



## NOTICE AND AGENDA FOR A SPECIAL MEETING

JUNE 16, 2020  
5:00 P.M.

**\*\*\*GOVERNOR'S EXECUTIVE ORDER N-29-20\*\*\***  
**\*\*RE CORONAVIRUS COVID-19\*\***

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER WHICH SUSPENDS CERTAIN REQUIREMENTS OF THE RALPH M. BROWN ACT.**

**IN AN EFFORT TO PROTECT PUBLIC HEALTH AND PREVENT THE SPREAD OF COVID-19, THE SPECIAL CITY COUNCIL MEETING ON TUESDAY, JUNE 16, 2020, WILL BE CONDUCTED VIA WEBINAR AND TELEPHONICALLY.**

**TO WATCH THE MEETING VIA WEBINAR PLEASE CLICK ON THIS LINK:**

**<https://attendee.gotowebinar.com/register/1972080065039157008>**

**TO LISTEN TO THE CITY COUNCIL MEETING TELEPHONICALLY PLEASE CALL:  
(619) 678-0714**

**NOTE: A PIN NUMBER WILL BE REQUIRED, PLEASE ENTER 690-558-400#.**

**MEMBERS OF THE PUBLIC WHO WISH TO COMMENT ON MATTERS ON THE CITY COUNCIL AGENDA MAY SUBMIT COMMENTS TO THE CITY CLERK AT [CITYCLERK@CITYOFSANTEECA.GOV](mailto:CITYCLERK@CITYOFSANTEECA.GOV) ON OR BEFORE 5:00 P.M. ON TUESDAY, JUNE 16, 2020. PUBLIC COMMENT WILL BE LIMITED TO 200 WORDS AND YOUR COMMENTS WILL BE ENTERED INTO THE OFFICIAL COUNCIL MEETING RECORD. IN THE EVENT THAT THERE ARE TECHNICAL DIFFICULTIES, PLEASE REFER TO THE CITY'S COVID-19 WEBPAGE (<http://cityofsanteeca.gov/our-city/public-notice>) FOR UPDATES BOTH BEFORE AND DURING THE COUNCIL MEETING.**

I, John W. Minto, Mayor of the City of Santee, California, hereby give notice that a Special Meeting of the Santee City Council has been scheduled for **5:00 p.m. on Tuesday, June 16, 2020**, Via Webinar and Telephonically for the purpose of:

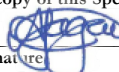
1. Call to Order
2. Budget Workshop
3. CARES Act
4. Adjournment

*The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 202 of the American with Disabilities Act of 1990. Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk's Office at (619) 258-4100, ext. 112 at least 48 hours before the meeting, if possible.*

State of California }  
County of San Diego } ss.  
City of Santee }

AFFIDAVIT OF POSTING AGENDA

I, Annette Ortiz, City Clerk of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Special Meeting Agenda was posted and distributed in accordance with the Brown Act and Council Resolution 61-2003 on June 12, 2020, at 5:00 p.m.

  
Signature

June 12, 2020  
Date

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**Item 2**

**MEETING DATE**

June 16, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**

**REVIEW OF THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2020-21**

**DIRECTOR/DEPARTMENT**

Marlene D. Best, City Manager  
Tim K. McDermott, Finance *tm*

**SUMMARY**

The Proposed Operating Budget for Fiscal Year 2020-21 will be presented to the City Council and public for initial review and discussion. It will be brought back to the City Council on June 24, 2020 for additional discussion, public comment and adoption.

The Proposed Operating Budget for Fiscal Year 2020-21 is on file in the City Clerk's Office and Finance Department and posted on the City's web site for public review. The attached Staff Report provides an overview of the proposed operating budget.

**FINANCIAL STATEMENT** *tm*

The Proposed Operating Budget for Fiscal Year 2020-21 reflects a General Fund budget of \$46.4 million and a total operating budget of \$50.8 million for the upcoming year. The proposed General Fund budget, while utilizing \$486,070 in supplemental reserves, meets the General Fund Reserve Policy in accordance with City Council Resolution No. 059-2019. However, future challenges remain as the economy recovers from the impacts of the COVID-19 pandemic while the City continues to be faced with impacts such as contract law enforcement services costs and CalPERS retirement cost increases.

**CITY ATTORNEY REVIEW**

N/A     **Completed**

**RECOMMENDATION**

Review and discuss the Proposed Operating Budget for Fiscal Year 2020-21 and provide direction to staff.

**ATTACHMENTS (Listed Below)**

1. Staff Report
2. Proposed Operating Budget for Fiscal Year 2020-21

**STAFF REPORT**

**PROPOSED OPERATING BUDGET  
FOR FISCAL YEAR 2020-21**

**CITY COUNCIL MEETING  
JUNE 16, 2020**

**Overview**

The COVID-19 pandemic and related stay at home orders have had a substantial adverse impact on the City of Santee's revenues, and will continue to do so as the economy attempts to recover from these impacts. Fortunately, Santee entered this period of uncertainty having experienced several years of solid growth in its key property tax and sales tax revenues, which, coupled with prudent expenditure restraint will provide resources that are expected to carry the City through the remainder of the current fiscal year and the upcoming fiscal year while continuing to meet the City Council reserve policy. However, given the degree of uncertainty as to the extent of the actual impacts and the period of time and pace of the subsequent recovery, revenues will be continually monitored as we move through the upcoming fiscal year.

Projected revenues for the current fiscal year ending June 30, 2020 reflect an overall \$678,800 decrease from the mid-year budget estimates, including a \$1.0 million decrease in projected sales tax revenue. In response to this revenue loss, the City has taken actions such as furloughing or laying off most part-time employees, implementing a hiring freeze, suspending the vacation buyback program for management employees, implementing a cut-off of all non-essential purchases effective May 1, 2020 for the remainder of the current fiscal year and deferring certain capital and other expenditures. General Fund expenditure savings of at least \$870,300 are expected to be realized at June 30, 2020, with an additional \$584,800 in General Fund savings in capital expenditure transfers.

The Proposed Operating Budget for Fiscal Year 2020-21 reflects the use of \$486,070 in supplemental reserves in order to balance the budget, with a projected reserve balance of \$10.0 million or 21.6% of annual General Fund operating expenditures at June 30, 2021, thereby meeting the City's 20% reserve policy. Supplemental reserves beyond the 20% policy amount will provide additional protection against ongoing economic uncertainty.

**General Fund  
Proposed Budget Summary  
FY 2020-21**

<b>Revenues</b>	<b>\$ 46,263,040</b>
<b>Expenditures</b>	<b><u>(46,379,890)</u></b>
<b>Revenues Over (Under) Expenditures</b>	<b>(116,850)</b>
<b>Other Financing Sources</b>	<b>175,000</b>
<b>Transfers to Other Funds</b>	<b>(394,220)</b>
<b>Unfunded Liabilities Payment (OPEB Trust)</b>	<b><u>(150,000)</u></b>
<b>Change in Fund Balance</b>	<b>(486,070)</b>
<b>Unassigned Fund Balance, 7/1/20</b>	<b><u>10,522,161</u></b>
<b>Unassigned Fund Balance, 6/30/21</b>	<b><u><u>\$ 10,036,091</u></u></b>

## **General Fund Revenues**

General Fund revenues for FY 2020-21 are projected to total \$46.3 million, a \$588,940 or 1.3% increase from the current fiscal year revised estimate. Following is a discussion of key revenues.

**Property Taxes:** Property Taxes represent 44% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 5.1% in FY 2020-21. Property tax revenues are projected to total \$20.2 million in FY 2020-21, an increase of \$897,500 from the current fiscal year. Property tax revenues are only moderately impacted by the current economic downturn, primarily from an expected increase in payment delinquencies.

**Sales Tax:** Sales Tax represents 29% of General Fund revenues and is projected to total \$13.6 million in FY 2020-21, an increase of \$157,000 or 1.2% from the current fiscal year. This FY 2020-21 increase reflects the expected deferral of current fiscal year sales tax payments by small business taxpayers of up to \$50,000 per business that can spread the payments out by up to twelve months through July 31, 2021, thus shifting a portion of the City's FY 2019-20 sales tax revenues into FY 2020-21. Virtually all major categories of retail sales are experiencing sharp declines, other than State and County Pool allocations (online sales).

**Franchise Fees:** Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.0 million in FY 2020-21, an increase of just \$6,500 from the current fiscal year. Increases in revenues from SDG&E and Waste Management continue to be offset by reductions in revenues from Cox Communications and AT&T.

**Transient Occupancy Tax:** Transient Occupancy Tax (TOT) revenue for the current fiscal year is projected to total \$501,700 which is \$87,300 less than the mid-year budget estimate. For FY 2020-21 TOT revenue is projected to total \$414,800, a decrease of \$86,900 from the current fiscal year revised projection.

**County Service Area 69 (CSA 69):** Emergency medical service program reimbursements to be received from the County in FY 2020-21 will total \$3.6 million for the General Fund with an additional \$230,450 to be received in the Vehicle Replacement Fund. The General Fund amount reflects a \$169,170 increase from the current fiscal year.

**Building Fees:** The FY 2020-21 proposed budget reflects a decrease in building permit and plan check revenue which is projected to total \$1.2 million, a \$193,000 or 13.5% decrease from the current fiscal year.

**CARES Act:** On May 19, 2020 the County Board of Supervisors voted to allocate a total of \$25 million of Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund monies to the 17 cities that did not receive a direct allocation from the federal government. Santee's allocation is \$1,036,010. The FY 2019-20 revised revenue estimates include \$640,000 of this allocation and the FY 2020-21 proposed budget includes an additional \$240,000 of this allocation. These amounts represent the estimated cost to staff and operate the City's emergency operations center and other costs for the City's response to the COVID-19 pandemic.

### **General Fund Expenditures**

The proposed budget reflects General Fund operating expenditures totaling \$46.4 million in FY 2020-21, a \$960,700 or 2.1% increase from the current fiscal year budget.

Public safety continues to represent the largest portion of the General Fund operating budget. The Law Enforcement budget totals \$16.1 million representing 35% of the total General Fund expenditures and the Fire and Life Safety budget totals \$14.4 million representing 31% of the total General Fund expenditures. Development Services Department and Community Services Department expenditures each total nearly \$5.0 million or 11% of the total General Fund expenditures.

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

**Law Enforcement Services Contract:** The law enforcement services contract with the San Diego County Sheriff Department will total \$16.0 million in FY 2020-21, a \$761,953 or 5.0% increase from the current fiscal year. The proposed budget continues to fund all current 51 sworn and two non-sworn contract positions. FY 2020-21 represents the fourth year of the current five-year contract for law enforcement services. The FY 2021-22 scheduled contract cost increase is 4.5% or \$720,046.

**Personnel Costs:** The proposed budget includes no new positions, position reclassifications or special salary adjustments. Two currently vacant Recreation Coordinator positions have been frozen and are not funded. The proposed budget includes the 2.5% scheduled salary increase for all Santee Firefighters' Association (SFFA) employees pursuant to the terms of the existing Memorandum of Understanding with the SFFA. The proposed budget includes a similar 2.5% salary increase for all General and Management employees. The proposed budget also includes the new technology allowance for the mayor (\$80 per month) and city council members (\$50 per month) in accordance with prior City Council action.

**CalPERS Retirement Costs:** Over the past several years CalPERS has enacted various changes in actuarial methods and assumptions in an effort to strengthen the funding status of the retirement program. Most recently the CalPERS board approved a reduction in the discount rate (the assumed rate of return on retirement plan assets) from 7.5% to 7.0%. The impact of this change is being phased-in over a seven-year period starting in FY 2018-19, and continues to impact current and future CalPERS retirement costs. In FY 2020-21 CalPERS retirement costs are projected to total \$4.9 million, a \$539,160 increase from the current fiscal year.

**Other Expenditures:** Other expenditures of note affecting the proposed budget are as follows.

**City Council:** No additional funding is included in FY 2020-21 for activities in support of the City's 40<sup>th</sup> anniversary of incorporation. Funds appropriated in FY 2019-20 for this purpose will be carried forward to the upcoming fiscal year.

**City Manager (Economic Development):** No additional funding is included in FY 2020-21 for the implementation of the City's new brand. Funds appropriated in FY 2019-20 for this purpose will be carried forward to the upcoming fiscal year.

**Human Resources & Risk Management:** Reflects an anticipated increase in liability insurance costs.

**Finance:** Defers both the development impact fee study and cost allocation plan/user fee study budgeted in the current and prior fiscal year.

**Development Services:** Includes funding for an inclusionary housing in-lieu fee study and for the implementation of web-based software to track and report on greenhouse gas emissions in accordance with the Sustainable Santee Plan.

**Community Services:** Includes increased operations and maintenance costs for a full year for the renovated Mast Park and the new 4.5-acre Weston Park.

**Law Enforcement:** Reduces by 50% the City's funding of the cost for a School Resource Officer at both West Hills and Santana High Schools.

**Fire:** Includes funds for the purchase of additional structural turnouts thereby meeting the goal of having two sets of turnouts for each firefighter. Includes funds for the purchase of firefighter brush clothing to complete the transition to single layer wildland gear.

**Transfers and Other Uses:** The proposed budget reflects reductions in the amount of transfers to the Vehicle Replacement Fund and Capital Improvement Program, both in the current fiscal year and in FY 2020-21. Funding previously allocated or committed by the City Council at the FY 2019-20 mid-year budget update for street repairs (\$492,013), community choice aggregation start-up costs (\$300,000) and Highway 52 improvements (\$492,013) are not impacted by these reductions. A contribution to the City's retiree health OPEB trust in the amount of \$150,000 is included in the proposed FY 2020-21 budget, which is less than the contributions made in prior years but sufficient to ensure the City's actuarially determined contribution is met.

### **Reserve Policy**

Section 5 of City Council Resolution No. 059-2019 affirmed the City Council reserve policy that a minimum reserve of 20% of annual General Fund operating expenditures be maintained. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The proposed budget conforms to the reserve policy for the upcoming fiscal year, though a structural deficit may require the continued use of reserves going forward.

### **OTHER FUNDS**

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

### **Risk Management and Workers' Compensation Reserve Funds**

The Risk Management and Workers' Compensation Reserve Funds are used to account for funds held in reserve for general liability and workers' compensation claims for which the City is self-insured up to the applicable self-insured retention amounts (\$150,000 and \$350,000 per claim respectively). The reserve fund balances, when combined with claims-related expenditures budgeted in the General Fund are targeted to meet the "expected" funding level based on an actuarial analysis of the estimated outstanding liability. An actuarial analysis of the City's liability and workers' compensation claims experience is performed every two years, the next such report to be done with a valuation date of June 30, 2020.

### **Vehicle Acquisition & Replacement Fund**

The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. Following are the vehicles proposed for purchase in FY 2020-21.

- Paramedic ambulance box remount onto an F-450 chassis with an estimated cost of \$190,570 to replace a 2015 chassis with more than 145,000 miles
- Ford Fusion Hybrid Sedan for use as a City pool vehicle to replace a 1998 Ford Taurus with 85,000 miles on it
- Ford F150 Crew Cab 4x4 truck to replace a 1998 Ford F250 truck used primarily by Development Services Department engineering staff

The budget for the second two vehicles listed above has been prepared based on the utilization of a lease program such as the one offered by Enterprise Fleet Management. This program is becoming more frequently utilized by many public agencies, and will likely provide cost savings, fleet improvements and cash flow advantages to the City. Staff is completing its due diligence of this program which is expected to be brought forward for consideration by the City Council in the next several months.

### **Recreation Revolving Fund**

The Recreation Revolving Fund is used to account for revenues received from recreation program/class participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and Santee Parks and Recreation Committee (SPARC) special fund-raising events (Bluegrass Festival). The proposed budget has been prepared as a "status quo" budget reflecting all regular programs and activities, other than a reduction in staffing as a result of the unfilled Recreation Coordinator positions. Revenues are estimated to be \$242,750 in FY 2020-21 with proposed expenditures of \$202,100.

### **Supplemental Law Enforcement Fund**

The Supplemental Law Enforcement Fund is used to account for revenues received annually under the State's Citizens' Option for Public Safety program in the estimated amount of \$100,000. These revenues are used to partially offset the cost of one Special Purpose Officer in the Community Oriented Policing Unit.

### **Highway 52 Coalition Fund**

The Highway 52 Coalition Fund is used to account for funds budgeted in support of the Coalition's efforts to secure funding to improve Highway 52 which are used primarily for the cost of a lobbyist assisting in efforts to obtain federal funding, for support costs incurred by the City Attorney's Office and for meetings and outreach efforts with regional, state and federal representatives. The proposed FY 2020-21 budget totals \$73,600.

### **CASp Certification and Training Fund**

The CASp Certification and Training Fund is used to account for a State mandated surcharge collected on every business license issued or renewed. This revenue must be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements.

### **Gas Tax Fund**

The Gas Tax Fund is used to account for revenues received from the State of California through the Highway Users Tax Account (HUTA) that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,391,000 in FY 2020-21, exclusive of the Gas Tax revenues received in accordance with State Senate Bill 1 (SB 1) which are separately budgeted and discussed below. Gas Tax HUTA revenues are projected to increase by 7% in FY 2020-21 from the current fiscal year, though the current estimate reflects is 7% lower than the prior estimate received from the State in January 2020. Gas Tax HUTA revenues are utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The proposed budget reflects \$1,606,880 in operating expenditures and transfers.

### **SAFE Program Fund**

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

### **Gas Tax-RMRA (SB 1) Fund**

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to, that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,005,800 in FY 2020-21 which reflects a 3% increase from the current fiscal year amount but is 9% lower than the prior estimate received from the State in January 2020. Gas Tax-RMRA funds will be used exclusively for certain street and road projects as identified in the proposed Capital Improvement Program for FY 2020 through FY 2024.

### **Zone 2 Flood Control District Fund**

The Zone 2 Flood Control District Fund is used to account for property tax allocations used primarily for activities required by the Municipal Storm Water Permit issued by the San Diego Regional Water Quality Control Board. Revenues are projected to total \$414,300 in FY 2020-21, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.



### **Community Development Block Grant (“CDBG”) Fund**

The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are estimated to be \$278,750 in FY 2020-21 which will be expended on Program Year 2020 activities in accordance with prior City Council action. This amount does not include the additional CDBG-CV (coronavirus response) funds to be received as a result of the CARES Act.

### **Community Facilities Districts (“CFDs”) Funds:**

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

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

### **Town Center Landscape Maintenance District (“TCLMD”) Funds**

The TCLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following four zones: Town Center, The Lakes, San Remo and Mission Creek. Assessment revenues have reached the maximum allowed in each of the four zones. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues and operating transfers in from the Gas Tax Fund are estimated to total \$325,180 in FY 2020-21 with proposed expenditures of \$346,100.

### **Santee Landscape Maintenance District (“SLMD”) Funds**

The SLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following ten zones: El Nopal, Country Scenes, Camelot Heights, Silver Country Estates, Mattazaro/Timberlane, The Heights, Prospect Hills, Mitchell Ranch, Dakota Ranch and Allos. Assessment revenues have reached the maximum allowed in seven of the ten zones, and one assessment increase reflecting a CPI adjustment is proposed in FY 2020-21. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues are estimated to total \$116,340 in FY 2020-21 with proposed expenditures of \$120,250.

### **Special Street Light Tax (Zone A) Fund**

The Special Street Light Tax Fund is used to account for property tax allocations required to be utilized to operate, maintain and replace street lights of general benefit located throughout the City, primarily arterial streets (also referred to as “Zone A” of the Santee Roadway Lighting District). Revenues are estimated to be \$361,700 in FY 2020-21 with proposed expenditures of \$177,000. Reserves are being accumulated for the future replacement of street lights.

**Roadway Lighting District (Zone B) Fund**

The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners (currently \$14.06 per year for a single family residence) in order to operate, maintain and replace street lights of special benefit throughout the City (also referred to as “Zone B” of the Santee Roadway Lighting District). Revenues are estimated to be \$353,360 in FY 2020-21 with proposed expenditures of \$346,510.

**Mobile Home Park Ordinance Administration Fund**

The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile park owners to help defray the reasonable and necessary costs incurred in the administration of the City’s mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City’s rent control ordinance. Revenues are estimated to total \$41,500 in FY 2020-21 with proposed expenditures of \$40,840.

**PEG Fees Fund**

The PEG Fees Fund is used to account for revenues received from cable television providers in an amount equal to 1% of their gross revenues, to be used by the City for capital costs related to public, educational and governmental access facilities consistent with state and federal law. PEG fees collected in FY 2020-21 will be used for the City Council Chamber Improvements project which will provide the equipment and facilities necessary to provide for the livestreaming and public access broadcasting services of City Council meetings. PEG fee revenues are projected to total \$154,700 in FY 2020-21.

