-00052718-CU-OR-CTL

MOTION BY WELLS, SECOND BY KENDRICK, to ADJOURN to Closed Session at 2:33 p.m.

MOTION CARRIED BY UNANIMOUS VOTE.

RECONVENED to Open Session at 3:00 p.m.

City Attorney Lyon reported the following actions:

- Item 1 – Direction was given, no reportable action taken.

Adjournment: The Joint Special Meeting of the El Cajon City Council/El Cajon Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 10th day of March, 2026 was adjourned at 3:01 p.m.

ANGELA L. CORTEZ, CMC
City Clerk/Secretary

JOINT MEETING OF THE EL CAJON CITY COUNCIL/HOUSING AUTHORITY/SUCCESSOR AGENCY TO THE EL CAJON REDEVELOPMENT AGENCY



MINUTES

CITY OF EL CAJON EL CAJON, CALIFORNIA

March 10, 2026

A Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency, held Tuesday, March 10, 2026, was called to order by Mayor/Chair Bill Wells at 3:01 p.m., in the Council Chambers, 200 Civic Center Way, El Cajon, California.

ROLL CALL

Council/Agencymembers present:

Goble, Kendrick, and Ortiz

Council/Agencymembers absent:

None

Deputy Mayor/Vice Chair present:

Metschel

Mayor/Chair present:

Wells

Other Officers present:

Mitchell, City Manager/Executive Director

DiMaggio, Assistant City Manager

Thorn, Deputy City Manager

Lyon, City Attorney/General Counsel

Cortez, City Clerk/Secretary

PLEDGE OF ALLEGIANCE TO THE FLAG led by Mayor Wells and MOMENT OF SILENCE.

POSTINGS: The City Clerk posted Orders of Adjournment of the February 24, 2026, meeting and the Agenda of the March 10, 2026, meetings in accordance with State Law and El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Policy.

PRESENTATIONS: None

AGENDA CHANGES: None

CONSENT ITEMS: (1 – 6)

MOTION BY WELLS, SECOND BY KENDRICK, to APPROVE Consent Items 1 to 6.

MOTION CARRIED BY UNANIMOUS VOTE.

1. Minutes of El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency Meetings

Approve Minutes of the February 24, 2026, Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency.

2. Warrants

Approve payment of Warrants as submitted by the Finance Department.

3. Approval of Reading Ordinances by Title Only

Approve the reading by title and waives the reading in full of all Ordinances on the Agenda.

4. Monthly Treasurer's Report for the period ended January 31, 2026

Receive the Monthly Treasurer's Report for the period ended January 31, 2026.

5. Approval of Resolution Appointing Professional Staff of the City Attorney's Office

Adopts Resolution No. 019-26, to appoint the updated list of professional staff of the City Attorney's Office.

CONSENT ITEMS: (Continued)

6. Adoption of Ordinance to Amend El Cajon Municipal Code Chapter 15.14: An Ordinance Approving an Amendment to Title 15 of the El Cajon Municipal Code (Buildings and Construction), Chapter 15.14 (Flood Damage Prevention) for Consistency with Current Federal Emergency Management Agency (FEMA) and National Flood Insurance Program (NFIP) Regulations

Adopt Ordinance No. 5174, to amend the El Cajon Municipal Code, Chapter 15.14, regarding flood damage prevention regulations.

PUBLIC COMMENT:

City Clerk Cortez announced that written comments submitted by Truth had been provided to the Councilmembers and staff.

WRITTEN COMMUNICATIONS: None

PUBLIC HEARINGS: None

ADMINISTRATIVE REPORTS:

7. City of El Cajon's Celebration of the 250th Anniversary of the United States

RECOMMENDATION:

That the City Council provides further direction on activities associated with the celebration of the 250th Anniversary of the United States and establishes a final budget for the program.

DISCUSSION

City Manager Mitchell provided detailed information of the Item.

No public comment was received for the Item.

Discussion ensued amongst City Council and Staff concerning the following:

- Block parties;
- Projector for a patriotic display at City Hall;
- Flag for City Hall;
- Pocket Constitution handouts;
- Mural community project;
- Enhancing the Kennedy Park event;
- Street pole banners;

ADMINISTRATIVE REPORTS: (Item 7 – Continued)

- Residential and commercial decorating contest;
- Decorating entry points to the City;
- Essay writing competition for students;
- Commemorative pins; and
- Community engagement.

No Motion required for the Item.

COMMISSION REPORTS: None

ACTIVITIES REPORTS/COMMENTS OF MAYOR WELLS:

SANDAG (San Diego Association of Governments) Board of Directors

8. Council Activities Report/Comments

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS:

9. COUNCILMEMBER STEVE GOBLE
MTS (Metropolitan Transit System Board); East County Advanced Water Purification Joint Powers Authority Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG – San Diego Military Working Group (non-voting Chair).

Council Activities Report/Comments.

Report as submitted.

10. COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications; Heartland Fire Training JPA.

Council Activities Report/Comments.

Report as submitted.

ACTIVITIES REPORTS OF COUNCILMEMBERS: (Continued)

11. DEPUTY MAYOR MICHELLE METSCHEL
Harry Griffen Park Joint Steering Committee; Heartland Communications – Alternate; Heartland Fire Training JPA – Alternate; METRO Commission/Wastewater JPA – Alternate.

Council Activities Report/Comments.

In addition to the submitted report, Deputy Mayor Metschel added that she attended the soft opening of Parkway Bowl.

12. COUNCILMEMBER PHIL ORTIZ
League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification Joint Powers Authority Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate; SANDAG Board of Directors – Alternate.

Council Activities Report/Comments.

Report as submitted.

JOINT COUNCILMEMBER REPORTS: None

GENERAL INFORMATION ITEMS FOR DISCUSSION: None

ORDINANCES: FIRST READING - None

ORDINANCES: SECOND READING AND ADOPTION - None

CLOSED SESSIONS:

RECOMMENDATION: That the City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency adjourns to Closed Session as follows:

13. Closed Session - Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: One (1) potential case

CLOSED SESSIONS: (Continued)

MOTION BY WELLS, SECOND BY KENDRICK, to ADJOURN to Closed Session at 3:36 p.m.

MOTION CARRIED BY UNANIMOUS VOTE.

RECONVENED to Open Session at 4:33 p.m.

City Attorney Lyon reported the following actions:

- Item 13 – Direction was given, no reportable action taken.

Adjournment: Mayor Wells adjourned the Regular Joint Meeting of the El Cajon City Council/Housing Authority/Successor Agency to the El Cajon Redevelopment Agency held this 10th day of March, 2026, at 4:34 p.m., to Tuesday, March 24, 2026, at 3:00 p.m.

DRAFT

ANGELA L. CORTEZ, CMC
City Clerk/Secretary



City Council Agenda Report

Agenda Item 4.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Development Services
SUBJECT: Acceptance of Overlay 2023 Project

RECOMMENDATION:

That the City Council:

1. Accepts the Overlay 2023 project (233786PWCP), Bid No. 019-25; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

BACKGROUND:

On February 11, 2025, the City Council awarded a construction contract for the Overlay 2023 project to Eagle Paving, LLC. This project included the full-width grinding and asphalt overlay of sixteen (16) residential, collector, and arterial roadways, totaling nearly 2 million square feet of asphalt paving. The work also included enhanced roadway striping, high-visibility crosswalks, bike lanes, and reflective signage. Paving was performed on several primary arterial City streets, including Chase Avenue from El Cajon Boulevard to Avocado Avenue, Fletcher Parkway/Broadway from Magnolia Avenue to North 2nd Street, East Main Street from Mollison Avenue to Melody Lane, and Cuyamaca Street from Weld Boulevard to the northern City limits.

Eagle Paving, LLC successfully completed all work on February 13, 2026. Staff recommends that the City Council formally accepts the Overlay 2023 Project as complete.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This project is exempt from the California Environmental Quality Act (CEQA) pursuant to section 15301(c) (Class 1) Existing Facilities. This exemption applies to projects involving repair and maintenance of existing highways and streets, sidewalks, gutters, bicycle and pedestrian trails, and similar facilities.

FISCAL IMPACT:

This project (Overlay 2023 - 233786PWCP) is budgeted with TransNet and SB1 Road Maintenance and Rehabilitation Account funding. The total construction contract expenditure is \$5,983,239.55.

Prepared By: Zain Hana, Associate Engineer

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager



City Council Agenda Report

Agenda Item 5.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Noah Alvey, Deputy Director of Development Services
SUBJECT: 2025 General Plan Annual Progress Report

RECOMMENDATION:

That the City Council:

1. Accepts the 2025 General Plan Annual Progress Report; and
2. Directs staff to forward the report to the Governor's Office of Land Use and Climate Innovation (LCI), the State Department of Housing and Community Development (HCD), and the San Diego Association of Governments (SANDAG).

PROJECT DESCRIPTION:

California Government Code section 65400 requires planning agencies to provide an annual report to their legislative body, the Office of Land Use and Climate Innovation (LCI) formerly known as the Office of Planning and Research, and the Department of Housing and Community Development (HCD) by April 1st of each year on the status of their General Plan and their progress in its implementation through the previous calendar year. The report must also detail progress in meeting the City's share of regional housing and efforts to remove governmental constraints on the maintenance, improvement, and development of housing. Furthermore, in accordance with the San Diego Association of Governments (SANDAG) Board Policy, local jurisdictions are requested to submit the same annual report information to SANDAG.

The attached 2025 General Plan Annual Progress Report fulfills the City's reporting requirements under Government Code section 65400 and summarizes the key areas of progress during 2025 in accordance with the City Council's goals and priorities without individually reviewing all the objectives and policies contained in the General Plan. Housing data is included in the report's appendix and is formatted differently from the rest of the report because HCD has specific requirements for reporting housing data.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is not considered a "Project" pursuant to California Environmental Quality Act ("CEQA") State Guidelines section 15378(b)(5) because it is an administrative activity of government.

Prepared By: Noah Alvey, Deputy Director of Development Services
Reviewed By: Yazmin Arellano, Director of Development Services
Approved By: Graham Mitchell, City Manager

Attachments

2025 General Plan Annual Progress Report

City of El Cajon 2025 General Plan Annual Progress Report



March 24, 2026



EXECUTIVE SUMMARY

The purpose of the General Plan Annual Progress Report (APR) is to inform the City Council and the residents of the City of El Cajon (City) regarding the implementation status of the General Plan. California Government Code Section 65400(a) requires that cities and counties “investigate and make recommendations to the legislative body regarding reasonable and practical means for implementing the general plan or elements of the general plan, so that it will serve as an effective guide for orderly growth and development, preservation and conservation of open-space land and natural resources, and the efficient expenditure of public funds relating to the subjects addressed in the general plan.”

The APR is required to be prepared and submitted to the City Council, Governor’s Office of Land Use and Climate Innovation (LCI), and the California Department of Housing and Community Development (HCD) by April 1st of each year. The APR address:

- The status of the General Plan and efforts in its implementation;
- The City’s efforts in meeting its share of the regional housing needs; and
- Local efforts to remove governmental constraints to the maintenance, improvement, and development of housing.

This report summarizes the planning and implementation activities for the City from January 1, 2025 to December 31, 2025. The General Plan includes nearly 300 policies, many of which are ongoing activities. As such, this APR focuses on relevant ongoing and completed activities and projects, in accordance with annual goals set by the City Council. The final portion of the APR is included in Appendix 1, which incorporates HCD mandated housing data including permits issued, as well as estimated affordability levels.

LAND USE ELEMENT

City leadership and staff endeavor to maintain regulatory codes, ordinances, and policies that respect the contemporary economic environment and evolving California law. To that end, amendments to the Zoning Code were completed in 2025 in compliance with new State regulations and to create development incentives:

- Streamlining residential design guidelines; and
- Updating Accessory Dwelling Unit (ADU) regulations to comply with State law.

HOUSING ELEMENT

210 new housing units were issued permits in 2025, which included 86 accessory dwelling units. The affordability level for the 210 new housing units as determined by HCD was 38 low income units and 172 moderate and above moderate income units (Appendix 1). The City also continued to implement housing programs related to rental and utility assistance, as well as homeless prevention:

- 3,344 El Cajon households participated in the Housing Choice Voucher Program implemented by the County of San Diego and 11,328 households were on the waiting list in Calendar Year 2025.
- 271 El Cajon residents received fair housing and/or tenant landlord services from the City through an agreement with CSA San Diego.
- 3,976 persons received homeless services including homelessness prevention, emergency shelter, transitional housing and rapid rehousing from the City through agreements with Crisis House, Home Start, East County Transitional Living Center, Salvation Army, and Interfaith Shelter Network.



CIRCULATION ELEMENT

In 2025, the City continued to prioritize capital improvement projects and ensure sufficient investment in the City's road and pedestrian infrastructure. Overall, more than 6 miles of roads were rehabilitated, 58 new curb ramps were added, and 105 street lights were installed.

OPEN SPACE AND PARKS ELEMENT

The City maintains 16 parks and seven recreational facilities on 120 acres. Facilities include eight lighted ball fields, four adult fitness areas and eight playgrounds. Approximately 150 community groups typically utilize facilities on a monthly basis. The Parks and Recreation Department (Department) provides support to three citizen groups, Teen Coalition, Recreation Council and the Veteran's Coalition, which annually award a Veteran of the Year and Youth of the Year. The Department also facilitates several large annual special events, which include the 4th of July celebration which has a typical attendance of 10,000, and Hauntfest which has a typical attendance of over 30,000.

In 2025, the Department completed the highly anticipated addition of five (5) pickleball courts at Wells Park. Located at 1153 E Madison Ave, this new complex features dedicated, permanent-net courts, shade sails, spectator seating, and a pro shop for supplies. The courts are open daily, with lights available for evening play.



SAFETY ELEMENT

Heartland Fire and Rescue (Heartland) is in its 17th year of the cooperative service agreement between the Cities of El Cajon, La Mesa and Lemon Grove for shared fire service management. Heartland has also recertified its Insurance Service Office (ISO) Class 1 status for its emergency response and suppression capabilities. The Police Department Communications Center processed 182,191 calls and generated 55,373 calls for service. The Police Department also provides four (4) full-time police officers to staff primary Grossmont Union High School District (GUHSD) campuses through a contract with GUHSD.

CONSERVATION ELEMENT

The City continued to require that all development proposals receive proper environmental review under the California Environmental Quality Act. The City also implemented the California Green Standards Building Code for new construction, as identified in the Sustainability Initiative, which seeks to reduce greenhouse gas emission by increasing building efficiency and renewable electricity supply.

NOISE ELEMENT

The City continually implements the noise standards and criteria stated in the Municipal Code for all projects. Noise attenuating measures such as building setbacks, walls, increased landscaping, and building insulation are required for residential land uses proposed in noise-sensitive areas. The City also applies the compatibility policies contained in the Montgomery and Gillespie Field Airport Land Use Compatibility Plans for new developments to minimize the public's exposure to airport noise.

ENVIRONMENTAL JUSTICE ELEMENT

During 2025, the City promoted housing programs that are available in Environmental Justice Communities. These programs include ADU Loan Program, Emergency Repair Program, First Time Homebuyer Program, and Housing Rehabilitation Loan Program. During 2025, two (2) first time homebuyers, two (2) emergency repairs, and four (4) housing rehabilitation loans were completed. Additionally, three ADU loans were initiated, but not completed in 2025.



Appendix 1

Regional Housing Needs Allocation Progress

Permitted Units by Affordability

Income Level		RHNA Allocation by Income Level	Projection Period - 06/30/2020-04/29/2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Acutely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Extremely Low	Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
	Non-Deed Restricted	-	-	-	-	-	-	-	-	-	-	-	-	-
Very Low	Deed Restricted	481	-	-	-	-	-	-	-	-	-	-	-	481
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Low	Deed Restricted	414	-	-	-	-	-	-	-	-	-	-	281	133
	Non-Deed Restricted		113	4	4	26	96	38	-	-	-	-		
Moderate	Deed Restricted	518	-	-	-	-	-	-	-	-	-	-	154	364
	Non-Deed Restricted		3	9	35	33	29	45	-	-	-	-		
Above Moderate		1,867	30	13	32	80	85	127	-	-	-	-	367	1,500
Total RHNA		3,280												
Total Units			146	26	71	139	210	210	-	-	-	-	802	2,478



City Council Agenda Report

Agenda Item 6.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Megan Blake, Human Resources Manager
SUBJECT: Classification specifications update for the Police Department's Communication Center

RECOMMENDATION:

That the City Council approves and authorizes the proposed classification specification updates for Police Dispatcher I, Police Dispatcher II, Police Dispatcher Supervisor, and Communication Center Manager.

BACKGROUND:

Staff proposes updating the classification specifications Police Dispatcher I, Police Dispatcher II, Police Dispatcher Supervisor, and Communication Center Manager. This is to better align the duties and responsibilities of the positions with their intended core functions. Additionally, updating the classification specifications will assist with recruitment efforts by providing more clarity within each role.

Police Dispatcher I, Police Dispatcher II, and Police Dispatcher Supervisor are classifications represented by the Municipal Employees' Association (MEA) bargaining group. As such, the City had a duty to discuss the proposed classification specification updates with the bargaining group. MEA reviewed the proposed updates and approved them on February 25, 2026.

Communications Center Manager classification is represented by the Mid-Management and Professional Employees' Group (MMPEG). As such, the City had a duty to discuss the proposed classification specification updates with the group. MMPEG reviewed the proposed updates and approved them on February 24, 2026.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

City Council approval and authorization of the proposed updates to the identified job classifications is exempt from the California Environmental Quality Act ("CEQA") in accordance with section 15378(b)(2) of the State CEQA Guidelines because it is a personnel-related action and is therefore not a project.

FISCAL IMPACT:

No Fiscal Impact.

Prepared By: Megan Blake, Human Resources Manager

Reviewed By: Marisol Thorn, Deputy City Manager

Approved By: Graham Mitchell, City Manager

Attachments

Police Dispatcher I draft

Police Dispatcher I draft with track changes

Police Dispatcher II draft

Police Dispatcher II draft with track changes

Police Dispatcher Supervisor draft

Police Dispatcher Supervisor draft with track changes

Communications Center Manager draft 2-2026

Communications Center Manager draft 2-2026 with track changes

CITY OF EL CAJON

POLICE DISPATCHER I

CLASSIFICATION DESCRIPTION

Function: Under direct supervision, will receive training on receiving and evaluating emergency and non-emergency communications; dispatches emergency field personnel in accordance with standard policies and procedures via radio, software programs and computer systems; maintains accurate records; and performs related work as required.

Class Characteristics: This is the entry-level trainee classification in the Police Dispatcher Series. Employees in this class report to an assigned Supervising Police Dispatcher and receive training and experience in handling radio and telephone emergency and non-emergency communications. Employees who successfully complete the 18-month probation will automatically advance to the Police Dispatcher II classification.

Representative Duties:

Employees in this class receive training in performing the following duties:

- May be designated as a primary radio operator, receives, screens and transmits emergency and non-emergency communications;
- answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or other automatic systems;
- documents facts accurately, legibly, and completely during multiple/emergency call situations;
- take and evaluate reports and requests for service over the phone;
- elicit information, quickly and accurately, analyze situations and choose an effective course of action for both emergency and non-emergency situations;
- perform multiple tasks simultaneously, such as receive, document and disseminate information accurately in both written and oral form, enter information into and retrieve information from computer systems and read information from multiple computer screens;
- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC;
- interprets, verifies, receives and disseminates information and data;
- provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- evaluates and transmits information to Police Department personnel;
- monitors department and mutual aid radio frequencies;
- dispatches police units;
- keeps supervisors and field units advised of the status of emergency situations;
- receives and transmits information to other jurisdictions;
- relays messages;

CITY OF EL CAJON
Police Dispatcher I

- tests and makes minor adjustments to radio equipment;
- prepares audio, video, CFS, and evidence requests utilizing Communications databases;
- maintains a variety of logs and records;
- utilizes automated information and computer aided dispatch systems;
- makes telephone calls for a variety of services, e.g. tow trucks, private ambulance, taxi cabs;
- may testify in court;
- assists in monitoring department and city security and video systems;
- assists in monitoring and using automated notification systems, automated license plate readers, GPS asset tracking systems, and community emergency notifications systems;
- performs miscellaneous clerical and housekeeping work in the dispatch area.

Contacts and Relationships: Employees have primary contact with police field units and Communications Center personnel. In addition, employees have contact with other law enforcement agency personnel and the general public.

Accountability: Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow established departmental rules, regulations and training guidelines.

Working Conditions: Essentially all of the employee's time is spent in the Communication Center of the Police Department. Employees work on a rotating shift basis, holidays, weekends, and overtime. The working environment may range from periods of high volume emergency and life-threatening calls for service to periods of little activity. Employees are subject to stressful, time-pressure situations.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

Must be at least 18 years of age.

Experience: No mandatory experience needed. Experience providing information and

assistance to the public by means of telephone or radio is desirable.

Education: Educational achievement equivalent to graduation from high school. College level coursework in radio communications or law enforcement is desirable.

Special Requirements: Ability to satisfactorily complete the Police Officer Standards and Training (POST) certified Basic Dispatcher Course within twelve months of employment.

Complete 24 hours of POST required continuing professional training biennially.

Abilities/Skills/Knowledge:

Must have the ability to learn and show proficiency for the following;

- Ability to interpret and apply legal statutes and departmental policies and procedures;
- ability to analyze and adopt a course of action in emergency situations;
- visual and hearing acuity sufficient to operate a telephone and computer terminal in full or muted lighting conditions;
- ability to speak clearly, calmly and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to maintain records, logs and files;
- ability to deal tactfully and courteously with the public and law enforcement personnel;
- knowledge of City geography;
- ability to accurately read and interpret maps;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/ telephone equipment;
- ability to write clearly and accurately in a report format;
- ability to carry out dispatch duties;
- ability to type at a speed of 30 net words per minute with a maximum of five (5) errors.

Established: 08/2021

Revised: 02/2026

MEA approved: 2/25/2026

Council approved:

CITY OF EL CAJON

POLICE DISPATCHER I

CLASSIFICATION DESCRIPTION

Function: Under direct supervision, will receive training on receiving and evaluating emergency and non-emergency communications; ~~dispatches emergency field personnel in accordance with standard policies and procedures via radio, software programs and computer systems; maintains accurate records; then transmits that information via data entry and radio to field units;~~ and performs related work as required.

Class Characteristics: This is the entry-level trainee classification in the Police Dispatcher Series. Employees in this class report to an assigned Supervising Police Dispatcher and receive training and experience in handling radio and telephone emergency and non-emergency communications. Employees who successfully complete the 18-month probation will automatically advance to the Police Dispatcher II classification.

Representative Duties:

Employees in this class receive training in performing the following duties:

- May be designated as a primary radio operator, receives, screens and transmits emergency and non-emergency communications;
- answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or other automatic systems;
- documents facts accurately, legibly, and completely during multiple/emergency call situations;
- take and evaluate reports and requests for service over the phone;
- elicit information, quickly and accurately, analyze situations and choose an effective course of action for both emergency and non-emergency situations;
- perform multiple tasks simultaneously, such as receive, document and disseminate information accurately in both written and oral form, enter information into and retrieve information from computer systems and read information from multiple computer screens;
- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC;
- interprets, verifies, receives and disseminates information and data;
- provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- ~~secures, records, evaluates,~~ and transmits information to Police Department personnel;
- monitors department and mutual aid radio frequencies ~~and alarm systems;~~

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CITY OF EL CAJON

Police Dispatcher I

- dispatches police units;
- keeps supervisors and field units advised of the status of emergency situations;
- receives and transmits information to other jurisdictions;
- relays messages;
- tests and makes minor adjustments to radio equipment;
- prepares tape/ audio, video, CFS, and evidence requests utilizing Communications databases;
- maintains a variety of logs and records;
- utilizes automated information and computer aided dispatch systems;
- makes telephone calls for a variety of services, e.g. tow trucks, private ambulance, taxi cabs;
- ~~answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or other automatic systems;~~
- ~~may be assigned as a Dispatcher Training Officer;~~
- may testify in court;
- assists in monitoring department and city security and video systems;
- assists in monitoring and using automated notification systems, automated license plate readers, GPS asset tracking systems, and community emergency notifications systems;
- performs miscellaneous clerical and housekeeping work in the dispatch area.

Contacts and Relationships: Employees have primary contact with police field units and Communications Center personnel. In addition, employees have contact with other law enforcement agency personnel and the general public.

Accountability: Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow established departmental rules, regulations and training guidelines.

Working Conditions: Essentially all of the employee's time is spent in the Communication Center of the Police Department. Employees work on a rotating shift basis, holidays, weekends, and overtime. The working environment may range from periods of high volume emergency and life-threatening calls for service to periods of little activity. Employees are subject to stressful, time-pressure situations.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without

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City of El Cajon
Police Dispatcher I

correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

Must be at least 18 years of age.

Experience: No mandatory experience needed. Experience providing information and assistance to the public by means of telephone or radio is desirable.

Education: Educational achievement equivalent to graduation from high school. College level coursework in radio communications or law enforcement is desirable.

Special Requirements: Ability to satisfactorily complete the Police Officer Standards and Training (POST) certified Basic Dispatcher Course within twelve months of employment.

Complete 24 hours of POST required continuing professional training biennially.

Abilities/Skills/Knowledge:

Must have the ability to learn and show proficiency for the following;

- Ability to interpret and apply legal statutes and departmental policies and procedures;
- ability to analyze and adopt a course of action in emergency situations;
- visual and hearing acuity sufficient to operate a telephone and computer terminal in full or muted lighting conditions;
- ability to speak clearly, calmly and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to maintain records, logs and files;
- ability to deal tactfully and courteously with the public and law enforcement personnel;
- knowledge of City geography;
- ability to accurately read and interpret maps;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/ telephone equipment;
- ability to write clearly and accurately in a report format;
- ability to carry out dispatch duties;
- ability to type at a speed of 30 net words per minute with a maximum of five (5) errors.

Established: 08/2021

Revised: 02/2026

MEA approved: 2/25/2026

Council approved:

CITY OF EL CAJON

POLICE DISPATCHER II

CLASSIFICATION DESCRIPTION

Function: Under general supervision, receives and evaluates emergency and non-emergency communications; dispatches emergency field personnel in accordance with standard policies and procedures via radio, software and computer systems; maintains accurate records; and performs related work as required.

CLASS CHARACTERISTICS:

This is the journey level classification in the Police Dispatcher series and is responsible for handling the full range of emergency and non-emergency communications. This classification reports to a Supervising Police Dispatcher and is distinguished from the Police Dispatcher I classification in that the latter is an entry-level trainee classification.

Lateral employees hired into the Police Dispatcher II classification will be required to serve a 12-month probation.

Representative Duties:

- May be designated as a primary radio operator, receives, screens and transmits emergency and non-emergency communications;
- answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or automatic systems;
- documents facts accurately, legibly, and completely during multiple/emergency call situations;
- take and evaluate reports and requests for service over the phone;
- elicit information, quickly and accurately, analyze situations and choose an effective course of action for both emergency and non-emergency situations;
- perform multiple tasks simultaneously, such as receive, document and disseminate information accurately in both written and oral form, enter information into and retrieve information from computer systems and read information from multiple computer screens;
- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC;
- interprets, verifies, receives and disseminates information and data.
- provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- evaluates, and transmits information to Police Department personnel;
- monitors department and mutual aid radiofrequencies;
- dispatches police units;

City of El Cajon
Police Dispatcher II

- keeps supervisors and field units advised of the status of emergency situations;
- receives and transmits information to other jurisdictions;
- relays messages;
- tests and makes minor adjustments to radio equipment;
- prepares audio, visual, CFS, and evidence requests utilizing Communications databases;
- maintains a variety of logs and records;
- utilizes automated information and computer aided dispatch systems;
- makes telephone calls for a variety of services, including tow trucks, private ambulance, taxi cabs;
- may be assigned as Dispatcher Training Officer;
- may testify in court;
- assists in monitoring department and city security and video systems;
- assists in monitoring and using automated notification systems; automated license plate readers, GPS asset tracking systems, and community emergency notifications systems;
- performs miscellaneous clerical and housekeeping work in the dispatch area.

Contacts and Relationships: Employees have primary contact with police field units and communications center personnel. In addition, employees have contact with other law enforcement agency personnel and the general public.

Accountability: Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow established departmental rules, regulations and training guidelines.

Working Conditions: Essentially all of the employee's time is spent in the Communications Center of the Police Department. Employees work on a rotating shift basis, holidays, weekends, and overtime. The working environment may range from periods of high volume emergency and life-threatening calls for service to periods of little activity. Employees are subject to stressful, time-pressure situations. Employees are required to wear a uniform.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

City of El Cajon
Police Dispatcher II

Experience: At least one year experience in emergency service communications work which includes radio use.

Education: Educational achievement equivalent to graduation from high school. College level course work in radio communications or law enforcement is desirable.

Special Requirements: Ability to satisfactorily complete the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course within twelve months of employment.

Complete 24 hours of POST required continuing professional training biennially.

Abilities/Skills/Knowledge:

- Ability to interpret and apply legal statutes and departmental policies;
- ability to analyze and adopt a course of action in emergency situations;
- visual and hearing acuity sufficient to operate a telephone and computer terminal in full or muted lighting conditions;
- ability to speak clearly, calmly, and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to maintain records, logs and files;
- ability to deal tactfully and courteously with the public and law enforcement personnel;
- knowledge of city geography;
- ability to accurately read and interpret maps;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/telephone equipment;
- ability to write clearly and accurately in a report format;
- ability to carry out dispatch duties;
- ability to type at a speed of 30 net words per minute with a maximum of five (5) errors.

Established:	08/1990
Revised:	07/1998; 10/2007;08/2021
Retitled:	08/2021
Revised:	02/2026
MEA approved:	2/25/2026
Council approved:	

CITY OF EL CAJON

POLICE DISPATCHER II

CLASSIFICATION DESCRIPTION

Function: Under general supervision, receives and evaluates emergency and non-emergency communications; dispatches emergency field personnel in accordance with standard policies and procedures via radio, software and computer systems; then transmits that information via data entry and radio to field units; maintains accurate records; and performs related work as required.

CLASS CHARACTERISTICS:

This is the journey level classification in the Police Dispatcher series and is responsible for handling the full range of emergency and non-emergency communications. This classification reports to a Supervising Police Dispatcher and is distinguished from the Police Dispatcher I classification in that the latter is an entry-level trainee classification.

Lateral employees hired into the Police Dispatcher II classification will be required to serve a 12-month probation.

Representative Duties:

- May be designated as a primary radio operator, receives, screens and transmits emergency and non-emergency communications;
- answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or automatic systems;
- documents facts accurately, legibly, and completely during multiple/emergency call situations;
- take and evaluate reports and requests for service over the phone;
- elicit information, quickly and accurately, analyze situations and choose an effective course of action for both emergency and non-emergency situations;
- perform multiple tasks simultaneously, such as receive, document and disseminate information accurately in both written and oral form, enter information into and retrieve information from computer systems and read information from multiple computer screens;
- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC;
- interprets, verifies, receives and disseminates information and data.
- provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner;
- secures, records, evaluates, and transmits information to Police Department personnel;

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City of El Cajon
Police Dispatcher II

- monitors department and mutual aid radio-frequencies ~~and alarm systems~~;
- dispatches police units;
- keeps supervisors and field units advised of the status of emergency situations;
- receives and transmits information to other jurisdictions;
- relays messages;
- tests and makes minor adjustments to radio equipment;
- prepares ~~tape~~ audio, visual, CFS, and evidence requests utilizing Communications databases;
- maintains a variety of logs and records;
- utilizes automated information and computer aided dispatch systems;
- makes telephone calls for a variety of services, e.g.-including tow trucks, private ambulance, taxi cabs;
- ~~answer emergency and non-emergency calls via telephone, text to 911, TDD, teletype, or automatic systems;~~
- may be assigned as Dispatcher Training Officer;
- may testify in court;
- assists in monitoring department and city security and video systems;
- assists in monitoring and using automated notification systems; automated license plate readers, GPS asset tracking systems, and community emergency notifications systems;
- performs miscellaneous clerical and housekeeping work in the dispatch area.

Contacts and Relationships: Employees have primary contact with police field units and communications center personnel. In addition, employees have contact with other law enforcement agency personnel and the general public.

Accountability: Employees are accountable for taking prompt and appropriate action in emergency situations while applying learned techniques and procedures. Employees are expected to follow established departmental rules, regulations and training guidelines.

Working Conditions: Essentially all of the employee's time is spent in the Communications Center of the Police Department. Employees work on a rotating shift basis, holidays, weekends, and overtime. The working environment may range from periods of high volume emergency and life-threatening calls for service to periods of little activity. Employees are subject to stressful, time-pressure situations. Employees are required to wear a uniform.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without

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City of El Cajon
Police Dispatcher II

correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

Experience: At least one year experience in emergency service communications work which includes radio use.

Education: Educational achievement equivalent to graduation from high school. College level course work in radio communications or law enforcement is desirable.

Special Requirements: Ability to satisfactorily complete the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course within twelve months of employment.

Complete 24 hours of POST required continuing professional training biennially.

Abilities/Skills/Knowledge:

- Ability to interpret and apply legal statutes and departmental policies;
- ability to analyze and adopt a course of action in emergency situations;
- visual and hearing acuity sufficient to operate a telephone and computer terminal in full or muted lighting conditions;
- ability to speak clearly, calmly, and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to maintain records, logs and files;
- ability to deal tactfully and courteously with the public and law enforcement personnel;
- knowledge of city geography;
- ability to accurately read and interpret maps;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/telephone equipment;
- ability to write clearly and accurately in a report format;
- ability to carry out dispatch duties;
- ability to type at a speed of 30 net words per minute with a maximum of five (5) errors.

Established:

08/1990

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City of El Cajon
Police Dispatcher II

Revised: 07/1998; 10/2007;08/2021
Retitled: 08/2021
Revised: 02/2026
MEA approved: 2/25/2026
Council approved:

CITY OF EL CAJON

POLICE DISPATCHER SUPERVISOR

CLASSIFICATION DESCRIPTION

FUNCTION: Under general supervision, supervises an assigned shift in the Communications Center of the Police Department; assists in supervising the overall activities of communications personnel involved in transmitting emergency and routine voice radio messages to field emergency personnel and in receiving and dispatching emergency and non-emergency calls for services; coordinates with other agencies; performs related work as required.

CLASS CHARACTERISTICS

Employees in this class are working supervisors responsible for supervising Communications Center staff on an assigned shift.

Representative Duties

- Plans, assigns, directs, and supervises the work of Communications Center personnel;
- Reviews subordinates work for accuracy and completeness;
- Assists in identifying and correcting operational problems and procedures in order to maintain a high level of service;
- Evaluate priority ranking of each call for service and the level of service to be dispatched in initial response according to standard operating procedures, instructions from a field supervisor or by individual judgment as required;
- Monitors department and mutual aid radio frequencies
- Provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Respond to inquiries from the public;
- makes recommendations regarding training and conducts structured training programs; maintains the Communications Center's training manuals or Standard Operating Procedures;
- schedules staff to provide 24-hour coverage; coordinates scheduling and completion of work with other supervising dispatchers; ensures minimum staffing levels are met;
- maintains liaison with Communications Center personnel, other law enforcement personnel and emergency service agencies;
- keeps supervisors and field units advised of the status of emergency situations and potential liability issues;
- may assist in investigating and resolving complaints related to dispatch and communications service;

City of El Cajon
Police Dispatcher Supervisor

- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC; then interprets, verifies, receives and disseminates information and data.
- ensures compliance with laws, regulations and policies related to voice radio and teletype communications;
- participates in the selection of subordinate staff, evaluates employee performance, counsels employees, and initiates disciplinary action as appropriate;
- ensure security of computer systems as assigned, troubleshoot system malfunctions and report to Information Technology Department for correction;
- Ensures all emergency equipment is in working order and contacts repair personnel as needed;
- prepares audio, video, and CFS, and evidence requests utilizing Communications databases;
- assists in monitoring department and City security and video systems;
- assists in monitoring automated notification systems; Automated License Plate Readers; GPS Asset tracking systems, and community emergency notification systems;
- may testify in court;
- conducts research, prepares reports and completes special projects as assigned;
- may be required to receive, respond to and dispatch calls for emergency and non-emergency assistance as a Police Dispatcher II.

Contacts and Relationships: Contacts are varied and include department supervisors and employees, the general public and other law enforcement agencies.

Accountability: The employee is accountable for the safe and efficient operation of the Communications Center on an assigned shift in accordance with departmental policies and procedures and with applicable laws and regulations.

Working Conditions: Essentially all of the employee's time is spent working indoors. The working environment may range from periods of high volume emergency and life threatening calls for service to periods of little activity. Employees are subject to stressful time-pressure situations and occasional boredom. Employees work on a rotating shift schedule which includes nights, weekends and holidays. Employees may be required to wear a uniform.

QUALIFICATIONS GUIDELINES

Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead

City of El Cajon
Police Dispatcher Supervisor

presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

Experience: Three (3) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service and public contact work. Some supervisory experience is desirable.

Education: Educational achievement equivalent to completion of high school supplemented by college level coursework in emergency service communications, law enforcement or closely related field.

Special Requirement: Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher course within twelve months.

Abilities/Skills/Knowledge:

- Ability to plan, organize, direct and supervise and evaluate the work of subordinate personnel;
- ability to interpret and apply legal statutes and departmental policies;
- ability to establish and maintain effective working relationships;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/telephone equipment;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to speak clearly, calmly, and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to deal tactfully with the public and law enforcement personnel;
- ability to read maps and interpret maps;
- working knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatching system;
-
- knowledge of City geography;
- knowledge of department policies and procedures and applicable laws and municipal codes;
- working knowledge of police department organization structure.

Established:	09/1990
Revised:	11/1994; 10/2007
Reviewed by City Manager:	01/1995; 10/2007
Approved Personnel Commission:	01/26/1995; 10/2007

City of El Cajon
Police Dispatcher Supervisor

Approved City Council:

02/07/1995; 11/13/2007

CITY OF EL CAJON

~~SUPERVISING~~ POLICE DISPATCHER SUPERVISOR

CLASSIFICATION DESCRIPTION

FUNCTION: Under general supervision, supervises an assigned shift in the Communications Center of the Police Department; assists in supervising the overall activities of communications personnel involved in transmitting emergency and routine voice radio messages to field emergency personnel and in receiving and dispatching emergency and non-emergency calls for services; coordinates with other agencies; performs related work as required.

CLASS CHARACTERISTICS

Employees in this class are working supervisors responsible for supervising Communications Center staff on an assigned shift.

Representative Duties

- ~~Plans, assigns, directs, and supervises the work of communications and dispatch~~ Communications Center personnel;
- Reviews subordinates work for accuracy and completeness;
- Assists in identifying and correcting operational problems and procedures in order to maintain a high level of service;
- Evaluate priority ranking of each call for service and the level of service to be dispatched in initial response according to standard operating procedures, instructions from a field supervisor or by individual judgment as required;
- Monitors department and mutual aid radio frequencies
- Provide responsive, high quality service to city employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.
- Respond to inquiries from the public;

• ~~_____~~ makes recommendations regarding training and conducts structured training programs; maintains the Communications Center's training manuals or Standard Operating Procedures;

• ~~_____~~ schedules staff to provide 24-hour coverage; coordinates scheduling and completion of work with other supervising dispatchers; ensures minimum staffing levels are met;

• ~~_____~~ maintains liaison with Communications Center personnel, other law enforcement personnel and emergency service agencies;

• ~~_____~~

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City of El Cajon

~~Supervising~~ Police Dispatcher Supervisor

- keeps supervisors and field units advised of the status of emergency situations and potential liability issues;
-
- may assist in investigating and resolving complaints related to dispatch and communications service;
- uses computer terminal to access various confidential law enforcement systems, including ARJIS, CLETS, SUN, and NCIC; then interprets, verifies, receives and disseminates information and data.
-
- ensures compliance with laws, regulations and policies related to voice radio and teletype communications;
-
- participates in the selection of subordinate staff, evaluates employee performance, counsels employees, and initiates disciplinary action as appropriate;
-
- ~~operates the CAD system to produce reports as requested;~~ ensure security of computer systems as assigned, troubleshoot system malfunctions and report to Information ~~Services~~ Technology Department for correction;
- Ensures all emergency equipment is in working order and contacts repair personnel as needed;
- prepares audio, video, and CFS, and evidence requests utilizing Communications databases;
- assists in monitoring department and City security and video systems;
- assists in monitoring automated notification systems; Automated License Plate Readers; GPS Asset tracking systems, and community emergency notification systems;
- may testify in court;
- conducts research, prepares reports and completes special projects as assigned;
- may be required to receive, respond to and dispatch calls for emergency and non-emergency assistance as a Police Dispatcher II.

Contacts and Relationships: Contacts are varied and include department supervisors and employees, the general public and other law enforcement agencies.

Accountability: The employee is accountable for the safe and efficient operation of the Communications Center on an assigned shift in accordance with departmental policies and procedures and with applicable laws and regulations.

Working Conditions: Essentially all of the employee's time is spent working indoors. The working environment may range from periods of high volume emergency and life threatening calls for service to periods of little activity. Employees are subject to stressful time-pressure situations and occasional boredom. Employees work on a rotating shift schedule which includes nights, weekends and holidays. Employees may be required to wear a uniform.

QUALIFICATIONS GUIDELINES

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Physical Condition: Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employees require sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate assigned equipment; hear in the normal audio range with or without correction and wear headsets for prolonged periods of time.

Experience: Three (3) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service and public contact work. Some supervisory experience is desirable.

Education: Educational achievement equivalent to completion of high school supplemented by college level coursework in emergency service communications, law enforcement or closely related field.

Special Requirement: Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher course within twelve months.

Abilities/Skills/Knowledge:

- Ability to plan, organize, direct and supervise and evaluate the work of subordinate personnel;
- ability to interpret and apply legal statutes and departmental policies;
- ability to establish and maintain effective working relationships;
- ability to understand and follow written and oral instructions;
- ability to operate computer and radio/telephone equipment;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to speak clearly, calmly, and concisely in a well-modulated voice using good diction;
- knowledge of English language, including spelling, grammar and punctuation;
- ability to deal tactfully with the public and law enforcement personnel;
- ability to read maps and interpret maps;
- working knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatching system;
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City of El Cajon

~~Supervising~~ Police Dispatcher Supervisor

- ~~• knowledge of first aid and CPR;~~
- ~~•~~
- ~~• knowledge of City geography;~~
- ~~•~~
- ~~• knowledge of department policies and procedures and applicable laws and municipal codes;~~
- ~~•~~
- working knowledge of police department organization structure.

~~**Special Requirement:** — Possession of or ability to obtain, prior to employment, a valid Class C California driver's license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher course.~~

Established:	09/1990
Revised:	11/1994; 10/2007
Reviewed by City Manager:	01/1995; 10/2007
Approved Personnel Commission:	01/26/1995; 10/2007
Approved City Council:	02/07/1995; 11/13/2007

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CITY OF EL CAJON

Communications Center Manager

CLASSIFICATION DESCRIPTION

Function:

Under administrative direction, plans, coordinates, and directs the work of the Police Department's Communications Division; performs related work as required.

To plan, organize, direct, and manage the staff, operations and activities of the Police Communications Center; planning, identification, and implementation of dispatch related technology, coordinate activities with other divisions or departments; and performs related work as required.

CLASS CHARACTERISTICS:

This is the highest-level classification in the Police Dispatcher series. The incumbent plans, organizes, and directs the work of the Communications Center through subordinate shift supervisors. Incumbents in this position serve a one-year probationary period (If the incumbent does not meet the educational requirements upon hire, the probationary period is up to two years but no less than one-year).

Representative Duties:

- Plans, coordinates, and directs the work of Communications Center staff through subordinate supervisors;
- trains, supervises, and evaluates subordinate supervisors;
- monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of the Communications Center;
- recommends service and staffing levels;
- recommend and implement the Communications Center's goals and objectives;
- analyzes, develops, and implements communication and technical services policies and procedures;
- prepares, administers, and monitors the division budget;
- participates in the selection of staff, evaluates performance, counsels employees, and initiates disciplinary action as appropriate;
- assists in identifying and correcting operational problems and procedures in order to maintain a high level of service;
- receives and responds to citizen complaints and questions regarding the Communications Center;
- orders equipment and furnishings for the Communication Center and arranges maintenance;
- monitors inventory and readiness of portable and mobile radios;
- maintains operational readiness of subordinate positions in the event of necessary relief;

Bargaining Group: MMPEG

City of El Cajon
Communications Center Manager

- coordinates communication needs for the department and City events, e.g., D.U.I. check points, special details, special events in the City;
- Prepare a variety of analytical and statistical reports and correspondence on operations and activities, creates CAD system and telephone data reports;
- represents the Police Department at professional meetings and in the community as assigned;
- maintain current radio licenses for the department and ensure licenses are in compliance with Federal Communications Commission (FCC) regulations;
- ensures compliance with laws, regulations and policies related to voice radio and teletype communications;
- ensure subordinates meet training requirements including POST and other requirements set forth by the State of California;
- oversee, monitor and maintain a variety of dispatch equipment including computer-aided dispatch (CAD) system, automated telephone system, radio system; Automated License Plate Readers, GPS asset tracking systems; and community emergency notification systems;
- maintain liaison between divisions, other City departments, vendors, and contractors;
- serve as the Custodian of Records for the Police Department Communications Center and testify in court proceedings;
- perform special projects as directed.

Contacts and Relationships:

Contacts are varied and include department supervisors and employees, the general public, and other law enforcement agencies.

Accountability:

The employee is accountable for the safe and efficient operation of the Communications Center in accordance with departmental policies and procedures and with applicable laws and regulations.

Working Conditions:

Essentially all of the employee's time is working indoors in a standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

QUALIFICATIONS GUIDELINES

Experience:

Five (5) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service, and public contact work. Two years supervisory experience is required.

Education:

City of El Cajon
Communications Center Manager

A Bachelor's degree from an accredited college or university with major course work in communications, criminal justice, public or business administration, or a related field.

Applicants who do not possess a degree must have the equivalent to the completion of the twelfth grade supplemented by college level course work and must submit a degree educational plan to be approved by Human Resources and the Chief of Police. The educational plan must outline in detail the degree major, list of all completed course work toward said degree, and include a timeline illustrating the remaining courses to be completed for successful achievement of the degree. Completion of a bachelor's degree program within 2 years of appointment is a prerequisite of passing probation.

Special Requirements:

Possession of or ability to obtain, prior to employment, a valid Class C drivers license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course. Possession of a POST Dispatch Supervisor Certificate is preferred.

Physical Condition:

Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employee requires sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate dispatching equipment; and hear in the normal audio range with or without correction.

Abilities/Skills/Knowledge:

- Ability to plan, organize, and direct the work of subordinate employees and other assigned staff;
- ability to establish and maintain effective working relationships;
- ability to supervise, train, and evaluate assigned staff;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to analyze problems and employ corrective measures;
- ability to deal tactfully with the public and law enforcement personnel;
- considerable knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatch system;
- knowledge of departmental policies and procedures and applicable laws and municipal codes;

City of El Cajon
Communications Center Manager

- knowledge of Public Records Act and protocols for the release of public information;
- knowledge of the Police Department's organizational structure.

Established: 08/2008

Reviewed by City Manager: 08/19/2008

Approved by City Council: 08/26/2008

CITY OF EL CAJON
Communications Center Manager

CLASSIFICATION DESCRIPTION

Function:

Under administrative direction, plans, coordinates, and directs the work of the Police Department's Communications Division; performs related work as required.

To plan, organize, direct, and manage the staff, operations and activities of the Police Communications Center; planning, identification, and implementation of dispatch related technology, coordinate activities with other divisions or departments; and performs related work as required.