**Next Steps**

The Proposed Operating Budget for Fiscal Year 2020-21 will be brought back to the City Council on June 24, 2020 for additional discussion, public comment and adoption. Once adopted, the budget will be closely and continually monitored in light of the degree of uncertainty regarding current and future economic conditions





**Proposed  
Operating Budget  
Fiscal Year 2020-21**





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(Front Cover)*

**CITY OF SANTEE, CALIFORNIA  
PROPOSED  
OPERATING BUDGET  
Fiscal Year 2020-21**



**MAYOR**

JOHN W. MINTO, Mayor

**COUNCIL MEMBERS**

LAURA KOVAL, Vice Mayor  
RONN HALL, Council Member  
STEPHEN HOULAHAN, Council Member  
ROB MCNELIS, Council Member

**EXECUTIVE MANAGEMENT**

City Manager, Marlene D. Best  
City Attorney, Shawn Hagerty  
City Clerk, Annette Ortiz  
Director of Finance/Treasurer, Tim K. McDermott  
Assistant to the City Manager, Kathy Valverde  
Director of Community Services, Bill Maertz  
Director of Development Services, Melanie Kush  
Director of Fire & Life Safety, John Garlow  
Director of Human Resources/Risk Management, Erica Hardy  
Economic Development Manager, Pamela A. White  
Sheriff Captain, Christina Bavencoff



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**CITY OF SANTEE, CALIFORNIA**  
**PROPOSED OPERATING BUDGET**  
**Fiscal Year 2020-21**

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**CITY OF SANTEE, CALIFORNIA  
PROPOSED OPERATING BUDGET  
Fiscal Year 2020-21**

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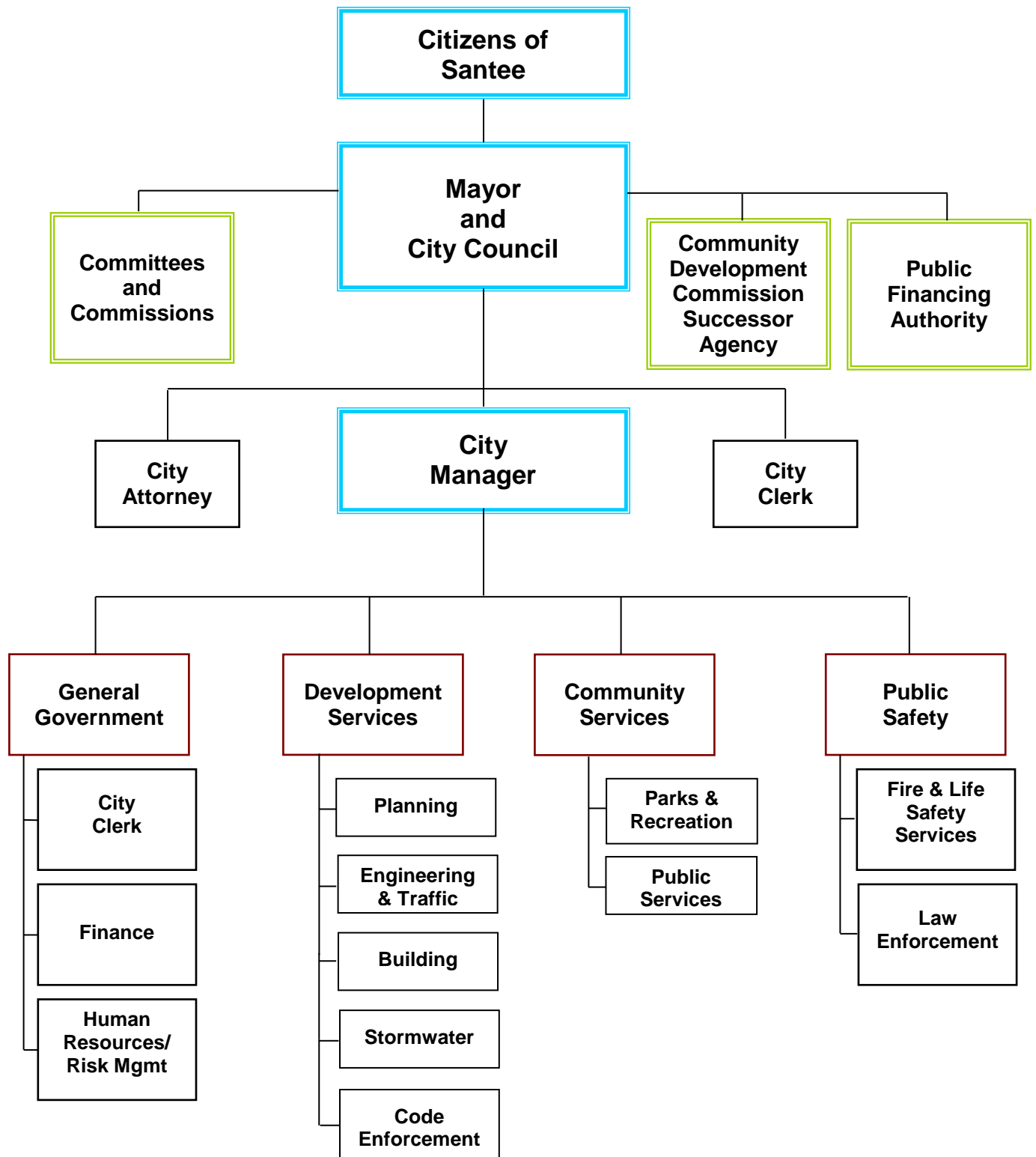
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**CITY OF SANTEE  
ORGANIZATIONAL CHART**

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# CITY OF SANTEE COMMUNITY PROFILE

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Date Incorporated	December 1, 1980
City Charter	Voter Approved November 4, 2008
Form of Government	Council - Manager
City Employment (full-time equivalent funded positions)	128.1
Population (as of 01/01/20)	57,999
Number of Registered Voters (as of 02/17/20)	35,640
Median Household Income (2018)	\$84,361
Median Housing Price (2020 Q1 – single family residential)	\$585,000
Area	16.7 square miles
Streets (miles)	121.5
Elevation	350 ft.





# MISSION

We honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well being and a healthy environment.

# VISION

Exceptional and dedicated people working together for a dynamic and progressive City where family, community and diversity are embraced.

# VALUES

## Accountability

Taking responsibility and ownership for actions and their results.

## Visionary

Exemplifying innovation and initiative.

## Integrity

Dedication to honest and ethical actions in public service.

## Professionalism

Demonstrating high standards of performance, service or teamwork with responsiveness, courtesy and respect.

## Commitment

Displaying dedication and loyalty to the community, organization or profession.







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**CITY OF SANTEE  
SUMMARY OF FUNDED POSITIONS**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>GENERAL FUND</b>			
City Council	5.50	5.50	5.50
City Manager	4.00	5.00	4.50
Information Technology	2.00	2.00	2.00
City Clerk	2.50	2.50	3.00
Human Resources	3.00	3.00	3.00
Finance	8.00	8.00	8.00
Development Services	21.30	21.30	21.30
Community Services	22.21	22.28	20.98
Fire and Life Safety	57.60	60.60	60.60
<b>Total General Fund</b>	126.11	130.18	128.88
<b>Recreation Revolving Fund</b>	0.79	0.72	0.02
<b>Mobile Home Park Ord. Admin. Fund</b>	0.20	0.20	0.20
<b>Total Funded Positions</b>	127.10	131.10	129.10

Note: does not include part-time temporary (non-benefitted) positions



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**CITY OF SANTEE  
GENERAL FUND SUMMARY  
FY 2020-21 PROPOSED BUDGET**

	FY 2019-20		FY 2020-21
	Current Budget	Projected at 6/30/20	Proposed Budget
<b>Revenues</b>	<b>\$ 46,352,900</b>	<b>\$ 45,674,100</b>	<b>\$ 46,263,040</b>
Expenditures by Dept:			
City Council	484,850	466,050	445,200
City Attorney	755,120	745,120	728,120
City Manager (total):	994,340	979,840	996,430
City Manager	695,260	683,760	674,180
Economic Development	299,080	296,080	322,250
Information Technology	450,490	436,490	471,380
Animal Control	424,810	424,810	435,000
City Clerk	420,970	367,470	440,300
Human Resources & Risk Mgmt (total):	1,157,410	1,052,010	1,142,960
Human Resources	552,860	543,860	518,820
Risk Management	604,550	508,150	624,140
Finance	1,308,330	1,261,230	1,329,340
Development Services (total):	5,023,330	4,924,330	4,973,810
Engineering	2,311,390	2,276,390	2,387,130
Stormwater	197,170	185,170	202,320
Planning	1,297,780	1,269,780	1,319,660
Building	1,063,180	1,063,180	921,500
Code Compliance	153,810	129,810	143,200
Community Services (total):	5,029,144	4,573,144	4,976,980
Administration	471,900	410,700	458,370
Public Svcs - Maintenance	3,424,614	3,123,914	3,481,730
Stormwater	104,820	93,080	129,850
Solid Waste	44,850	44,990	37,870
Facility Operations	88,480	66,180	54,530
Recreation	629,920	604,520	597,580
Special Events	264,560	229,760	217,050
Law Enforcement	15,398,450	15,394,450	16,061,050
Fire and Life Safety (total):	13,946,990	13,898,990	14,354,320
Administration	882,590	872,590	902,540
Emergency Operations	9,305,270	9,285,270	9,554,370
Emergency Medical	3,334,200	3,334,200	3,496,350
Emergency Preparedness	26,330	18,330	28,490
Grants	-	-	-
Fleet Operations and Maintenance	398,600	388,600	372,570
Emergency Declaration	25,000	100,000	25,000
<b>Total Operating Expenditures</b>	<b>45,419,234</b>	<b>44,623,934</b>	<b>46,379,890</b>
<b>Revenues Over (Under) Expenditures</b>	<b>933,666</b>	<b>1,050,166</b>	<b>(116,850)</b>
Other Financing Sources	10,000	290,000	175,000
Other Financing Uses	(3,091,126)	(2,506,326)	(544,220)
<b>Change in Unassigned Fund Balance</b>	<b>(2,147,460)</b>	<b>(1,166,160)</b>	<b>(486,070)</b>
Unassigned Fund Balance, Beg. of Year	11,688,321	11,688,321	10,522,161
<b>Unassigned Fund Balance, End of Year</b>	<b>\$ 9,540,861</b>	<b>\$ 10,522,161</b>	<b>\$ 10,036,091</b>
Unassigned Fund Balance %	21.0%	22.7%	21.6%
20% Reserve Policy Minimum Balance	\$ 9,083,847	\$ 9,275,978	\$ 9,275,978
Amount in Excess of Reserve Policy	\$ 457,014	\$ 1,246,183	\$ 760,113

**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

Account No.	Account Name	FY 2019-20 Revised Estimates	FY 2020-21 Estimates	Increase (Decrease)
<b>TAXES</b>				
<b>Property Taxes</b>		<b>19,660,300</b>	<b>20,525,300</b>	<b>865,000</b>
1001.00.4001	Property Tax Secured and Unsecured	10,855,500	11,321,700	466,200
1001.00.4002	Property Tax - Redev Pass-through	472,200	493,800	21,600
1001.00.4003	Property Tax - Redev Residual Distrib	1,612,400	1,694,600	82,200
1001.00.4006	Property Tax In Lieu (of VLF)	6,394,900	6,722,400	327,500
1001.00.4005	Real Property Transfer	325,300	292,800	(32,500)
<b>Sales and Use Taxes</b>		<b>11,861,100</b>	<b>12,068,300</b>	<b>207,200</b>
1001.00.4011	Sales and Use Taxes	13,401,000	13,558,000	157,000
1001.00.4015	Location Agreement Payment	(1,539,900)	(1,489,700)	50,200
<b>Transient Occupancy Tax</b>		<b>501,700</b>	<b>414,800</b>	<b>(86,900)</b>
1001.00.4020	Transient Occupancy Tax	501,700	414,800	(86,900)
<b>Franchise Fees</b>		<b>3,003,600</b>	<b>3,010,100</b>	<b>6,500</b>
1001.00.4030	Franchise Fees	3,003,600	3,010,100	6,500
<b>SPECIAL ASSESSMENTS</b>		<b>1,103,100</b>	<b>1,111,300</b>	<b>8,200</b>
1001.03.4102	Assessments - Fire Benefit Fee	1,103,100	1,111,300	8,200
<b>INTERGOVERNMENTAL</b>		<b>875,400</b>	<b>502,300</b>	<b>(373,100)</b>
1001.00.4202	Motor Vehicle License Fees	46,200	27,600	(18,600)
1001.00.4206	SB90 Claims	37,100	39,000	1,900
1001.00.4220	Grants - Federal	640,000	240,000	(400,000)
1001.03.4250	Fire Reimbursements - Federal	80,800	61,300	(19,500)
1001.03.4251	Fire Reimbursements - State	60,000	127,500	67,500
1001.03.4252	Fire Reimbursements - Local/Other	11,300	6,900	(4,400)
<b>LICENSES AND PERMITS</b>		<b>1,573,300</b>	<b>1,399,700</b>	<b>(173,600)</b>
1001.00.4301	Business Licenses - New	35,700	38,600	2,900
1001.00.4302	Business Licenses - Renewals	50,300	50,800	500
1001.00.4303	Regulatory Permits	2,200	2,500	300
1001.00.4304	Business Licenses - Other	700	800	100
1001.00.4306	Home Occupation Permit - New	5,600	5,300	(300)
1001.00.4307	Home Occupation Permit - Renewal	12,400	12,900	500
1001.00.4310	Alarm Permits	1,200	1,300	100
1001.03.4330	Fire Department - Permits/Services	36,700	52,000	15,300
1001.04.4340	Building Fees - Eng Direct City Costs	14,200	14,000	(200)
1001.04.4341	Building Fees - Subject to Split	1,407,400	1,213,000	(194,400)
1001.04.4343	Building Fees - Plng Direct City Costs	6,900	8,500	1,600
<b>FINES AND FORFEITURES</b>		<b>208,100</b>	<b>189,500</b>	<b>(18,600)</b>
1001.00.4401	Vehicle Code Fines	132,100	123,700	(8,400)
1001.00.4402	Other Fines and Forfeitures	15,300	14,900	(400)
1001.04.4403	Code Compliance Administrative Citations	7,300	2,000	(5,300)
1001.04.4404	Storm Water Administrative Citations	12,000	10,000	(2,000)
1001.00.4410	Parking Citations	41,400	38,900	(2,500)
<b>CHARGES FOR SERVICES</b>		<b>5,917,900</b>	<b>6,212,610</b>	<b>294,710</b>
1001.04.4601	Engineering - Fee Based	58,200	51,000	(7,200)
1001.04.4603	Engineering - Full Cost Recovery	569,000	470,000	(99,000)
1001.04.4611	Street Light Energizing Fee	200	200	-
1001.04.4612	Storm Water Inspection	8,000	5,000	(3,000)



**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

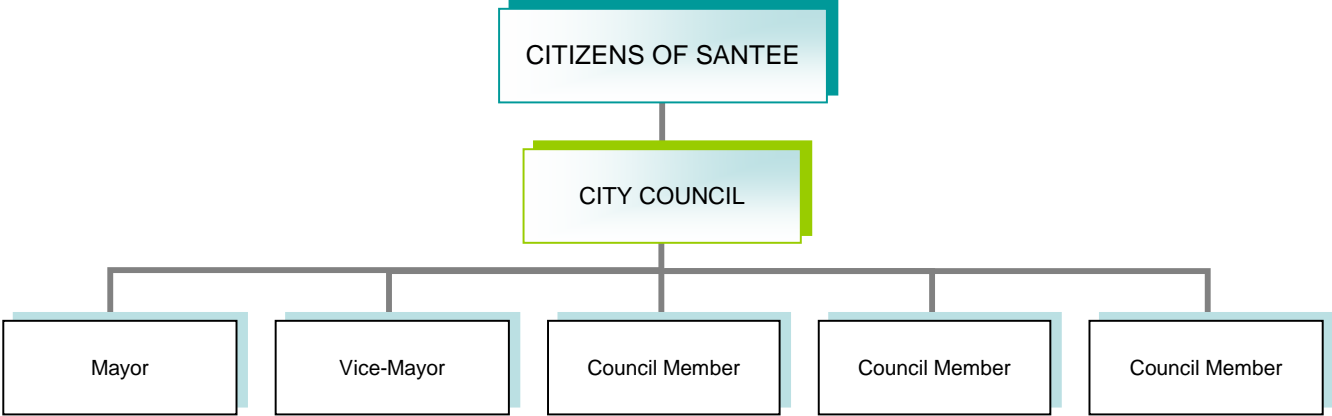
<b>Account No.</b>	<b>Account Name</b>	<b>FY 2019-20 Revised Estimates</b>	<b>FY 2020-21 Estimates</b>	<b>Increase (Decrease)</b>
1001.04.4621	Planning - Fee Based	12,100	12,800	700
1001.04.4623	Planning - Full Cost Recovery	296,700	319,000	22,300
1001.02.4632	CSD - Full Cost Recovery	700	700	-
1001.03.4633	Fire - Full Cost Recovery	1,500	200	(1,300)
1001.00.4635	Finance - Full Cost Recovery	2,000	2,000	-
1001.00.4640	Admin Tow Fees	26,500	26,500	-
1001.00.4641	Cost Recovery - Restitution	400	400	-
1001.02.4645	Cost Recovery - Subrogation	3,300	-	(3,300)
1001.03.4646	Instructional Services - FTES	8,500	20,620	12,120
1001.02.4650	Sports Field Lighting	48,400	50,400	2,000
1001.02.4665	Disc Golf Fees	2,600	15,000	12,400
1001.02.4668	Electric Vehicle Charging Stations	100	1,000	900
1001.02.4676	Teen Programs	6,300	10,300	4,000
1001.02.4680	Special Events	126,700	117,100	(9,600)
1001.00.4691	Candidate Statements	-	3,600	3,600
1001.03.4692	CSA 69	3,440,100	3,609,270	169,170
1001.00.4694	City Clerk - Misc Fees	800	1,000	200
1001.00.4695	City Clerk - Passport Services	23,500	26,400	2,900
1001.00.4699	Charges to Other Funds	114,900	143,680	28,780
1001.02.4699	Charges to Other Funds	399,400	552,020	152,620
1001.04.4699	Charges to Other Funds	768,000	774,420	6,420
	<b>USE OF MONEY AND PROPERTY</b>	<b>545,200</b>	<b>430,900</b>	<b>(114,300)</b>
1001.00.4701	Interest Income	337,400	143,400	(194,000)
1001.04.4701	Interest Income	-	-	-
1001.04.4705	Rent/Lease/Use Income	14,600	14,600	-
1001.02.4711	City Facilities - Sportsplex	51,100	114,300	63,200
1001.02.4716	Concessions	4,000	18,600	14,600
1001.02.4722	Rental - Bldgs 7 & 8	17,500	20,000	2,500
1001.02.4723	Rental - Picnic Shelters	42,100	45,000	2,900
1001.02.4724	Rental - Ball Fields	78,500	75,000	(3,500)
	<b>OTHER REVENUE</b>	<b>424,400</b>	<b>398,230</b>	<b>(26,170)</b>
1001.00.4031	Sycamore Landfill Fees	351,300	358,300	7,000
1001.00.4801	Miscellaneous Income	5,000	5,000	-
1001.01.4801	Miscellaneous Income	46,100	30,000	(16,100)
1001.02.4801	Miscellaneous Income	2,300	-	(2,300)
1001.03.4801	Miscellaneous Income	2,400	1,430	(970)
1001.04.4801	Miscellaneous Income	2,100	1,000	(1,100)
1001.02.4803	Donations - Memorial Program	1,600	1,500	(100)
1001.04.4805	Abandoned Property Registration	1,100	1,000	(100)
1001.04.4806	Code Compliance/Other	2,000	-	(2,000)
1001.03.4821	Sale of Real & Personal Property	10,500	-	(10,500)
	<b>TOTAL GENERAL FUND</b>	<b>45,674,100</b>	<b>46,263,040</b>	<b>588,940</b>

**CITY OF SANTEE  
GENERAL FUND  
DETAIL OF OTHER FINANCING SOURCES AND USES  
FY 2020-21 PROPOSED BUDGET**

	<u>FY 2019-20</u>		<u>FY 2020-21</u>
	<u>Current Budget</u>	<u>Projected at 6/30/20</u>	<u>Proposed Budget</u>
<b>Other Financing Sources:</b>			
Operating Transfers In	\$ 10,000	\$ 10,000	\$ -
Release of Prior Year Appropriations	-	55,000	-
Release of Assigned Fund Balance	-	50,000	-
Release of Reserved Fund Balance	-	175,000	175,000
	<u>                  </u>	<u>                  </u>	<u>                  </u>
<b>Total Other Financing Sources</b>	<b><u>\$ 10,000</u></b>	<b><u>\$ 290,000</u></b>	<b><u>\$ 175,000</u></b>
<b>Other Financing Uses:</b>			
Transfers to Other Funds	\$ (547,100)	\$ (447,100)	\$ (359,600)
Transfers to CIP	(760,000)	(275,200)	(34,620)
Transfers to CIP (street repairs)	(492,013)	(492,013)	-
Unfunded Liabilities (OPEB/retiree health)	(500,000)	(500,000)	(150,000)
Committed for CCA Start Up Costs	(300,000)	(300,000)	-
Committed for Highway 52 Improvements	(492,013)	(492,013)	-
	<u>                  </u>	<u>                  </u>	<u>                  </u>
<b>Total Other Financing Uses</b>	<b><u>\$ (3,091,126)</u></b>	<b><u>\$ (2,506,326)</u></b>	<b><u>\$ (544,220)</u></b>

**CITY OF SANTEE  
CITY COUNCIL**

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# CITY OF SANTEE

## CITY COUNCIL

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### **Mission Statement**

The mission of the City of Santee is to honor the public trust and serve our community by providing quality services and programs to promote economic prosperity, safety, social well-being and a healthy environment.