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CLASS CHARACTERISTICS:

This is the highest-level classification in the Police Dispatcher series. The incumbent plans, organizes, and directs the work of the Communications Center through subordinate shift supervisors. Incumbents in this position serve a one-year probationary period (If the incumbent does not meet the educational requirements upon hire, the probationary period is up to two years but no less than one-year).

Representative Duties:

- Plans, coordinates, and directs the work of Communications Center staff through subordinate supervisors;
- trains, supervises, and evaluates subordinate supervisors;
- monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures of the Communications Center;
- recommends service and staffing levels;
- recommend and implement the Communications Center's goals and objectives;
- analyzes, develops, and implements communication and technical services policies and procedures;
- ~~compiles and analyzes data and makes recommendations regarding equipment needs~~;
- prepares, administers, and monitors the division budget;
- participates in the selection of staff, evaluates performance, counsels employees, and initiates disciplinary action as appropriate;
- assists in identifying and correcting operational problems and procedures in order to maintain a high level of service;
- receives and responds to citizen complaints and questions regarding the Communications Center;
- orders equipment and furnishings for the Communication Center and arranges maintenance;
- monitors inventory and readiness of portable and mobile radios;

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Bargaining Group: MMPEG

City of El Cajon
Communications Center Manager

- maintains operational readiness of subordinate positions in the event of necessary relief;
- coordinates communication needs for the department and City events, e.g., D.U.I. check points, special details, ~~Mother Goose Parade~~ special events in the City;
- Prepare a variety of analytical and statistical reports and coorespondance on operations and activities, creates CAD system and telephone data reports and surveillance video CDs upon request;
- represents the Police Department at professional meetings and in the community as assigned;
- maintain current radio licenses for the department and ensure licenses are in compliance with Federal Communications Commission (FCC) regulations;
- ensures compliance with laws, regulations and policies related to voice radio and teletype communications;
- ensure subordinates meet training requirements including POST and other requirements set forth by the State of California;
- oversee, monitor and maintain a variety of dispatch equipment including computer-aided dispatch (CAD) system, automated telephone system, radio system; Automated License Plate Readers, GPS asset tracking systems; and community emergency notification systems;
- maintain liaison between divisions, other City departments, vendors, and contractors;
- serve as the Custodian of Records for the Police Department Communications Center and testify in court proceedings;
- perform special projects as directed.

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Contacts and Relationships:

Contacts are varied and include department supervisors and employees, the general public, and other law enforcement agencies.

Accountability:

The employee is accountable for the safe and efficient operation of the Communications Center in accordance with departmental policies and procedures and with applicable laws and regulations.

Working Conditions:

Essentially all of the employee's time is working indoors in a standard office setting; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

QUALIFICATIONS GUIDELINES

Experience:

City of El Cajon
Communications Center Manager

Five (5) years experience in a computer-aided dispatcher environment, which includes experience in dispatching, answering emergency and routine calls for service, and public contact work. Two years supervisory experience is required.

Education:

A Bachelor's degree from an accredited college or university with major course work in communications, criminal justice, public or business administration, or a related field.

Applicants who do not possess a degree must have the equivalent to the completion of the twelfth grade supplemented by college level course work and must submit a degree educational plan to be approved by Human Resources and the Chief of Police. The educational plan must outline in detail the degree major, list of all completed course work toward said degree, and include a timeline illustrating the remaining courses to be completed for successful achievement of the degree. Completion of a bachelor's degree program within 2 years of appointment is a prerequisite of passing probation.

Special Requirements:

Possession of or ability to obtain, prior to employment, a valid Class C drivers license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course. Possession of a POST Dispatch Supervisor Certificate is preferred.

Physical Condition:

Shall possess the physical, mental and emotional ability to perform the essential duties of the position without the threat of hazard to self or others.

Employee requires sufficient mobility to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; ability to communicate verbally to exchange information; see in normal visual range with or without correction; vision sufficient to read computer screens, printed documents, and overhead presentations, and to operate dispatching equipment; and hear in the normal audio range with or without correction.

Abilities/Skills/Knowledge:

- Ability to plan, organize, and direct the work of subordinate employees and other assigned staff;
- ability to establish and maintain effective working relationships;
- ability to supervise, train, and evaluate assigned staff;
- ability to effectively analyze and adopt a course of action in emergency situations;
- ability to analyze problems and employ corrective measures;
- ability to deal tactfully with the public and law enforcement personnel;

City of El Cajon
Communications Center Manager

- considerable knowledge of operational principles and practices of a police radio-telephone (911) emergency communications and dispatch system;
- knowledge of departmental policies and procedures and applicable laws and municipal codes;
- knowledge of Public Records Act and protocols for the release of public information;
- knowledge of the Police Department's organizational structure.

~~Special Requirements:~~

~~Possession of or ability to obtain, prior to employment, a valid Class C drivers license with a safe driving record. Completion of the Police Officer Standards and Training (P.O.S.T.) certified Basic Dispatcher Course. Possession of a POST Dispatch Supervisor Certificate is preferred.~~

Established: 08/2008
Reviewed by City Manager: 08/19/2008
Approved by City Council: 08/26/2008



City Council Agenda Report

Agenda Item 7.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Mara Romano, Purchasing Agent

SUBJECT: Approval of Resolution to Authorize the Contract Amendment for Continued Assessment of Existing Box Culverts

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to authorize an amendment to the Agreement for Professional Services with Kleinfelder, Inc. (KI) for Continued Assessment of Existing Box Culverts in the not-to-exceed amount of \$40,000, for work to be performed through and including December 17, 2026.

BACKGROUND:

KI has performed structural assessment services to include site observations, repair recommendations, and developed plans and specifications for Forester Creek and Washington Channel box culverts. Additionally, KI acts as the Structural Engineer of Record providing design support and quality assurance ensuring the safety quality and longevity of the project throughout its duration.

On December 12, 2017, the City Council authorized the City Manager to negotiate/execute a civil engineering PSA with KI to perform an assessment of the Forester Creek and Washington Channel box culverts in the amount of \$199,944. The agreement expired April 20, 2023.

On October 10, 2023, the City Council approved the not-to-exceed amount of \$25,000 for the continuation of services for the period of December 18, 2023 through December 17, 2024, which included analyzing and assessing the condition of the aged box culverts. Thereafter, the City and KI exercised two (2) one-year extensions with no additional compensation, with the current term running through December 17, 2026.

The increase is requested to ensure that required services continue without interruption throughout the construction period, which is scheduled for completion by Summer 2026.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed contract amendment to increase funding for the continued service of analyzing and assessing existing box culverts is exempt from the California Environmental Quality Act (CEQA). In accordance with State CEQA Guidelines section 15309, the analysis and assessment of existing public infrastructure is exempt from CEQA.

FISCAL IMPACT:

Approval of the not-to-exceed amount of \$25,000 will supplement the remaining work for a total not-to-exceed amount of \$264,944. Sufficient funds are available in Box Culvert Assessment & Repairs (183611PWCP).

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

RESOLUTION NO. -26

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES
AGREEMENT WITH KLEINFELDER, INC. TO PROVIDE FOR ADDITIONAL
COMPENSATION FOR CONTINUED ASSESSMENT OF EXISTING BOX
CULVERTS IN FORESTER CREEK AND WASHINGTON CHANNEL AS A PART
OF THE BOX CULVERT CONDITION ASSESSMENT AND REPAIRS PROJECT

WHEREAS, on December 12, 2017, the City Council authorized the City Manager to negotiate and execute an agreement in the amount of \$199,944 with Kleinfelder, Inc. (the "Consultant") to provide an analysis and assessment of the conditions of box culverts in both Forester Creek and Washington Channel as a part of the Box Culvert Condition Assessment and Repairs (the "Project"), and the Contract expired by its terms on April 20, 2023, with a portion of the Project incomplete and the Consultant's compensation exhausted; and

WHEREAS, on October 10, 2023, the City Council authorized the City Manager to negotiate and execute an agreement with the Consultant in the not-to-exceed amount of \$25,000 (the "Contract") for the period of December 18, 2023 through December 17, 2024; and since that time, the City and Consultant have exercised two (2) one-year extension options, with the current term running from December 18, 2025 through December 17, 2026; and

WHEREAS, additional funding in an amount not-to-exceed \$40,000 is needed to ensure continued, uninterrupted services through completion of the Project and through the current Contract term ending December 17, 2026; and

WHEREAS, approval of the additional compensation to the Consultant will result in a total Project cost of \$264,944, and funds are available in the Fiscal Year 2025-26 Annual Budget – Box Culvert Assessment & Repairs (183611PWCP); and

WHEREAS, in accordance with the California Environmental Quality Act ("CEQA"), the Project is exempt in accordance with State CEQA Guidelines section 15309 (Class 9), as it involves the analysis and assessment of existing public infrastructure; and

WHEREAS, the City Council believes it to be in the best interests of the City to authorize an amendment to the Contract to provide for additional compensation in the not-to-exceed amount of \$40,000 for the period of December 18, 2025 through December 17, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby finds that the Project is exempt in accordance with California Environmental Quality Act Guidelines section 15309 (Class 9).

3. The City Council hereby authorizes an amendment to the professional services agreement with Kleinfelder, Inc., in the not-to-exceed amount of \$40,000 for the period of December 18, 2025 through December 17, 2026.

4. The City Council hereby authorizes the City Manager, or such person as is designated by the City Manager, to execute an amendment to the professional services agreement with the Kleinfelder, Inc. in accordance with Section 3, above, with such changes as may be necessary and approved by the City Manager.



City Council
Agenda Report

Agenda Item 8.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Noah Alvey, Deputy Director of Development Services
SUBJECT: Public Hearing to Consider Appeal of the Planning Commission's Decision Denying a Request to Allow a Temporary Tent for More than 180 Days

RECOMMENDATION:

That the City Council:

1. Opens the public hearing and receives testimony; and
2. Considers adoption of the next Resolution, in order, if denying the appeal.

PROJECT DESCRIPTION:

This matter is an appeal of the Planning Commission's decision affirming the Director's decision to deny the use of a temporary tent for more than six months because it is not in the interest of public health, safety, and general welfare.

BACKGROUND:

On April 22, 2025, the Community Development Department Director ("Director") approved a temporary use permit for the use of a tent at 1324 E. Main St. as a temporary facility for the Afghan Community Culture Center. The approval was for a maximum of 180 days from the date of final inspection, which occurred on May 28, 2025. On November 24, 2025, a second temporary use permit application was received, requesting the continued use of the temporary facility for six additional months. The Director denied the request for the second temporary use permit to extend the same use beyond the 180 days. The applicant then appealed the Director's decision to the Planning Commission.

General Plan:	General Commercial (GC)
Zone:	C-G (Residential, Single-Family, 6,000 square feet)
Notable State Law(s):	California Fire Code section 3103.4 states, "temporary tents... shall not be erected for a period of more than 180 days."

Project Site & Constraints

The subject property has approximately 200 ft. of frontage on E. Main St. and 380 ft. of frontage on Walter Way, with a total area of approximately 1.08 acres. The site features a 5,600 sq. ft. building that was previously operated as a restaurant. The existing building is currently unsafe for use due to unpermitted construction activities. The perimeter of the site is currently secured with temporary chain-link fencing.

Surrounding Context

The property surrounding the project site is developed and zoned as follows:

<u>Direction</u>	<u>Zones</u>	<u>Land Uses</u>
North	C-G	Retail commercial
South	C-G	Miscellaneous commercial
East	C-G	Self-storage
West	C-G	Miscellaneous commercial

General Plan

The subject property is designated General Commercial (GC) on the General Plan Land Use Map. As described in the General Plan, GC-designated areas are intended for general shopping and service needs.

El Cajon Municipal Code (ECMC)

Temporary businesses and activities that are short in duration may be allowed in the C-G zone with the approval of a temporary use permit. Typical activities include seasonal outdoor businesses, such as flower booths, holiday tree lots, and Halloween pumpkin lots, as well as outdoor sales events such as parking lot sales and outdoor arts and craft shows. The Director may also approve similar activities, such as the use of a temporary tent, after considering input from the City's Building Official and Fire Marshal.

California Fire Code

California Fire Code section 3103.4 states, "Temporary tents... shall not be erected for a period of more than 180 days." The 180-day limitation protects public health, safety, and general welfare because temporary tents lack the long-term occupancy safety measures required for permanent structures, such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems.

DISCUSSION

The appeal request indicates that the tent is needed to "conduct essential fundraising needed to support facility operations and pay outstanding debts" and that "children's educational programs are currently active and cannot be disrupted or relocated on short notice." The appeal request further indicates that additional time is needed to evaluate appropriate alternatives.

The Planning Commission's decision to deny the request for a temporary use permit was based on the recommendations of the City's Building Official and Fire Marshal, which did not support the approval of a temporary tent for more than 180 days based on safety concerns and State law.

The recommendations of the City's Building Official and Fire Marshall have not changed. Since the initial temporary use 180-day period ended on November 24, 2025, any approval of an additional time period would violate State law and would not be in the interest of the public health, safety, and general welfare.

Staff acknowledges the community support and resources that are being offered within the tent. Since April 2025, City staff has advised representatives of the Afghan Community Culture Center to take steps to secure an interim location for their activities while they obtain permits and secure a permanent location.

PLANNING COMMISSION RECOMMENDATION:

On February 3, 2026, the Planning Commission held a public hearing to consider the appeal of the Community Development Director's decision. Project representatives and community members spoke in support of the appeal and discussed the resources being offered to the community within the tent. A neighboring property owner spoke about noise issues associated with activities occurring within the tent. The Planning Commission unanimously voted to deny the appeal.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

Ministerial projects are not subject to the California Environmental Quality Act (CEQA). Pursuant to section 21080 of the State CEQA Guidelines, a temporary use permit, which is a ministerial action carried out by a public agency, is not an activity subject to CEQA.

PUBLIC NOTICE & INPUT:

Notice of this public hearing was mailed on March 12, 2026, to all property owners within 300 feet of the project site and to anyone who requested such notice in writing, in compliance with Government Code sections 65090, 65091, and 65092, as applicable. Additionally, as a public service, the notice was posted in the kiosk at City Hall and on the City's website under "Public Hearings/Public Notices." The notice was also mailed to the two public libraries in the City of El Cajon, located at 201 East Douglas Avenue and 576 Garfield Avenue.

RECOMMENDATION:

Staff's recommendation is to adopt the next Resolution, in order, to deny the appeal and uphold the Planning Commission's decision denying the request to use a temporary tent for more than 180 days based on the requirements of the California Fire Code.

Prepared By: Noah Alvey, Deputy Director of Development Services

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Appeal Request

PC Agenda Report & Attachments

PC Resolution

RESOLUTION NO. ____-26

A RESOLUTION DENYING THE APPEAL OF THE PLANNING
COMMISSION'S DECISION TO NOT ALLOW FOR THE USE OF A
TEMPORARY TENT FOR MORE THAN 180 DAYS IN THE C-G
(GENERAL COMMERCIAL) ZONE, GENERAL PLAN DESIGNATION:
GENERAL COMMERCIAL (GC), APN: 487-180-73, 1324 E. MAIN ST.

WHEREAS, on April 22, 2025, the Development Services Director ("Director") approved a temporary use permit for the use of a tent at 1324 E. Main St. as a temporary facility for the Afghan Community Culture Center ("Applicant"). The approval was for a maximum of 180 days from the date of the final inspection which occurred on May 28, 2025; and

WHEREAS, on November 24, 2025, a second temporary use permit application was submitted to the City requesting the continued use of the temporary facility for an additional 180 days; and

WHEREAS, the Director denied the request for a temporary use permit which would be an extension of the first temporary use permit based on the recommendation of the City's Building Official and Fire Marshal who did not support the approval of the additional temporary tent for more than 180 days based on safety concerns and State law; and

WHEREAS, the Applicant appealed the Director's decision to deny the extension of the temporary use permit to the Planning Commission; and

WHEREAS, the Planning Commission held a public hearing and received evidence through public testimony and comment, in the form of verbal and written communications and reports; and

WHEREAS, on February 3, 2026, the Planning Commission denied the appeal by adopting Planning Commission Resolution 11198, finding that the use of a temporary tent for more than 180 days is not in compliance with State law and not in the interest of the public health, safety, and general welfare because temporary tents do not provide long term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems; and

WHEREAS, the Applicant appealed the Planning Commission's decision pursuant to El Cajon Municipal Code Section 17.30.020; and

WHEREAS, the El Cajon City Council ("City Council") duly advertised and held a public hearing on March 24, 2026, to consider the appeal of the Planning Commission's decision, as submitted by Bakhtar Aminzay, requesting to overturn the Planning Commission's denial of a temporary use permit request for the use of a temporary tent for more than six months, and to receive and consider evidence and public input regarding

this matter.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

Section 1. The foregoing recitals are found to be true and correct and are hereby incorporated herein as the findings of the City Council.

Section 2. The City Council further finds that:

- A. It has reviewed and considered all evidence and public input regarding this matter.
- B. Ministerial projects are not subject to the California Environmental Quality Act (CEQA). Pursuant to section 21080 of the State CEQA Guidelines, a temporary use permit, which is a ministerial action carried out by a public agency, is not an activity subject to CEQA.
- C. As expressed by the City's Building Official and Fire Marshal, California Fire Code section 3103.4 does not allow for the use of a temporary tent for more than 180 days within a 12-month period on a single premises. The use of a temporary tent for more than 180 days is not in the interest of the public health, safety, and general welfare because temporary tents do not provide long-term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems.
- D. On April 22, 2025, the Director approved a temporary use permit for the use of a tent at 1324 E. Main St. as a temporary facility for the Afghan Community Culture Center. The approval was for a maximum of 180 days from the date of the final inspection which occurred on May 28, 2025.
- E. The 180-day period ended on November 24, 2025. Approval of an additional time period would violate state law and would not be in the interest of the public health, safety, and general welfare.

Section 3. The City Council hereby denies the appeal of Bakhtar Aminzay and affirms the Planning Commission's decision not to allow for the use of a temporary tent for more than 180 days.

APPEAL OF PLANNING COMMISSION DECISION

(Public Hearing)

FILING FEE: \$1,200.00
(Make checks payable to:
City of El Cajon)

NOTE: Submit this form and the filing fee to the City Clerk's office, 200 Civic Center Way, El Cajon 92020. When appealing an item on which a map or drawing has previously been submitted, 10 copies of map or drawing must be submitted to the City Clerk along with this appeal form.

TO: The City Council of the City of El Cajon, California
C/O: City Clerk

The City of El Cajon, Planning Commission rendered a decision denying/granting application for _
Temporary Tent Permit Extension as sought by
Afghan community culture center.

Petitioner appeals the decision of the Planning Commission upon the following grounds:

We respectfully request this appeal due to the significant community impact caused by the Planning Commission's decision. The month of Ramadan begins on February 18, a critical religious period during which we conduct essential fundraising needed to support facility operations and pay outstanding debts. Additionally, children's educational programs are currently active and cannot be disrupted or relocated on short notice. We have also submitted all required documents for our building renovation to the City's Planning and Architecture Departments and are awaiting review. During this short period, we are working toward alternative compliant solutions, including relocating the tent 25 feet from the neighboring property, constructing a temporary structure, or securing a rental location until the main building renovation is completed.

Petitioner therefore requests that **Planning Commission Resolution No.** _____
adopted on February 3, 2026, be set aside and that We
request that the Planning Commission's decision be set aside and that the Temporary Tent
Permit Extension be granted/denied. (circle one)

Zabihullah Khyber VP

Name (please print)

Signature

Date

02/17/2026

Address

1324 E Main St, El Cajon, CA 92021

Telephone: +1 (929) 409-8413

info@afghanccc.org

Email address

Applicant

Applicant's Representative

Opponent

(Specify)

Afghan Community Culture Center (ACCC)



To:

City of El Cajon
Community Development Department
200 Civic Center Way
El Cajon, CA 92020

Date: February 16, 2026

2026 FEB 17 P 2:33

Subject: Request for Two-Month Temporary Permit Extension

Dear City of El Cajon Community Development Team,

I hope this letter finds you well. On behalf of our organization, we respectfully request a two-month extension of our temporary permit due to several time-sensitive and operational needs directly affecting our community services. As you may know, the month of Ramadan begins tomorrow, February 18, this year. This is an important period of religious observance for our community, and it is also the only time during the year when we conduct essential fundraising activities. These activities are critical for covering our operational costs and repaying outstanding debts related to our facility. Interrupting or relocating these activities prematurely would significantly hinder our ability to serve our community and maintain financial stability.

Additionally, we currently have active children's educational programs running on a regular schedule. These programs cannot be paused or relocated on short notice without causing major disruption to the students and families who rely on these services. We also wish to inform the City that we have already submitted the necessary documents for the renovation of our existing building to both the Planning and Architecture Departments. We are committed to fully complying with all City requirements and are actively working toward long-term, code-compliant solutions.

During the requested two-month extension, we will be working on appropriate alternatives, including relocating the existing tent approximately 25 feet away from the neighboring property, constructing a temporary compliant structure, or securing an interim rental facility until our main building renovation is approved and completed.

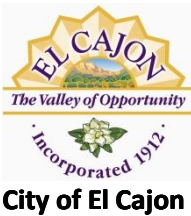
We sincerely appreciate the City of El Cajon's continued cooperation and support. A two-month extension will allow us the necessary time to complete the required planning steps while continuing vital community operations without disruption.

Thank you for your consideration. We remain available to provide any additional information or meet with staff as needed.

Sincerely,
Bakhtar Aminzay
Board President

Email: info@afghancccsd.org | info@afghanccc.org | Phone: +1 (929) 409-8413

Address: 1324 E Main St, El Cajon, CA 92021



Development Services Department
PLANNING COMMISSION AGENDA REPORT

Agenda Item:	3
Project Name:	Appeal of Director's Decision
Request:	Allow a temporary tent for more than 6 months
CEQA Recommendation:	Not applicable
STAFF RECOMMENDATION:	DENY
Project Number:	Appeal of a Director's Decision
Location:	1324 E. Main St.; APN 489-180-73
Applicant:	Bakhtar Aminzay
Project Planner:	Noah Alvey, 619.441.1795, nalvey@elcajon.gov
City Council Hearing Required?	No
Recommended Actions:	1. Conduct the public hearing; and 2. MOVE to adopt the next resolution in order DENYING the appeal of the Director's Decision.

PROJECT DESCRIPTION

This request is an appeal of a Director's Decision that determined that the use of a temporary tent for more than six months is not in the interest of the public health, safety, and general welfare.

BACKGROUND

On April 22, 2025, the Director approved a temporary use permit for the use of a tent at 1324 E. Main St. as a temporary facility for the Afghan Community Culture Center. The approval was for a maximum of 180 days from the date of final inspection, which occurred on May 28, 2025. On November 24, 2025, a second temporary use permit application was received and requested the continued use of the temporary facility for six additional months.

General Plan:	General Commercial (GC)
Zone:	C-G (Residential, Single-Family, 6,000 square feet)
Notable State Law(s):	California Building Code section 3103.4 states, "temporary tents... shall not be erected for a period of more than 180 days."

Project Site & Constraints

The subject property has approximately 200 ft. of frontage on E. Main St. and 380 ft. of frontage on Walter Way, with a total area of approximately 1.08 acres. The site is developed with a 5,600 sq. ft. building that was previously operated as a restaurant. The existing building is currently unsafe for use due to unpermitted construction activities.

Surrounding Context

Surrounding properties are developed and zoned as follows:

Direction	Zones	Land Uses
North	C-G	Retail commercial
South	C-G	Miscellaneous commercial
East	C-G	Self-storage
West	C-G	Miscellaneous commercial

General Plan

The subject property is designated General Commercial (GC) on the General Plan Land Use Map. As described in the General Plan, GC designated areas are intended for general shopping and service needs.

El Cajon Municipal Code (ECMC)

Temporary businesses and activities that are short in duration may be allowed in the C-G zone with the approval of a temporary use permit. Typical activities include seasonal outdoor businesses, such as flower booths, holiday tree lots, and Halloween pumpkin lots, as well as outdoor sales events such as parking lot sales and outdoor arts and craft shows. The Director may also approve similar activities, such as the use of a temporary tent, after considering input from the City's Building Official and Fire Marshal.