### **Program Description**

The City Council serves as the legislative and policy-making body of the City of Santee. The City Council establishes policy, approves contracts and agreements, and adopts an annual budget. The City Council enacts ordinances and resolutions essential for governing the affairs of the City as well as adopting measures that may be necessary for the protection of the health, safety, welfare and property of the City's residents. The City Council represents the interests of the community at local, regional, state and federal levels.

### **FY 2019-20 Accomplishments**

- Maintained fiscal stability and achieved steady progress in the retention and expansion of retail, commercial and industrial sectors, prior to the COVID-19 pandemic
- Adopted the "Support Our Santee" program to provide relief and assistance to residents and businesses experiencing hardships as a result of the economic impacts due to COVID-19. The program includes eviction moratoriums; enhanced funding for public service organizations; micro grants/loans; emergency rental assistance; waiver of business license late payments; TOT deferrals; and rent adjustments for City lessees and concessionaries
- Launched online/virtual City Council meetings to meet social distancing requirements in response to the COVID-19 pandemic
- Approved an Exclusive Negotiating Agreement for a future hotel in Santee
- Approved an Ordinance authorizing the City's participation in a future Joint Powers Authority (JPA) Community Choice Aggregation (CCA) program; considered three JPA opportunities; and set aside funds for the City's share of any future startup costs
- Completed a comprehensive branding effort and approved a new City brand, logo and tagline; and approved a Marketing Coordinator to implement the new brand initiative
- Continued support and education of the Highway 52 Coalition to enhance the opportunities to "fix the 52" and benefit the entire region

### **FY 2020-21 Goals and Objectives**

- Support continued response efforts to mitigate the impacts related to COVID-19 and to ensure the City's short and long-term fiscal stability throughout the pandemic
- Maintain emphasis on efficient delivery of City services for taxpayers with a high level of fiscal responsibility while balancing competing interests in challenging economic times
- Uphold the priority to protect the health, safety and welfare of Santee residents through effective public safety strategies including continuing to push for a Public Safety Center
- Support a high quality of life for Santee residents and visitors through construction of a Community Center and implementation of planned safety strategies, especially for parks and trails
- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community, including CSA 69
- Continue efforts in support of the Highway 52 Coalition
- Provide legislative support as required for the 2020 election

**CITY OF SANTEE  
CITY COUNCIL**

<b>General Government City Council 1001.00.1101</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 307,564	\$ 289,960	\$ 299,700
Operations & Maintenance	121,355	194,890	145,500
Capital Outlay	-	-	-
<b>Grand Total</b>	<b>\$ 428,919</b>	<b>\$ 484,850</b>	<b>\$ 445,200</b>

**SUMMARY OF FUNDED POSITIONS**

Mayor	1.00	1.00	1.00
Council Members	4.00	4.00	4.00
Confidential Secretary to City Manager/Council Members	0.50	0.50	0.50
<b>Total Positions</b>	<b>5.50</b>	<b>5.50</b>	<b>5.50</b>

**CITY OF SANTEE  
CITY COUNCIL**

<b>General Government City Council 1001.00.1101</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 41,007	\$ 42,020	\$ 43,080
Salaries & Wages - Mayor & City Council	50013	118,843	117,530	117,920
Sick Leave Buy Back	50036	473	470	500
Auto Allowance	50040	20,650	21,000	21,000
Technology Allowance	50042	-	-	3,360
Retirement - PERS	50050	16,066	14,770	16,240
Retirement - Unfunded Liability	50052	21,940	25,320	27,800
Medicare	50060	2,624	2,620	2,700
Health Insurance	50070	64,810	60,950	61,860
Dental Insurance	50071	4,567	5,080	5,040
OPEB Health	50072	16,390	-	-
Life Insurance	50075	51	50	50
Long Term Disability	50076	142	150	150
<b>Total Personnel</b>		<u>\$ 307,564</u>	<u>\$ 289,960</u>	<u>\$ 299,700</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 22,219	\$ 24,000	\$ 24,000
Subscriptions/Memberships	51104	50,439	61,590	63,100
Professional Development	51110	11,905	15,000	15,000
Printing & Duplicating	51120	231	500	500
Telephone & Fax	51121	4,771	5,000	5,000
Postage	51122	65	100	100
Promotional Activities	51131	-	50,000	-
Rentals/Leases - Office Equipment	51141	905	-	-
Materials & Supplies	51160	1,859	4,500	4,000
Recognition Program	51170	4,868	6,000	6,000
Electricity & Gas	51180	14,449	16,000	15,600
Repair/Maint - Equipmint	51211	-	200	200
Contributions	51350	-	2,000	2,000
Contributions - Chamber of Commerce	51351	9,645	10,000	10,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ 121,355</u>	<u>\$ 194,890</u>	<u>\$ 145,500</u>
<b>Grand Total</b>		<u>\$ 428,919</u>	<u>\$ 484,850</u>	<u>\$ 445,200</u>

**CITY OF SANTEE  
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This account provides funding for legislative advocacy services, and a biennial facilitated City Council Strategic Planning Workshop.</p>	\$ 22,219	\$ 24,000	\$ 24,000
<p><b>Subscriptions &amp; Memberships</b></p> <p>This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Criminal Justice Clearinghouse; San Diego East County Economic Development Council (ECEDC); Local Agency Formation Commission (LAFCO); International Council of Shopping Centers (ICSC); and the Regional Task Force on the Homeless.</p>	50,439	61,590	63,100
<p><b>Professional Development</b></p> <p>This appropriation provides funding for official City business related expenses for the Mayor and City Council, including travel expenses, to attend various meetings, trainings, seminars and workshops.</p>	11,905	15,000	15,000
<p><b>Printing &amp; Duplicating</b></p> <p>This account provides for copying and printing of specialized letterhead, envelopes and business cards.</p>	231	500	500
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funding for telephone, cable, internet and cellular charges associated with the Mayor and City Council Offices.</p>	4,771	5,000	5,000
<p><b>Postage</b></p> <p>This account provides funding for all mailings and official correspondence of the Mayor and City Council.</p>	65	100	100
<p><b>Promotional Activities</b></p> <p>This appropriation will provide funding for events, services and materials in support of the City's 40th anniversary of incorporation in 2020.</p>	-	50,000	-
<p><b>Rentals/Leases - Office Equipment</b></p> <p>This appropriation previously provided for the City Council's portion of the annual lease payment, copy charges and maintenance of the department copy machine.</p>	905	-	-

**CITY OF SANTEE  
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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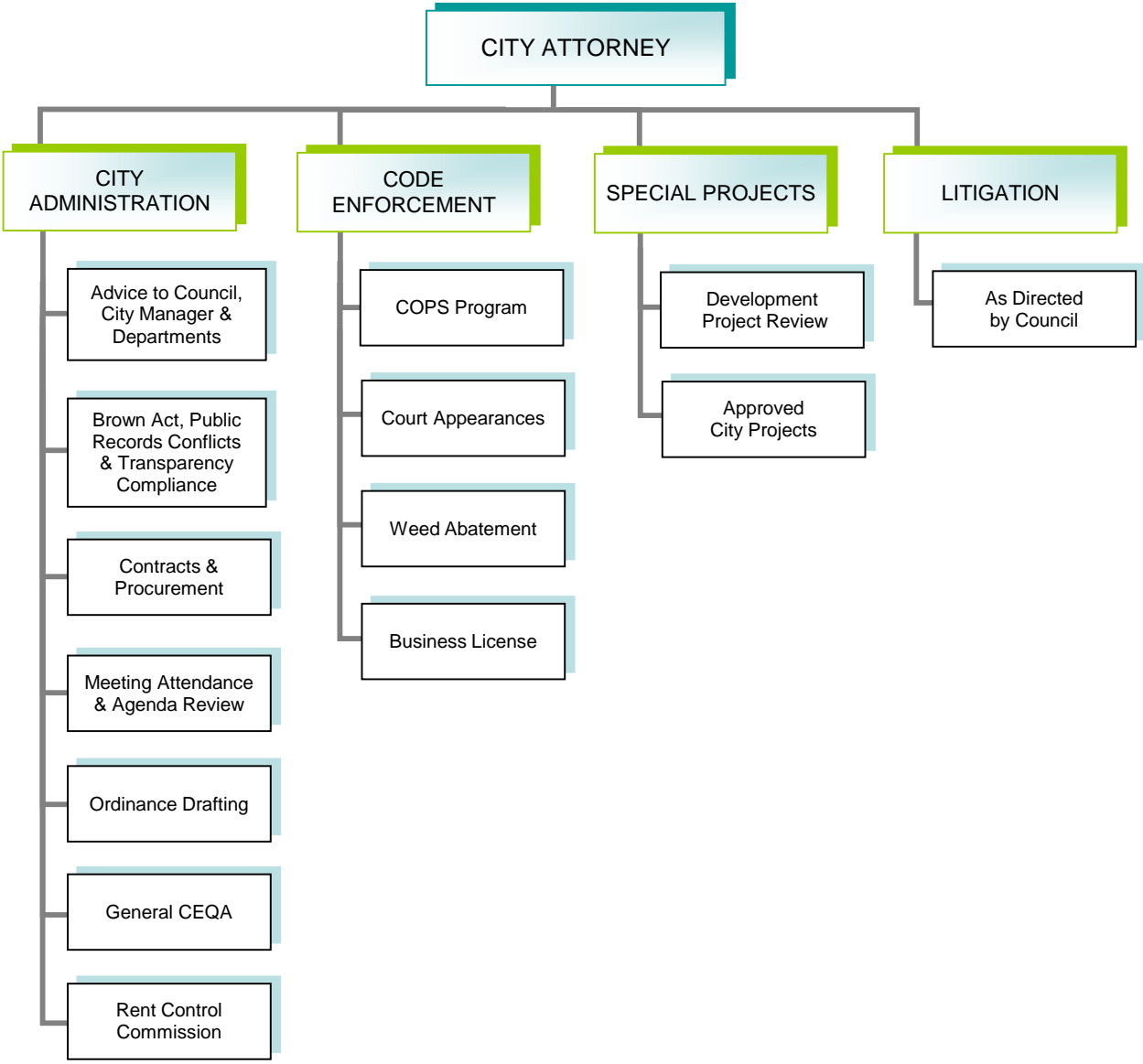
**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Materials &amp; Supplies</b>	\$ 1,859	\$ 4,500	\$ 4,000
This account provides for the purchase of office supplies and miscellaneous materials, including plaques and ceremonial items, expenses associated with Council appointed sub-committees, and City Council photographs when applicable.			
<b>Recognition Program</b>	4,868	6,000	6,000
This appropriation provides funding to support the City's Mission, Vision & Values (MV2) Employee Recognition Program, the annual City Employee's Holiday Social and an annual employee appreciation event. It also provides support for the Santee Sheriff's Department RSVP annual holiday event.			
<b>Electricity &amp; Gas</b>	14,449	16,000	15,600
This account provides for the cost of gas and electricity allocated to the City Council Offices and Council Chamber.			
<b>Repair/Maint - Equipment</b>	-	200	200
This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.			
<b>Contributions</b>	-	2,000	2,000
This appropriation provides support for the Miss Santee program.			
<b>Contributions - Chamber of Commerce</b>	9,645	10,000	10,000
This appropriation allocates funding to support services provided by the Santee Chamber of Commerce.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 121,355</b>	<b>\$ 194,890</b>	<b>\$ 145,500</b>



**CITY OF SANTEE  
CITY ATTORNEY**

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# CITY OF SANTEE

## CITY ATTORNEY

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### **Mission Statement**

The City Attorney's office provides candid and independent legal advice to the City of Santee, through its City Council and staff, and represents the City in civil, criminal code enforcement and administrative proceedings.

### **Program Description**

The City Attorney is a statutory office filled by City Council appointment. The City Attorney prepares or reviews all general legal documents related to the conduct of the City's business affairs including contracts, leases, property acquisition and disposition documents. The office also oversees the preparation of all ordinances and resolutions, and related regulations. The City Attorney advises City departments regarding compliance with Federal, State and City law. The City Attorney provides legal counsel relating to the legal implementation and enforcement of the City's planning and zoning laws, including compliance with the California Environmental Quality Act. The City Attorney represents the City in all litigation, civil and criminal, code enforcement matters, unless otherwise directed by the City Council.

### **FY 2019-20 Accomplishments**

- Completed the update to the City Council governance and meeting policy.
- Supported the establishment of the Entertainment District.
- Supported the adoption of the Sustainable Santee Plan (CAP).
- Supported the adoption of an ordinance related to Community Choice Aggregation (CCA).
- Assisted in the continued efforts to develop the theater and to explore development of a hotel at Trolley Square.
- Continued the successful implementation of the City's Community Oriented Policing Program.
- Successfully pursued litigation related to storm water unfunded mandates.
- Assisted the City in its initial response to the COVID-19 pandemic, including the declaration of local emergency, transition to "virtual" City Council meetings, adoption of the eviction moratorium and compliance with state and local public health orders.

### **FY 2020-21 Goals and Objectives**

- Continue to assist the City in its response to the COVID-19 pandemic, the future reopening of public and private operations in Santee and response to budget impacts resulting from pandemic.
- Support the City's effort to assess existing impediments to equality and tolerance and assist the City in efforts to remove them.
- Assist the City Clerk in the processing of two initiative measures and 2020 election.
- Defend the City in litigation over the CAP and Parcel 4.
- Continue to support the City's efforts to establish a CCA for Santee.
- Continue to support the City's processing of land development projects for City Council consideration.
- Continue to support the City's efforts regarding the Entertainment District, including the theater and possible hotel.
- Continue to support the City's efforts to comply with affordable housing requirements.
- Continue to implement the Community Oriented Policing Program.

**CITY OF SANTEE  
CITY ATTORNEY**

General Government City Attorney 1001.00.1201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 636,587	\$ 755,120	\$ 728,120
	\$ 636,587	\$ 755,120	\$ 728,120
<b>Total</b>	<b>\$ 636,587</b>	<b>\$ 755,120</b>	<b>\$ 728,120</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

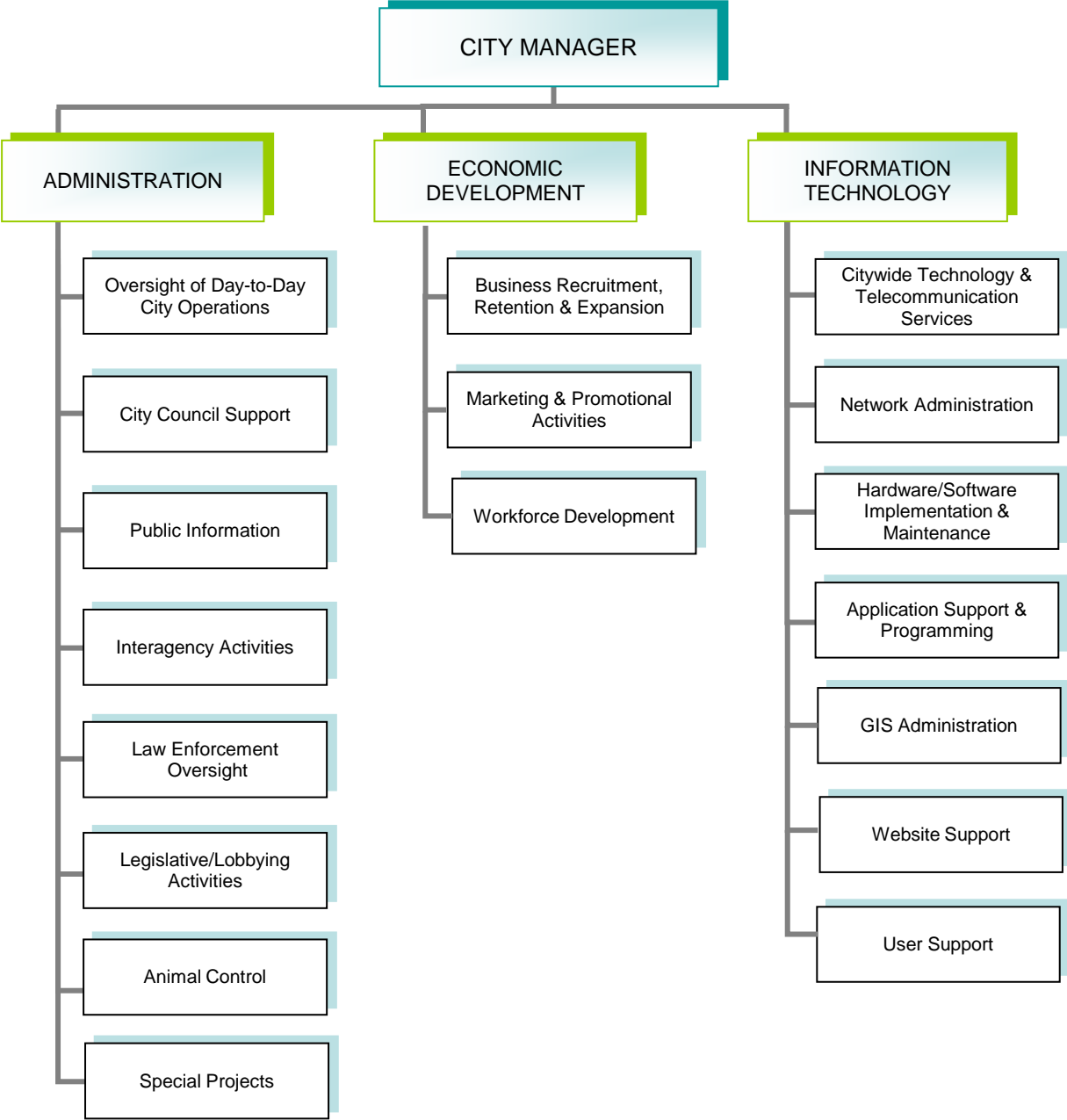
<b>Legal Services - City Attorney</b>	\$ 634,686	\$ 743,120	\$ 717,120
This appropriation will fund general retainer legal services at the retainer amount of \$15,510 per month. Also included is additional funding for services related to labor and employment issues, litigation, special projects and reimbursable costs.			
<b>Legal Services - Outside Counsel</b>	1,901	12,000	11,000
This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.			
	\$ 636,587	\$ 755,120	\$ 728,120
<b>Total Operations &amp; Maintenance</b>	<b>\$ 636,587</b>	<b>\$ 755,120</b>	<b>\$ 728,120</b>



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**CITY OF SANTEE  
CITY MANAGER**

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**CITY OF SANTEE  
CITY MANAGER SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
City Manager	\$ 704,711	\$ 695,260	\$ 674,180
Economic Development	<u>196,035</u>	<u>299,080</u>	<u>322,250</u>
<b>Total</b>	<b><u>\$ 900,746</u></b>	<b><u>\$ 994,340</u></b>	<b><u>\$ 996,430</u></b>

**SUMMARY OF FUNDED POSITIONS**

City Manager	3.00	3.00	2.50
Economic Development	<u>1.00</u>	<u>2.00</u>	<u>2.00</u>
<b>Total</b>	<b><u>4.00</u></b>	<b><u>5.00</u></b>	<b><u>4.50</u></b>

# CITY OF SANTEE

## CITY MANAGER

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### **Mission Statement**

The City Manager's Office provides leadership, inspiration and support to the City organization. The Office develops and recommends solutions to current and future challenges, and holds the community's interests as its top priority.

### **Program Description**

The City Manager's Office is responsible for the implementation of City Council policies and day-to-day management of the municipal operations. The City Manager advises the City Council on issues facing the City, establishes working relationships with other agencies and municipal organizations whose actions may affect the City, and oversees the City's financial condition. The Office also undertakes economic development initiatives, directs the City's information technology services, oversees law enforcement and animal control services, and provides internal programs to maintain a quality workforce.