California Building Code

California Building Code section 3103.4 states, "temporary tents... shall not be erected for a period of more than 180 days." The 180 day limitation protects the public health, safety, and general welfare because temporary tents do not provide long term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems. The City's Building Official and Fire Marshal recommended denial of the current request because it would authorize a temporary tent for more than 180 days without complying fully with all applicable sections of the California Building Code as a permanent structure.

DISCUSSION

The appeal request indicates that the tent is needed because it "serves as a vital resource for over 3,000 families, most of whom are newly arrived immigrants." The appeal request further describes the types of services offered within the tent, including, but not limited to, education, guidance, resource distribution, and a gathering space.

The Director's Decision to deny the request for a temporary use permit was based on the recommendations of the City's Building Official and Fire Marshal, which did not support the approval of a temporary tent for more than 180 days based on the requirements of the California Building Code.

Staff acknowledge the community support and resources that are being offered within the tent. Since April of 2025, City staff have advised representatives of Afghan Community Culture Center to take steps to find an interim location for their activities while they permit and secure a permanent location.

STAFF RECOMMENDATION

Staff's recommendation is to deny the appeal and uphold the Director's Decision denying the request to use a temporary tent for more than 180 days based on the requirements of the California Building Code.

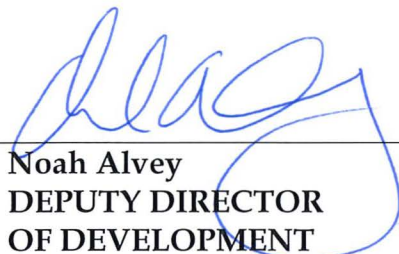
CALIFORNIA ENVIRONMENTAL QUALITY ACT

Ministerial projects are not subject to the California Environmental Quality Act (CEQA). Pursuant to Section 21080 of the CEQA Guidelines, a temporary use permit, which is a ministerial action carried out by a public agency, is not an activity subject to CEQA.

ATTACHMENTS

1. Proposed Resolution DENYING the Appeal of the Director's Decision
2. Appeal Request - Afghan Community Culture Center
3. Aerial image of Subject Site
4. Site Photographs
5. TUP-2025-0024 Denial Letter

PREPARED BY:



Noah Alvey
DEPUTY DIRECTOR
OF DEVELOPMENT
SERVICES

APPROVED BY:



Yazmin Arellano
DIRECTOR OF
DEVELOPMENT
SERVICES

PROPOSED PLANNING COMMISSION RESOLUTION

A RESOLUTION DENYING THE APPEAL OF A DIRECTOR'S DECISION
REGARDING THE USE OF A TEMPORARY TENT FOR MORE THAN 180
DAYS IN THE C-G (GENERAL COMMERCIAL) ZONE, GENERAL PLAN
DESIGNATION: GENERAL COMMERCIAL (GC), APN: 487-180-73, 1324
E. MAIN ST.

WHEREAS, the EI Cajon Planning Commission duly advertised and held a public hearing on February 3, 2026, to consider the appeal of a Director's Decision, as submitted by Bakhtar Aminzay, requesting to overturn a Director's Decision regarding the use of a temporary tent for more than six months, on property located at the north east corner of E. Main St. and Walter Way, and addressed as 1324 E. Main St.; and

WHEREAS, the following findings of fact have been made in regard to said appeal of the Director's Decision:

- A. Ministerial projects are not subject to the California Environmental Quality Act (CEQA). Pursuant to Section 21080 of the CEQA Guidelines, a temporary use permit, which is a ministerial action carried out by a public agency, is not an activity subject to CEQA.
- B. California Building Code section 3103.4 does not allow for the use of a temporary tent for more than 180 days without complying fully with all applicable sections of the California Building Code as a permanent structure. The use of a temporary tent for more than six months is not in the interest of the public health, safety, and general welfare because temporary tents do not provide long term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems.

NOW, THEREFORE, BE IT RESOLVED that based upon said findings of fact, the EI Cajon Planning Commission hereby DENIES the appeal of the Director's Decision on the above described property.

[The remainder of this page is intentionally blank.]

Proposed Planning Commission Resolution

PASSED AND ADOPTED by the El Cajon Planning Commission at a regular meeting held February 3, 2026, by the following vote:

AYES:

NOES:

ABSENT:

Anthony SOTTILE, Chair

ATTEST:

Noah ALVEY, Secretary

Monday, December 22, 2025

Dear Mr. Alvey,

We acknowledge receipt of the letter dated December 16, 2025, regarding Temporary Use Permit (TUP) No. 2025-0024.

We appreciate your guidance and the City's efforts to ensure public safety.

Please be advised that we are filing an appeal to the Director's decision to deny the extension of the temporary tent permit. We respectfully request your continued cooperation and support during this process.

Our engineers are expediting work on the permanent building under your guidance and collaboration to meet all requirements. However, we urgently need the tent extension because the reasons are serious and community-driven. The tent is not only used for worship but also serves as a vital resource for over 3,000 families, most of whom are newly arrived immigrants. The activities conducted in the tent include:

1. Education and awareness about respecting U.S. laws.
2. Guidance on how to calmly interact with law enforcement and assist when needed.
3. Public awareness programs led by over 100 trained volunteers.
4. Children's tutoring and mutual assistance with schoolwork.
5. Teaching children to avoid fights in school and respect teachers as part of our cultural values.
6. Promoting cleanliness in the city and kindness toward all people.
7. Cooperation in county-level initiatives.
8. Youth guidance conferences to help them access higher education.
9. Preventing youth from drug use to raise educated, productive citizens who contribute to society and pay taxes.
10. Encouraging investment and new businesses for economic growth.
11. Providing a space for elders to gather and find mental peace.
12. Serious recommendations about security and being good citizens.
13. Food distribution to those in need.
14. Organizing sports programs for youth across San Diego.
15. Maintaining cleanliness—before our activities, the area was littered, and now we clean the streets regularly.

The Afghan Community does not have the financial means to rent another location. If the City can assist us as it has helped other communities with free facilities, we would be grateful. We have over 100 volunteers working for free to support the city's structure and security.

If the tent is not extended, we will be unable to continue these essential programs, which would be a severe hardship for our community. We need your cooperation during this difficult time. The Afghan Community is a strong partner for the City, and we hope this collaboration continues.

Thank you for your consideration. Please let us know the next steps for the appeal process.

Sincerely,

Bakhtar Aminzay

President, Afghan Community Culture Center (ACCC)

Cell: +1 (929) 409-8413

Aerial Image
TUP-2025-0024
1324 East Main Street



Site Photographs

TUP-2025-0024

1324 East Main Street



Site Photographs
TUP-2025-0024
1324 East Main Street





Community Development

December 16, 2025

via e-mail

Afghan Community Cultures Center
Attention: Bakhtar Aminzay
1324 E Main Street
El Cajon, CA 92021
info@afghanccc.org

Main & Walter LLC
Attention: Raad Farida
5199 Clairemont Mesa Blvd
San Diego, CA 92117

Re: Temporary Use Permit (TUP) No. 2025-0024 for a Temporary Tent at the Afghan Community Cultures Center, 1324 East Main Street

Mr. Aminzay:

On April 22, 2025, Temporary Use Permit (TUP) No. 2025-0006 was issued for the use of a tent at 1324 East Main Street as a temporary facility for the Afghan Community Cultures Center for a maximum period of 180 days. The tent was subsequently constructed and inspected with final approval received on May 28, 2025. Following final approval, representatives of the Afghan Community Cultures Center were advised that staff would not be able to approve the continued use of a temporary tent beyond 180 days and recommended that steps be taken to secure an alternative location or permanent facility.

TUP-2025-0024 requests to utilize the existing temporary tent at 1324 East Main Street for "community gathering, Juma (Friday) prayers, food distribution, civic awareness programs, and educational sessions." The request does not include information related to the removal of the temporary tent.

California Building Code section 3103.4 states, "temporary tents... shall not be erected for a period of more than 180 days." The 180 day limitation is intended to protect the public health, safety, and general welfare because temporary tents do not provide long term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems. The City's Building Official and Fire Marshal do not support the approval of the current request because it would authorize a temporary tent for more than 180 days without complying fully with all applicable sections of the California Building Code as a permanent structure.

El Cajon Municipal Code (ECMC) section 17.75.080 indicates that the Director of Community Development (Director) may approve, conditionally approve, or deny a TUP application after considering input from applicable City departments.

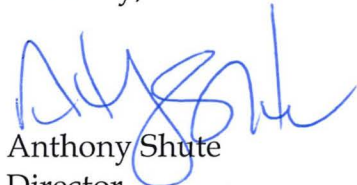
Your request for TUP-2025-0024 is hereby DENIED because the use of a temporary tent for more than 180 days, and not in full compliance with all applicable sections of the California Building Code as a permanent structure, is not in the best interest of the public health, safety, and general welfare.

The decision of the Director may be appealed to the Planning Commission. ECMC section 17.75.060 indicates that the Director's decision is final unless a written appeal and the \$410 appeal fee is filed within five days or by December 21, 2025 at 5 p.m. Since the appeal period ends on Sunday, December 21st, a written appeal may be filed on Monday, December 22nd no later than 5 p.m.

If an appeal is not timely filed, the tent, portable toilets, temporary power, and all associated equipment and furnishings of the tent shall be removed from the property no later than January 5, 2026.

For any questions, comments or concerns you have regarding this letter, you may contact Noah Alvey by e-mail at nalvey@elcajon.gov or by phone at 619.441.1795.

Sincerely,



Anthony Shute
Director

cc: Noah Alvey, Deputy Director of Community Development
Andre Sanchez, Building Official
Ken King, Fire Marshal

PLANNING COMMISSION RESOLUTION NO. 11198

A RESOLUTION DENYING THE APPEAL OF A DIRECTOR'S DECISION REGARDING THE USE OF A TEMPORARY TENT FOR MORE THAN 180 DAYS IN THE C-G (GENERAL COMMERCIAL) ZONE, GENERAL PLAN DESIGNATION: GENERAL COMMERCIAL (GC), APN: 487-180-73, 1324 E. MAIN ST.

WHEREAS, the EI Cajon Planning Commission duly advertised and held a public hearing on February 3, 2026, to consider the appeal of a Director's Decision, as submitted by Bakhtar Aminzay, requesting to overturn a Director's Decision regarding the use of a temporary tent for more than six months, on property located at the north east corner of E. Main St. and Walter Way, and addressed as 1324 E. Main St.; and

WHEREAS, the following findings of fact have been made in regard to said appeal of the Director's Decision:

- A. Ministerial projects are not subject to the California Environmental Quality Act (CEQA). Pursuant to Section 21080 of the CEQA Guidelines, a temporary use permit, which is a ministerial action carried out by a public agency, is not an activity subject to CEQA.
- B. California Building Code section 3103.4 does not allow for the use of a temporary tent for more than 180 days without complying fully with all applicable sections of the California Building Code as a permanent structure. The use of a temporary tent for more than six months is not in the interest of the public health, safety, and general welfare because temporary tents do not provide long term occupancy safety measures required for permanent structures such as automatic sprinkler systems, insulated walls, and integrated heating and ventilation systems.

NOW, THEREFORE, BE IT RESOLVED that based upon said findings of fact, the EI Cajon Planning Commission hereby DENIES the appeal of the Director's Decision on the above described property.

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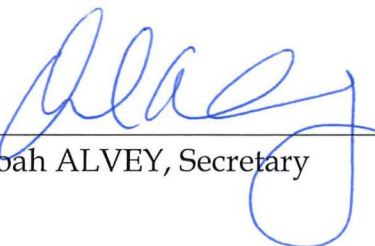
PASSED AND ADOPTED by the El Cajon Planning Commission at a regular meeting held February 3, 2026, by the following vote:

AYES:	CIRCO, EDISON, MROZ, POLLACK-RUDE, SOTTILE
NOES:	NONE
ABSENT:	NONE



Anthony SOTTILE, Chair

ATTEST:



Noah ALVEY, Secretary



City Council Agenda Report

Agenda Item 9.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Deyanira Brito, Senior Management Analyst
SUBJECT: Public Hearing to Consider FY 2026-2027 One-Year Action Plan and Approval of Resolution to Adopt CDBG and HOME Funding Allocations

RECOMMENDATION:

That the City Council:

1. Opens the public hearing;
2. Accepts public testimony for the draft FY 2026-2027 One-Year Action Plan;
3. Closes the public hearing;
4. Accepts staff recommendations for projects and programs using FY 2026-2027 Community Development Block Grant ("CDBG") and HOME Investment Partnership ("HOME") grant funds and other CDBG, HOME, and HOME-American Rescue Plan ("HOME-ARP") prior year unallocated fund balances and carryover funds;
5. Authorizes staff to release the draft FY 2026-2027 One-Year Action Plan for a thirty-day review and comment period from April 1, 2026, to April 30, 2026;
6. Adopts the next Resolution, in order:
 - a. To approve an allocation of \$300,000 in HOME funds to Crisis House for the implementation of a Tenant-Based Rental Assistance Program; to approve the reauthorization and allocation of HOME funds for \$900,000, or carryover fund balance, whichever is less, to the San Diego Housing Commission to continue administering the First Time Homebuyer Program;
 - b. To approve an allocation of \$1,864,127 in HOME-ARP funds to Wakeland Housing for the production or preservation of affordable rental housing serving qualifying populations; and
 - c. Make the necessary changes to the One-Year Action Plans, authorize the City Manager or designee to execute the subrecipient and funding agreements and any other documentation required, and submit all required documentation to the U.S. Department of Housing and Urban Development ("HUD") for activities that are described in the Resolution.

BACKGROUND:

The U.S. Department of Housing and Urban Development ("HUD") provides funding each year to eligible jurisdictions relative to the Community Development Block Grant ("CDBG") and HOME Investment Partnership ("HOME") entitlement block grant programs. As a recipient of these funds, the City uses the City Council approved 2024-2029 Five-Year Consolidated Plan ("Con Plan") and the goals within this strategic plan to determine which housing and community development programs and projects are funded in the individual One-Year Action Plan ("Action

Plan”) that serves the needs of the City’s Low and Moderate Income (“LMI”) residents. The Action Plan is the City’s formal application to HUD in order to receive its entitlement allocations for FY 2026-2027.

This report includes the allocation of prior year funding to a program administrator to carry out a Tenant Based Rental Assistance Program (“TBRA”) to begin in the current fiscal year, re-authorization of funding to continue the First Time Homebuyer Program (“FTHP”) into FY 2026-2027, and allocating funding to an affordable housing developer using HOME-American Rescue Plan (“HOME-ARP”).

CITIZEN PARTICIPATION PLANNING PROCESS

Engaging residents and community members in defining and understanding current housing and community development needs, while prioritizing resources to address them, is a key component of developing the Action Plan. The City is required by HUD to gather input from its residents, including minorities, non-English-speaking persons, low- and moderate-income persons, persons with disabilities, seniors, and agencies serving these populations. Public input received is used to establish the strategies and funding priorities. This Public Hearing is an avenue for the community to engage in prioritizing grant funds and developing the FY 2026-2027 Action Plan. A public hearing notice was published in The Daily Transcript in English. Copies were made available in Spanish and Arabic on the City’s website, in the City News, at the El Cajon libraries, at the City Council Chamber kiosk, and at the City Hall Project Assistance Center, to comply with HUD requirements.

2026-2027 ONE-YEAR ACTION PLAN

To implement the goals and priorities of the 2024-2029 Con Plan, the City must annually prepare and adopt an Action Plan that specifies the use of CDBG and HOME resources allocated for that fiscal year (“FY”).

Staff prepared funding recommendations based on the previous year’s allocations, as HUD has not yet announced the allocation amounts for FY 2026–2027. For FY 2026-2027, the CDBG allocation is estimated at \$1,279,875, and the HOME allocation is estimated at \$590,148.

CDBG Proposals Received

The CDBG program allows the City to use 20% of the allocation for planning and administration, 15% toward public services, and the remainder for public facilities/capital improvement projects/housing projects. Through the published application process for CDBG projects and programs, twelve (12) eligible requests were received from ten (10) non-profit organizations and one (1) City Department. As in past years, funding requests exceed the amounts expected to be available for allocation.

Recommendations for the various categories of funding are listed below and are included in Attachment “1” of this report. Although all applications are CDBG-eligible, as in past years, staff are unable to recommend funding all organizations, since the requests far exceed the amounts expected to be available for allocation. A summary of each proposal is provided below.

Planning and Administration (Maximum 20% of CDBG grant)

Based on an estimated allocation of \$1,279,875, approximately \$255,975 will be available for planning and administration activities. Staff recommends awarding the funds as follows:

- CDBG Administration – City Development Services Department – Housing Division – Staff provides management, accounting, and fiscal oversight for the administration and implementation of both the CDBG and HOME programs. Staff recommends an allocation of \$215,975.
- CSA San Diego County – Fair Housing & Landlord/Tenant Services – The provision of fair housing services is required for federal programs and is included as a service that the City will provide in its 2021-2029 Housing Element. Staff recommends an allocation of \$40,000.

Public Facilities/Capital Improvement Projects/Housing Projects

In FY 2026–2027, staff estimates that \$831,919 in CDBG funds will be available for allocation to public facility/capital/housing activities. Only three (3) eligible applications for Public Facility/Capital Improvement Projects/Housing Projects were received during the application period. Staff recommends awarding the funds as follows:

- ADA Concrete Improvements 2026-2027 (City Development Services Department) – Funding is requested for continuation of the approved multi-year ADA Concrete Improvements project that includes pedestrian curb ramps, sidewalks, curbs, gutters, cross gutters, and other concrete improvements. This will be the second year in the multi-year phase of CDBG funds being requested. The proposed outcome is to construct approximately 20 pedestrian curb ramps, including surface improvements to connect transition areas adjacent to the ramps, with work anticipated to be completed in the summer of 2027. Staff recommends funding for this activity in the amount of \$150,000 in FY 2026-2027 CDBG funds. This project may receive additional funding if the final CDBG allocations for 2026–2027 are higher than anticipated.
- Neighborhood Streetlights Project 2026-2027 (City Development Services Department) – Funding is requested for continuation of the approved multi-year Neighborhood Streetlights Project that includes furnishing and installing new streetlights, conduit, and associated pull boxes that enhance nighttime visibility. This will be the second year in the multi-year phase of CDBG funds being requested. The proposed outcome is to install 20 new streetlights, with completion anticipated by June 2027. Staff recommends funding for this activity in the amount of \$581,919 in FY 2026-2027 CDBG funds.
- Traffic Calming 2026-2027 (City Development Services Department) – Funding is requested for the installation of new speed cushions in El Cajon neighborhoods. Eligible neighborhoods are based on CDBG requirements, community input, coordination with the City's Traffic Engineer, and in accordance with City Council Policy D-8 (Traffic Calming Policy). The proposed outcome is to install speed cushions in five (5) residential streets. This project, if approved, is contingent upon meeting requirements as outlined in the Traffic Calming Policy. Staff recommends funding for this activity in the amount of \$100,000 in FY 2026-2027 CDBG funds. If residents do not wish to proceed with installing the speed cushions in FY 2026-2027, staff recommends reallocating these funds to the ADA Concrete Improvements project to ensure CDBG funds are spent in a timely manner.

Public Services (Maximum 15% of CDBG Grant \$191,981)

The City received nine (9) eligible applications for public service programs. Staff recommends allocating approximately \$191,981 for Public Service programs in FY 2026-2027, as follows in alphabetical order:

- East County Transitional Living Center (Emergency Shelter Program) – Funds have been requested to provide emergency shelter for the homeless. The program proposes to serve 300 persons with emergency shelter beds (up to 60 days), as well as providing three daily meals and case management. This program has received operational support since 2005. Staff recommends funding this activity in the amount of \$100,000.
- ElderHelp of San Diego (Senior Care Coordination Program) – Funds have been requested for operational support for the provision of case management and coordination, intake and referrals, transportation coordination for medical appointments, check-ins, food pantry deliveries, in-home assistance, friendly visits, home safety modifications, grocery shopping, and health navigation for El Cajon seniors. This program will provide services to 60 seniors in El Cajon. This program has received operational support since 2019. Staff recommends funding this activity in the amount of \$10,000.
- Family Health Centers of San Diego (Homeless Services) – CDBG funds have been requested to provide housing assistance, in the form of subsistence payments, to serve the unhoused in El Cajon, with the goal of obtaining and maintaining permanent housing. This would include one-time or short-term (no more than 3 months) emergency payments on behalf of individuals or families, generally to end homelessness while ensuring that beneficiaries of the program have the financial capacity to resume rental payments after assistance ends. Examples include rent payments and security deposits. Additional in-kind services will be provided, including individualized case management and coordinated supportive services, to increase rates of housing placement and retention. Staff recommends funding this program for \$30,000.
- Interfaith Shelter Network (Rotational Shelter Program) – Funds have been requested for this program that provides emergency shelter for homeless individuals at East County churches on a rotational basis during the winter months. Each church agrees to provide beds, food, and shower facilities for two weeks at a time. The program proposes serving 12 residents from El Cajon during the winter months when the shelter is operating. This program has received operational support since 2017. Staff recommends funding this activity in the amount of \$10,893.
- Mama's Kitchen (Home-Delivered Meal Program) – Funds were requested for continued support for the Home-Delivered Meal Program, which delivers meals for critically ill El Cajon residents. The no-cost meals provide daily nutrition for clients and their dependent children who are at risk of malnutrition due to HIV, cancer, diabetes, heart disease, and kidney disease. Funds will be used to purchase food and meal containers to deliver medically tailored meals to 161 persons. This program has received annual operational support since 2021. Staff recommends funding this activity in the amount of \$15,000.
- Meals on Wheels (Meal Delivery for Seniors) – Funds have been requested for the provision of meals to low-income, home-bound seniors within the City. The program proposes to serve 114 El Cajon seniors. This program has received annual operational support since 1992. Staff recommends funding this activity in the amount of \$26,088.

Not Recommended due to limited funding:

- Home Start (First 5 Steps East County Region) – Funds have been requested to provide voluntary home-based services to young or first-time parents, households living at or below the poverty line, parents with low educational achievement, or socially isolated, and who have limited access to services. Services provided promote nurturing parent-child

interaction, healthy childhood growth and development, and enhance family functioning. Due to limited CDBG funding and other priority items described in the 2024-2029 Con Plan and this agenda report, staff does not recommend funding for this project.

- Jewish Family Services (Transportation Services for Seniors) – Funds have been requested to provide services for seniors, including low-to-no-cost transportation, including medical transportation. Clients are also connected to other services such as aging services, minor home repairs, nutrition, and supportive services. Due to limited CDBG funding and the potential for duplication of services currently offered by ElderHelp of San Diego, staff does not recommend funding for this project.
- Voices for Children (Court Appointed Special Advocate Program) – Funds have been requested to support the Court Appointed Special Advocate Program, where Voices for Children matches children in foster care with volunteers, called CASAs, who accompany their assigned child to court and submit comprehensive written reports that include case updates and recommendations. While the program requested provides valuable services, the requested cost totals \$20,000 to serve an estimated eight (8) children residing in El Cajon, resulting in a high cost per participant compared to the other programs. Based on this cost analysis and the City Council's previous practice of prioritizing basic needs to benefit all parts of the City, staff does not recommend funding this project.

HOME Proposals Received

The HOME program automatically subgrants 10% of the allocation for planning and administration and 15% to Certified Housing Development Organizations (CHDOs). The remaining allocation can be used for programs and projects that are consistent with the City's 2024-2029 Con Plan. This includes projects and programs that increase homeownership opportunities, provide housing rehabilitation, provide tenant-based rental assistance, and acquire and rehabilitate residential properties for low-income renters or homeowners. Staff's recommendations are summarized below and are included in Attachment "2."

Planning and Administration (Maximum 10% of HOME Grant)

Based on an estimated allocation of \$590,148, approximately \$59,015 will be available for planning and administration activities. Staff recommends allocating the funds as follows:

- HOME Administration – City Development Services Department – Housing Division – Staff recommends allocating \$59,015 to the Development Services Department – Housing Division for administration of the HOME program, including internal and external costs.

CHDO Set-Aside Funding (Minimum 15% of HOME Grant)

The HOME program also requires that at least 15% of the grant be reserved for the production of affordable housing opportunities by one or more CHDOs. A CHDO is a private, nonprofit, community-based service organization whose mission is to provide affordable housing for the community it serves. A CHDO must also have staff on board with the capacity to develop affordable housing, as well as meet other criteria. Once a CHDO has met the criteria, it must be certified by the City of El Cajon to qualify for HOME/CHDO funds, and a specific project must be identified. For FY 2026-2027, \$88,523 is set aside for this purpose.

ENTITLEMENT PROJECTS (Balance of annual HOME Grant)

The remaining amount available in the FY 2026-2027 allocation is approximately \$442,611. Staff recommends allocating the remaining balance to the Housing Programs Pool of Funds for use in continuing housing programs, including the Housing Rehabilitation Loan Program ("HRLP"), First-Time Homebuyer Program ("FTHB"), and Tenant-Based Rental Assistance

("TBRA"). Funds are moved from the Pool of Funds reserve to these housing programs on an as-needed basis, in response to market conditions, demand, and the satisfactory performance of a HOME Subrecipient. Currently, the HRLP, FTHB, and TBRA programs all have sufficient funds and will continue in FY 2026–2027.

PRIOR YEAR UNALLOCATED FUND BALANCE

In the Notice of Funding Availability ("NOFA") that was released on December 9, 2025, the prior year fund balance of \$2,750,000 was made available to eligible applicants to assist the City in meeting the goals and objectives of the 2024-2029 Con Plan and the City's expenditure requirements of the HOME Program. Applicants were also invited to submit proposals for the administration of a Tenant-Based Rental Assistance Program ("TBRA") in the amount of \$300,000 and a First-Time Homebuyer Assistance Program ("FTHB") in the amount of \$900,000.

A summary of the HOME applications received, and the recommendations is summarized below:

Affordable Housing Development-Community Housing Development Organization ("CHDO")
Staff received one (1) eligible application during the application period from December 9, 2025, to January 9, 2026. Staff recommends allocating the funds as described below:

Wakeland Housing (Affordable Housing Acquisition/Rehabilitation) – Funding in the amount of \$2,750,000 is requested for a development project that will result in affordable housing units in the City of El Cajon. Although a site has not been identified, Wakeland Housing is proposing an affordable housing development for very low-income households earning between 30% and 60% of AMI (no more than \$79,380 for a household of two). Wakeland Housing is a qualified affordable housing developer and will use the funds for acquisition, pre-development, and unit construction and/or rehabilitation. This funding allocation will allow the City to meet its HOME expenditure deadlines and CHDO set-aside commitment requirement. The completion of this project is set for June 2029 or earlier.

If the City Council approves the recommendations summarized in this report, staff will work closely with Wakeland Housing to identify a viable site within twelve (12) months of the award. City funding will be contingent upon Wakeland Housing securing additional funding to complete a proposed project. Lastly, this activity is consistent with the goals and objectives of the 2024-2029 Con Plan and the 2021-2029 Housing Element.

TBRA

Staff received two (2) eligible applications during the extended application period of December 9, 2025 - February 26, 2026. Staff recommends allocating the funds as described below:

Crisis House – Funding in the amount of \$300,000 is recommended to administer a TBRA program serving El Cajon low-income households earning less than sixty percent of the area median income who are experiencing or at risk of homelessness. The program will provide rental assistance, including security deposits, monthly rental subsidies, and eligible move-in costs. Participants will be referred through Crisis House's existing housing programs and will receive support in eligible rental assistance activities, eligible supportive services, and eligible expenses of a dedicated housing specialist. Crisis House currently administers a similar rapid re-housing program using Permanent Local Housing Allocation (PLHA) funds and has demonstrated experience and success in providing housing assistance services in El Cajon.

Staff determined that Crisis House's experience, local partnerships, and familiarity with City programs will allow for efficient program implementation and effective service delivery to El Cajon residents, including those residing at the Emergency Sleeping Cabins.

Not recommended:

Homeownership OC – This application proposes to administer the TBRA program serving income-eligible households residing in El Cajon who are at risk of eviction or at risk of homelessness. While the proposal met the program's eligibility requirements, the staff is not recommending funding at this time. This organization has not previously contracted with the City to administer programs. Staff determined that proposals demonstrating prior experience in administering such programs would enable more efficient program implementation and greater compliance with program requirements.

FTHB

Staff received one (1) eligible application during the extended application period of December 9, 2025 – February 26, 2026.

San Diego Housing Commission (SDHC) – SDHC currently has an active agreement with the City of El Cajon for the administration of the FTHB Program, following City Council approval in FY 2021–2022 to enter into an agreement with SDHC, with options to extend the agreement term. The current agreement is scheduled to expire in the current fiscal year. SDHC submitted an application for the FY 2026–2027 NOFA process to continue administering the FTHB Program. Funds remain available under the existing agreement. Therefore, staff recommends that the City Council reauthorize the allocation of HOME funds to SDHC, authorize the City to enter into a new agreement with SDHC, and carry forward the remaining balance to allow SDHC to continue administering the FTHB Program, including options to extend the term of the new agreement. Staff recommends approving \$900,000 in HOME funds for the program. As an option, staff can use the available balance in the Housing Pool of Funds to increase the funding as needed, as described in Attachment 2, if the carryover fund balance is lower than anticipated. Staff recommends continuing this program through June 2028, with options to extend it based on available funding.

HOME–ARP

On April 8, 2021, HUD announced the City of El Cajon's HOME-ARP allocation in the amount of \$2,192,518. To receive these funds, the City was required to prepare and submit a HOME-ARP Allocation Plan (Plan) identifying community needs and funding priorities as an amendment to the FY 2021–2022 Annual Action Plan. The Plan was approved by City Council on March 14, 2023, identifying qualifying populations to be served, including individuals and families experiencing homelessness, at risk of homelessness, fleeing domestic violence or human trafficking, at greatest risk of housing instability, or needing supportive services to prevent homelessness. The Plan further proposes using funds for the production or preservation of affordable rental housing serving qualifying populations, in the total amount of \$1,864,127.

The NOFA was released from December 9, 2025, to January 9, 2026, to solicit applications for eligible HOME-ARP activities, and staff received one (1) eligible application during the application period. Staff recommends allocating the funds as described below and as shown in "Attachment 3":

Wakeland Housing (Affordable Housing Acquisition/Rehabilitation) – Staff recommends awarding \$1,864,127 for a development project that will result in affordable rental housing units in El Cajon. The proposed project consists of an affordable rental housing development that will serve HOME-ARP Qualifying Populations, which is consistent with the City's HUD-approved HOME-ARP Plan. Wakeland Housing is an experienced affordable housing developer and proposes to utilize HOME-ARP funds for acquisition, predevelopment activities, and construction and/or rehabilitation of the units. The goal of this HOME-ARP project is to leverage the funds with the other available HOME resources described above, including CHDO set-aside funds and unallocated HOME fund balances, to support the development and ensure the City meets upcoming HOME expenditure deadlines. This activity is consistent with the priorities and goals identified in the City's HOME-ARP Allocation Plan, the 2024-2029 Con Plan, and the 2021-2029 Housing Element, which includes increasing the supply of affordable housing and expanding housing opportunities for low-income households. The anticipated project completion date is June 2029 or earlier. If approved, Wakeland Housing will begin identifying a property and securing additional financing commitments to start construction on a viable project. City staff will work closely with Wakeland Housing to ensure that the site supports the City's goals.

CONCLUSION

Following the feedback and comments from this public hearing, the draft 2026-2027 Action Plan will be available for a 30-day public review and comment period beginning April 1, 2026, to April 30, 2026. A hard copy will be available in public spaces. All comments received from this public hearing and the 30-day public review and comment period will be incorporated into the final documents. The City Council will be asked to adopt the final 2026-2027 Action Plan at its May 12, 2026, City Council meeting.

For projects that are not part of the 2026-2027 Action Plan (e.g. TBRA and Affordable Housing Development), staff will enter into agreements with the agencies identified in this report in the current fiscal year.

The public may review past Con Plan and Action Plans program performance by requesting a copy via email to the Housing Division at housing@elcajon.gov or by calling 619-441-1710. The City's Housing Division webpage at www.elcajon.gov/housing also contains information on how to request various documents, including a copy of the Consolidated Annual Performance and Evaluation Report ("CAPER"). The CAPER for FY 2025-2026 will be available in the Fall.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed action is exempt from the provisions of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines sections 15060(c)(3) and 15378, because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment. Furthermore, the Consolidated Plan and Action Plan is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 CFR, Part 58, Section 58.34(a)(3) because it is an administrative action and does not involve activities that will alter existing environmental conditions.

NEPA:

Federal funds constitute a portion of the proposed loan for construction of the affordable housing project. A final reservation of federal funds shall occur only upon satisfactory completion of the environmental review and receipt by the City of El Cajon and a release of funds from the U.S. Department of Housing and Urban Development under 24 CFR Part 58 of the National Environmental Policy Act (NEPA).

FISCAL IMPACT:

There is no fiscal impact on the General Fund. All CDBG, HOME and HOME-ARP grant allocations will be used to fund project and program costs pursuant to Federal and State laws and regulations governing the grant programs.

Prepared By: Jose Dorado, Housing Manager and Deyanira Pelayo-Brito, Senior Management Analyst

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Attachment 1 - CDBG Recommendations

Attachment 2 - HOME Recommendations

Attachment 3 - HOME-ARP Recommendations

RESOLUTION NO.____-26

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAJON
AUTHORIZING FUNDING ALLOCATED AND RELATED ACTIONS
ASSOCIATED WITH THE
HOME-ARP ALLOCATION AND SPENDING PLAN AND PRIOR YEAR
HOME FUND BALANCE

WHEREAS, the City of El Cajon (“City”) receives HOME Investment Partnerships (“HOME”) entitlement grant funds annually from the U.S. Department of Housing and Urban Development (“HUD”) to support housing programs benefiting low- and moderate-income residents; and

WHEREAS, the City also received one-time HOME Investment Partnerships-American Rescue Plan (“HOME-ARP”) grant funds from HUD pursuant to the American Rescue Plan Act of 2021; and

WHEREAS, on March 14, 2023, the City Council approved the HOME-ARP Allocation and Spending Plan as a substantial amendment to the FY 2021-2022 One-Year Action Plan, identifying priorities for the use of HOME-ARP funds, including the production or preservation of affordable rental housing serving qualifying populations; and

WHEREAS, on July 22, 2025, the City Council approved an additional \$3,246 in HOME-ARP funding due to an increase in the HUD allocation; and

WHEREAS, on July 22, 2025, the City Council approved the use of prior year HOME funds in the amount of \$300,000 to fund a Tenant Based Rental Assistance (“TBRA”) Program to assist income-eligible households in El Cajon who are experiencing or at risk of homelessness; and

WHEREAS, the City met the requirements of HUD set forth at 24 CFR 92, and found the proposed actions for HOME and HOME-ARP are consistent with the City’s Consolidated Plan and HOME-ARP Allocation and Spending Plan; and

WHEREAS, the City held a duly advertised public hearing on March 24, 2026 for the purpose of soliciting feedback from stakeholders and other interested parties on the use of U.S. Department of Housing and Urban Development funding and other related actions.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The foregoing recitals are true and correct.
2. The City Council of the City of El Cajon does hereby approve and allocates the prior year and carryover HOME-funded expenditures as follows for eligible activities:

City Project Number	Project/Program	Total Allocation
TBD	Crisis House – Tenant Based Rental Assistance Program	\$ 300,000
H1122	San Diego Housing Commission – Administration of First Time Homebuyer Program	No more than, \$ 900,000
Total HOME Funds Allocated:		\$1,200,000

3. The City Council of the City of El Cajon does hereby approve the prior year HOME-ARP funded expenditures as follows:

City Project Number	Project/Program	Total Allocation
TBD	Wakeland Housing – Affordable Housing Acquisition and/or Rehabilitation	\$ 1,864,127
Total HOME-ARP Funds Allocated:		\$1,864,127

4. The City Manager or designee is hereby authorized to execute all affiliated documents, subrecipient agreements, affordable housing developer agreements, CHDO Agreements, and to reflect funding of specific activities, final appropriations in any Adopted Budget or amendments to an Adopted Budget, or changes in activities that are consistent with the policies and priorities established in the City's 2024-2029 Consolidated Plan.

ESTIMATED CDBG FUNDS AVAILABLE FY 2026-2027

FY 2026-27 CDBG Grant Allocation (estimate based on 2025-26):	\$	1,279,875
Less 20% (MAX) for ADMIN:	\$	(255,975)
Less 15% (MAX) for PUBLIC SERVICES:	\$	(191,981)
Remaining Funds Available for Capital projects:	\$	831,919

*Assumes level funding over current year

ADMINISTRATION - 20% CAP (estimated \$255,975 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
City - Development Services	CDBG Administration (1)	CDBG	Admin	\$ 215,975	\$ 215,975	\$ 215,975
CSA San Diego County	Fair Housing Services	CDBG	Admin	\$ 40,000	\$ 45,000	\$ 40,000
(1) When the actual final allocation from HUD is determined, CDBG Administration is authorized to be allocated any excesses or decreases in CDBG funds for Planning/Administration, to the maximum allowed (20%). Additionally, Planning/Administration will be increased by 20% of CDBG Program Income received during FY 2026-27.				sub-total:	\$ 260,975	\$ 255,975

PUBLIC FACILITIES/CAPITAL/OTHER - NO CAP (estimated \$831,919 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR(S)	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
City -Development Services	ADA/Concrete Improvement Program 2026-2027	CDBG	Capital	\$ -	\$ 250,000	\$ 150,000
City - Development Services	Neighborhood Street Lights 2026-2027	CDBG	Capital	\$ 870,695	\$ 600,000	\$ 581,919
City - Development Services	Traffic Calming 2026-2027	CDBG	Capital	\$ -	\$ 10,000	\$ 100,000
(2) When the actual final allocation from HUD is determined, and after adjusting for the maximum Planning/Admin allocation, the Neighborhood Streetlight Project is authorized to receive any Program Income and proportional increases. If the CDBG Entitlement allocation is lower than anticipated, the Neighborhood Streetlight Project funding amount will be reduced. In addition, in the event that residents do not wish to proceed with the installation of the speed cushions in FY 2026-2027, staff recommends re-allocating these funds to the ADA Concrete Improvements Project.				sub-total:	\$ 860,000	\$ 831,919

PUBLIC SERVICES - 15% CAP (estimated \$191,981 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATIONS
East County Transitional Living Center	Emergency Shelter Program	CDBG	Pub Svc	\$ 100,000	\$ 191,000	\$ 100,000
Elderhelp of San Diego	Senior Care Coordination Program	CDBG	Pub Svc	\$ 10,000	\$ 15,000	\$ 10,000
Family Health Centers of San Diego	Homeless Services	CDBG	Pub Svs	\$ -	\$ 30,000	\$ 30,000
Interfaith Shelter Network	Rotational Shelter Program	CDBG	Pub Svc	\$ 10,893	\$ 17,000	\$ 10,893
Mama's Kitchen	Home-Delivered Meal Program	CDBG	Pub Svc	\$ 15,000	\$ 15,000	\$ 15,000
Meals on Wheels Greater San Diego	Meals on Wheels El Cajon	CDBG	Pub Svc	\$ 25,000	\$ 25,000	\$ 26,088
Home Start, Inc.	First 5 First Steps East County Region	CDBG	Pub Svc	\$ -	\$ 32,000	\$ -
Jewish Family Services	Transportation Services -Seniors	CDBG	Pub Svc	\$ -	\$ 50,000	\$ -
Voices for Children	Court Appointed Special Advocate Program	CDBG	Pub Svc	\$ -	\$ 20,000	\$ -
(3) If the CDBG Entitlement allocation is lower than anticipated, adjustments may be made across the Agencies.				sub-total:	\$ 395,000	\$ 191,981
FY 2026-27 Grand Totals:					\$ 1,515,975	\$ 1,279,875

ESTIMATED HOME FUNDS AVAILABLE FY 2026-27:	
FY 2026-27 HOME Grant Allocation (estimate based of 25-26):	\$ 590,148
Less 10% Reserved for Admin:	\$ (59,015)
Less 15% Required for CHDO Set-Aside:	\$ (88,523)
Available Using Entitlement Funds:	\$ 442,611
Prior Year Funding Available for HOME Eligible Programs and Projects	\$ 3,950,000
Total HOME available to allocate (rounded up):	\$ 4,540,149

ADMINISTRATION - 10% CAP (estimated \$59,015 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATION
City - Housing	HOME Administration (1)	HOME	Admin	\$ 59,148	\$ 59,015	\$ 59,015
(1) HOME Administration is authorized to be allocated excesses or decreases in HOME funds when the actual final allocation from HUD is determined, to the maximum allowed (10%).				sub-total:	\$ 59,015	\$ 59,015

CHDO Set-Aside - 15% CAP (estimated \$88,523 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATION
Wakeland Housing	CHDO Set Aside Funds (2)	HOME	CHDO	\$ 88,523	\$ 88,523	\$ 88,523
(2) CHDO Reserve amount is authorized to be adjusted automatically to 15% of the total HOME allocation when the actual final allocation of HOME funds from HUD is determined.				sub-total:	\$ 88,523	\$ 88,523

AVAILABLE TO ALLOCATE (estimated \$4,392,611 available)

Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATION
San Diego Housing Commission	American Dream First-Time Homebuyer (3)	HOME	Program Income/Entitlement	\$ 900,000	\$ 900,000	\$ 900,000
TBD	Tenant Based Rental Assistance Program (4)	HOME	Program Income/Entitlement	\$ -	\$ 300,000	\$ 300,000
Wakeland Housing	CHDO-Acquisition/Rehabilitation Project (5)	HOME	Program Income/Entitlement	\$ -	\$ 2,750,000	\$ 2,750,000
City - DSD - Housing	Housing Program Pool of Funds (6)	HOME	Program Income/Entitlement	\$ -	\$ 442,611	\$ 442,611

(3)(4) These programs are continuing City Council-authorized housing programs (First Time Homebuyer Assistance Program and Tenant Based Rental Assistance Program) using prior year funding. Final award will be based on fund balance at the time of agreement execution. Agreement execution can be completed during FY 2025-2026. (5)The City has not awarded funding to a CHDO since 2017 and the remaining program income fund balance and entitlement are available to fund an acquisition/rehabilitation project. If approved, agreement execution can be completed during FY 2025-2026. (6) These programs are continuing City Council-authorized housing programs, and the City Manager is authorized to move funds from the Housing Programs Pool of Funds (HPOOL) to other authorized programs mentioned on an as-needed basis, based on market conditions and demand.	sub-total:	\$ 4,392,611	\$ 4,392,611
FY 2026-27 Grand Totals:		\$ 4,540,149	\$ 4,540,149

ESTIMATED HOME-ARP FUNDS AVAILABLE FY 2026-27:	
HOME ARP Grant Allocation	\$ 2,192,518
Less 15% Reserved for Admin:	\$ 328,391
Total HOME-ARP available to allocate:	\$ 1,864,127

ADMINISTRATION - 15% CAP (estimated \$313,602 available)						
Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATION
City - DSD - Housing	HOME Administration (1)	HOME-ARP	Admin	\$ 328,391	\$ 328,391	\$ 313,602
(1) HOME-ARP funding was provided to the City in 2021 and the HOME-ARP Plan was approved by Council Council September 13, 2022 (Resolution 091-22) and amended to add additional \$3,246 on July 22, 2025. Staff will request the HOME-ARP Adm fund balance to be rolled over into 26-27 for a total of \$313,602.				sub-total:	\$ 328,391	\$ 313,602

AVAILABLE TO ALLOCATE (estimated \$1,864,127)						
Agency	Project/Program	Grant	Type	FUNDED PRIOR YEAR	AMOUNT REQUESTED	STAFF RECOMMENDATION
City - DSD - Housing	Housing Development - Wakeland Project	HOME-ARP	Entitlement	\$ -	\$ 1,864,127	\$ 1,864,127
HOME-ARP Funds are used to assist residents that are homeless or at risk of homelessness. The City deadline to expend these funds is 9/30/2030. If approved, agreement execution can occur during FY 2025-2026.				sub-total:	\$ 1,864,127	\$ 1,864,127
FY 2026-27 Grand Totals:					\$ 1,864,127	\$ 1,864,127



City Council Agenda Report

Agenda Item 10.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Yazmin Arellano, Director of Development Services
SUBJECT: Acceptance of Wells Park Pickleball Project

RECOMMENDATION:

That the City Council:

1. Accepts the Wells Park Pickleball project (233793PWCP), Bid No. 022-25; and
2. Authorizes the City Clerk to record a Notice of Completion and release the bonds in accordance with the contract terms.

BACKGROUND:

On November 19, 2024, the City Council awarded a construction contract for the Wells Park Pickleball project to SWCS, Inc., dba Southwest Construction Services, Inc. The project has delivered a new five-court pickleball complex located at 1153 E. Madison Avenue, positioned at the northwest corner of Wells Park.

The scope of work included significant site preparation and park infrastructure upgrades. Improvements included large tree and root removal, extensive grading, new drainage systems, replacement of existing park utilities, and installation of an 8,880-square-foot post-tension concrete slab. The project also added 17 new trees, enhanced landscaping, perimeter fencing, sound-attenuation walls, court lighting, benches, picnic tables, a water hydration station, an LED marquee sign, and multiple shade structures.

In addition to the outdoor amenities, a new pro-shop was established within the adjacent Wells Recreation Center. This component required substantial building renovations, including two completely renovated restrooms, structural roof repairs, new furniture, commercial refrigerators, merchandise display fixtures, HVAC system replacements, security cameras, a proximity key-card access system, new doors with panic bar hardware, and new exterior paint and lighting.

All work was successfully completed on January 28, 2026. Staff recommends that the City Council formally accepts the Wells Park Pickleball Project as complete.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The project is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15303. Section 15303 exempts small structures and improvements in urbanized areas. None of the conditions identified in State CEQA Guidelines section 15300.2 that preclude the use of this categorical exemption exist.

FISCAL IMPACT:

This project (Wells Park Pickleball - 233793PWCP) was budgeted with American Rescue Plan Act (ARPA) funds. The original contract amount with Southwest Construction Services, Inc. was \$1,913,533.78. The final construction contract expenditure is \$2,443,421.17.

Prepared By: Senan Kachi, Principal Civil Engineer

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager



City Council Agenda Report

Agenda Item 11.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Yazmin Arellano, Director of Development Services

SUBJECT: Consideration of Resolution to Authorize the Acceptance, Appropriation, and Expenditure of the Fire Station No. 7 Renovation Grant Award

RECOMMENDATION:

That the City Council adopts the next Resolution, in order, to:

1. Authorize the City Manager, or approved designee, to accept, appropriate, and expend grant funding as provided through the San Diego River Conservancy Proposition 4 - Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024 grant program (SDRGP42504);
2. Authorize the City Manager, or approved designee, to execute the grant agreement and such other necessary documents, with the San Diego River Conservancy, to accept any awards of grants;
3. Appropriate and transfer \$2.5 million of General Fund reserves to increase City Capital Improvement Program Fund appropriations; and
4. Appropriate \$1,500,000 from the San Diego River Conservancy Grant (SDRGP42504) and \$2,500,000 from the City Capital Improvement Program Fund (501590) for the Fire Station No. 7 Renovation capital improvement project (210051PWCP), and authorize the expenditure of these funds.

BACKGROUND:

The San Diego River Conservancy (SDRC) is a state agency authorized to work in the San Diego River Watershed to implement multi-benefit projects that protect and enhance the San Diego River and its connected resources. The SDRC is authorized to undertake projects and award grants to achieve its goals. The SDRC's jurisdiction includes the San Diego River and its tributaries, including Forester Creek. On November 5, 2024, voters approved "The Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Bond Act of 2024." This is Proposition 4, also known as the 2024 Climate Bond. The SDRC was allocated \$73.5M from Proposition 4.