### **FY 2019-20 Accomplishments**

- In collaboration with the Finance Department, presented an operating budget designed to navigate the City's short and long-term fiscal stability through the COVID-19 pandemic
- In response to the COVID-19 pandemic, activated the City's Emergency Operations Center; established a team responsible for interpreting and accurately communicating the State and County health orders to keep the City Council, employees and public informed; and ensured accurate, timely and responsible implementation of all health orders for City operations
- Negotiated an Exclusive Negotiation Agreement for a hotel in the Entertainment District
- Studied the overall viability of establishing a Community Choice Aggregation (CCA) program in Santee and evaluated opportunities for partnerships with other cities
- Supported the efforts of the Highway 52 Coalition for the benefit of the entire region
- Collaborated with the Santee Sheriff's Station to best serve the community and transitioned to a new Sheriff's Captain

### **FY 2020-21 Goals and Objectives**

- Continue to support City Council members in their role in representing the City's interests
- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation, and particularly through the COVID-19 pandemic
- Maintain short and long-term fiscal planning with emphasis on controlling costs and developing contingency plans in response to the COVID-19 pandemic
- Provide the City Council, public and media with accurate and timely information on matters related to City operations while adapting to new protocols and ways of doing business as a result of the COVID-19 pandemic
- Continue collaboration with the Santee Sheriff's and support a new Public Safety Center
- Work with staff and the private sector to construct a new theater in the Entertainment District, and pursue additional entertainment and hospitality venues
- Continue to pursue partnership opportunities for a Community Choice Aggregation (CCA) program that is mutually beneficial to all partners
- Continue to work with federal, state and local agencies to improve State Route 52
- Begin negotiations for a new law enforcement contract with the County Sheriff's Department
- Assist the City Council in determining future waste hauling options

**CITY OF SANTEE  
CITY MANAGER**

<b>General Government</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>City Manager 1001.05.1401</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 616,894	\$ 658,360	\$ 642,680
Operations & Maintenance	87,817	36,900	31,500
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 704,711</u></b>	<b><u>\$ 695,260</u></b>	<b><u>\$ 674,180</u></b>

**SUMMARY OF FUNDED POSITIONS**

City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Confidential Secretary to City Manager/City Council	0.50	0.50	0.50
Administrative Secretary	<u>0.50</u>	<u>0.50</u>	<u>-</u>
<b>Total Positions</b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>2.50</u></b>



**CITY OF SANTEE  
CITY MANAGER**

<b>General Government</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>City Manager 1001.05.1401</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 437,393	\$ 458,610	\$ 451,090
Overtime	50025	338	1,000	-
Sick Leave Buy Back	50036	473	470	500
Auto Allowance	50040	11,208	11,210	11,210
Technology Allowance	50042	1,200	1,200	1,200
Retirement - PERS	50050	44,733	46,580	50,610
Retirement - Unfunded Liability	50052	58,700	74,040	77,890
Deferred Compensation	50059	-	20,000	10,000
Medicare	50060	6,561	7,020	6,880
Health Insurance	50070	39,036	33,960	29,530
Dental Insurance	50071	2,722	2,600	2,240
OPEB Health	50072	12,910	-	-
Life Insurance	50075	649	670	620
Long Term Disability Insurance	50076	972	1,000	910
<b>Total Personnel</b>		<u>\$ 616,894</u>	<u>\$ 658,360</u>	<u>\$ 642,680</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 62,854	\$ 500	\$ -
Outreach and Education	51046	-	5,000	-
Subscriptions/Memberships	51104	8,241	8,800	8,800
Professional Development	51110	6,684	11,600	12,100
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	3,616	3,800	3,800
Postage	51122	67	100	100
Rentals/Leases - Office Equipment	51141	905	-	-
Materials & Supplies	51160	1,358	2,300	2,000
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maint - Equipment	51211	-	200	200
<b>Total Operations &amp; Maintenance</b>		<u>\$ 87,817</u>	<u>\$ 36,900</u>	<u>\$ 31,500</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 704,711</u></u>	<u><u>\$ 695,260</u></u>	<u><u>\$ 674,180</u></u>

**CITY OF SANTEE  
CITY MANAGER**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This appropriation provides funding for an annual Executive Management Team planning workshop.</p>	\$ 62,854	\$ 500	\$ -
<p><b>Outreach and Education</b></p> <p>This account provides funding to improve communication to our residents, including public awareness and education regarding issues facing our City and topics of concern to our residents.</p>	-	5,000	-
<p><b>Subscriptions/Memberships</b></p> <p>This appropriation provides for annual membership dues for the International City/County Management Association (ICMA), California Park &amp; Recreation Society (CPRS), National Recreation &amp; Park Association (NRPA), International Council of Shopping Centers (ICSC), and CleanTECH San Diego. It also provides funds for an annual subscription to the San Diego Union Tribune.</p>	8,241	8,800	8,800
<p><b>Professional Development</b></p> <p>This appropriation provides funds for the City Manager and Assistant to the City Manager to attend annual conferences and monthly meetings with the International City/County Management Association (ICMA), League of California Cities, and the City/County Management Association (CCMA). It also provides funds for department staff to attend other meetings, seminars and workshops which are valuable to the department and the City.</p>	6,684	11,600	12,100
<p><b>Printing &amp; Duplicating</b></p> <p>This account provides for general department printing needs, including business cards, stationery and special reports.</p>	-	100	100
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funding for telephone, fax, cable, internet and cellular charges associated with the City Manager's Office.</p>	3,616	3,800	3,800
<p><b>Postage</b></p> <p>This account provides funding for all mailings and official correspondence of the City Manager's Office.</p>	67	100	100
<p><b>Rentals/Leases - Office Equipment</b></p> <p>This appropriation provides for the City Manager's portion of the annual lease payment, copy charges and maintenance of the department copy machine.</p>	905	-	-
<p><b>Materials &amp; Supplies</b></p> <p>This account provides for the purchase of office supplies and miscellaneous materials.</p>	1,358	2,300	2,000

**CITY OF SANTEE  
CITY MANAGER**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
City Manager 1001.05.1401	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Electricity &amp; Gas</b> This account provides for the cost of gas and electricity allocated to the City Manager's Office.	\$ 4,092	\$ 4,500	\$ 4,400
<b>Repair/Maint - Equipment</b> This appropriation provides for the City Manager's portion of the annual citywide maintenance agreement for the department copy machine.	-	200	200
<b>Total Operations &amp; Maintenance</b>	\$ 87,817	\$ 36,900	\$ 31,500



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## **CITY OF SANTEE**

### **CITY MANAGER – ECONOMIC DEVELOPMENT**

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#### **Program Description**

The Economic Development Division is responsible for implementing programs and activities that promote business recruitment, expansion and retention to enhance the community's local economic and employment opportunities. The Division also develops promotional materials and strategies to attract commercial development activity and economic investment.

#### **FY 2019-20 Accomplishments**

- Provided outreach, support and informational resources to local businesses in response to the COVID-19 pandemic
- In collaboration with the Finance Department and Development Services, initiated the “Support Our Santee” program to provide relief and assistance to residents and businesses experiencing hardships as a result of the economic impacts due to COVID-19
- Conducted a comprehensive branding study with community and stakeholder input to develop a new City brand and logo, which was approved and adopted by City Council
- Created a new Marketing Coordinator position to assist with economic development activities and citywide marketing efforts in conjunction with the new City brand and logo
- Established and adopted citywide brand standards for use of the new City logo and brand
- Began planning for the City of Santee’s 40th Birthday in December 2020
- Expanded the Business Visitation Program to solicit feedback from local businesses on business priorities, commercial space needs and economic conditions
- Assisted the Development Services Department in creating an Entertainment District for the City within the Town Center area
- Collaborated with the Envision Santee Committee to develop an initial economic development strategic plan to expand marketing and outreach efforts, promote retention of local businesses, and attract new businesses and targeted industries to Santee
- Marketed the City at the International Council of Shopping Centers (ICSC) conference in Los Angeles
- Continued to provide administrative support to the Community Development Commission Successor Agency Oversight Board

#### **FY 2020-21 Goals and Objectives**

- Continue implementation of the City’s new logo and brand to improve and expand outreach efforts, marketing strategies and economic development opportunities
- Resume planning and preparation of the City of Santee’s 40th Birthday in December 2020
- Continue to support the recovery and revitalization of local businesses impacted by the current pandemic
- Finalize and implement an economic development strategic plan
- Further pursue targeted recruitment strategies to attract breweries, craft distilleries, wineries, restaurants and other entertainment and hospitality related industries to key areas of the City, including the Entertainment District the Prospect Avenue corridor
- Promote tourism for the City, highlighting the trail system, Entertainment District, Santee Lakes, Sportsplex USA, arts and shopping venues

**CITY OF SANTEE  
CITY MANAGER - ECONOMIC DEVELOPMENT**

<b>CITY MANAGER</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Economic Development 1001.05.1402</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 163,141	\$ 241,330	\$ 306,200
Operations & Maintenance	32,894	57,750	16,050
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 196,035</u></u>	<u><u>\$ 299,080</u></u>	<u><u>\$ 322,250</u></u>

**SUMMARY OF FUNDED POSITIONS**

Economic Development Manager	1.00	1.00	1.00
Marketing Coordinator	<u>-</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>1.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

**CITY OF SANTEE**  
**CITY MANAGER - ECONOMIC DEVELOPMENT**

<b>CITY MANAGER</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Economic Development 1001.05.1402</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 107,616	\$ 172,250	\$ 205,830
Retirement - PERS	50050	13,126	20,740	27,160
Retirement - Unfunded Liability	50052	14,720	17,460	35,540
Medicare	50060	-	870	1,350
Health Insurance	50070	16,616	27,630	33,520
Dental Insurance	50071	923	1,610	1,900
OPEB Health	50072	9,610	-	-
Life Insurance	50075	102	180	210
Long Term Disability Insurance	50076	372	590	690
Workers' Compensation Insurance	50080	56	-	-
<b>Total Personnel</b>		<b>\$ 163,141</b>	<b>\$ 241,330</b>	<b>\$ 306,200</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 27,521	\$ 14,760	\$ -
Outreach and Education	51046	\$ -	\$ -	\$ 2,500
Subscriptions/Memberships	51104	2,058	2,300	1,000
Professional Development	51110	364	1,000	6,000
Printing & Duplicating	51120	136	200	200
Telephone & Fax	51121	617	700	1,400
Postage	51122	-	50	50
Promotional Activities	51131	228	2,000	2,000
City Branding	51135	-	35,240	-
Rentals/Leases - Office Equipment	51141	907	-	-
Materials & Supplies	51160	41	200	500
Electricity & Gas	51180	1,023	1,100	2,200
Repair/Maint - Equipment	51211	-	200	200
<b>Total Operations &amp; Maintenance</b>		<b>\$ 32,894</b>	<b>\$ 57,750</b>	<b>\$ 16,050</b>
<b>Grand Total</b>		<b>\$ 196,035</b>	<b>\$ 299,080</b>	<b>\$ 322,250</b>

**CITY OF SANTEE  
CITY MANAGER - ECONOMIC DEVELOPMENT**

CITY MANAGER	FY 2018-19	FY 2019-20	FY 2020-21
Economic Development 1001.05.1402	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>The FY 2018-19 expenditures were mostly attributable to work on the Citywide Branding Campaign through a professional services agreement, with ancillary costs for consultant services to finalize a theater agreement. The FY 2019-20 appropriation provides funding to continue and finalize the Branding Campaign.</p>	\$ 27,521	\$ 14,760	\$ -
<p><b>Outreach and Education</b></p> <p>This account provides funding to support the Business Visitation Program to solicit feedback from local businesses, and to promote public awareness and education regarding issues facing our City and topics of concern to residents and businesses.</p>	-	-	2,500
<p><b>Subscriptions/Memberships</b></p> <p>This appropriation provides funding for annual agency and employee memberships with the International Council of Shopping Centers (ICSC); annual membership with the City-County Communications &amp; Marketing Association (3CMA); and an annual survey monkey subscription for the City.</p>	2,058	2,300	1,000
<p><b>Professional Development</b></p> <p>This account provides funds to attend trainings, conferences and meetings that support economic development activities, including the International Council of Shopping Centers (ICSC) conference; the City-County Communications &amp; Marketing Association (3CMA) conference; and Santee Chamber meetings.</p>	364	1,000	6,000
<p><b>Printing &amp; Duplicating</b></p> <p>This account provides for copying and printing services for promotional brochures and fliers, business cards and special reports.</p>	136	200	200
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funding for telephone, cable and internet charges associated with economic development.</p>	617	700	1,400
<p><b>Postage</b></p> <p>This account provides funding for mailings and correspondence for economic development purposes.</p>	-	50	50
<p><b>Promotional Activities</b></p> <p>This account provides funding to promote and market the City, including attendance at the International Council of Shopping Centers (ICSC) convention, and hosting a Government Day in Santee.</p>	228	2,000	2,000



**CITY OF SANTEE  
CITY MANAGER - ECONOMIC DEVELOPMENT**

CITY MANAGER Economic Development 1001.05.1402	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>City Branding</b> This appropriation provides funding to support activities related to the implementation of the City's new brand and logo, and events, services and materials in support of the City's 40th anniversary of incorporation in 2020.	\$ -	\$ 35,240	\$ -
<b>Rentals/Leases - Office Equipment</b> This appropriation provides for a share of the annual lease payment, copy charges and maintenance of the department copy machine.	907	-	-
<b>Materials &amp; Supplies</b> This account provides for the purchase of supplies and promotional materials for economic development activities and events.	41	200	500
<b>Electricity &amp; Gas</b> This account provides for the cost of gas and electricity allocated to the Economic Development division.	1,023	1,100	2,200
<b>Repair/Maint - Equipment</b> This appropriation provides for a portion of the annual citywide maintenance agreement for the department copy machine related to Economic Development activities.	-	200	200
<b>Total Operations &amp; Maintenance</b>	<u>\$ 32,894</u>	<u>\$ 57,750</u>	<u>\$ 16,050</u>



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# CITY OF SANTEE

## CITY MANAGER – INFORMATION TECHNOLOGY

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### **Program Description**

The Information Technology (I.T.) Division oversees all of the City's technology and telecommunications needs, including administration of the City's network operating systems; installation, configuration, testing and maintenance of all hardware and software; day-to-day user support and technical troubleshooting; oversight of the Geographic Information System (GIS); and application support for the City website, the financial system and the Emergency Operations Center (EOC). Support is provided to over 125 users located at four City facilities.

### **FY 2019-20 Accomplishments**

- In response to the COVID-19 pandemic, initiated the following activities to allow the City to continue to provide essential services while meeting social distancing requirements:
  - Activated the City's Emergency Operations Center (EOC), and later activated a Virtual EOC, in coordination with the Fire Department
  - Launched virtual online City Council meetings, in coordination with the City Clerk's Office
  - Expanded video conferencing and teleconferencing capabilities for the City
  - Implemented secure remote computer access / telecommuting capabilities for all employees, in coordination with the Human Resources Department
- Assisted the Development Services Department in launching an upgraded Permitting and Land Management system to maximize use of the application
- Assisted the City Clerk's Office in launching the upgrade of the Council Chamber audio/visual system
- Implemented new Disaster Recovery backup software to improve network security
- Deployed a new Geographic Information System (GIS) portal to allow for direct public access to City data, including general plan and zoning information
- Expanded electronic data collection for GIS in the areas of stormwater and field inspections to more efficiently track and manage work
- Expanded the use of the City's SharePoint software to assist the Fire Department with tracking of Personal Protection Equipment, without having to purchase additional software

### **FY 2020-21 Goals and Objectives**

- Build on lessons learned as a result of the COVID-19 pandemic to proactively improve network performance and resiliency
- Continue to update and implement advanced security measures, including network infrastructure vulnerability testing and expanded disaster recovery plans; finalize the implementation of Fire Station 5 as City's physical disaster recovery location
- Assist with final testing and implementation of the automated Permitting and Land Management system
- Assist with finalization of the City Council Chamber audio/visual system upgrade
- Provide support for upgrade of the City's web page
- Continue research on additional opportunities to utilize SharePoint to create automated workflows and improve productivity
- Build on recent conference room hardware upgrades to improve video conferencing capabilities
- Update and further develop the City's I.T. policies to ensure the City's technology requirements are accurately addressed and documented

**CITY OF SANTEE**  
**CITY MANAGER - INFORMATION TECHNOLOGY**

<b>City Manager</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Information Technology 1001.00.1801</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 282,684	\$ 301,490	\$ 324,680
Operations & Maintenance	91,917	149,000	146,700
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 374,601</u></u>	<u><u>\$ 450,490</u></u>	<u><u>\$ 471,380</u></u>

**SUMMARY OF FUNDED POSITIONS**

Information Technology Manager	1.00	1.00	1.00
Information Systems Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>2.00</u></u>	<u><u>2.00</u></u>	<u><u>2.00</u></u>

**CITY OF SANTEE**  
**CITY MANAGER - INFORMATION TECHNOLOGY**

<b>City Manager Information Technology 1001.00.1801</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010 \$ 201,804	\$ 214,750	\$ 226,940
Overtime	50020 -	-	1,000
Retirement - PERS	50050 19,609	21,170	24,600
Retirement - Unfunded Liability	50052 25,670	33,650	39,180
Medicare	50060 2,926	3,110	3,300
Health Insurance	50070 27,874	27,270	28,120
Dental Insurance	50071 634	650	650
OPEB Health	50072 3,290	-	-
Life Insurance	50075 215	210	210
Long Term Disability Insurance	50076 662	680	680
<b>Total Personnel</b>	<b>\$ 282,684</b>	<b>\$ 301,490</b>	<b>\$ 324,680</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
Expert/Consulting Services	51040 \$ -	\$ 2,000	\$ 2,000
Subscriptions/Memberships	51104 130	300	300
Professional Development	51110 -	4,200	2,700
Telephone & Fax	51121 2,283	2,400	2,400
Postage	51122 -	-	-
Rentals/Leases - Buildings	51140 -	-	-
Materials & Supplies	51160 227	2,000	2,000
Electricity & Gas	51180 2,046	2,300	2,200
Software Maintenance & Licensing	51201 83,618	122,500	128,600
Repair/Maint - Equipment	51211 3,613	10,000	5,000
Minor Equipment	51361 -	3,300	1,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 91,917</b>	<b>\$ 149,000</b>	<b>\$ 146,700</b>
<b>CAPITAL OUTLAY COSTS</b>			
New I.T. Equipment	60013 \$ -	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 374,601</b>	<b>\$ 450,490</b>	<b>\$ 471,380</b>

**CITY OF SANTEE**  
**CITY MANAGER - INFORMATION TECHNOLOGY**

City Manager	FY 2018-19	FY 2019-20	FY 2020-21
Information Technology 1001.00.1801	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ -	\$ 2,000	\$ 2,000
This appropriation will provide for as-needed software/hardware consulting and troubleshooting services.			
<b>Subscriptions/Memberships</b>	130	300	300
This account provides memberships for I.T. staff with the Municipal Information Systems Association of California (MISAC), Southern Chapter.			
<b>Professional Development</b>	-	4,200	2,700
This appropriation provides funds to attend professional conferences, trainings and meetings to stay abreast of developments in the rapidly evolving I.T. field.			
<b>Telephone &amp; Fax</b>	2,283	2,400	2,400
This account provides funding for telephone, fax, cable and internet charges associated with the I.T. Division.			
<b>Materials &amp; Supplies</b>	227	2,000	2,000
This account provides funding to purchase various materials and supplies to support I.T. activities, the City's plotter, and Geographic Information System (GIS) equipment.			
<b>Electricity &amp; Gas</b>	2,046	2,300	2,200
This account provides for the cost of gas and electricity allocated to the I.T. Division.			
<b>Software Maintenance &amp; Licensing</b>	83,618	122,500	128,600
This account provides for the annual licensing, maintenance and support costs for all the City's software needs, including security and anti-virus software, ArcGIS software, AutoCAD software, third party website hosting and maintenance, a third party property information database, as well as the City's financial management and business licensing systems, and network risk assessment software.			

**CITY OF SANTEE  
CITY MANAGER - INFORMATION TECHNOLOGY**

City Manager Information Technology 1001.00.1801	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Equipment</b>	\$ 3,613	\$ 10,000	\$ 5,000
This appropriation provides for the repair, maintenance and/or replacement of I.T. assets that are no longer under warranty or eligible for replacement under the City's replacement program. This may include computer and printer repairs, hard drives, keyboards, re-build kits, and other computer peripherals or software.			
<b>Minor Equipment</b>	-	3,300	1,500
Purchase of tablets for use by public services, engineers, inspectors, stormwater and code compliance to allow employees to capture assets and data while working in the field and keep the City's GIS database updated in real time.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 91,917</u>	<u>\$ 149,000</u>	<u>\$ 146,700</u>



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## **CITY OF SANTEE ANIMAL CONTROL**

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### **Mission Statement**

To provide animal control services for the City of Santee through a contractual agreement with the San Diego Humane Society in order to protect the health, safety and welfare of people and animals.

### **Program Description**

The San Diego Humane Society provides two fundamental services for the City: 1) shelter and care of domestic animals; and 2) enforcement of animal laws and public protection. Other services include patrol and investigation of animal violations; investigation of barking dog complaints; dog licensing; vaccination clinics; pet adoption; lost and found services; microchip pet identification; spay and neuter programs; humane euthanasia and after care services; and animal behavior, training and education classes.

The Humane Society also helps people keep their pets by providing essential services and support to low-income pet families through the PAWS San Diego program; provides emergency response and evacuation assistance during disasters; offers a variety of youth programs; and works to improve the quality of life for local wildlife and the community as the primary resource for animal rehabilitation and conservation education through their Project Wildlife program.