On July 8, 2025, the City Council authorized staff to submit a concept proposal to the SDRC for the reconstruction of Fire Station No. 7, located at 695 Tyrone St., El Cajon, CA 92020. The SDRC responded by inviting the City of El Cajon to submit a full application for an award amount of \$1,500,000. The project includes expanding the single apparatus bay to a double apparatus bay, new solar panels and battery energy storage systems, utility upgrades such as electrical service and sewer, and overall facility improvements such as a remodeled kitchen/dining/dayroom, individual dormitories and restrooms, a turn-out locker room, and a

laundry room for heavy gear. The facility, constructed in 1960, will increase from 3,488 square feet to approximately 5,102 square feet.

The City was notified its grant application was successful on September 25, 2025, and that the SDRC staff would recommend an award of \$1,500,000 for the Fire Station No. 7 Renovation project. City staff presented the project to the SDRC Governing Board on January 21, 2026, which resulted in final approval of the grant award.

This funding, along with the use of \$2.5 million of General Fund reserves, will increase the existing Prop O funded project (\$3.2 million) to a revised project budget of \$7.2 million.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This project is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guideline section 15301, Class 1 (Existing Facilities) as it is a minor addition to an existing structure that does not exceed 50 percent of the floor area, or 2,500 square feet, whichever is less.

FISCAL IMPACT:

Approval of this action will increase General Fund appropriations (Other Financing Uses - 101191) and decrease General Fund reserves by \$2.5 million. This action will also increase the Fire Station No. 7 Renovation project (210051PWCP) by \$4.0 million to a revised project budget of \$7,229,988.

Prepared By: Senan Kachi, Principal Civil Engineer

Reviewed By: Yazmin Arellano, Director of Development Services

Approved By: Graham Mitchell, City Manager

Attachments

Resolution

Agreement

210051PWCP Project Sheet

RESOLUTION NO. ____-26

A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF EL CAJON AUTHORIZING THE ACCEPTANCE,
APPROPRIATION, AND EXPENDITURE OF GRANT AWARD FROM
THE SAN DIEGO RIVER CONSERVANCY PROPOSITION 4 SAFE
DRINKING WATER, WILDFIRE PREVENTION, DROUGHT
PREPAREDNESS, AND CLEAN AIR FUND BOND ACT OF 2024 GRANT
PROGRAM AND AN APPROPRIATION OF GENERAL FUND RESERVES
FOR THE FIRE STATION NO. 7 RENOVATION PROJECT

WHEREAS, on January 21, 2026, the City of El Cajon (the "City") was notified that the San Diego River Conservancy (the "Grantor") awarded the City grant funds in the amount of \$1,500,000 (the "Grant") for the Fire Station No. 7 Renovation project (the "Project"); and

WHEREAS, the Grant funding along with the use of \$2,500,000 of General Fund Reserves, will increase the existing Prop O funded project (\$3.2 million) to a revised project budget of \$7.2 million; and

WHEREAS, the proposed actions do not constitute a project pursuant to California Environmental Quality Act ("CEQA") Guidelines section 15301, Class 1 (Existing Facilities) as it is a minor addition to an existing structure that does not exceed fifty percent of the floor area, or 2,500 square feet, whichever is less; and

WHEREAS, the approval of this action will increase General Fund appropriations (Other Financing Uses - 101191) and decrease General Fund reserves by \$2,500,000, and will also increase the Fire Station No. 7 Renovation project (210051PWCP) by \$4.0 million to a revised project budget of \$7,229,988; and

WHEREAS, the City Council has determined that it is in the best interests of the City to authorize the City Manager, or designee, to accept, appropriate, and expend the Grant award; to execute any documents and agreements necessary for receipt of the grant; to appropriate and transfer \$2,500,000 of General Fund reserves to increase City Capital Improvement Program Fund balance; to appropriate \$1,500,000 from the Grant and \$2,500,000 from the City Capital Improvement Program Fund for the Fire Station No. 7 Renovation capital improvement project (210051PWCP); and to authorize the expenditure of these funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL CAJON AS FOLLOWS:

1. The above recitals are true and correct, and are the findings of the City Council.
2. The City Council hereby finds that the proposed actions do not constitute a project pursuant to California Environmental Quality Act Guidelines section 15301, Class 1 (Existing Facilities).

3. The City Council hereby authorizes the City Manager, or such person designated by the City Manager, to accept, appropriate, and expend the Grant award in the amount of \$1,500,000 from the San Diego River Conservancy Proposition 4 - Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024 grant program (SDRGP42504).

4. The City Council hereby authorizes the appropriation and transfer of \$2,500,000 of General Fund reserves to increase City Capital Improvement Program Fund (501590) balance.

5. The City Council hereby authorizes the appropriation of \$1,500,000 from the San Diego River Conservancy Grant (SDRGP42504) and \$2,500,000 from the City Capital Improvement Program Fund (501590) for the Fire Station No. 7 Renovation capital improvement project (210051PWCP), and authorizes the expenditure of these funds.

6. The City Council hereby further authorizes the City Manager, or such person designated by the City Manager, to execute any Grant documents and agreements, including the memorandum of understanding, necessary for the receipt and use of these Grant funds on behalf of the City, with such changes as may be approved by the City Manager, or such person designated by the City Manager, and to take all actions and to execute all documents necessary or appropriate to carry out the terms of the Grant.

AGREEMENT NUMBER SDRG-P4-25-04	AM. NO.
TAXPAYERS FEDERAL EMPLOYER IDENTIFICATION NO. 95-6000703	

THIS AGREEMENT, made and entered into this _____ day of _____, 2026,
in the State of California, by and between State of California, through its duly elected or appointed, qualified and acting

TITLE OF OFFICER ACTING FOR STATE Executive Officer	AGENCY San Diego River Conservancy	, hereafter called the Conservancy, and
GRANTEE'S NAME City of El Cajon		, hereafter called the Grantee.

The Grantee, for and in consideration of the covenants, conditions, agreements, and stipulations of the Conservancy hereinafter expressed, does hereby agree as follows:

The San Diego River Conservancy (“Conservancy”) acting pursuant to Division 22.9 of the California Public Resources Code, Sections 32630-32659.9, hereby grants to the City of El Cajon (“the Grantee”) a sum not to exceed \$1,500,000.00 (One Million Five Hundred Thousand Dollars and Zero Cents), subject to the terms and conditions of this grant agreement (Agreement).

The Grantee shall use these funds to increase the size of existing Fire Station No. 7, add a second apparatus bay, upgrade utility infrastructure and improvements to the interior space to accommodate additional staff and equipment (Project) in the City of El Cajon in accordance with Scope of Work, Exhibit A.

(Continued on following pages)

The provisions on the following pages constitute a part of this agreement.
IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

STATE OF CALIFORNIA		GRANTEE			
AGENCY San Diego River Conservancy		GRANTEE (If other than an individual, state whether a corporation, partnership, etc.) City of El Cajon			
BY (Authorized Signature) 		BY (Authorized Signature) 			
PRINTED NAME AND TITLE OF PERSON SIGNING Julia L. Richards, Executive Officer		PRINTED NAME AND TITLE OF PERSON SIGNING Graham Mitchell, City Manager			
ADDRESS & PHONE NUMBER 11769 Waterhill Road, Bldg. 2 Lakeside, CA 92040 (619) 390-0534		ADDRESS 200 Civic Center Way El Cajon, CA 92020 (619) 441-1785			
AMOUNT ENCUMBERED BY THIS DOCUMENT \$1,500,000.00	PROGRAM/CATEGORY (CODE AND TITLE) Local Assistance (Prop 4)	FUND TITLE Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024			I certify that this agreement is exempt from Department of General Services approval.
	(OPTIONAL USE) Wildfire Resilience				
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$-0-	ITEM 3845-101-6093	CHAPTER 6	STATUTE 2025	FISCAL YEAR 24/25	
TOTAL AMOUNT ENCUMBERED TO DATE \$1,500,000.00	OBJECT OF EXPENDITURE (CODE AND TITLE) Grants and Subventions –Governmental (5432000)				
I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.					
SIGNATURE OF ACCOUNTING OFFICER 		DATE			

TERMS AND CONDITIONS OF GRANT

Incorporation of Documents by Reference

The following exhibits and other documents are incorporated by reference into this Agreement and made a part hereof:

Exhibit A: Scope of Work

Exhibit B: San Diego River Conservancy Resolution 26-01

Exhibit C: Request for Disbursement

Exhibit D: Operation and Maintenance Agreement

Special Provisions & Conditions Precedent

1. Term of Grant Agreement shall commence once signed by both parties and ends on February 18, 2028.
2. As precedent to the San Diego River Conservancy's (Conservancy) obligation to provide funding, upon completion of detailed Project design, plans and specifications, Grantee shall provide to the Conservancy for review and approval a scope of work, tasks, detailed budget, attached hereto as Exhibit A. Approval by Conservancy of such plans and specifications, or any other approvals provided for in this Grant Agreement, shall be for scope and quality of work and shall not relieve Grantee of the obligation to maintain the project, or carry out any other obligations required by this Grant Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. Grantee shall maintain and operate the Project for a minimum of twenty (20) years, pursuant to Exhibit D. Grantee shall use the property for the purposes for which the Grant was made and shall make no other use of the property, pursuant to General Conditions.
4. On January 21, 2026, the Conservancy adopted Resolution 26-01 attached hereto as Exhibit B. This Agreement is approved under this authorization.
5. Submit signage plans to Conservancy for both temporary and permanent signs prior to beginning work under this grant agreement.

General Conditions

A. Project Execution

1. Subject to the availability of Grant monies in the Safe Drinking Water, Wildfire

Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024, the Conservancy hereby grants a sum of money (Grant Funds) not to exceed the amount approved by the Governing Board of the Conservancy and on the signature page in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of Project in this Agreement, under the terms and conditions set forth in this Agreement and its Exhibits, hereby incorporated by reference.

2. Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project.

3. Grantee shall complete the Project in accordance with the term of the Agreement, unless a written amendment has been formally granted by the Conservancy under the terms and conditions of this Agreement. Extensions may be requested in advance and will be considered in the event of circumstances beyond the control of the Grantee.

4. Grantee shall at all times ensure that Project complies with the California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, commencing with Section 21000, et. seq., California Code of Regulations Title 14, Section 15000 et. seq.) and all other environmental laws, including but not limited to obtaining all necessary permits, if applicable.

5. Project must comply with Labor Code Section 1771.5 regarding the payment of prevailing wages and the labor compliance program as outlined in the Labor Code Section 1771.5 (b), if applicable.

6. Grantee certifies that the Project does and will continue to comply with all current local, state and federal laws and regulations which apply to the Project, including, but not limited to, legal requirements for construction contracts, building codes, environmental laws, health and safety codes, and disabled access laws. Grantee certifies that prior to commencement of construction, all applicable permits, right of entries and licenses will have been obtained.

7. Grantee shall permit site visits by the Conservancy to determine if Project work is in accordance with the approved Scope of Work, including a final inspection upon Project completion.

8. Prior to the commencement of any work, Grantee agrees to submit in writing to the Conservancy for prior approval any deviation from the original Scope of Work per Exhibit A. Changes in scope must continue to meet the need cited in the original application or they will not be approved. Any modification or alteration in the Project as set forth in the Application on file with the Conservancy must be submitted to the Conservancy for approval.

9. Grantee shall provide photographs of delivery of brush rig in the progress report and the final report.

B. Project Costs

1. The Conservancy may disburse to Grantee the Grant Funds as follows, but not to exceed in any event the amount set forth on the signature page of this Agreement:

a. On a reimbursement basis for project cost incurred withing the invoice period.

b. Remaining Grant Funds shall be paid up to the total amount of the Grant Funds on completion of the Project, receipt of a detailed summary of Project costs from the Grantee found to be satisfactory by the Conservancy, and the satisfactory completion of a site inspection by the Conservancy.

2. Payment & Documentation:

a. The Conservancy shall disburse funds for costs incurred to date, upon the Grantee's satisfactory progress on each Project task identified in the approved Scope. The Conservancy shall make the final disbursement and upon the Conservancy's acceptance of the Project.

b. The Conservancy will reimburse the Grantee for expenses upon receipt of a "Request for Disbursement form. The Conservancy will reimburse travel and related expenses at actual costs not to exceed the rates provided in Title 2, Division 1, Chapter 3, Subchapter 1, Article 2 of the California Code of Regulations ("CCR"), except that reimbursement may be in excess of these rates upon documentation that these rates are not reasonably available to the Grantee. Reimbursement for the cost of operating a private vehicle shall not, under any circumstance, exceed the current mileage rate specified by the State of California.

c. The Grantee shall request disbursements by filing a fully executed "Request for Disbursement" form on or quarterly basis. The Grantee shall include in the form its name and address, the number of this agreement, the date of the submission, the amount of the invoice, the invoice period; cumulative expenditures to date, expenditures during the reporting period, and the unexpended balance of funds under the Grant Agreement (see Exhibit C). An authorized representative of the Grantee shall sign the form. Each form shall be accompanied by:

- A supporting progress report summarizing the current status of the Project, identify locations served and comparing it to the timeline and budget including written substantiation of completion for the portion of the Project for which the Grantee is requesting disbursement and copies of all invoices submitted by Grantee's subcontractors, and photos.

d. The Grantee's failure to fully execute and submit a Request for Disbursement form and invoice on a quarterly basis will relieve the Conservancy of its obligation to disburse funds to the Grantee unless and until the Grantee corrects all deficiencies.

All payment requests must be submitted using a completed Request for Disbursement form. Any penalties imposed on the Grantee by a contractor because of delays in payment will be paid by the Grantee and is not reimbursable under this Agreement.

3. Grant Funds in this award have a limited period in which they must be expended. All Grantee expenditures must occur prior to the end date of the period of performance.

4. Except as otherwise provided herein, the Grantee shall expend Grant Funds in the manner described in the Project Budget included in Exhibit A.

C. Project Administration

1. Grantee shall promptly submit written progress reports with each Request for Disbursement or as the Conservancy may request. In any event, Grantee shall provide Conservancy a final report showing all Project expenditures.

2. Grantee shall make Project site available for inspection upon request by the Conservancy.

3. Grantee shall submit all documentation for Project completion and final reimbursement within 90 days of Project completion.

4. This Agreement may be amended by mutual agreement in writing between Grantee and Conservancy. Any request by the Grantee for amendments must be in writing stating the amendment request and reason for the request. The Grantee shall make requests in a timely manner.

5. All notices, requests, and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been sufficiently given or served for all purposes if delivered personally or deposited in the United States mail by certified or registered mail, postage prepaid, to the following addresses (or to such other addresses as either Party shall designate by notice in writing to the other Party in accordance herewith):

If to the Conservancy: Julia Richards, Executive Officer
San Diego River Conservancy
11769 Waterhill Road, Bldg. #2
Lakeside, CA 92040

If to the Grantee: Public Works Department

City of El Cajon
200 Civic Center Way, 4th Floor
El Cajon, CA 92020

6. Grantee must report to the Conservancy all sources of other funds including matching funds and in-kind labor for the Project with its final Request for Disbursement and final report. The Conservancy will request an audit of any Project that does not fully comply with this provision.

D. Project Completion

1. The Grantee shall complete the Projects by the completion date. Upon completion of the Projects, the Grantee shall supply the Conservancy with evidence of completion by submitting:

a. The plan and any other work products specified in the work program for the Project, each in a format or formats (for example, paper, digital, photographic) approved by the Executive Officer.

b. A fully executed final "Request for Disbursement." The final disbursement form shall provide for cost accounting for all the tasks completed for the Project.

c. Within thirty days of the Grantee's submission of the above, the Conservancy shall determine whether the Grantee has satisfactorily completed the Project. If so, the Conservancy shall issue to the Grantee a letter of acceptance of the Project. The Project shall be deemed complete as of the date of the letter.

d. If the funds are used to purchase equipment that costs \$5,000 or more, each such piece of equipment is a "grant-funded equipment." The Grantee shall operate and maintain each grant funded equipment for its useful life. If the Grantee determines that it no longer has need for a grant-funded equipment before the end of the equipment's useful life, the Grantee shall donate the grant funded equipment to a public entity or nonprofit organization that will use the grant-funded equipment for wildfire-related purposes. For the duration of the useful life of each grant-funded equipment, the Grantee shall maintain a record identifying each grant-funded equipment, the expected useful life of each item, and the ultimate disposition (disposal or donation). The requirements of this section will survive termination of this agreement.

e. Prior to close-out, the Conservancy may transfer title of the equipment (if held by the Conservancy) to the Grantee at no additional cost to the Conservancy.

f. Final inspection of grant funded equipment.

E. Project Termination

1. If the Grantee fails to complete the Project in accordance with this Agreement, or fails to fulfill any other obligations of this Agreement prior to the termination date, the Grantee shall be liable for immediate repayment to the Conservancy of all amounts disbursed by the Conservancy under this Agreement (plus accrued interest) and attorneys' fees. The Conservancy may, at its sole discretion, consider extenuating circumstances and not require repayment for work partially completed. This paragraph shall not be deemed to limit any other remedies the Conservancy may have for breach of this Agreement.
2. If the Conservancy terminates prior to the completion date, the Grantee shall take all reasonable measures to prevent further costs to the Conservancy under this Agreement. The Conservancy shall be responsible for any reasonable and non-cancelable obligations incurred by the Grantee in the performance of the agreement prior to the date of the notice to terminate, but only up to the unpaid balance of funding authorized in this Agreement.
3. Failure by the Grantee to comply with the terms of this Agreement may be cause for suspension of all obligations of the Conservancy hereunder.
4. Failure of the Grantee to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the Conservancy hereunder if in the judgment of the Conservancy such failure was due to no fault of the Grantee. At the discretion of the Conservancy, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.
5. Final payment will not be made until the Project conforms substantially to this Agreement, as determined by the Conservancy.

F. Indemnification

1. To the extent permitted by law, Grantee shall defend, indemnify and hold harmless the Conservancy, its officers, employees and agents ("Indemnified Persons") from and against any and all liability, loss, expense, attorney's fees, or claims for any and all losses, claims, damages, liabilities, or expenses, of every conceivable kind, character, and nature whatsoever arising out of, resulting from, or in any way connected with (1) the Project or the conditions, occupancy, use, possession, conduct, or management of, work done in or about, or the planning, design, acquisition, installation, or construction, of the Project or any part thereof; (2) the carrying out of any of the transactions contemplated by this Agreement or any related document; (3) any violation of any applicable law, rule or regulation, any environmental law (including, without limitation, the Federal Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act, the California Hazardous Substance Account Act, the Federal Water Pollution Control Act, the Clean Air Act, the Toxic Substances Control Act, the Occupational Safety and Health Act, the Safe Drinking Water Act, the California Hazardous Waste Control Law, and

California Water Code Section 13304, and any successors to said laws), rule or regulation or the release of any toxic substance on or near the Project; or (4) any untrue statement or alleged untrue statement of any material fact or omission or alleged omission to state a material fact necessary to make the statements required to be stated therein, in light of the circumstances under which they were made, not misleading with respect to any information provided by the Recipient for use in any disclosure document utilized in connection with any of the transactions contemplated by this Agreement, except those arising from the gross negligence or willful misconduct of the Indemnified Persons.

2. Grantee must also provide for the defense and indemnification of the Indemnified Parties in any contractual provision extending indemnity to Grantee in any contract let for the performance of any work under this Agreement, and must cause the Indemnified Parties to be included within the scope of any provision for the indemnification and defense of Grantee in any contract or subcontract. To the fullest extent permitted by law, Grantee agrees to pay and discharge any judgment or award entered or made against Indemnified Persons with respect to any such claim or action, and any settlement, compromise or other voluntary resolution. The provisions of this section survive the term of this Agreement. Grantee agrees that in the event Conservancy is named as a party in any action arising out of this Agreement, the Grantee shall notify Conservancy of such fact and shall represent Conservancy in such legal action unless Conservancy undertakes to represent itself in such legal action in which event Grantee shall reimburse Conservancy for its reasonable litigation costs, expenses, and attorney's fees.

G. Financial Records

1. Grantee shall maintain satisfactory financial accounts, documents and records for the Project and to make them available to the Conservancy for auditing at reasonable times. Grantee shall also retain such financial accounts, documents and records for twenty (20) years after final payment and three (3) years following an audit.

2. Grantee and Conservancy agree that during regular office hours each of the parties hereto and their duly authorized representatives shall have the right to inspect and make copies of any books, records or reports of the other party pertaining to this Agreement or matters related thereto. Grantee shall maintain and make available for inspection by the Conservancy accurate records of all of its costs, disbursements and receipts with respect to its activities under this Agreement.

3. Grantee shall use any generally accepted accounting system.

H. Proof of Insurance

1. Insurance

Throughout the term of this contract, the Contractor shall procure and maintain insurance, as specified in this section, against claims for injuries to persons or damage to property that may arise from or in connection with any activities by the Contractor or

its agents, representatives, employees, or subcontractors associated with the project undertaken pursuant to this contract.

- a. Minimum Scope of Insurance. Coverage shall be at least as broad as:
 - i. Insurance Services Office ("ISO") Commercial General Liability coverage (occurrence Form CG 0001) or ISO Comprehensive General Liability form (1973) or comparable with Broad Form Comprehensive General Liability endorsement.
 - ii. Automobile Liability coverage - ISO Form Number CA 0001, Code 1 (any auto).
 - iii. Workers' Compensation insurance as required by the Labor Code of the State of California. The policy must include an acceptable "Waiver of Right to Recover From Others Endorsement" naming the Conservancy as an additional insured.
- b. Minimum Limits of Insurance. The Contractor shall maintain limits no less than:
 - i. General Liability: (Including operations, products and completed operations, as applicable) \$1,000,000 per occurrence for bodily injury, personal injury and broad form property damage and \$2,000,000 general aggregate limit. If Commercial General Liability Insurance or other form with general aggregate limit is used, either the general aggregate limit shall apply separately to the activities under this contract or the general aggregate limit shall be twice the required occurrence limit.
 - ii. Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the Executive Officer.
- d. Required Provisions. Each insurance policy required by this section shall be endorsed to state that coverage shall not be canceled by either party, except

after thirty days' prior written notice by certified mail, return receipt requested, has been given to the Conservancy. **The general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions:**

- i. **The State of California, its officers, agents and employees are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts or equipment furnished in connection with such work or operations.**
- ii. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the State of California, its officers, agents and employees.
- iii. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of section 2782 of the Civil Code.
- e. Acceptability of Insurers. Insurance is to be placed with insurers admitted to transact business in the State of California and having a Best's rating of "B+" or better or, in the alternative, acceptable to the Conservancy and approved in writing by the Executive Officer.
- f. Subcontractors. The Contractor shall include all subcontractors as insureds under its policies or shall require each subcontractor to provide and maintain coverage consistent with the requirements of this section.
- g. Claims Made. If errors-and-omissions coverage is written on a claims-made form:
 - i. The "Retro Date" must be shown, and must be before the date of this contract or the beginning of work.
 - ii. Insurance must be maintained and evidence of insurance must be provided for at least five years after completion of the work.
 - iii. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five years after completion of the work under this contract.
 - iv. A copy of the claims reporting requirements must be submitted to the Executive Officer for review.
- h. Verification of Coverage. The Contractor shall furnish the Conservancy

with original certificates, amendatory endorsements effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Executive Officer before work commences. The Conservancy reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage, at any time.

i. Premiums and Assessments. The Conservancy is not responsible for premiums and assessments on any insurance policy.

I. Severability

If any provision of this Agreement or the application thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

J. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

K. Assignment

This Agreement is not assignable by the Grantee either in whole or in part unless approved in writing by the Conservancy.

L. Acknowledgment

The Grantee should acknowledge the Conservancy's support in project-related press releases, media communications, social media posts, and on its website.

The Grantee will acknowledge funding and submit proof of compliance in progress reports as outlined below:

- Display both temporary and permanent signage at the fire department station.
- Issue one press release acknowledging the Conservancy's funding.
- Provide documentation of ten social media posts during the agreement term.
- Describe the Conservancy's involvement and include a link to the Conservancy's website on El Cajon's website or project page.
- Include the Conservancy's logo on project signs, interpretive signage, and project materials.
- Acknowledge the Conservancy's support in media, interviews, newsletters, and email updates to stakeholders and the public.
- Acknowledge the Conservancy's funding verbally at public events and meetings.