**CITY OF SANTEE  
ANIMAL CONTROL SERVICES**

General Government Animal Control Services 1001.00.2301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 424,804	\$ 424,810	\$ 435,000
	<hr/>	<hr/>	<hr/>
<b>Total</b>	<u>\$ 424,804</u>	<u>\$ 424,810</u>	<u>\$ 435,000</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

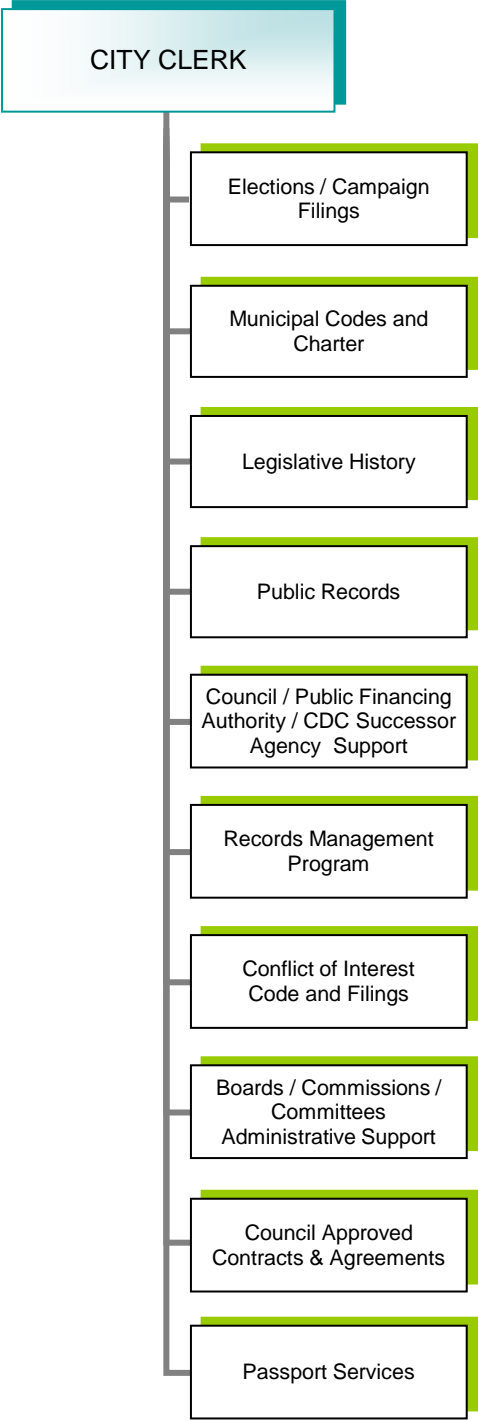
<b>Contract Services - Animal Control</b>	51154	\$ 424,804	\$ 424,810	\$ 435,000
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This account provides funds for animal control services through an agreement with the San Diego Humane Society for the shelter and care of domestic animals; enforcement of animal laws and public protection; as well as the rehabilitation, conservation and education of local wildlife.

<b>Total Operations &amp; Maintenance</b>	<u>\$ 424,804</u>	<u>\$ 424,810</u>	<u>\$ 435,000</u>
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**CITY OF SANTEE  
CITY CLERK**

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# CITY OF SANTEE

## CITY CLERK

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### **Mission Statement**

The City Clerk's Office promotes community involvement and awareness, and supports City Council and staff by coordinating the legislative process, administering City elections, and managing City records with integrity, accuracy, impartiality, and professionalism.

### **Program Description**

The City Clerk is appointed by the City Council and performs duties as outlined in the Santee Municipal Code, City Charter, California Government Code and California Election Code. The City Clerk's Office is responsible for the preparation of the City Council agendas, maintaining the legislative history by accurately recording and documenting Council actions in official minutes, resolutions and ordinances; and oversees the citywide records management program. As the Election Official, the City Clerk is responsible for the administration of all general and special municipal elections, and as the Filing Officer, receives Campaign Disclosure Filings and Statements of Economic Interest in accordance with the Political Reform Act. This office also receives and responds to all subpoenas and requests for public information, maintains the Santee Municipal Code and receives and publicly opens bids for City goods and services.

### **FY 2019-20 Accomplishments**

- Passport program has served over 700 customers this fiscal year
- Initiated the Council Chamber Audio/Visual Upgrade project which will also enable the City to livestream City Council meetings. This project will be primarily funded with PEG fees that the City is now collecting
- Updated the Candidates' Handbook/Guide with the new City logo for the November 2020 Municipal Election
- Implemented the NetFile system for all Form 700 filers, State filers and campaign disclosure statements making the process easier for filers, the City and the public when reviewing and requesting documents
- Completed audit of records database to correct misfiled records
- Held the City's first virtual meeting due to the pandemic and updated all templates and the website to keep citizens and staff informed

### **FY 2020-21 Goals and Objectives**

- Implement a new Agenda Management software to allow for better control of routing documents in the preparation of City Council meeting agendas
- Provide for the completion of the Council Chamber Audio/Visual Upgrade project by December 2020 in time for the Oath of Office
- Respond to requests for public records and information within the California Public Records Act legal guidelines
- Administer provisions of the Political Reform Act; Conflict of Interest and Campaign filings
- Coordinate training and receive AB1234 Ethics Training certificates per Fair Political Practices Commission's regulations
- Update the Records Retention Schedule to ensure consistency with government codes
- Administer the second by-district Municipal Election to fill two Council seats and the Mayoral seat in November 2020 and complete the transition to district-based elections
- Update the City's Conflict of Interest Code to include new position classifications, delete reference to positions that have been abolished, and revise disclosure categories as needed

**CITY OF SANTEE  
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 307,037	\$ 336,420	\$ 366,600
Operations & Maintenance	90,910	84,550	73,700
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 397,947</u></u>	<u><u>\$ 420,970</u></u>	<u><u>\$ 440,300</u></u>

**SUMMARY OF FUNDED POSITIONS**

City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	-	-
Assistant City Clerk	-	1.00	1.00
Administrative Secretary	<u>0.50</u>	<u>0.50</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>3.00</u></u>

**CITY OF SANTEE  
CITY CLERK**

<b>General Government City Clerk 1001.00.1301</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010 \$ 192,573	\$ 216,640	\$ 243,480
Salaries & Wages - Part Time	50020 12,800	12,780	-
Overtime	50025 2,992	3,400	1,700
Auto Allowance	50040 4,200	4,200	4,200
Retirement - PERS	50050 15,052	17,010	20,920
Retirement - Unfunded Liability	50052 26,510	33,950	42,040
Retirement - Part Time	50055 480	480	-
Medicare	50060 3,082	3,440	3,610
Health Insurance	50070 41,727	40,870	46,630
Dental Insurance	50071 2,605	2,720	3,020
OPEB Health	50072 4,110	-	-
Life Insurance	50075 252	260	310
Long Term Disability Insurance	50076 654	670	690
<b>Total Personnel</b>	<b>\$ 307,037</b>	<b>\$ 336,420</b>	<b>\$ 366,600</b>
<b>OPERATION &amp; MAINTENANCE COSTS</b>			
Expert/Consulting Services	51040 \$ -	\$ 1,450	\$ 4,000
Subscriptions/Memberships	51104 614	1,000	1,000
Professional Development	51110 6,799	4,500	6,000
Printing & Duplicating	51120 699	1,500	1,500
Telephone & Fax	51121 2,653	2,800	2,800
Postage	51122 5,406	4,500	4,500
Advertising	51123 3,297	7,500	6,000
Election Expense	51124 47,335	16,000	16,000
Rentals/Leases - Buildings	51140 8,425	9,000	9,000
Rentals/Leases - Office Equipment	51141 4,269	6,000	6,000
Materials & Supplies	51160 2,798	4,000	4,000
Electricity & Gas	51180 3,581	4,000	3,900
Software Maintenance & Licensing	51201 -	13,300	-
Repair/Maint - Equipment	51211 5,035	9,000	9,000
<b>Total Operation &amp; Maintenance</b>	<b>\$ 90,910</b>	<b>\$ 84,550</b>	<b>\$ 73,700</b>
<b>Grand Total</b>	<b>\$ 397,947</b>	<b>\$ 420,970</b>	<b>\$ 440,300</b>

**CITY OF SANTEE  
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATION & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b> This account provides for expert and consultant services in the area of elections and operations.</p>	\$ -	\$ 1,450	\$ 4,000
<p><b>Subscriptions/Memberships</b> This appropriation will provide for memberships including: International Institute of Municipal Clerks, California City Clerk's Association, San Diego County City Clerks Association, and National Notary Association. These memberships provide current and valuable information through education, support, and communication.</p>	614	1,000	1,000
<p><b>Professional Development</b> This account provides for attendance at selected professional association meetings, conferences and seminars. These include New Law &amp; Election Seminar, Southern California City Clerks Association Quarterly Meetings, SD County City Clerks Meetings, SD County Deputy City Clerks Association Meetings, and CCAC's Nuts &amp; Bolts Training. Points are earned towards the Certified and Master Municipal Clerk designations with each attendance.</p>	6,799	4,500	6,000
<p><b>Printing &amp; Duplicating</b> Printing and binding costs incurred in the duplication of City Council/CDC Successor Agency/Public Financing Authority agenda materials and documents, Boards, Commission &amp; Committee handbooks and applications, pamphlets, claim forms, public records request forms, engraving, the full share of the central copy machine supplies used by various departments, and other informational material. Scanning and imaging of City documents is also paid from this account.</p>	699	1,500	1,500
<p><b>Telephone &amp; Fax</b> This appropriation will fund the cost of telephone and the fax machine.</p>	2,653	2,800	2,800
<p><b>Postage</b> This account covers the costs of mailing City forms and correspondence, City Council agendas, legal documents, requests for information, policy and organizational materials. This account also covers the cost of the annual maintenance agreement for the postage machine and meter.</p>	5,406	4,500	4,500

**CITY OF SANTEE  
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATION & MAINTENANCE COSTS (Continued)**

<p><b>Advertising</b></p> <p>This amount will provide for legal publication of certain Resolutions and Ordinances as required by law, public hearing notices, and advertisements.</p>	\$ 3,297	\$ 7,500	\$ 6,000
<p><b>Election Expense</b></p> <p>The FY 2020-21 covers half of the estimated cost to conduct the City's Regular November 2020 election for the Mayor and two Council Member seats. Costs include an Oath of Office ceremony, Candidate Handbooks, forms, printing, the Martin &amp; Chapman Election Handbook and supplies related to candidate filings and future election planning. This account also covers required printing, publishing, and posting of the ballot pamphlet in five languages, canvassing of votes and providing certified election results.</p>	47,335	16,000	16,000
<p><b>Rentals/Leases - Buildings</b></p> <p>This appropriation provides the allocation for high security, off-site city-wide storage, retrieval, and destruction of records/boxes.</p>	8,425	9,000	9,000
<p><b>Rentals/Leases - Office Equipment</b></p> <p>The FY 2020-21 appropriation includes the cost for the lease of a new postage machine.</p>	4,269	6,000	6,000
<p><b>Materials &amp; Supplies</b></p> <p>This appropriation provides for: 1) office supplies, including laser printer cartridges, stationery, copier supplies, public noticing supplies, records management materials and other miscellaneous office supplies; 2) books; and 3) materials and supplies, covering a wide variety of items needed ranging from gavels, agenda binders, special forms and plaques, meeting name signs, binders and folders, flags, record boxes, etc. This account also covers the supplies and support for City Council meetings and workshops.</p>	2,798	4,000	4,000
<p><b>Electricity &amp; Gas</b></p> <p>This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.</p>	3,581	4,000	3,900
<p><b>Software Maintenance &amp; Licensing</b></p> <p>This appropriation provides for an Agenda Management Software: Meeting Manager Pro, unlimited support, unlimited users, training sessions and storage for meeting related content.</p>	-	13,300	-



**CITY OF SANTEE  
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATION & MAINTENANCE COSTS (Continued)**

<b>Repair &amp; Maintenance - Equipment</b>	\$ 5,035	\$ 9,000	\$ 9,000
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This amount provides for the Department's share of the City's pooled copier maintenance agreement, repair and maintenance of the department's printers, scanner, reader/printer microfilm machine, fax and date/time stamp machine. Also included in this account is the annual fee for web posting & updating of the Municipal Code (both paper and electronic versions) and the annual cost of software maintenance, support and upgrades for the City's Document Imaging System.

<b>Total Operations and Maintenance</b>	\$ 90,910	\$ 84,550	\$ 73,700
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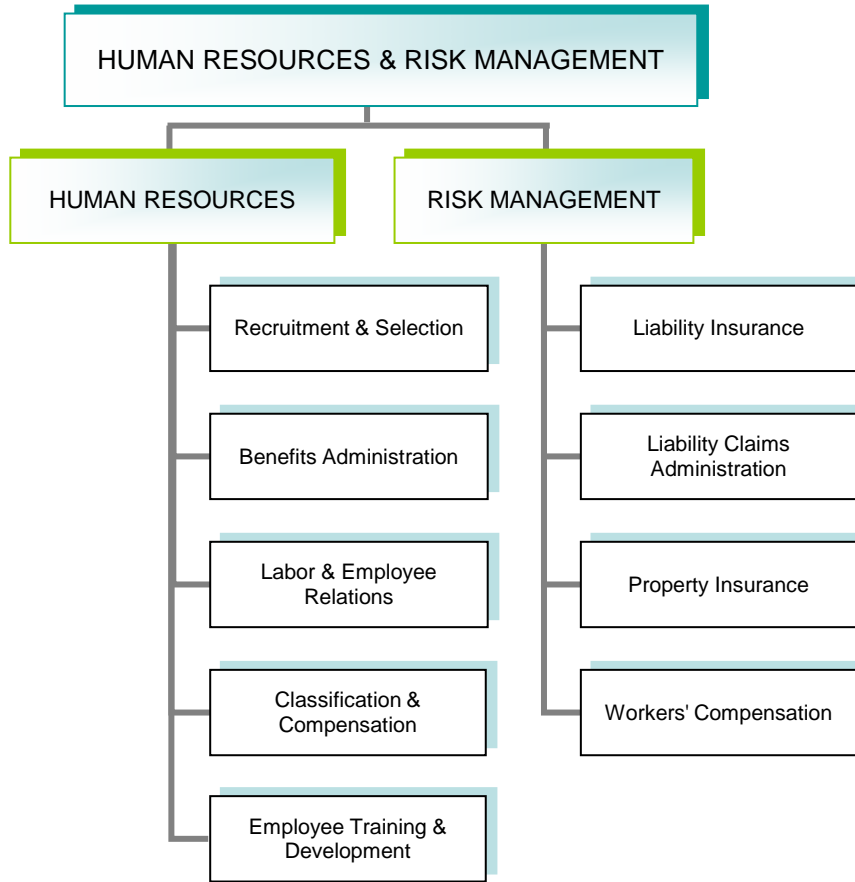


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# CITY OF SANTEE

## HUMAN RESOURCES & RISK MANAGEMENT

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**CITY OF SANTEE**  
**HUMAN RESOURCES AND RISK MANAGEMENT SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Human Resources	\$ 501,097	\$ 552,860	\$ 518,820
Risk Management	<u>530,112</u>	<u>604,550</u>	<u>\$ 624,140</u>
<b>Total</b>	<b><u>\$ 1,031,209</u></b>	<b><u>\$ 1,157,410</u></b>	<b><u>\$ 1,142,960</u></b>
<b>SUMMARY OF FUNDED POSITIONS</b>			
Human Resources	3.00	3.00	3.00
Risk Management	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>

# CITY OF SANTEE

## HUMAN RESOURCES & RISK MANAGEMENT

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### **Mission Statement**

We recruit exceptional individuals, provide professional development to employees, and foster respectful labor relations.

### **Program Description**

The Human Resources and Risk Management Department is responsible for the City's recruitment and selection process, classification and compensation plan, benefits administration, labor and employee relations, employee training and development and risk management functions including liability and property insurance, workers' compensation, general liability claims and loss control.

### **FY 2019-20 Accomplishments**

- Partnered with departments to innovate recruitment processes for positions like Firefighter Paramedic which resulted in a record number (12) of qualified candidates hired from one list.
- Implemented a targeted recruitment advertising strategy to reach diverse groups
- Produced and deployed an advertising video for Community Services Department recruitments
- Implemented a competency-based performance management program for all City employees
- Implemented digital signatures and electronic versions of various forms
- Delivered enhanced training courses and supervisor resources
- Provided ongoing consultation to departments on policy and employee relations
- Promoted professional development through participation in regional training and supervisor resources
- Coordinated onsite flu and measles vaccinations
- In response to the COVID-19 pandemic: Created policies and procedures in compliance with various Federal, State, and County Orders; Successfully negotiated the terms of a side letter with the Santee Firefighters' Association; Emergency Operations Center Activation Team
- Continued to facilitate City/County Risk Management Association to share best practices
- Implemented an employee wellness program targeting physical, mental, and financial wellness with an overall strategy of fostering employee engagement

### **FY 2020-21 Goals and Objectives**

- Continue to evaluate and implement operational improvements that result in efficiencies and leverage technology to innovate departmental functions.
- Develop a customer service program engaging employees across departments
- Continue support of City branding through recruitment efforts
- Collaborate with the City Attorney's Office to complete additional compliance and policy revisions
- Support ongoing positive employee/employer relations
- Explore opportunities to expand HR/Risk Department services at zero net cost

**CITY OF SANTEE  
HUMAN RESOURCES**

<b>General Government Human Resources 1001.01.1601</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 455,597	\$ 485,490	\$ 457,480
Operations & Maintenance	45,500	67,370	61,340
Capital Outlay	-	-	-
<b>Grand Total</b>	<b>\$ 501,097</b>	<b>\$ 552,860</b>	<b>\$ 518,820</b>

**SUMMARY OF FUNDED POSITIONS**

Director of Human Resources & Risk Management	1.00	-	-
Director of Human Resources	-	1.00	1.00
Confidential Senior Human Resources Analyst	1.00	-	-
Senior Human Resources Analyst	-	1.00	1.00
Confidential Human Resources & Risk Management Technician	1.00	-	-
Human Resources Technician	-	1.00	1.00
<b>Total Positions</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**CITY OF SANTEE  
HUMAN RESOURCES**

<b>General Government Human Resources 1001.01.1601</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010 \$ 315,275	\$ 340,940	\$ 304,990
Salaries & Wages - Part Time	50020 17,469	18,080	20,740
Auto Allowance	50040 4,200	4,200	4,200
Retirement - PERS	50050 27,622	29,560	29,060
Retirement - PERS EPMC	50051 -	-	-
Retirement - Unfunded Liability	50052 44,230	52,710	52,660
Retirement - Part Time	50055 31	150	160
Medicare	50060 4,886	5,280	4,780
Health Insurance	50070 25,906	31,060	37,080
Dental Insurance	50071 1,869	2,250	2,610
OPEB Health	50072 12,900	-	-
Life Insurance	50075 298	310	310
Long Term Disability Insurance	50076 911	950	890
<b>Total Personnel</b>	<b>\$ 455,597</b>	<b>\$ 485,490</b>	<b>\$ 457,480</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
Employee Assistance Program	51013 \$ 3,243	\$ 3,570	\$ 3,510
Technical Personnel Services	51014 15,991	2,500	2,500
Tuition Reimbursement	51015 3,500	12,000	12,000
Expert/Consulting Services	51040 6	13,000	8,800
Subscriptions/Memberships	51104 1,894	2,050	1,880
Professional Development	51110 4,531	4,500	4,500
Printing & Duplicating	51120 -	300	200
Telephone & Fax	51121 2,863	3,000	3,000
Postage	51122 53	100	100
Advertising	51123 1,200	4,300	4,350
Rentals/Leases - Office Equipment	51141 2,401	-	-
Materials and Supplies	51160 3,485	5,000	4,500
Wellness Program	51169 -	8,650	4,000
Recognition Program	51170 2,241	2,900	2,400
Electricity & Gas	51180 4,092	4,500	4,400
Software Maintenance & Licensing	51201 -	-	4,000
Repair/Maint - Equipment	51211 -	1,000	1,200
<b>Total Operations &amp; Maintenance</b>	<b>\$ 45,500</b>	<b>\$ 67,370</b>	<b>\$ 61,340</b>
<b>Grand Total</b>	<b>\$ 501,097</b>	<b>\$ 552,860</b>	<b>\$ 518,820</b>

**CITY OF SANTEE  
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<p><b>Employee Assistance Services</b></p> <p>The Employee Assistance Program (EAP) is an employer provided resource for the personal and professional well-being of its employees. Employees can obtain confidential, professional assistance when facing family, financial, legal or personal situations that may impact job performance. EAP also provides for City-wide debriefs or counseling following major, critical incidents.</p>	\$ 3,243	\$ 3,570	\$ 3,510
<p><b>Technical Personnel Services</b></p> <p>This account funds pre-employment background and medical testing.</p>	15,991	2,500	2,500
<p><b>Tuition Reimbursement</b></p> <p>This program reimburses employees for qualifying expenses to support professional growth through continuing education.</p>	3,500	12,000	12,000
<p><b>Expert/Consulting Services</b></p> <p>(CCPA) Training Consortium which provides important employee training throughout the year at a substantial savings. Other personnel services paid from this account include the annual fee for the on-line recruitment system; validated standardized exams for recruitment testing; legal/outside professional services to assist with human resources functions; and unforeseen personnel related costs that may arise during the fiscal year.</p>	6	13,000	8,800
<p><b>Subscriptions &amp; Memberships</b></p> <p>This appropriation will provide for memberships in relevant Human Resources and Risk Management professional associations, as well as subscriptions to relevant publications.</p>	1,894	2,050	1,880
<p><b>Professional Development</b></p> <p>conferences and trainings to remain current on various legal mandates and developments in case law, public employment and industry trends in Human Resources and Risk Management.</p>	4,531	4,500	4,500
<p><b>Printing &amp; Duplicating</b></p> <p>This account provides for human resources related professional printing services.</p>	-	300	200
<p><b>Telephone &amp; Fax</b></p> <p>This appropriation will fund the cost of telephone, fax machine, and modem line charges.</p>	2,863	3,000	3,000