- Reference the Conservancy's funding in project documentation and reports.

It is sufficient to state that the Conservancy provided funding for your project. However, we welcome additional details about the Conservancy's assistance, technical expertise, or non-financial support. Your acknowledgement helps foster a greater understanding of the Conservancy's work.

M. Signage Plan for Acknowledgment

Before starting the project, the Grantee must submit a plan to the Executive Officer detailing the installation of temporary and permanent signs that acknowledge Conservancy funding. All signs must display the San Diego River Conservancy logo and Proposition 4 (the 2024 Climate Bond). The plan should specify the number, design, placement, and wording of the signs, or provide specifications for an alternative method for temporary and permanent signage.

The Conservancy will provide the Grantee with sign specifications. The Grantee may include the required information on other signs if approved by the Executive Officer. In special cases where standard placement or specifications are unsuitable, the Executive Officer may approve alternative methods for acknowledging funding sources.

All Grantees must post a permanent sign at the project site upon completion. The sign must be present for the final inspection and remain in place for at least twenty years from the project's completion date. The Grantee is responsible for replacing the sign if it is destroyed or removed during this period.

N. Bonding

If the Grantee intends to use any contractors on any portion of the project to be funded under this agreement, construction shall not begin until each contractor has furnished a performance and payment bond in favor of the Grantee in the following amounts: for faithful performance, one hundred percent (100%) of the contract value; and for labor and materials, one hundred percent (100%) of the contract value. This requirement shall not apply to any contract for less than \$20,000.

Any bond furnished under this section shall be executed by an admitted corporate surety insurer licensed in the State of California. Copies of the bonds shall be provided to the Conservancy.

O. Nondiscrimination

During the performance of this agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, ethnic group identification, physical disability (including HIV and AIDS), mental disability, medical condition, genetic information, gender, gender identity, gender expression, marital status, age, sexual orientation, or military and veteran status (Government Code Section 12940). The Grantee and its contractors also shall not unlawfully deny a request for or take unlawful action against any

individual because of the exercise of rights related to family-care leave (Government Code Sections 12945.1 and 12945.2). The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination, harassment and unlawful acts.

Consistent with Government Code Section 11135, the Grantee shall ensure that no one, on the basis of race, national origin, ethnic group identification, religion, age, sex, sexual orientation, color, genetic information, or disability, is unlawfully denied full and equal access to the benefits of, or is unlawfully subjected to discrimination under, the work funded by the Conservancy under this agreement.

Pursuant to Government Code Section 12990, the Grantee and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12900 et seq.) and the applicable regulations (California Code of Regulations Title 2, Section 7285.0 et seq.). The regulations of the Fair Employment and Housing Commission regarding Contractor Nondiscrimination and Compliance (Chapter 5 of Division 4 of Title 2 of the California Code of Regulations) are incorporated into this agreement by this reference.

The Grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. This nondiscrimination clause shall be included in all contracts and subcontracts entered into to perform work provided for under this agreement.

P. Independent Capacity

The Grantee, and the agents and employees of Grantee, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the San Diego River Conservancy - State of California.

Q. Assignment

Without the written consent of the Executive Officer, the Grantee may not assign this agreement in whole or in part.

R. Timeliness

Time is of the essence in this agreement.

S. Executive Officer's Designee

The Executive Officer may designate a Conservancy Project manager who shall have authority to act on behalf of the Executive Officer with respect to this agreement.

T. Amendment

As expressly provided in this agreement, no change in this agreement shall be valid unless made in writing and signed by the parties to the agreement. Oral agreements shall not be

binding on any of the parties.

U. Locus

This agreement is deemed to be entered into in the County of San Diego. Any action arising out of this Agreement shall be filed and maintained in the Superior Court in and for the County of San Diego, California.

Exhibit A

Scope of Work

INTRODUCTION

Fire Station No. 7 was constructed in 1960 before California unified its building and fire codes in 1978 (Title 24, CCR). This fire station is owned by the City of El Cajon and operated by the Heartland Fire and Rescue – El Cajon Fire Department (Heartland Fire & Rescue), serving disadvantaged communities and vulnerable populations.

Heartland Fire and Rescue has been responding to emergencies in El Cajon since it was established as a Joint Powers Agreement (JPA) in 2010 between the cities of El Cajon, La Mesa and Lemon Grove fire departments. Heartland Fire and Rescue manage fire protection, prevention, and emergency medical services across the cities of El Cajon, La Mesa and Lemon Grove.

In November 2004, voters approved Proposition O, which implemented a half-cent sales tax increase over ten years to improve public safety infrastructure, including the construction of a new public safety facility. This tax initiative also established the Public Safety Facility Oversight Committee (PSFOC) to monitor the use of these funds, ensuring that revenues are spent solely on the construction, reconstruction, rehabilitation, or replacement of public safety facilities. Three of the four fire stations in El Cajon have been remodeled with funding from Proposition O.

As a result, the City of El Cajon staff and the PSFOC have determined that the remaining funds from Proposition O should be allocated to Fire Station No. 7 to complete upgrades to all four fire stations in the city. Fire Station No. 7 is the last facility that will be improved with these remaining funds.

In 2009, a Needs Assessment Study was conducted to identify deficiencies in the building and recommend necessary renovations. This study highlighted the need for a complete upgrade of existing structural systems to ensure compliance with current building codes and essential facility requirements. The total estimate for the renovations are \$5,500,000.

Figure 1 – Fire Station No. 7 Elevation Plan



SUMMARY

The renovation of Fire Station 7 at 695 Tyrone Street in the city of El Cajon will improve the design and functionality of this 63-year-old building, ensure compliance with building and fire codes, and increase capacity. These upgrades will expand the facility and amenities to better accommodate additional staff and equipment for wildfire response in San Diego County.

The renovation will increase the facility's size from 3,488 to approximately 5,102 square feet. While modern fire stations are typically 8,000 to 10,000 square feet, this expansion will significantly improve the department's capacity and reach.

A key improvement is expanding the apparatus bay from a single to a double-bay configuration. This will enable Heartland Fire and Rescue to operate a second engine from this location, enhancing service capabilities and improving response times.

The project includes installing a new solar battery and energy storage system, as well as upgrading outdated systems such as lighting, sewer, ventilation, extraction, and laundry facilities. Building amenities will also be improved, including remodeled kitchen, dining, dayroom, dormitories, restrooms, turn-out locker room, and laundry room for heavy gear. Additional enhancements include exterior painting, new sidewalks, and security fencing.

PROJECT'S MEASURABLE RESULTS

- Expand the facility's size and add one new fire engine apparatus bay
- Upgrade the utility infrastructure
- Remodel interior spaces
- Increase capacity to respond to more service calls and faster response times

GOALS AND OBJECTIVES

- Enhanced design and functionality of the fire station
- Bring the facility up to current building/structural code

Table 1. Budget Estimate and Anticipated Project Schedule

TASK #	DESCRIPTION	SAN DIEGO RIVER CONSERVANCY	SCHEDULE
1.	Partial funding for renovations to Fire Station No. 7 to increase square footage, update utilities and amenities, and add one additional apparatus bay.	\$1,500,000.00	Throughout grant period
TOTAL		\$1,500,000.00	

DELIVERABLES

- Press release
- Quarterly request for disbursements, progress reports with photo documentation of before, during, and after implementation
- Ten (10) social media postings
- Temporary and permanent signs
 - All grantees are required to post a sign at the project site upon completion of the project. The sign must be available for the final inspection of the project and be in place for a minimum of 20 years from date of project completion. Grantee is responsible for replacing the sign if it is destroyed or removed prior to the 20-year post project completion.
- Description of Conservancy's involvement in project and link to Conservancy's website on El Cajon's website
- Copy of environmental documentation and all permits including CEQA/NEPA
- Final Report

PROJECT FINANCING

The City of El Cajon will leverage \$3.25M of Proposition "O" funds and approximately \$1.25M City general reserve funds for the rehabilitation of Fire Station No. 7. The total construction costs are projected to be \$5.5M. The City of El Cajon engineering staff will review and manage the project with in-kind contributions and inspections estimated to be worth \$80,000.

Exhibit B

Resolution No: 26-01

RESOLUTION OF THE GOVERNING BOARD OF THE SAN DIEGO RIVER CONSERVANCY

AUTHORIZING THE EXECUTIVE OFFICER TO GRANT \$1,500,000 FROM PROPOSITION 4 TO THE CITY OF EL CAJON TO RENOVATE FIRE STATION NO. 7 TO COMPLY WITH BUILDING AND FIRE CODES, IMPROVE BUILDING DESIGN, FUNCTIONALITY, SIZE AND ADD A SECOND APPARATUS BAY

WHEREAS, the mission of the San Diego River Conservancy is to further the goals of its enabling legislation by conserving and restoring the lands and waters of the San Diego River watershed; and

WHEREAS, Proposition 4 was approved by voters on November 5, 2024, for the purposes of helping communities avoid and recover from the impacts of wildfire, flood, drought, or other extreme weather events, and help restore and protect natural systems; and

WHEREAS, the San Diego River Conservancy was allocated \$25,000,000 under Proposition 4, "Safe Drinking Water, Wildfire Prevention, Drought Preparedness and Clean Air Bond Act of 2024" with funds made available by Public Resources Code section 91520, subdivision (m), to improve forest health and protect communities from wildfire; and

WHEREAS, the San Diego River Conservancy has been delegated the responsibility for the administration of this grant program, establishing necessary procedures and guidelines in accordance with statewide priorities and plans; and

WHEREAS, the City of El Cajon applied to the San Diego River Conservancy for a grant to renovate a 63-year-old fire station to increase size to approximately 5,000 square feet, add a second apparatus bay, comply with current building codes, upgrade utility infrastructure and improvements to the interior space to accommodate additional staff and equipment (Project); and

WHEREAS, the San Diego River Conservancy staff have reviewed the grant application, met with applicant, conducted a site visit and recommends the Project for approval.

WHEREAS, this Project is consistent with the Conservancy's Strategic Plan, Program 3: Preserve and Restore Natural Resources, and Program 6: Expand the Organization's Capacity and Public Outreach; and

WHEREAS, San Diego River Conservancy staff recommends funding in the amount of \$1,500,000 to implement the Project; and

NOW, THEREFORE, BE IT RESOLVED that the San Diego River Conservancy's Governing Board, based on the accompanying staff report and attached exhibits:

1. The proposed authorization is consistent with the purposes and objectives of the San Diego River Conservancy Act (Public Resources Code, Sections 32630-32659.9).
2. The proposed Project is consistent with the intent of Proposition 4.

3. The San Diego River Conservancy hereby authorizes the disbursement of up to \$1,500,000 (One Million Five Hundred Thousand Dollars) to implement the Project.
4. Appoints the Executive Officer, or her designee, as an agent to execute all agreements, grants, sub-contracts, and other documents needed for the completion of the Project.
5. Prior to the disbursement of funds, the grantee shall submit for the review and written approval of the Executive Officer of the Conservancy a scope of work, budget, and schedule.

Approved and adopted on January 21, 2026. I, the undersigned, hereby certify that the foregoing Resolution Number 26-01 was duly adopted by the San Diego River Conservancy's Governing Board.

Roll Call Vote:

Yeas: 14

Nays: 0

Absent: 1


 Julia L. Richards
 Executive Officer

San Diego River Conservancy's Governing Board Members Roll Call Vote

Name	Ayes	Noes	Abstained
CNRA: Bryan Cash	✓		
DOF: Stephen Benson	✓		
CADFW: Glen Lubcke	✓		
Dr. Jennifer Campbell, SD Mayor Designee	✓		
Joel Anderson, County Supervisor	✓		
Raul Campillo, Vice Chair	_____		
Ben Clay, Chair	✓		
Ruth Hayward	✓		
J. Cody Petterson	✓		
Jamie La Brake	✓		
Elsa Saxod	✓		
DPR Designee, Ray Lennox	✓		
DPR Designee, Adams/VanDoren	✓		
Dustin Trotter Laura Koval	✓		
Phil Ortiz	✓		

REQUEST FOR DISBURSEMENT

Name of Grantee/Contractor: City of El Cajon Public Works Department		Agreement Number: SDRG-P4-25-04		Invoice Number:	
Address (include zip code): 200 Civic Center Way El Cajon, CA 92020		Fire Station No. 7 Renovation			
		Billing Period Covered: From: 3/1/2026 To: 2/18/2028			
Work Plan Task Number and Name	Task Budget	Costs Incurred this Period	Total Cost to Date	Remaining Balance	
Task 1. Construction	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00	
TOTAL	\$1,500,000.00	\$0.00	\$0.00	\$1,500,000.00	
LESS Ten (10%) Percent Withhold (if applicable)					
TOTAL AMOUNT REQUESTED		\$0.00			

CERTIFICATION OF GRANTEE

I hereby certify that the above costs were incurred in the performance of work required under the agreement and are consistent with the amounts evidenced by supporting documents and expenditures.

Signature

Printed Name and Title

Date

(FOR CONSERVANCY USE ONLY)

AGREEMENT EXPENDITURE APPROVALS

The undersigned certifies that all conditions precedent to disbursement and all other legal prerequisites for this disbursement have been met.

Approval Requested:	Date Approved:	Request Approved:
	(write in full name)	
SDRC, Project Manager		SDRC, Executive Officer

Fund Title: Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024
Program: _____ Account Code: _____
FY: _____ Date entered into Fi\$cal: _____

GRANTEE/CONTRACTOR DIRECT EXPENDITURE:

(A) Materials and Equipment	Reference	Amount
SUB-TOTAL (A)		\$ -
(B) Labor - Description	Reference	Amount
SUB-TOTAL (B)		\$ -

(C) SUB-CONTRACTOR'S EXPENDITURE:

Name	Reference	Amount
SUB-TOTAL (C)		\$0.00

GRAND TOTAL (A+B+C)***\$0.00**

NOTE: (1) * Should agree with "Total Costs Incurred This Period" on front page.

EXHIBIT D
MEMORANDUM OF UNDERSTANDING BETWEEN
THE CITY OF EL CAJON AND THE
SAN DIEGO RIVER CONSERVANCY

This Memorandum of Understanding (MOU) is made and entered into by and between the City of El Cajon (CITY) and the San Diego River Conservancy (CONSERVANCY) or Parties, for the purpose of implementing a Grant Agreement funded by the Safe Drinking Water, Wildfire Prevention, Drought Preparedness, and Clean Air Fund Bond Act of 2024 to renovate Fire Station No. 7 to increase its size to approximately 5,000 square feet, add a second apparatus bay, comply with current building codes, upgrade utility infrastructure and improvements to the interior space to accommodate additional staff and equipment in the City of El Cajon.

RECITALS

WHEREAS, the San Diego River Conservancy a division of the California Natural Resources Agency, a state agency, entered into a grant agreement (#SDRG-P4-25-04) between the CONSERVANCY and the CITY to implement the Project; and

WHEREAS, the Parties, concur that this Memorandum of Understanding will address the operation and maintenance responsibilities for the Project site; and

NOW, THEREFORE, the CITY and the CONSERVANCY, agree as follows:

1. Cooperate with the CONSERVANCY to fulfill its obligations to maintain and operate the Project site post restoration.
2. Be responsible for maintenance and upkeep of all Project improvements within the Project Site for a minimum of twenty (20) years
3. Be responsible for repayment of grant funds to the CONSERVANCY if Project Site is altered or goes against the purpose of the grant agreement (i.e. for capital projects), without written approval by the Conservancy. Conservancy approval will not be unreasonably withheld.

TERM OF AGREEMENT

Any changes to this Agreement are ineffective unless made in writing and signed by or on behalf of the Parties. This MOU is in effect from February 23, 2026, to February 23, 2046 (20 years). Upon written concurrence of both agencies, the MOU may be extended.

IN WITNESS WHEREOF, the Parties have executed this Memorandum of Understanding as of the dates below:

SAN DIEGO RIVER CONSERVANCY

CITY OF EL CAJON

Date:
Julia L. Richards, Executive Officer
11769 Waterhill Road, Bldg. 2
Lakeside, CA 92040
Julia.Richards@sdrc.ca.gov
619-390-0534

Date:
Graham Mitchell, City Manager
200 Civic Center Way, 4th Floor
El Cajon, CA 92020
citymanager@cityofelcajon.us
619-441-1785

CAPITAL IMPROVEMENT PROJECT

FISCAL YEAR 2025 - 2026

Revision 2

PROJECT NAME: FIRE STATION NO. 7 RENOVATION

PROJECT NO: 210051PWCP

Description:

Renovation of Fire Station 7 consists of improving the facility's function, design, and safety by constructing a new apparatus bay, installing new solar battery and energy efficient system, upgrading ineffective industrial systems (lighting, sewer, ventilation, extractor, and dryer), and overall improvements to facility amenities, such as the kitchen, dorm rooms, restrooms, workout room, exterior painting, sidewalks, ER power source, security fencing, and others.

Justification:

Fire Station 7 is over 60 years old. Although the facility has been properly maintained, the age of the building has created the need for this renovation. Existing facility amenities are substandard due to age, requiring excessive maintenance, and do not address the needs of today's community. Additional refurbishment will bring the facility into compliance with the ADA and Title 24 code requirements.

Scheduling:

Design is anticipated to be completed by the end of FY23/24. Construction is anticipated by summer of 2024.

Operating Budget Impact:

This project will improve overall facility use and safety, and reduce maintenance costs by upgrading facility amenities.

	Original Project Budget	Current Project Budget	Proposed Project Amendment	Proposed Project Budget
Architectural Services (8315)	300,000	440,000		440,000
Consulting Services (8325)				-
Engineering Services (8335)				-
Engineering Services-Internal (8336)	40,000	40,000		40,000
Inspection Services-Internal (8337)	40,000	40,000		40,000
Legal Services (8345)				-
Other Prof/Tech Services (8395)	100,000	100,000		100,000
Advertising (8522)				-
Janitorial (8544)				-
Permits & Fees (8560)				-
Printing & Binding (8570)				-
Furniture, Machinery & Equipment (9035)				-
Land Improvements / Abatement & Demo (9055)				-
Construction-Buildings (9060)	3,020,000	2,609,988	4,000,000	6,609,988
Infrastructure (9065)				-
Contingency (9060)				-
PROJECT COST TOTAL:	3,500,000	3,229,988	4,000,000	7,229,988

Source(s) of Funds:				
Prop O	3,500,000	3,229,988		3,229,988
CIP General Fund (501)			2,500,000	2,500,000
San Diego River Conservancy			1,500,000	1,500,000
FUNDING TOTAL:	3,500,000	3,229,988	4,000,000	7,229,988



City Council Agenda Report

Agenda Item 12.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Mayor Wells
SUBJECT: Council Activity Report

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

March 3, 2026 - Interview with KUSI
March 3, 2026 - Meeting with M. Babida with San Diego Rescue Mission
March 6, 2026 - Meeting with D. Miyashiro
March 10, 2026 - America First Policy Council Meeting
March 10, 2026 - Navajo Republican Womens Club Meeting
March 13, 2026 - SANDAG Board of Directors Meeting
March 16, 2026 - Interview with KPBS
March 17, 2026 - Interview with Newsmax
March 19, 2026 - Meeting with Raising Cane's
March 24, 2026 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Bill Wells, Mayor



City Council Agenda Report

Agenda Item 13.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Goble

SUBJECT: COUNCILMEMBER STEVE GOBLE

MTS (Metropolitan Transit System Board); East County Advanced Water Purification JPA Board; Chamber of Commerce – Government Affairs Committee; SANDAG – Board of Directors – Alternate; SANDAG – San Diego Military Working Group (non-voting chair).

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

March 11, 2026 - Meeting with St. Paul's CEO and Paul D. re: Senior Center
March 11, 2026 - Emails with Antonio Wu re: VIA San Diego
March 12, 2026 - Emails with Tobias H re: Jamacha accident
March 12, 2026 - MTS Exec Committee Meeting
March 13, 2026 - Emails with Tori F re: UCSD East visit
March 13, 2026 - Emails with Tim R re: Meals on Wheels
March 15, 2026 - Emails with Shanna @ Amikas
March 17, 2026 - East County Chamber Gov't Affairs Meeting
March 17, 2026 - FBI Citizens Academy
March 19, 2026 - MTS Board Meeting
March 20, 2026 - MTS Ad Hoc Sustainability Meeting
March 20, 2026 - ECPD Dispatch "Listen-Along"
March 23, 2026 - Meeting with City Manager
March 24, 2026 - City Council Meeting(s)
March 24, 2026 - FBI Citizens Academy

I am available to answer questions.

Submitted By: Steve Goble, Councilmember



City Council Agenda Report

Agenda Item 14.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Councilmember Kendrick
SUBJECT: COUNCILMEMBER GARY KENDRICK
METRO Commission/Wastewater JPA; Heartland Communications;
Heartland Fire Training JPA.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

March 24, 2026 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Gary Kendrick, Councilmember



City Council
Agenda Report

Agenda Item 15.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Deputy Mayor Metschel

SUBJECT: DEPUTY MAYOR MICHELLE METSCHEL

Harry Griffen Park Joint Steering Committee; METRO
Commission/Wastewater JPA – Alternate; Heartland Communications –
Alternate; Heartland Fire Training JPA – Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

March 12, 2026 - Continuum of Care meeting with Regional Task Force on Homelessness

March 12, 2026 - East County Homeless Task Force Meeting

March 24, 2026 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Michelle Metschel, Deputy Mayor



City Council Agenda Report

Agenda Item 16.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Councilmember Ortiz

SUBJECT: COUNCILMEMBER PHIL ORTIZ

League of California Cities, San Diego Division; East County Economic Development Council; MTS (Metropolitan Transit System Board) – Alternate; East County Advanced Water Purification JPA Board – Alternate; Chamber of Commerce – Government Affairs Committee – Alternate; SANDAG – Board of Directors – Alternate.

RECOMMENDATION:

That the City Council accepts and files the following report of Council/Mayor activities attended during the current agenda period.

BACKGROUND:

Government Code Section 53232.3(d) requires members of a legislative body to provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body. This City Administrative Activity is not a project and therefore not subject to CEQA.

REPORT:

Since the last City Council meeting, I have attended the following events on behalf of the City of El Cajon:

March 17, 2026 - East County Chamber Government Affairs Meeting
March 18, 2026 - ECEDC Board Meeting
March 18, 2026 - San Diego River Conservancy Meeting
March 24, 2026 - City Council Meeting(s)

I am available to answer questions.

Submitted By: Phil Ortiz, Councilmember



City Council Agenda Report

Agenda Item 17.

DATE: March 24, 2026
TO: Honorable Mayor and City Councilmembers
FROM: Steve Goble, City Councilmember and Phil Ortiz, City Councilmember
SUBJECT: Town Hall on Reducing Speeding Motorists

RECOMMENDATION:

That the City Council directs staff to conduct a town hall meeting regarding motorist speeding by May 9, 2026.

BACKGROUND:

The 2026 City Council Action Plan includes a goal to reduce speeding, with one task being a town hall meeting currently scheduled for November 2026. We request that the City Council directs staff to conduct the town hall meeting within the next 45 days.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

This action is not subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378(b)(5), because it is an organizational activity of government that will not result in direct or indirect physical changes in the environment.

FISCAL IMPACT:

None.

Prepared By: Steve Goble, City Councilmember and Phil Ortiz, City Councilmember

Reviewed By:

Approved By: N/A



City Council Agenda Report

Agenda Item 18.

DATE: March 24, 2026

TO: Honorable Mayor and City Councilmembers

FROM: Mara Romano, Purchasing Agent

SUBJECT: Introduction and First Reading of an Ordinance Amending Chapter 3.20 of the El Cajon Municipal Code for Bidding and Written Contracts

RECOMMENDATION:

That the City Council introduces and conducts the first reading of an Ordinance, by title only, to amend various sections of Chapter 3.20 of the El Cajon Municipal Code ("ECMC") related to Bidding and Written Contracts; and Directs the City Clerk to read the title of the Ordinance.