**CITY OF SANTEE  
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Postage</b> This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.	\$ 53	\$ 100	\$ 100
<b>Advertising</b> This account provides for publishing recruitment bulletins online and in professional publications.	1,200	4,300	4,350
<b>Rentals/Leases-Office Equipment</b> This account covers the cost for the lease and maintenance of the Xerox BW/color copier.	2,401	-	-
<b>Materials &amp; Supplies</b> This appropriation provides for office supplies, expenses incurred in administering interviews, testing and assessment centers, as well as supplies and expenses for special City meetings and workshops for employees.	3,485	5,000	4,500
<b>Wellness Program</b> This appropriation is funded by the CIGNA wellness fund to cover employee wellness program expenses such as employee events, educational workshops, incentive items and other related activities.	-	8,650	4,000
<b>Recognition Program</b> This appropriation funds the annual employee service awards program.	2,241	2,900	2,400
<b>Electricity &amp; Gas</b> This appropriation will fund the cost of electricity and gas.	4,092	4,500	4,400
<b>Software Maintenance &amp; Licensing</b> This appropriation covers the annual fee for the on-line recruitment system.	-	-	4,000
<b>Repair/Maint - Equipment</b> This appropriation will cover the department's share of the copier pooled maintenance agreement.	-	1,000	1,200
<b>Total Operations &amp; Maintenance</b>	<b>\$ 45,500</b>	<b>\$ 66,370</b>	<b>\$ 61,340</b>

**CITY OF SANTEE  
RISK MANAGEMENT**

General Government Risk Management 1001.01.1701	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 530,112	\$ 604,550	\$ 624,140
<b>Total</b>	<b>\$ 530,112</b>	<b>\$ 604,550</b>	<b>\$ 624,140</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Claims Administration	51033	\$ 16,112	\$ 22,000	\$ 21,600
Legal Defense	51034	91,256	100,000	100,000
Expert/Consulting Services	51040	4,924	6,250	6,580
Property Insurance	51301	76,342	95,100	91,220
Public Liability Insurance	51305	199,578	295,200	318,740
Awards & Indemnities	51310	141,900	86,000	86,000
Loss Control	51313	-	-	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 530,112</b>	<b>\$ 604,550</b>	<b>\$ 624,140</b>

## CITY OF SANTEE RISK MANAGEMENT

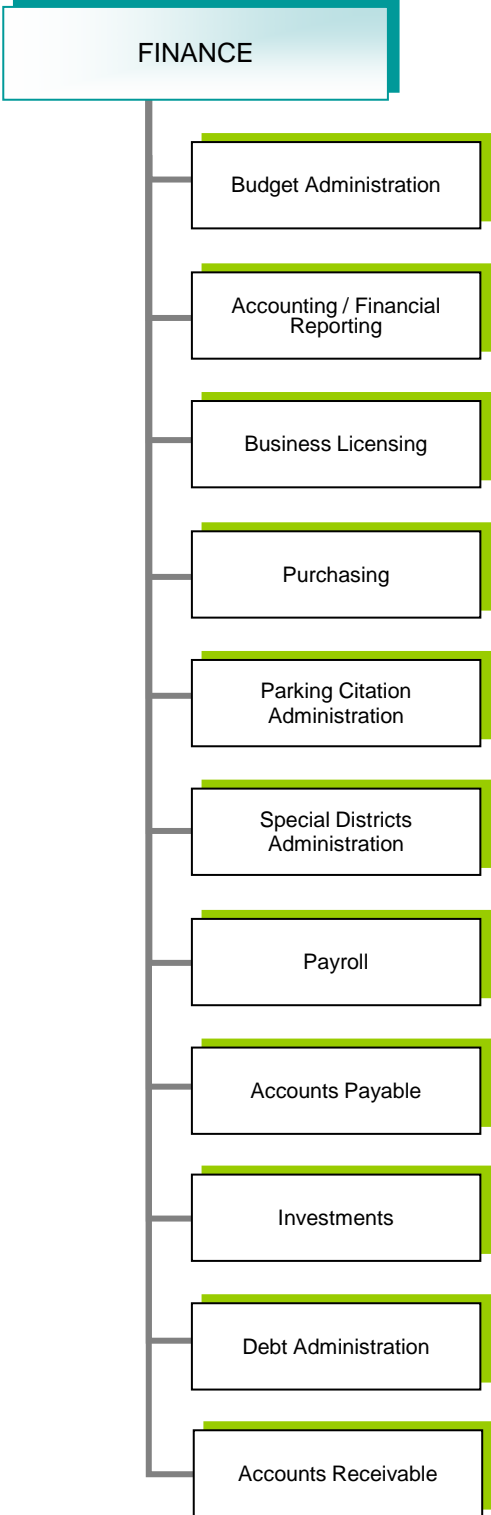
General Government Risk Management 1001.01.1701	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Claims Administration</b>	\$ 16,112	\$ 22,000	\$ 21,600
This appropriation funds the third party administrator for liability claims.			
<b>Legal Defense</b>	91,256	100,000	100,000
This appropriation represents an estimate of the legal defense costs in settling or dismissing claims against the City. Actual costs depend on the number and severity of claims filed.			
<b>Expert/Consulting Services</b>	4,924	6,250	6,580
This account funds OSHA required programs including Department of Transportation random drug testing, hearing conservation and chemical inventory. Also funds DMV license medical testing.			
<b>Property Insurance</b>	76,342	95,100	91,220
This appropriation provides insurance coverage for City owned properties and vehicles including fire trucks and engines, patch trucks, and other emergency/specialized vehicles. The City's regular fleet vehicles are self-insured.			
<b>Public Liability Insurance</b>	199,578	295,200	318,740
This appropriation funds the costs of municipal liability insurance for the City including brokerage, underwriting and administrative fees. A portion of this cost has been budgeted in the Emergency Medical budget of the Fire Department as it is reimbursed from CSA 69. Current liability coverage includes the reimbursement of defense costs and payment of litigated court settlements and awards beyond the City's self-insured retention (SIR). The City is a member of PRISM (formerly CSAC EIA) with an SIR of \$150,000 and excess coverage up to \$50 million.			
<b>Awards &amp; Indemnities</b>	141,900	86,000	86,000
This appropriation provides for awards and claim settlement payments which are estimated.			
<b>Loss Control</b>	-	-	-
This appropriation is funded by the CSAC EIA and LAWCX risk management subsidies to cover loss prevention related expenses such as the purchase of safety equipment, ergonomic equipment, contracting for inspections or specialized training, and expenses related to attending seminars, conferences and regional training.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 530,112</b>	<b>\$ 604,550</b>	<b>\$ 624,140</b>



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CITY OF SANTEE  
FINANCE

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# CITY OF SANTEE

## FINANCE

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### **Mission Statement**

We are dedicated to safeguarding City assets while providing sound fiscal management and excellent customer service to all citizens, the business community, and City employees. We accomplish budgetary planning, the investment of public funds, purchasing, accounting and business licensing with professionalism and integrity.

### **Program Description**

The Finance Department is responsible for the collection and investment of City monies, accounting and financial reporting, budget preparation and administration, debt administration, long-range fiscal planning, purchasing, business licensing, parking citation administration, payroll, accounts payable, accounts receivable, and capital asset inventory control.

### **FY 2019-20 Accomplishments**

- Received the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2019
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Conducted a City Council Workshop to identify and discuss future revenue needs and options
- Identified available resources that were used to make additional payments to reduce the City's unfunded retiree health liability
- Led the development of the City's FY 2020-21 Operating Budget and Capital Improvement Program for Fiscal Years 2020-2024
- Supported the City's Emergency Operations Center Finance and Logistics Sections during the COVID-19 pandemic response

### **FY 2020-21 Goals and Objectives**

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs and retiree health insurance costs
- Develop an enhanced long-range financial planning model to better assist the City in its long-range fiscal planning efforts
- Complete the entire Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2020 in-house
- Ensure the City maximizes federal and state reimbursement opportunities of eligible costs incurred as a result of the COVID-19 pandemic
- Continue to navigate and address the fiscal challenges faced by the City as a result of the economic impacts of the COVID-19 pandemic

**CITY OF SANTEE  
FINANCE**

<b>General Government Finance 1001.00.1501</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 1,029,130	\$ 1,084,980	\$ 1,131,270
Operations & Maintenance	139,888	223,350	198,070
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 1,169,017</u></b>	<b><u>\$ 1,308,330</u></b>	<b><u>\$ 1,329,340</u></b>

**SUMMARY OF FUNDED POSITIONS**

Director of Finance/Treasurer	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Confidential Accountant	1.00	1.00	1.00
Confidential Payroll Specialist	1.00	1.00	1.00
Procurement Specialist	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Account Clerk	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<b><u>8.00</u></b>	<b><u>8.00</u></b>	<b><u>8.00</u></b>

**CITY OF SANTEE  
FINANCE**

<b>General Government Finance 1001.00.1501</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 703,928	\$ 744,990	\$ 765,510
Salaries & Wages - Part Time	50020	4,170	13,860	16,100
Overtime	50025	14,209	15,000	12,000
Sick Leave Buy Back	50036	-	620	-
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	70,769	74,330	84,540
Retirement - Unfunded Liability	50052	96,540	116,830	132,180
Retirement - Part Time	50055	156	520	240
Medicare	50060	10,534	11,240	11,560
Health Insurance	50070	93,781	93,870	95,620
Dental Insurance	50071	6,523	6,490	6,270
OPEB Health	50072	21,120	-	-
Life Insurance	50075	794	840	840
Long Term Disability Insurance	50076	2,080	2,190	2,210
Unemployment Insurance	50081	324	-	-
<b>Total Personnel</b>		<u>\$ 1,029,130</u>	<u>\$ 1,084,980</u>	<u>\$ 1,131,270</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Accounting/Auditing	51010	\$ 36,020	\$ 45,100	\$ 44,650
Expert/Consulting Services	51040	46,066	107,410	70,420
Subscriptions/Memberships	51104	1,840	2,300	2,210
Professional Development	51110	5,617	10,050	10,000
Mileage Reimbursement	51112	57	100	100
Printing & Duplicating	51120	3,934	5,400	5,400
Telephone & Fax	51121	6,341	6,700	6,700
Postage	51122	5,003	5,200	5,200
Advertising	51123	179	350	350
Bank Fees	51150	19,096	24,790	36,690
Materials & Supplies	51160	3,604	4,700	4,800
Electricity & Gas	51180	8,184	9,100	9,100
Repair/Maint - Equipment	51211	3,949	2,150	2,450
<b>Total Operations &amp; Maintenance</b>		<u>\$ 139,888</u>	<u>\$ 223,350</u>	<u>\$ 198,070</u>
<b>Grand Total</b>		<u>\$ 1,169,017</u>	<u>\$ 1,308,330</u>	<u>\$ 1,329,340</u>



**CITY OF SANTEE  
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Accounting/Auditing</b>	<b>\$ 36,020</b>	<b>\$ 45,100</b>	<b>\$ 44,650</b>
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This appropriation will provide for independent financial statement audit services for the City, the Single Audit of federal awards and a franchise fee or transient occupancy tax audit. Also included is the preparation of the State Controller's Report of Financial Transactions, various demographic & statistical Information required for the Comprehensive Annual Financial Report ("CAFR") and the Government Finance Officers Association CAFR award application fee.

<b>Expert/Consulting Services</b>	<b>46,066</b>	<b>107,410</b>	<b>70,420</b>
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The FY 2020-21 appropriation will provide for the following contract services : property tax revenue analysis and reporting, sales tax revenue analysis and reporting, state mandated cost reimbursement claims, parking citation collection and administration, GASB 68 (pension) actuarial reporting, GASB 75 (OPEB) actuarial valuation, Worker's Compensation and Liability insurance actuarial, and long range financial model preparation

<b>Subscriptions/Memberships</b>	<b>1,840</b>	<b>2,300</b>	<b>2,210</b>
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This appropriation will provide for the following memberships: Government Finance Officers Association, California Municipal Treasurers Association, California Association of Public Purchasing Officers, the California Society of Municipal Finance Officers, and subscriptions for government and payroll updates.

<b>Professional Development</b>	<b>5,617</b>	<b>10,050</b>	<b>10,000</b>
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This appropriation provides for travel and attendance at professional association meetings, conferences, and seminars related to fiscal policy, management, governmental accounting and related issues. Included are costs related to the California Society of Municipal Finance Officers annual conference, Tyler Technologies Eden users annual conference, and the California Association of Public Purchasing Officers annual conference. Also included are the cost of miscellaneous professional association meetings, computer software application training and general professional development opportunities.

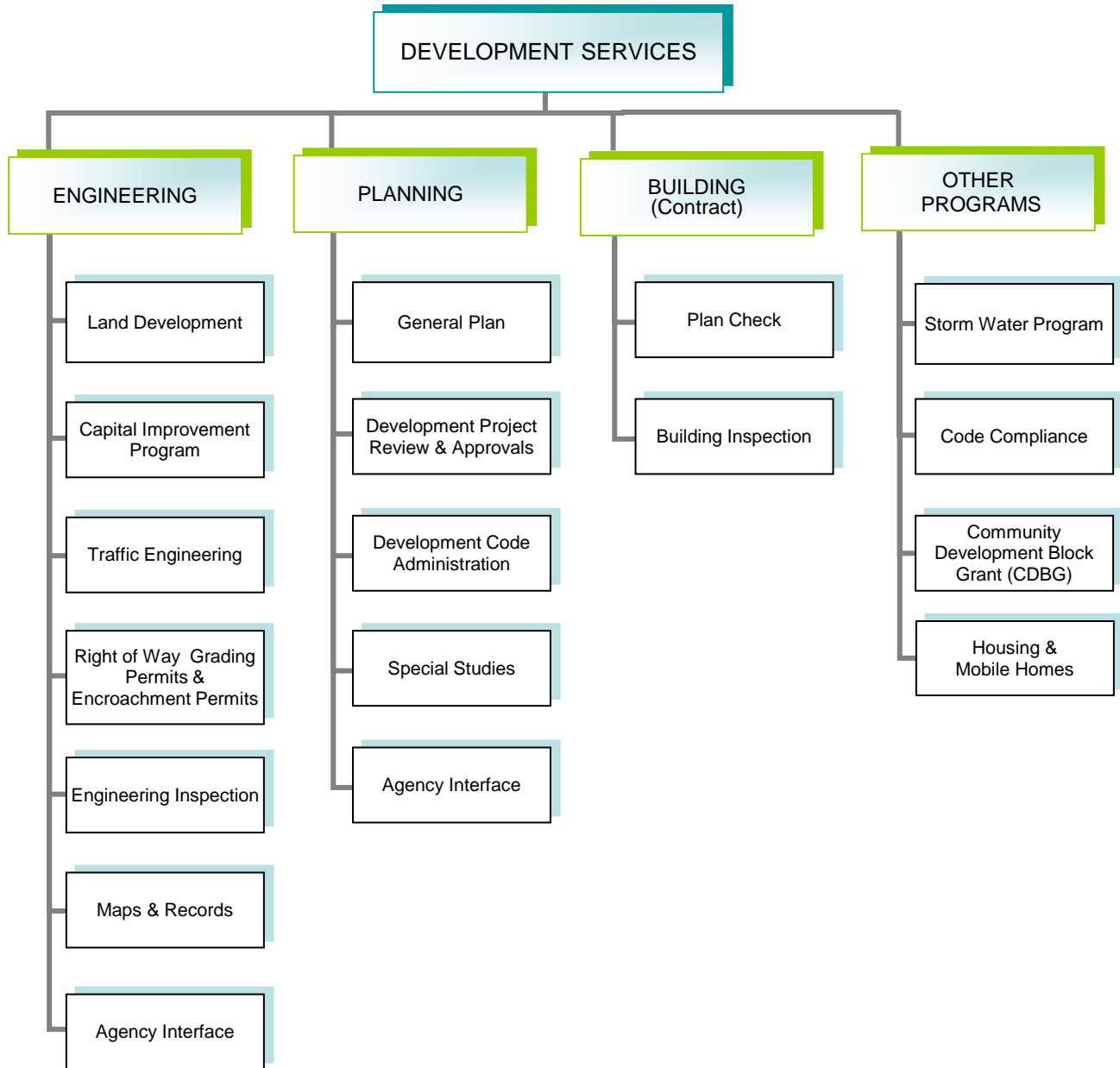
<b>Mileage Reimbursement</b>	<b>57</b>	<b>100</b>	<b>100</b>
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This appropriation will cover mileage reimbursement for use of personal vehicles while on City business.

**CITY OF SANTEE  
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Printing &amp; Duplicating</b>	\$ 3,934	\$ 5,400	\$ 5,400
This appropriation will provide for printing of budget documents, the annual financial report, checks, business license forms, receipt and tax forms, general document copying and computer paper.			
<b>Telephone &amp; Fax</b>	6,341	6,700	6,700
This appropriation will fund the cost of telephone and fax line charges for the department.			
<b>Postage</b>	5,003	5,200	5,200
This appropriation will fund the cost of mailing vendor payments, business license renewals and certificates and other department correspondence.			
<b>Advertising</b>	179	350	350
This appropriation will provide for advertising of formal bids and other required public notices.			
<b>Bank Fees</b>	19,096	24,790	36,690
This appropriation will fund the fees to process credit card transactions, including online transactions, and the cost of armored car pickup of daily cash deposits.			
<b>Materials &amp; Supplies</b>	3,604	4,700	4,800
This appropriation provides for materials and supplies as required for operations such as letterhead, envelopes, printer toner and ink, small office equipment and furniture.			
<b>Electricity &amp; Gas</b>	8,184	9,100	9,100
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.			
<b>Repair/Maintenance - Equipment</b>	3,949	2,150	2,450
This appropriation will fund small office equipment repair and maintenance, including the department's share of the copier pooled maintenance agreement.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 139,888</u>	<u>\$ 223,350</u>	<u>\$ 198,070</u>

# CITY OF SANTEE DEVELOPMENT SERVICES



**CITY OF SANTEE  
DEVELOPMENT SERVICES SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Engineering	\$ 2,166,252	\$ 2,311,390	\$ 2,387,130
Storm Water	183,442	197,170	202,320
Planning	971,882	1,297,780	1,319,660
Building	1,066,447	1,063,180	921,500
Code Compliance	120,748	153,810	143,200
<b>Total</b>	<b>\$ 4,508,771</b>	<b>\$ 5,023,330</b>	<b>\$ 4,973,810</b>

**SUMMARY OF FUNDED POSITIONS**

Engineering	12.40	12.40	12.40
Storm Water	1.00	1.00	1.00
Planning	6.40	6.40	6.40
Code Compliance	1.50	1.50	1.50
<b>Total</b>	<b>21.30</b>	<b>21.30</b>	<b>21.30</b>

# CITY OF SANTEE

## DEVELOPMENT SERVICES – ENGINEERING

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### **Mission Statement**

Guiding sustainable development through community partnership and excellence in service.

### **Program Description**

The Engineering Division has the responsibility for Capital Improvements Program (CIP) project programming and implementation, Land Development engineering activities, Traffic Engineering, utility coordination, and the preparation of special studies and reports for the City Council.

The Capital Improvement Program section is responsible for the planning, programming, bidding, award and construction of all new City parks, roads and City owned infrastructure, the large-scale maintenance, renovation and construction of City owned facilities, the coordination and management of emergency facility repairs, and performing construction inspections.

The Land Development section administers the Grading, Encroachment, Subdivision and Flood Damage Prevention Ordinances; provides public information on grading and encroachment permits; prepares and reviews grading and improvement plans, and administers the Storm Water Program.

The Traffic Engineering section is responsible for responding to and investigating citizen requests on traffic issues related to signage, striping, signal operation, traffic calming and improving traffic safety. The Traffic Engineering section is also responsible for maintenance of the City's street lights, traffic signals, street signage and roadway striping, carrying out traffic related projects, seeking grant funding, and traffic review for development projects.

The Engineering Division also provides support for projects and programs for the Community Services Department, provides information to outside agencies, administers all right of way encroachments, applies for and administers roadway and safety grants and has program responsibility for several other funds including Flood Control, Santee Roadway Lighting District, TransNet, Regional Transportation Congestion Improvement Program (RTCIP) and Gas Tax.

### **FY 2019-20 Accomplishments**

#### ***Capital Improvement Program (CIP)***

- Managed and completed the construction of two street paving projects totaling 46,000 square feet of pavement overlays, 1,155,150 square feet of slurry and chip sealing including Mast Blvd., 1,466 square feet of concrete sidewalk, 25 accessible pedestrian ramps, 115 feet of curb and gutter with the street work
- Completed the construction contract for the Corrugated Metal Pipe Storm Drains (CMP) Program at a final multiyear contract cost of \$1.72 million. Also completed the emergency repair of failed CMP storm drain on Santana Street.
- Continued the design and Caltrans right of way coordination of the SR-67 / Woodside Avenue Intersection Improvement project for a proposed round-about
- Bid, awarded and completed the construction of the City Hall Accessibility Upgrades Project
- Completed the construction and project management of the Mast Park Improvements project, with a total project cost of \$12.4 million. Also bid and awarded the Electric Vehicle Charging Station project as part of the Park improvements.
- Began design on three new projects: the Cuyamaca Street Right Turn Pocket Project, the grant funded Prospect Ave/Mesa Avenue Intersection Improvements and the Santee Lakes CMP Replacement Project

## **CITY OF SANTEE**

### **DEVELOPMENT SERVICES – ENGINEERING**

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- Completed the design and began construction on two new projects: Concrete Repairs Citywide, and Citywide Trash Diversion Project

#### ***Land Development***

- Provided plan review and construction oversight for grading and improvements required for the Lantern Crest Phase 3, East County Estates Subdivision, Prospect Fields Subdivision, Montivo Subdivision, Sharp Medical Office Building, Mission Gorge Multi-Family, River Village, Walker Trails Subdivision, Summit Avenue Subdivision, HPC Office Building, Cuyamaca Service Station, Tower Glass Industrial Building, Riverview at Town Center Multifamily condominium project, Weston public improvements, Weston Park and other approved land development projects
- Completed coordination and plan review for issuance of over 14 grading permits, 180 encroachment permits, several parcel/final maps, easements boundary adjustments, development permit applications, pre-applications and supported countless public inquiries/contacts at the community information counter, in addition to responding to storm water discharge complaints and spills

#### ***Traffic Engineering***

- Re-stripped approximately five miles of arterial and collector roadways, along with 10,000 feet of red curbs and 6,000 feet of crosswalks
- Reviewed high collision locations in the City in order to improve safety
- Continued to process traffic requests in a timely fashion and investigated and responded to 165 traffic related requests
- Reviewed and approved 190 traffic control plans for encroachment permits
- Completed the design for grant-funded projects to install street lights on Mission Gorge Road from SR 125 to Carlton Hills Boulevard and on Mast Boulevard in the vicinity of Santana High School
- Commenced design for the Magnolia Avenue Traffic Signal Upgrade Project
- Commenced design of the grant funded Traffic Signal Visibility Enhancement Project.
- Applied for and received a Local Roadway Safety Plan (LRSP) grant funds in the amount of \$64,800 from the State of California for the development of a citywide traffic safety plan
- Submitted a Federal INFRA (Infrastructure for Rebuilding America) grant application in the amount of \$10.1 million for SR 52 improvements
- Submitted a Federal BUILD (Better Utilizing Investments to Leverage Development) grant application in the amount of \$25 million for SR 52 improvements

#### **FY 2020-21 Goals and Objectives**

##### ***Capital Improvement Program (CIP)***

- Plan, coordinate, and construct the Citywide Pavement Rehabilitation Program for major reconstruction and maintenance projects as determined by the Pavement Management Condition Report
- Re-video all remaining corrugated metal storm drains, re-prioritize locations, and bid the next round of repairs
- Complete the design, bidding, and construction of the intersection improvements at Woodside Avenue and State Route-67

## **CITY OF SANTEE DEVELOPMENT SERVICES – ENGINEERING**

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- Complete the design and begin construction of the following projects: Mesa Road / Prospect Avenue Intersection Improvement Project, the Cuyamaca Street Right Turn Pocket Project, and the Santee Lakes CMP Replacement Project
- Complete the construction of the Concrete Repairs Citywide Project and the current phase of the Citywide Trash Diversion Project.

### ***Land Development***

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects, including Ariana Subdivision, Robinson Lane Subdivision, Santee Lakes General Store Improvements, Village Run condominiums project, Woodspring Suites Hotel, Lantern Crest – Phase 4 and 5, Prospect Estates II, Mission Gorge Multi-Family and Weston
- Provide plan review and/or construction oversight for grading and improvements required for the Movie Theater at RiverView, Fanita Ranch, D'Lazio, Karl Strauss Brewery, Sharp Medical Office Building, Cuyamaca Service Station, Walker Trails Subdivision, Summit Avenue Subdivision, HPC Office Building, Town Center Palazzo Villas, Tower Glass Industrial Building, Shell Gas Station, Riverview at Town Center Multifamily condominium project and other approved land development projects
- Close out the Sky Ranch project, including acceptance of right-of-way
- Implement electronic permit tracking and inspection software
- Assist the public, development community, and process land development applications and requests for grading permits, building permits, and encroachments into the public right of way

### ***Traffic Engineering***

- Continue to collaborate with Caltrans for implementing the Phase I improvements for SR-52, coordinating with developers and Caltrans on project development and related issues
- Continue to maintain the city's traffic signals, striping, signage, and street lights
- Continue to pursue grant funding for traffic and safety related projects including smart signals.
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications (Smart System)
- Complete the construction for the street light installation projects on Mission Gorge Road and around Santana High School
- Complete design and begin construction of the Traffic Signal Visibility Enhancement Project.
- Complete the citywide traffic safety plan
- Complete the Santee Comprehensive Active Transportation Strategy Project
- Apply for grants in support of State Route 52 phased improvements (INFRA, BUILD) as necessary

**CITY OF SANTEE**  
**DEVELOPMENT SERVICES - ENGINEERING**

<b>Development Services Engineering 1001.04.4101</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 2,127,089	\$ 2,261,340	\$ 2,324,480
Operations & Maintenance	39,164	47,950	56,650
Capital Outlay	-	2,100	6,000
<b>Grand Total</b>	<b>\$ 2,166,252</b>	<b>\$ 2,311,390</b>	<b>\$ 2,387,130</b>

**SUMMARY OF FUNDED POSITIONS**

Director of Development Services	0.50	0.50	0.50
Principal Civil Engineer	2.00	2.00	2.00
Principal Traffic Engineer	1.00	1.00	1.00
Senior Management Analyst	0.45	0.45	0.45
Senior Civil Engineer	3.00	3.00	3.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Administrative Secretary	0.95	0.95	0.95
<b>Total Positions</b>	<b>12.40</b>	<b>12.40</b>	<b>12.40</b>



**CITY OF SANTEE  
DEVELOPMENT SERVICES - ENGINEERING**

<b>Development Services Engineering 1001.04.4101</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 1,475,485	\$ 1,533,930	\$ 1,588,160
Salaries & Wages - Part Time	50020	14,939	64,010	27,720
Overtime	50025	29,013	16,300	19,200
Sick Leave Buy Back	50036	-	900	-
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	178,624	185,390	202,000
Retirement - Unfunded Liability	50052	197,400	240,380	269,870
Retirement - Part Time	50055	560	2,400	1,040
Medicare	50060	22,062	23,450	23,740
Health Insurance	50070	165,380	174,920	173,820
Dental Insurance	50071	11,112	11,910	11,290
OPEB Health	50072	24,530	-	-
Life Insurance	50075	1,227	1,300	1,280
Long Term Disability Insurance	50076	4,079	4,350	4,260
Unemployment Insurance	50081	577	-	-
<b>Total Personnel</b>		<u>\$ 2,127,089</u>	<u>\$ 2,261,340</u>	<u>\$ 2,324,480</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ -	\$ 2,000	\$ 11,500
Subscriptions/Memberships	51104	1,416	2,000	2,000
Professional Development	51110	2,164	2,500	2,500
Mileage Reimbursement	51112	77	200	200
Printing & Duplicating	51120	2,338	2,500	2,500
Telephone & Fax	51121	11,574	12,200	11,800
Postage	51122	342	1,000	1,000
Advertising	51123	-	500	500
Rentals/Leases - Office Equipment	51141	2,338	-	-
Materials & Supplies	51160	2,568	4,150	4,150
Wearing Apparel	51165	454	1,000	1,000
Electricity & Gas	51180	14,732	16,300	15,900
Repair/Maint - Equipment	51211	1,160	3,600	3,600
<b>Total Operations &amp; Maintenance</b>		<u>\$ 39,164</u>	<u>\$ 47,950</u>	<u>\$ 56,650</u>
<b>CAPITAL OUTLAY COSTS</b>				
Computer Hardware/Software	60011	\$ -	\$ 2,100	\$ -
Other Capital Outlay	60099	-	-	6,000
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 2,100</u>	<u>\$ 6,000</u>
<b>Grand Total</b>		<u><u>\$ 2,166,252</u></u>	<u><u>\$ 2,311,390</u></u>	<u><u>\$ 2,387,130</u></u>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ -	\$ 2,000	\$ 11,500
<p>This appropriation provides for consultant services for projects that are not covered by developer deposits or a capital account, including legal description preparation, review for easements or right of way dedications and the preparation of a Geotechnical/Seismic Hazard Study which will be incorporated in Safety Element of the City's General Plan.</p>			
<b>Subscriptions/Memberships</b>	1,416	2,000	2,000
<p>This appropriation provides for staff professional memberships, licenses, and subscriptions.</p>			
<b>Professional Development</b>	2,164	2,500	2,500
<p>This appropriation provides for continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.</p>			
<b>Mileage Reimbursement</b>	77	200	200
<p>This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.</p>			
<b>Printing &amp; Duplicating</b>	2,338	2,500	2,500
<p>This appropriation provides for counter handouts, notices, grant applications and other printed materials. Materials include the Development Review Manual, Storm Water Mitigation Plan and Public Works Standards. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.</p>			
<b>Telephone &amp; Fax</b>	11,574	12,200	11,800
<p>This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.</p>			
<b>Postage</b>	342	1,000	1,000
<p>This appropriation provides for mailing correspondence, notices and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.</p>			
<b>Advertising</b>	-	500	500
<p>This appropriation provides for soliciting proposals for services, advertising for proposed ordinances and their revisions, public meetings and notices, which are not chargeable to deposits or capital accounts.</p>			

**CITY OF SANTEE  
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Rentals/Leases - Equipment</b>	\$ 2,338	\$ -	\$ -
This appropriation provides for photocopier rentals, leases, and maintenance.			
<b>Materials &amp; Supplies</b>	2,568	4,150	4,150
This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, small office equipment and furniture and technical publications that are used in conducting daily business.			
<b>Wearing Apparel</b>	454	1,000	1,000
This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.			
<b>Electricity &amp; Gas</b>	14,732	16,300	15,900
This appropriation provides for cost of electricity and gas allocated to the Engineering Division.			
<b>Repair/Maintenance - Equipment</b>	1,160	3,600	3,600
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Engineering Division's share of the copier pooled maintenance agreement and the large format plan copier.			
<b>Total Operations &amp; Maintenance</b>	\$ 39,164	\$ 47,950	\$ 56,650

**CAPITAL OUTLAY COSTS**

<b>Computer Hardware/Software</b>	\$ -	\$ 2,100	\$ -
This appropriation provides for the purchase a new laptop computer and software licenses for the City's Engineering Inspector.			
<b>Other Capital Outlay</b>	-	-	6,000
This appropriation provides for the purchase of a large storage vault for D-size (24" x 36") maps and plans needed for additional storage capacity.			
<b>Total Capital Outlay</b>	\$ -	\$ 2,100	\$ 6,000



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## **CITY OF SANTEE DEVELOPMENT SERVICES – STORM WATER**

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### **Mission Statement**

To implement programs that protect and enhance surface water quality within the City of Santee. Ensure the City's compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

### **Program Description**

The San Diego River flows through the center of our city, making it one of the City's most prominent features and a major part of our city's parks and trails system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. As such, the City's Storm Water Program makes it a priority to protect this valuable resource and strives to comply with all federal, state and local regulations which pertain to protecting water quality. Through the implementation of a suite of programs, the City works to prevent pollution and eliminate discharges to the storm water conveyance system and waterways to the maximum extent practicable. Program components include; development and planning review, construction site compliance, commercial and industrial business inspections, routine maintenance of the City's storm water conveyance systems, community education and outreach, regional coordination, complaint/hotline response, water quality monitoring (sampling), and residential area program implementation.

### **FY 2019-20 Accomplishments**

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order
- Completed a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated implementation of phase one of the City's Trash Order Compliance Plan
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education through events, education, meetings and inspections
- Coordinated with the Information Technology Division to utilize the GIS platform for tracking MS4 infrastructure maintenance

## CITY OF SANTEE DEVELOPMENT SERVICES – STORM WATER

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### **FY 2020-21 Goals and Objectives**

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by performing in depth microbial source tracking through special studies, and implementing a suite of structural and non-structural controls and programs
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Roll out focused storm water training specific to job responsibilities for all City employees
- Regularly participate in the co-permittee workgroups and work towards collaboratively addressing common regulatory requirements

**CITY OF SANTEE  
DEVELOPMENT SERVICES - STORM WATER**

Development Services Storm Water 1001.04.4102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	<u>\$ 183,442</u>	<u>\$ 197,170</u>	<u>\$ 202,320</u>
<b>Total</b>	<u><u>\$ 183,442</u></u>	<u><u>\$ 197,170</u></u>	<u><u>\$ 202,320</u></u>

**SUMMARY OF FUNDED POSITIONS**

Storm Water Program Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

**CITY OF SANTEE**  
**DEVELOPMENT SERVICES - STORM WATER**

<b>Development Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Storm Water 1001.04.4102</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 90,529	\$ 92,770	\$ 95,090
Salaries & Wages - Part Time	50020	48,207	58,510	57,870
Overtime	50025	-	-	300
Retirement - PERS	50050	6,197	6,480	7,350
Retirement - Unfunded Liability	50052	12,380	14,690	16,420
Retirement - Part Time	50055	1,808	2,190	2,170
Medicare	50060	2,012	2,200	2,220
Health Insurance	50070	18,985	18,580	19,160
Dental Insurance	50071	1,270	1,320	1,310
OPEB Health	50072	1,640	-	-
Life Insurance	50075	102	110	110
Long Term Disability Insurance	50076	313	320	320
<b>Total Personnel</b>		<u>\$ 183,442</u>	<u>\$ 197,170</u>	<u>\$ 202,320</u>
<b>Grand Total</b>		<u><u>\$ 183,442</u></u>	<u><u>\$ 197,170</u></u>	<u><u>\$ 202,320</u></u>



## **CITY OF SANTEE DEVELOPMENT SERVICES – PLANNING**

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### **Mission Statement**

Guiding sustainable development through community partnership and excellence in service.

### **Program Description**

The Planning Division administers planning and development of the City's residential communities, commercial and industrial centers, community parks and open space preserves. Within this framework, the Planning Division provides long-range planning and policy analysis through the preparation, maintenance, and administration of the General Plan and Town Center Specific Plan. Implementation of the physical development process requires coordination with other local, regional, state and federal agencies to ensure consistency with local regulations, regional policy, and state and federal laws.

The Planning Division budget focuses resources on essential short-term and long-range planning services to meet the City's strategic goals and those mandated by the State. Key among state mandates is the storm water and urban runoff discharge management program and adoption of a "Sustainable Communities" strategy that aligns transportation, housing and land use with the State's greenhouse gas emission reduction goals.

The Planning Division provides public information on land development requirements, coordinates environmental reviews, development reviews, building permit issuance, manages the State-mandated Construction Debris Recycling program, assign addresses, and drafts and coordinates environmental review of City-initiated and developer-proposed projects.

The Planning Division's budget is based on the continuation of essential, mandated and City Council directed services related to planning activities.

### **FY 2019-20 Accomplishments**

- Obtained a Senate Bill 2 (SB2) grant from the State of California for a permit software system that streamlines the processing and reporting of housing projects, among other benefits.
- Entered into a professional services agreement with Central Square to implement the permit software system.
- Facilitated the adoption of the "Sustainable Santee Plan: The City's Roadmap to Greenhouse Gas Reductions", together with certification of the Environmental Impact Report
- Processed General Plan and Specific Plan Amendments and Zone Code revisions to establish an Entertainment District in Town Center
- Entered into a professional services agreement with a housing consultant to begin work on the Housing Element Sixth Cycle Update, and held the first public workshop
- Facilitated the adoption of an ordinance governing the construction of accessory dwelling units and junior dwelling units in compliance with state mandates and toward an affordable housing strategy for the City
- Participated in the San Diego Association of Government's Regional Housing Needs Assessment (RHNA) process
- Presented four informational workshops on the proposed development of "Fanita Ranch" application components including specific workshops focused on traffic and circulation, parks and open space and public safety.

## **CITY OF SANTEE DEVELOPMENT SERVICES – PLANNING**

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- Held an informational workshop covering a number of topics related to the first year of implementing updated on-street recreational vehicle parking regulations
- Facilitated the review and approval of the three-story, 86,000 square-foot Sharp Medical Facility at the corner of Buena Vista Avenue and Cuyamaca Street
- Processed for City Council and Development Services Director approval 14 land development applications, representing 65 residential units and 132,105 square feet of commercial/industrial development
- Completed review of over 24 grading permits and approximately 230 building permits

### **FY 2020-21 Goals and Objectives**

- Facilitate adoption of a Housing Element (Sixth Cycle) before April 2021
- Coordinate with City departments to update the Safety Element to incorporate resiliency and climate adaptation
- Apply for a second State of California Department of Housing and Community Development “LEAP” grant in support of compliance with the California Environmental Quality Act (CEQA) related to the Housing Element update
- Continue to seek planning grants for a Prospect Avenue Specific Plan
- Participate in SANDAG’s technical working groups focused on environmental programs, energy conservation/sustainability and housing
- Present a series of workshops on the draft Multiple Species Conservation Plan
- Conduct workshops on accessibility standards designed to help local businesses become compliant with accessibility laws and regulations
- Facilitate implementation of the Sustainable Santee Plan including educating development applicants and adoption of an Urban Forestry Management Plan for the City
- Go live with the Central Square permit software and implement on-line permit submittals
- Continue effort to close Army Corps of Engineer Permits for completed restoration work in Woodglen Vista Creek and Forester Creek

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

<b>Development Services Planning 1001.04.4106</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 863,575	\$ 1,108,970	\$ 1,211,760
Operations & Maintenance	79,540	188,810	107,900
Special Programs	<u>28,767</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 971,882</u></b>	<b><u>\$ 1,297,780</u></b>	<b><u>\$ 1,319,660</u></b>

**SUMMARY OF FUNDED POSITIONS**

Director of Development Services	0.50	0.50	0.50
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.45	0.45	0.45
Senior Planner	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Associate Planner	2.00	2.00	2.00
Administrative Secretary	<u>0.95</u>	<u>0.95</u>	<u>0.95</u>
<b>Total Positions</b>	<b><u>6.40</u></b>	<b><u>6.40</u></b>	<b><u>6.40</u></b>

**CITY OF SANTEE**  
**DEVELOPMENT SERVICES - PLANNING**

<b>Development Services Planning 1001.04.4106</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 550,333	\$ 614,960	\$ 668,020
Salaries & Wages - Part Time	50020	84,237	229,900	231,700
Overtime	50025	456	-	-
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	62,610	71,770	89,600
Retirement - Unfunded Liability	50052	74,470	82,310	111,000
Retirement - Part Time	50055	3,159	5,060	520
Medicare	50060	9,239	12,290	13,080
Health Insurance	50070	55,928	82,530	87,120
Dental Insurance	50071	3,970	5,380	6,030
OPEB Health	50072	14,670	-	-
Life Insurance	50075	615	670	650
Long Term Disability Insurance	50076	1,788	2,000	1,940
<b>Total Personnel</b>		<u>\$ 863,575</u>	<u>\$ 1,108,970</u>	<u>\$ 1,211,760</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 50,062	\$ 148,310	\$ 77,500
Subscriptions/Memberships	51104	2,523	3,000	3,000
Professional Development	51110	4,061	3,000	2,000
Mileage Reimbursement	51112	-	200	100
Printing & Duplicating	51120	717	1,500	1,000
Telephone & Fax	51121	5,160	5,400	5,400
Postage	51122	582	1,000	1,200
Advertising	51123	4,362	13,000	5,000
Rentals/Leases - Office Equipment	51141	2,338	-	-
Materials & Supplies	51160	2,166	3,000	2,500
Electricity & Gas	51180	7,570	8,400	8,200
Repair/Maintenance - Equipment	51211	-	2,000	2,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ 79,540</u>	<u>\$ 188,810</u>	<u>\$ 107,900</u>
<b>SPECIAL PROGRAMS</b>				
Section 6 Habitat Conservation Planning	55059	<u>\$ 28,767</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Special Programs</b>		<u>\$ 28,767</u>	<u>\$ -</u>	<u>\$ -</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 971,882</u></u>	<u><u>\$ 1,297,780</u></u>	<u><u>\$ 1,319,660</u></u>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	<b>\$ 50,062</b>	<b>\$ 148,310</b>	<b>\$ 77,500</b>
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This appropriation provides for consultant services for projects that are not covered by deposits or capital projects including consulting services for an inclusionary housing in-lieu fee study and to develop a web-based system to track and measure Greenhouse Gas (GHG) emissions for the Sustainable Santee Action Plan.