BACKGROUND:

The California Public Contract Code ("Code") provides rules and procedures that local agencies must follow when soliciting and awarding bids for the construction of public works. However, Section 1100.7 of the Code recognizes that a charter city may exempt itself from the application of the Code through its charter or adoption of an ordinance that conflicts with the Code. El Cajon Municipal Code Title 3.20. Bidding and Written Contracts and the City Charter govern many elements of the City's procurement of goods and services. This Chapter was last modified in June 2019 by Ordinance No. 5082 which updated authority thresholds for the purchase of equipment, services, supplies, personal equipment, and public projects. Ordinance No. 5082 was adopted to be in specific conflict with the Code; therefore, it currently governs the City's rules related to such contracts.

Since the approval of Ordinance No. 5082, inflation and other factors have necessitated the evaluation of these thresholds. As a result, staff recommends an update to Chapter 3.20 to increase monetary thresholds for the procurement of public projects, equipment, services, and supplies. The proposed update will assist in processing procurements in a more efficient manner while maintaining fiscal control and oversight; affected sections of Chapter 3.20 are reflected in Attachment A.

In determining appropriate thresholds, staff reviewed the California Association of Public Procurement Officials 2024 data compiled from its membership. Benchmarking was conducted using a sample of San Diego County agencies, charter cities, and populations served and is presented in Attachment B.

By adopting the proposed ordinance, the revisions, as presented in Attachment C, will allow the City Manager, the Purchasing Agent, and City departments to streamline procurements supporting day-to-day operations, without unnecessary delays caused by formal bidding and purchasing procedures. The proposed ordinance will also differ and be in conflict with the Code

which is allowed pursuant to City Charter and state law.

CALIFORNIA ENVIRONMENTAL QUALITY ACT:

The proposed ordinance amendment is not subject to the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) because the activity is not a "project" since it is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

FISCAL IMPACT:

None.

Prepared By: Mara Romano, Purchasing Agent

Reviewed By: Graham Mitchell, City Manager

Approved By: Graham Mitchell, City Manager

Attachments

Ordinance

Attachment A

Attachment B

Attachment C

ORDINANCE NO. ____

AN ORDINANCE AMENDING VARIOUS SECTIONS
OF CHAPTER 3.20 OF TITLE 3 OF THE EL CAJON MUNICIPAL
CODE ADDRESSING BIDDING AND WRITTEN CONTRACTS

WHEREAS, section 400 of the El Cajon City Charter provides that the City is exempt from California laws regulating public contracting and purchasing, unless otherwise provided by the Charter or by City ordinance; and

WHEREAS, Chapter 3.20 of the El Cajon Municipal Code provides the regulations for bidding and purchasing of equipment, services, supplies, or other personal property, and for expenditures for public works projects for the City; and

WHEREAS, it is the intent of the El Cajon City Council ("City Council") to provide greater flexibility in the acquisition of equipment, services, supplies, or other personal property because it is in the best interests of the City; and

WHEREAS, it is the intent of the City Council to provide greater flexibility for the City to perform public works projects by force account or by contracts in excess of \$5,000 and up to \$250,000 without following formal bid procedures because it is in the best interests of the City to perform work efficiently; and

WHEREAS, California Public Contract Code (the "Code") section 1100.7 recognizes that a charter city may exempt itself from the application of the Code through its charter or adoption of an ordinance that is different than, and therefore in conflict with, the Code; and

WHEREAS, the provisions set forth in this ordinance will conflict with provisions in the Code and shall prevail over the procedures in the Code.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CAJON DOES ORDAIN AS FOLLOWS:

SECTION 1: Findings. That the foregoing recitals are true and correct and are findings of fact of the City Council with regard to this amendment of Chapter 3.20 of the El Cajon Municipal Code.

SECTION 2: Amendment. Sections 3.20.010; 3.20.020; 3.20.060; 3.20.120; and 3.20.130 of Chapter 3.20 of Title 3 of the El Cajon Municipal Code are hereby amended to read as set forth in Exhibit "A."

SECTION 3. Effective Date. This ordinance shall be effective thirty (30) days after its adoption.

SECTION 4. Publication. The City Clerk shall certify the adoption of this ordinance and within fifteen (15) days after its adoption, the City Clerk of the City of El Cajon shall cause this ordinance to be published pursuant to the provisions of Government Code

section 36933.

SECTION 5. Severability. The City Council of the City of El Cajon intends this ordinance to supplement not duplication or contradict, applicable state and federal law and this ordinance shall be construed in light of that intent. If any section, subsection, subdivision, paragraph, sentence, clause or phrase, or portion of this ordinance is, for any reason, held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this ordinance or any part thereof. The City Council hereby declares that it would have adopted this ordinance and each section, subsection, subdivision, paragraph, sentence, clause or phrase of this ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional or invalid or ineffective. To this end, the provisions of this ordinance are declared to be severable.

EXHIBIT "A"

§ 3.20.010 Bidding and written contracts—When required.

The city council hereby provides that the city is exempt from the application of section 20162 the California Public Contract Code, and said section shall not apply to requirements and procedures for bids, sealed bids, quotes, proposals, or competitive solicitation, in the purchasing of equipment, services, supplies, or other property, or for expenditures involving a public project, except as otherwise provided in this chapter.

A. Sealed bids shall be obtained for all purchases of equipment, supplies or other personal property in excess of two hundred thousand dollars; for services in excess of one hundred thousand dollars; and for the purchase of any military equipment, and for all expenditures involving a public project in excess of the limits established in subsections (A)(1) through (3) below.

1. Public projects of fifty thousand dollars or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
2. Public projects of more than fifty thousand dollars and up to two hundred fifty thousand dollars may be let by contract or purchase order after receiving not less than three written quotes.
3. Public projects of more than two hundred fifty thousand dollars must, except as otherwise provided in this chapter, be let to contract by formal bidding procedure.

B. Sales and purchases of equipment, services, supplies or other personal property shall be by written contract with the lowest (in the case of purchases), or highest (in the case of sales), responsible bidder pursuant to the procedure prescribed by this chapter, unless waived pursuant to subsection (C) of this section.

C. Except as otherwise provided in subsection (D), the bidding procedures of this chapter may be waived, and an open market acquisition, sale, or purchase pursuant to section 3.20.110 of this chapter may be authorized by:

1. The city manager, or his or her designee, for all acquisitions, purchases, and sales of equipment not exceeding two hundred thousand dollars and services not exceeding one hundred thousand dollars, when:
 - a. The commodity or service can be obtained from only one source;
 - b. The commodity or service is required to match or be compatible with other furnishings, material, services, or equipment presently on hand, and is to be purchased from the supplier of such on-hand items;
 - c. The city manager or city council has ordered a standardized type or make of commodity; or
 - d. The city manager, or his or her designee, determines that due to special circumstances, it is in the city's interest to waive the bidding requirement;
2. The city manager, or his or her designee, for all expenditures not involving a public project, when an emergency requires that the commodity or services must be obtained from the nearest available source;

3. The city manager, or his or her designee, when services, supplies, or equipment may be acquired from or in cooperation with another governmental agency that is acquiring or has acquired services, supplies or equipment in a process that accomplishes the purposes of this chapter;
4. The city manager, or his or her designee, when services, supplies, or equipment may be acquired under a competitively-bid California state contract;
5. The city council, for all expenditures not involving a public project when any of the circumstances stated in subsections (C)(1) through (C)(4) of this section exist, or when the city council determines that due to special circumstances it is in the city's interest to waive the bidding requirement; or
6. The city council, for all expenditures involving a public project over the limits established in subsections (A)(1) through (A)(3) of this section, or if authorized by the Public Contract Code, the Government Code, or by the courts of this state.

D. The waiver of bidding procedures set out in subsections (C)(1) through (C)(4) are not applicable to the purchase of military equipment as that term is defined in this chapter.

E. Notwithstanding subsections (A) through (D), military items classified as "consumable ammunition or munitions" under the military equipment use policy, which were previously authorized by the city council, the city council gives the Department prior approval to purchase such items without returning to the city council in the following circumstance:

When stocks of consumable ammunition or munitions previously authorized by the city council have reached significantly low levels or are exhausted, the Department may resupply the consumable items in that calendar year without prior city council approval in order to maintain safe levels of essential and necessary availability of said ammunition or munitions.

§ 3.20.020 Notices soliciting bids—Required—Publication—Posting.

A. When a public project in excess of two hundred fifty thousand dollars is involved, notice inviting bids shall be published in accordance with section 20164 of the California Public Contract Code.

B. When public expenditures in any dollar amount relate to the acquisition of military equipment for department purposes, as those terms are defined in this chapter, the notice inviting bids shall be published in accordance with section 20164 of the California Public Contracts Code.

C. Other than contracts for public projects, and unless the bidding process is waived pursuant to section 3.20.010(C) of this chapter, notice inviting bids shall be made in accordance with applicable law and in the form and manner specified in this chapter. If the bidding process is waived pursuant to section 3.20.010(C)(1) of this chapter, or by the city council based on those circumstances listed in section 3.20.010(C)(5), the purchasing agent shall notify all qualified prospective bidders registered with the city no fewer than ten calendar days prior to the date set for submission of quotes or proposals.

§ 3.20.060 Bidder's security.

A. When a public project in excess of two hundred fifty thousand dollars is involved, security shall accompany the bid presented in accordance with sections 20170 through 20174 of the California Public Contract Code.

B. When no public project is involved, bidder's security is not required except when deemed necessary by the purchasing agent. In such case, it shall be prescribed in the public notices inviting bids under the provisions of this chapter. Bidders shall be entitled to return of such bid security; provided, however, that a successful bidder shall forfeit its bid security upon refusal or failure to execute a contract within ten days after the notice of award of a contract has been mailed, unless the city is responsible for the delay. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the city council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the city to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

§ 3.20.120 Authority of the city manager to sign nonpublic contracts of two hundred thousand dollars or less for equipment and one hundred thousand dollars or less for services.

A. Except as provided in section 3.20.010(D), the city council authorizes the city manager, or his or her designee, to sign non-public contracts pursuant to section 40602 of the Government Code, when said contracts do not exceed the sum of two hundred thousand dollars for equipment and one hundred thousand for services for the initial term of the contract. The city manager, or his or her designee, is also authorized to sign any amendments to non-public contracts to extend, or renew, additional terms that do not exceed a period of one year each, and do not exceed the sum of two hundred thousand dollars for equipment and one hundred thousand for services.

B. Except as provided in section 3.20.010(D), and within the same dollar amount set out in subsection (A) of this section, the city manager, or his or her designee, is authorized to participate in joint and cooperative nonpublic works contracts with the state of California, the county of San Diego, school districts, water districts, and such other agencies as the council may direct.

C. The city manager, or his or her designee, may sign contracts for all expenditures not involving a public project, when an emergency requires that the commodity or services be obtained from the nearest available source.

§ 3.20.130 Authority to award bid.

A.

1. All contracts for public projects for more than the dollar amount established by subsection (A)(3) of section 3.20.010 must be awarded by the city council in accordance with applicable law.
2. Provided that all procedures and conditions to acquire military equipment as set forth in the approved military equipment use policy have been conducted and met, all contracts for the acquisition of military equipment may be awarded by the city council in accordance with applicable law.

B. Except as provided in subsection (A) of this section and section 3.20.010(D), above, all contracts for public projects up to two hundred fifty thousand dollars; all contracts for purchases

of equipment, supplies, or other personal property up to two hundred thousand dollars; and all contracts for the purchase of services up to one hundred thousand dollars; may be awarded by the purchasing agent to the lowest responsive, responsible bidder in accordance with section 3.20.010 of this chapter, provided that all of the following conditions are met:

1. The items to be purchased were approved by council in the adopted budget.
2. The award is within the amount allocated by council for the purchase.
3. There are at least three responsive bidders.
4. The award is being made to the low bidder.
5. There has been no protest against the proposed award lodged with the city within five days of the bid opening.

§ 3.20.010 Bidding and written contracts—When required.

The city council hereby provides that the city is exempt from the application of section 20162 the California Public Contract Code, and said section shall not apply to requirements and procedures for bids, sealed bids, quotes, proposals, or competitive solicitation, in the purchasing of equipment, services, supplies, or other property, or for expenditures involving a public project, except as otherwise provided in this chapter.

A.5 Sealed bids shall be obtained for all purchases of equipment, ~~services~~, supplies or other personal property in excess of ~~seventy-five- two hundred~~ thousand dollars; for services in excess of one hundred thousand dollars; and for the purchase of any military equipment, and for all expenditures involving a public project in excess of the limits established in subsections (A)(1) through (3) below.

1. Public projects of fifty thousand dollars or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order.
2. Public projects of more than fifty thousand dollars and up to two hundred fifty thousand dollars may be let by contract or purchase order after receiving not less than three written quotes.
3. Public projects of more than two hundred fifty thousand dollars must, except as otherwise provided in this chapter, be let to contract by formal bidding procedure.

B. Sales and purchases of equipment, services, supplies or other personal property shall be by written contract with the lowest (in the case of purchases), or highest (in the case of sales), responsible bidder pursuant to the procedure prescribed by this chapter, unless waived pursuant to subsection (C) of this section.

C. Except as otherwise provided in subsection (D), the bidding procedures of this chapter may be waived, and an open market acquisition, sale, or purchase pursuant to section 3.20.110 of this chapter may be authorized by:

1. The city manager, or his or her designee, for all acquisitions, purchases, and sales of equipment not exceeding ~~seventy-five- two hundred thousand dollars and services not exceeding one hundred thousand dollars~~, when:
 - a. The commodity or service can be obtained from only one source;
 - b. The commodity or service is required to match or be compatible with other furnishings, material, services, or equipment presently on hand, and is to be purchased from the supplier of such on-hand items;
 - c. The city manager or city council has ordered a standardized type or make of commodity; or
 - d. The city manager, or his or her designee, determines that due to special circumstances, it is in the city's interest to waive the bidding requirement;
2. The city manager, or his or her designee, for all expenditures not involving a public project, when an emergency requires that the commodity or services must be obtained from the nearest available source;

3. The city manager, or his or her designee, when services, supplies, or equipment may be acquired from or in cooperation with another governmental agency that is acquiring or has acquired services, supplies or equipment in a process that accomplishes the purposes of this chapter;
4. The city manager, or his or her designee, when services, supplies, or equipment may be acquired under a competitively-bid California state contract;
5. The city council, for all expenditures not involving a public project when any of the circumstances stated in subsections (C)(1) through (C)(4) of this section exist, or when the city council determines that due to special circumstances it is in the city's interest to waive the bidding requirement; or
6. The city council, for all expenditures involving a public project over the limits established in subsections (A)(1) through (A)(3) of this section, or if authorized by the Public Contract Code, the Government Code, or by the courts of this state.

D. The waiver of bidding procedures set out in subsections (C)(1) through (C)(4) are not applicable to the purchase of military equipment as that term is defined in this chapter.

E. Notwithstanding subsections (A) through (D), military items classified as "consumable ammunition or munitions" under the military equipment use policy, which were previously authorized by the city council, the city council gives the Department prior approval to purchase such items without returning to the city council in the following circumstance:

When stocks of consumable ammunition or munitions previously authorized by the city council have reached significantly low levels or are exhausted, the Department may resupply the consumable items in that calendar year without prior city council approval in order to maintain safe levels of essential and necessary availability of said ammunition or munitions.

§ 3.20.020 Notices soliciting bids—Required—Publication—Posting.

A. When a public project in excess of two hundred fifty thousand dollars is involved, notice inviting bids shall be published in accordance with section 20164 of the California Public Contract Code.

B. When public expenditures in any dollar amount relate to the acquisition of military equipment for department purposes, as those terms are defined in this chapter, the notice inviting bids shall be published in accordance with section 20164 of the California Public Contracts Code.

C. Other than contracts for public projects, and unless the bidding process is waived pursuant to section 3.20.010(C) of this chapter, notice inviting bids shall be made in accordance with applicable law and in the form and manner specified in this chapter. If the bidding process is waived pursuant to section 3.20.010(C)(1) of this chapter, or by the city council based on those circumstances listed in section 3.20.010(C)(5), the purchasing agent shall notify all qualified prospective bidders registered with the city no fewer than ten calendar days prior to the date set for submission of quotes or proposals.

§ 3.20.060 Bidder's security.

A. When a public project in excess of two hundred fifty thousand dollars is involved, security shall accompany the bid presented in accordance with sections 20170 through 20174 of the California Public Contract Code.

B. When no public project is involved, bidder's security is not required except when deemed necessary by the purchasing agent. In such case, it shall be prescribed in the public notices inviting bids under the provisions of this chapter. Bidders shall be entitled to return of such bid security; provided, however, that a successful bidder shall forfeit its bid security upon refusal or failure to execute a contract within ten days after the notice of award of a contract has been mailed, unless the city is responsible for the delay. The city council may, on refusal or failure of the successful bidder to execute the contract, award it to the next lowest responsible bidder. If the city council awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the city to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

§ 3.20.120 Authority of the city manager to sign nonpublic contracts of seventy-five-two hundred thousand dollars or less for equipment and one hundred thousand dollars or less for services.

A. Except as provided in section 3.20.010(D), the city council authorizes the city manager, or his or her designee, to sign non-public contracts pursuant to section 40602 of the Government Code, when said contracts do not exceed the sum of seventy-five-two hundred thousand dollars for equipment and one hundred thousand for services for the initial term of the contract. The city manager, or his or her designee, is also authorized to sign any amendments to non-public contracts to extend, or renew, additional terms that do not exceed a period of one year each, and do not exceed the sum of seventy-five-two hundred thousand dollars for equipment and one hundred thousand for services each.

B. Except as provided in section 3.20.010(D), and within the same dollar amount set out in subsection (A) of this section, the city manager, or his or her designee, is authorized to participate in joint and cooperative nonpublic works contracts with the state of California, the county of San Diego, school districts, water districts, and such other agencies as the council may direct.

C. The city manager, or his or her designee, may sign contracts for all expenditures not involving a public project, when an emergency requires that the commodity or services be obtained from the nearest available source.

§ 3.20.130 Authority to award bid.

A.

1. All contracts for public projects for more than the dollar amount established by subsection (A)(3) of section 3.20.010 must be awarded by the city council in accordance with applicable law.
2. Provided that all procedures and conditions to acquire military equipment as set forth in the approved military equipment use policy have been conducted and met, all contracts for the acquisition of military equipment may be awarded by the city council in accordance with applicable law.

B. Except as provided in subsection (A) of this section and section 3.20.010(D), above, all contracts for public projects ~~purchases of equipment, services, supplies, or other personal property up to seventy-five thousand dollars up to two hundred fifty~~ thousand dollars; all contracts for purchases of equipment, supplies, or other personal property up to two hundred thousand dollars; and all contracts for the purchase of services up to one hundred thousand dollars; may be awarded by the purchasing agent to the lowest responsive, responsible bidder

in accordance with section 3.20.010 of this chapter, provided that all of the following conditions are met:

1. The items to be purchased were approved by council in the adopted budget.
2. The award is within the amount allocated by council for the purchase.
3. There are at least three responsive bidders.
4. The award is being made to the low bidder.
5. There has been no protest against the proposed award lodged with the city within five days of the bid opening.

ATTACHMENT B

	City Manager Allowance (Supplies / Services)	City Manager Allowance (Professional Services)	Formal Bids for Supplies / Services	Formal Bids for Public Projects
La Mesa	\$50,000 or less (mat/svc)	\$25,000 or less (pro svc)	\$75,000 or less (supplies/svc)	\$75,000 or less
Carlsbad	\$100,000 or less		\$50,000 or less	\$75,000 or less
Mountain View	\$100,000 or less		\$100,000 or less	\$100,000 or less
Roseville	No Data		\$75,000 or less	\$75,000 or less
Santa Rosa	\$100,000 or less		No Data	Over \$250,000
Santa Cruz	\$100,000 or less		\$100,000 or less	\$100,000 or less
Burbank	\$200,000 or less (supplies/svc)	\$100,000 or less (pro svc)	\$75,000 or less	\$100,000 or less
Pasadena	\$75,000 or less		\$50,000 or less	\$50,000 or less
Corona	\$100,000 or less		\$100,000 or less	\$100,000 or less
West Covina	\$200,000 or less		\$200,000 or less	\$200,000 or less
Pomona	\$150,000 or less		\$100,000 or less	\$200,000 or less
<i>MEDIAN</i>	<i>\$117,500</i>	<i>\$105,000.00</i>	<i>\$92,500.00</i>	<i>\$120,455</i>
<i>AVERAGE</i>	<i>\$100,000</i>	<i>\$100,000.00</i>	<i>\$87,500.00</i>	<i>\$100,000</i>
El Cajon (current)	\$25,001 - \$75,000		>\$75,000	>\$200,000
El Cajon (recommended)	\$50,001 - \$200,000 (Supplies) \$50,001 - \$100,000 (ALL Services)		>\$200,000 (Supplies) >\$100,000 (ALL Services)	>\$250,000



ATTACHMENT C: Recommended Purchasing Thresholds

	1 Written Quote	3 Written Quotes	Formal Bid
SUPPLIES <i>Goods/Equipment</i>	\$5,000 - \$25,000 \$10,000 - \$50,000	\$25,001 - \$75,000 \$50,001 - \$200,000	>\$75,000 >\$200,000
SERVICES <i>Professional and Non-Professional Services</i>	\$1,000 - \$25,000 \$5,000 - \$50,000	\$25,001 - \$75,000 \$50,001 - \$100,000	>\$75,000 >\$100,000
PUBLIC PROJECTS <i>Construction, alteration, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds. It can include preconstruction and post-construction activities related to a public works project.</i>	\$1,000 - \$50,000	\$50,001 - \$200,000 \$50,001 - \$250,000	>\$200,000 >\$250,000

SOLE SOURCE PURCHASE

Submit Purchase Requisition and Sole Source Justification forms to the Purchasing Division.

- \$25,001 - \$75,000: City Manager Approval Memo
- \$50,001 - \$200,000 (Supplies)/\$50,001 - \$100,000 (Services)
- \$75,000+: City Council Approval
- \$200,000+ (Supplies)/\$100,000+ (Services)

Black = Current
Blue - Recommended



City Council Agenda Report

Agenda Item 19.

DATE: March 24, 2026

TO: City Clerk

FROM: City Attorney/General Legal Counsel

SUBJECT: Closed Session - Conference with Legal Counsel - Anticipated Litigation - Initiation of litigation pursuant to paragraph (4) of subdivision (d) of section 54956.9: One (1) potential case

RECOMMENDATION:

That the following Closed Session be scheduled for the Joint City Council / Housing Authority / Successor Agency to the El Cajon Redevelopment Agency meeting on Tuesday, March 24, 2026, at 3:00 p.m.

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code section 54956.9:

Number of Potential Cases: 1

Jennifer M. Lyon
City Attorney

JML:rnb



City Council Agenda Report

Agenda Item 20.

DATE: March 24, 2026

TO: City Clerk

FROM: City Attorney/General Legal Counsel

SUBJECT: Closed Session - Conference with Labor Negotiators pursuant to Government Code section 54957.6

Agency Designated Representatives:

Graham Mitchell, City Manager
Vince DiMaggio, Assistant City Manager
Marisol Thorn, Deputy City Manager
Clay Schoen, Director of Finance
Jennifer Lyon, City Attorney

Employee Organizations:

El Cajon Municipal Employees Association
El Cajon Mid-Management and Professional Employees Group
El Cajon Professional Firefighters International Association of Fire Fighters
Local 4603

RECOMMENDATION:

That the following Closed Session be scheduled for the Joint City Council / Housing Authority / Successor Agency to the El Cajon Redevelopment Agency meeting on Tuesday, March 24, 2026, at 3:00 p.m.

CONFERENCE WITH LABOR NEGOTIATORS – pursuant to Government Code section 54957.6:

Agency Designated Representatives:

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Vince DiMaggio, Assistant City Manager
Marisol Thorn, Deputy City Manager
Clay Schoen, Director of Finance

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Jennifer M. Lyon
City Attorney

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