<b>Subscriptions &amp; Memberships</b>	<b>2,523</b>	<b>3,000</b>	<b>3,000</b>
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This appropriation provides for professional memberships and subscriptions, as follows: two memberships in the Association of Environmental Professionals (AEP) and four memberships in American Planning Association/American Institute of Certified Planners.

<b>Professional Development</b>	<b>4,061</b>	<b>3,000</b>	<b>2,000</b>
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This appropriation provides for staff's continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

<b>Mileage Reimbursement</b>	<b>-</b>	<b>200</b>	<b>100</b>
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This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.

<b>Printing &amp; Duplicating</b>	<b>717</b>	<b>1,500</b>	<b>1,000</b>
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This appropriation provides for counter handouts, public hearing notices, grant applications and other printed materials. Materials include the Zoning Ordinance and General Plan Update/Land Use Map. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.

<b>Telephone &amp; Fax</b>	<b>5,160</b>	<b>5,400</b>	<b>5,400</b>
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This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.

<b>Postage</b>	<b>582</b>	<b>1,000</b>	<b>1,200</b>
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This appropriation provides for mailing Division correspondence, hearing notices, EIR's and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Advertising</b>	\$ 4,362	\$ 13,000	\$ 5,000
This appropriation provides for soliciting proposals for services and advertising for proposed ordinances and their revisions, environmental documents, public meetings and public notices, which are not chargeable to deposit or capital accounts.			
<b>Rentals/Leases - Office Equipment</b>	2,338	-	-
This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.			
<b>Materials &amp; Supplies</b>	2,166	3,000	2,500
This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.			
<b>Electricity &amp; Gas</b>	7,570	8,400	8,200
This appropriation provides for the cost of electricity and gas allocated to the Planning Division.			
<b>Repair/Maintenance - Equipment</b>	-	2,000	2,000
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Planning Division's share of the copier pooled maintenance agreement and the large format plan copier.			
<b>Total Operations &amp; Maintenance</b>	\$ 79,540	\$ 188,810	\$ 107,900

**SPECIAL PROGRAMS**

<b>Section 6 Habitat Conservation Planning</b>	\$ 28,767	\$ -	\$ -
This account provides funding for the preparation the City's Multiple Species Conservation Program (MSCP) Subarea Plan, including required Federal and State environmental impact statements. The City has been awarded a Cooperative Endangered Species Conservation Fund (Section 6) Grant from the California Department of Fish and Wildlife in the amount of \$188,798 for this purpose.			
<b>Total Special Programs</b>	\$ 28,767	\$ -	\$ -

## **CITY OF SANTEE**

### **DEVELOPMENT SERVICES – BUILDING**

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#### **Program Description**

The Building Division provides technical plan review and field inspection services, and coordinates permit approvals with City Departments and outside agencies (County Health Department, Padre Dam Municipal Water District, School Districts, and Air Pollution Control District). The Building Division enforces City codes and regulations pertaining to the safe and appropriate use and condition of developed property. The Building Division performs plan checks, issues permits, and verifies that work is completed in accordance with the codes. The Building Division is responsible for compliance with the Americans with Disabilities Act and other state-related mandates governing handicapped access.

Building Division activities are accomplished through contract with a professional firm specializing in these services. Additionally, the Building Division produces weekly, monthly and annual reports that are submitted to the Census Bureau, the County Assessor, the Department of Commerce (“Dodge Reports”), and to the City Finance Department.

#### **FY 2019-20 Accomplishments**

- Issued over 1,800 permits with a total value of over \$14 million for new residential structures, over \$35 million for commercial/industrial structures additions/alterations and \$20 million for residential building additions/alteration
- Conducted over 6,500 inspections including final inspections of new buildings, completed tenant improvements, and completed residential additions/alterations
- Conducted a training for City staff and business owners on disabled access requirements for commercial and industrial sites
- Provided an increased level of support on code compliance cases

#### **FY 2020-21 Goals and Objectives**

- Perform plan checks and inspections that represent an estimated \$30 million in valuation for new residential structures and \$20 million for commercial structures
- Improve and streamline the permitting processes, including the implementation of the Central Square permit software system
- Continue to provide next-day inspection service
- Calculate permit fees for applications within one to three working days
- Provide online permit application, payment, and permit issuance for selected permits and then expand the process to include residential, roof-top solar PV systems
- Provide training to contractors and residents on the new permitting software
- Test and implement an electronic plan review system that will expedite plan reviews and reduce costs to the applicant

**CITY OF SANTEE  
DEVELOPMENT SERVICES - BUILDING**

<b>Development Services Building 1001.04.4108</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance (Including Contractual Services)	\$ 1,066,447	\$ 1,063,180	\$ 921,500
<b>Total</b>	<b>\$ 1,066,447</b>	<b>\$ 1,063,180</b>	<b>\$ 921,500</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 1,056,921	\$ 1,050,000	\$ 910,000
Printing & Duplicating	51120	1,064	1,500	1,500
Telephone & Fax	51121	2,467	2,600	2,600
Postage	51122	9	100	100
Rentals/Leases - Office Equipment	51141	1,099	-	-
Materials & Supplies	51160	795	3,400	1,900
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maintenance - Equipment	51211	-	1,080	1,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 1,066,447</b>	<b>\$ 1,063,180</b>	<b>\$ 921,500</b>
<b>Grand Total</b>		<b>\$ 1,066,447</b>	<b>\$ 1,063,180</b>	<b>\$ 921,500</b>



**CITY OF SANTEE  
DEVELOPMENT SERVICES - BUILDING**

Development Services Building 1001.04.4108	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE (CONTRACTUAL SERVICES)</b>			
<b>Expert/Consulting Services</b> This appropriation provides for contract building plan check and inspection services.	\$ 1,056,921	\$ 1,050,000	\$ 910,000
<b>Printing &amp; Duplicating</b> This appropriation provides for printing of forms and records, including permit forms, and informational handouts.	1,064	1,500	1,500
<b>Telephone &amp; Fax</b> This appropriation provides for telephone, fax machine, and cellular phone services.	2,467	2,600	2,600
<b>Postage</b> This appropriation provides for the mailing of correspondence.	9	100	100
<b>Rentals/Leases - Office Equipment</b> This appropriation provides for photocopier rentals, leases and maintenance.	1,099	-	-
<b>Materials &amp; Supplies</b> This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.	795	3,400	1,900
<b>Electricity &amp; Gas</b> This appropriation provides for the cost of electricity and gas.	4,092	4,500	4,400
<b>Repair/Maintenance - Equipment</b> This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including This appropriation will cover the department's share of the copier pooled maintenance agreement and the large format plan copier.	-	1,080	1,000
<b>Total Operations &amp; Maintenance (Contractual Services)</b>	<b>\$ 1,066,447</b>	<b>\$ 1,063,180</b>	<b>\$ 921,500</b>



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## **CITY OF SANTEE**

### **DEVELOPMENT SERVICES – CODE COMPLIANCE**

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#### **Program Description**

The Code Compliance Division works with the community to maintain a safe, healthy and attractive environment, and to preserve and improve the overall quality of life within Santee's neighborhoods. As such, this Division interfaces with the public to resolve complaints. This Division resolves zoning violations involving property maintenance and land use issues, construction-related issues involving unsafe buildings and non-permitted work, animal complaints, non-permitted signs, inoperable vehicles, junk and debris, parking enforcement, and illicit discharges into the City's municipal storm drain system. The Abandoned Property and Weed Abatement Programs are administered in this Division and to accomplish this the Code Compliance Division coordinates with other agencies such as the County Sheriff's Department, Fire Prevention Services, County Vector Control, County Health Department and Animal Services.

#### **FY 2019-20 Accomplishments**

- Involved in tracking and resolving numerous storm water violations
- Successfully reduced the number of commercial signs placed in medians
- Resolved long-standing code compliance cases through receivership and court warrants
- Responded to approximately 3,000 questions and complaints; resolved approximately 1,100 violations, including non-permitted work, non-permitted uses, weed abatement, abandoned vehicles, signs, noise, animals, and vacant properties involving approximately 3,100 field inspections
- Reviewed and updated the fee schedule for parking citations
- Processed over 510 complaints, issued over 650 parking citations and requested over 70 vehicles be impounded
- Continued multi-disciplinary enforcement team meetings involving the City's enforcement officers, Storm Water Program Manager, County Sheriff's Department, and the City Attorney's Office

#### **FY 2020-21 Goals and Objectives**

- Continue implementation of the City's Code Compliance Program, Weed Abatement Program and Storm Water Program
- Continue to identify issues facing neighborhoods and communities and deploy necessary resources and volunteers to best address and resolve such matters
- Use advisory notices to encourage voluntary correction of less serious code violations that do not pose an imminent and serious hazard to life health or the environment
- Continue to collaborate with the County Sheriff's Department, local volunteer, and non-profit organizations and various County departments to aid the transient population find services and shelter
- Fully integrate new electronic case tracking and online complaint submittal software (Central Square), including in-the-field recording of inspections and issuing notices of violations electronically

**CITY OF SANTEE  
DEVELOPMENT SERVICES - CODE COMPLIANCE**

<b>Development Services Code Compliance 1001.04.2401</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 112,739	\$ 142,280	\$ 133,360
Operations & Maintenance	8,009	10,980	9,840
Capital Outlay	<u>-</u>	<u>550</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 120,748</u></b>	<b><u>\$ 153,810</u></b>	<b><u>\$ 143,200</u></b>

**SUMMARY OF FUNDED POSITIONS**

Code Compliance Officer	1.00	1.00	1.00
Code Compliance Assistant	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
<b>Total Positions</b>	<b><u>1.50</u></b>	<b><u>1.50</u></b>	<b><u>1.50</u></b>

**CITY OF SANTEE**  
**DEVELOPMENT SERVICES - CODE COMPLIANCE**

<b>Development Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Code Compliance 1001.04.2401</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 90,160	\$ 96,390	\$ 105,580
Salaries & Wages - Part Time	50020	-	20,950	-
Retirement - PERS	50050	6,172	6,730	7,980
Retirement - Unfunded Liability	50052	12,180	15,260	17,810
Retirement - Part Time	50055	-	790	-
Medicare	50060	1,307	1,700	1,530
OPEB Health	50072	2,470	-	-
Life Insurance	50075	145	150	150
Long Term Disability Insurance	50076	305	310	310
<b>Total Personnel</b>		<u>\$ 112,739</u>	<u>\$ 142,280</u>	<u>\$ 133,360</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51140	\$ 36	\$ 200	\$ 200
Subscriptions/Memberships	51104	-	200	100
Professional Development	51110	-	200	200
Mileage Reimbursement	51112	-	100	-
Printing & Duplicating	51120	956	1,000	1,000
Telephone & Fax	51121	1,236	1,300	1,300
Postage	51122	1,234	1,400	1,400
Advertising	51123	357	1,500	1,000
Rentals/Leases - Office Equipment	51141	1,006	-	-
Materials & Supplies	51160	1,138	1,900	1,500
Wearing Apparel	51165	-	-	200
Electricity & Gas	51180	2,046	2,300	2,200
Repair/Maintenance - Equipment	51211	-	880	740
<b>Total Operations &amp; Maintenance</b>		<u>\$ 8,009</u>	<u>\$ 10,980</u>	<u>\$ 9,840</u>
<b>CAPITAL OUTLAY COSTS</b>				
Computer Hardware/Software	60011	\$ -	\$ 550	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 550</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 120,748</u></u>	<u><u>\$ 153,810</u></u>	<u><u>\$ 143,200</u></u>

**CITY OF SANTEE**  
**DEVELOPMENT SERVICES - CODE COMPLIANCE**

Development Services Code Compliance 1001.04.2401	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b> This appropriation provides for preparation of title reports.	\$ 36	\$ 200	\$ 200
<b>Subscriptions/Memberships</b> This appropriation provides for annual membership in the CA Association of Code Enforcement Officers.	-	200	100
<b>Professional Development</b> This appropriation provides for registration for professional conferences and training seminars, including the CA Association of Code Enforcement Officers annual conference.	-	200	200
<b>Mileage Reimbursement</b> This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	100	-
<b>Printing &amp; Duplicating</b> This appropriation provides for production of Division correspondence and forms.	956	1,000	1,000
<b>Telephone &amp; Fax</b> This appropriation provides for the cost of telephone and cellular phones.	1,236	1,300	1,300
<b>Postage</b> This appropriation provides for mailing Division correspondence, including certified mail.	1,234	1,400	1,400
<b>Advertising</b> This appropriation provides for notice of nuisance abatement hearings and tax liens.	357	1,500	1,000
<b>Rentals/Leases - Office Equipment</b> This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.	1,006	-	-
<b>Materials &amp; Supplies</b> This account provides for the purchase of reference books, boots, safety equipment such as respirators, and other supplies.	1,138	1,900	1,500
<b>Wearing Apparel</b> This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.	-	-	200

**CITY OF SANTEE  
DEVELOPMENT SERVICES - CODE COMPLIANCE**

Development Services Code Compliance 1001.04.2401	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Electricity &amp; Gas</b>	\$ 2,046	\$ 2,300	\$ 2,200
This appropriation provides for the cost of electricity and gas allocated to the Code Enforcement Division.			
<b>Repair/Maintenance - Equipment</b>	-	880	740
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Code Compliance Division's share of the copier pooled maintenance agreement and the large format plan copier.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 8,009</b>	<b>\$ 10,980</b>	<b>\$ 9,840</b>

**CAPITAL OUTLAY COSTS**

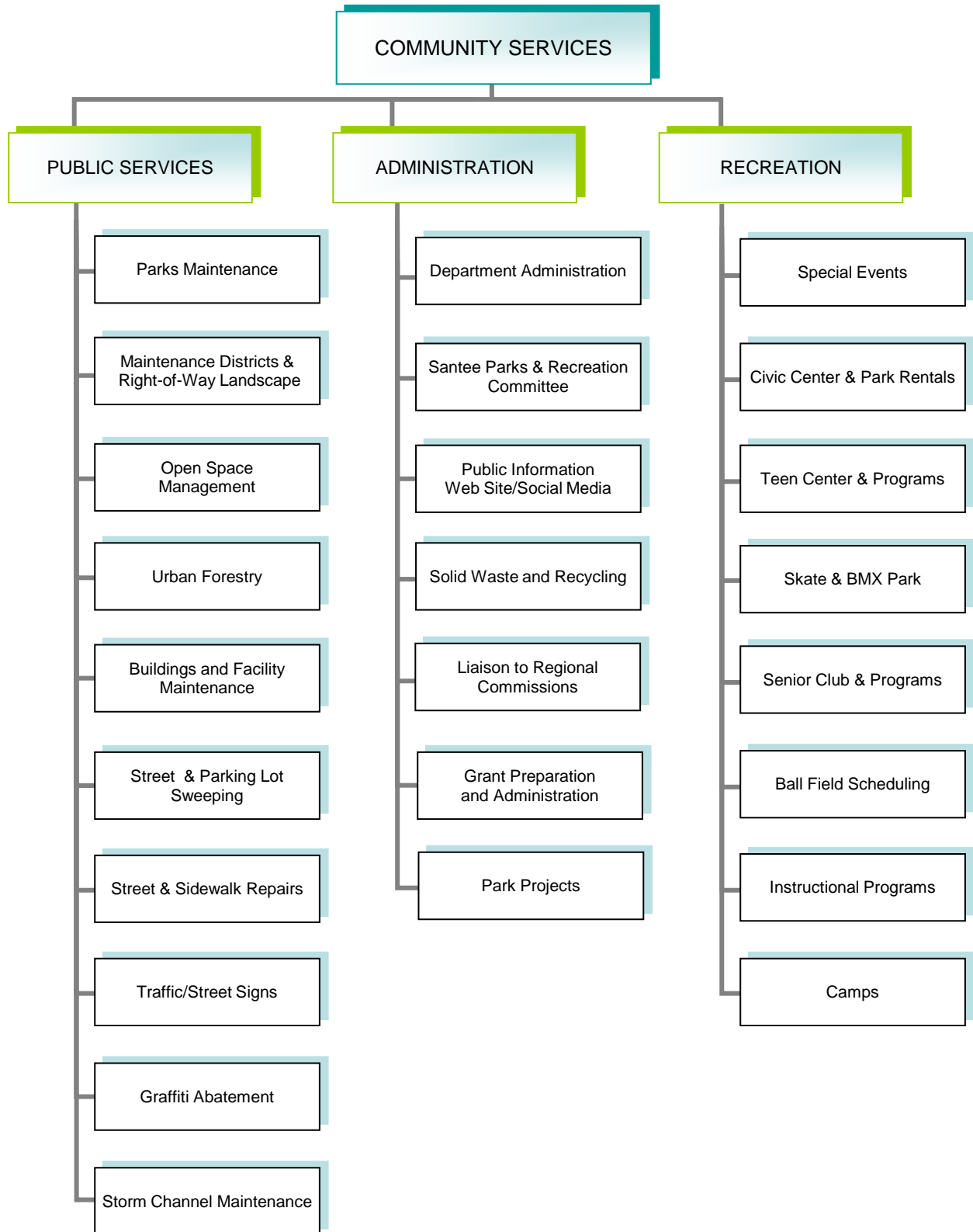
Computer Hardware/Software	\$ -	\$ 550	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 550</b>	<b>\$ -</b>



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# CITY OF SANTEE COMMUNITY SERVICES



**CITY OF SANTEE  
COMMUNITY SERVICES SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Administration	\$ 427,952	\$ 471,900	\$ 458,370
Public Services	2,753,932	3,424,614	3,481,730
Public Services - Storm Water	63,880	104,820	129,850
Solid Waste & Recycling	61,420	44,850	37,870
Facility Operations	82,457	88,480	54,530
Recreation Services	610,166	629,920	597,580
Special Events	262,867	264,560	217,050
<b>Total</b>	<b>\$ 4,262,674</b>	<b>\$ 5,029,144</b>	<b>\$ 4,976,980</b>

**SUMMARY OF FUNDED POSITIONS**

Administration	3.00	3.00	2.85
Public Services	13.75	13.75	13.90
Public Services - Storm Water	-	-	-
Solid Waste & Recycling	0.25	0.25	0.25
Facility Operations	0.30	0.37	-
Recreation Services	4.06	4.06	3.98
Special Events	0.85	0.85	-
<b>Total</b>	<b>22.21</b>	<b>22.28</b>	<b>20.98</b>

# CITY OF SANTEE

## COMMUNITY SERVICES ADMINISTRATION

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### **Mission Statement**

We create community by providing exceptional programs, caring for and enriching public spaces, and facilitating rewarding life experiences.

### **Program Description**

The Community Services Department provides a wide array of services to the community via the following divisions: Public Services, Recreation, Solid Waste and Recycling, Special Events and Facility Operations. The Department initiates and collaborates on park capital improvement projects. Community Services Administration serves as the City's liaison with the community, serving as staff liaison to the Mission Trails Regional Task Force, Santee Park and Recreation Committee and the Goodan Ranch Policy Committee, and also has responsibility for web content and social media.

### **FY 2019-20 Accomplishments**

- In partnership with the Development Services Department, the Mast Park Improvement Project was completed and opened to the public on February 1, 2020
- Administered \$2,684,671 in grants for the Mast Park Improvement and Walker Preserve projects
- Collaborated on the review and planning of trails and park plans for the proposed Fanita Ranch development
- Pursued & implemented revenue-generating opportunities to offset operational costs of Mast Park
  - Conducted RFB for food and beverage vendor – awarded to Burgers, Bones & Beer
  - Disc golf pay station installed at Mast Park
- Converted an underutilized baseball field at Woodglen Vista Park to a multi-sport field
- Collaborated with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course

### **FY 2020-21 Goals and Objectives**

- Complete a redesign of the City's website
- In partnership with the Development Services Department, conduct a request for proposals that will result in a professional services agreement to prepare architectural design documents for Phase 1 of the Community Center Project (including dedicated space for seniors and teens)
- Continue collaboration with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course
- Oversee developer conditioned construction of new segments of the San Diego River Trail in Town Center
- Continue review and planning of trails and park plans for the proposed Fanita Ranch development

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 410,718	\$ 450,170	\$ 439,290
Operations & Maintenance	<u>17,234</u>	<u>21,730</u>	<u>19,080</u>
<b>Grand Total</b>	<u><u>\$ 427,952</u></u>	<u><u>\$ 471,900</u></u>	<u><u>\$ 458,370</u></u>

**SUMMARY OF FUNDED POSITIONS**

Director of Community Services	1.00	1.00	1.00
Management Assistant	1.00	1.00	0.85
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>3.00</u></u>	<u><u>3.00</u></u>	<u><u>2.85</u></u>

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 276,860	\$ 312,030	\$ 302,750
Overtime	50025	361	500	500
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	33,307	35,530	36,870
Retirement - Unfunded Liability	50052	46,990	49,400	52,280
Medicare	50060	4,081	4,600	4,460
Health Insurance	50070	27,066	38,240	34,330
Dental Insurance	50071	1,715	2,370	1,840
OPEB Health	50072	12,900	-	-
Life Insurance	50075	255	310	300
Long Term Disability Insurance	50076	722	990	760
Workers' Compensation Insurance	50080	2,260	2,000	1,000
<b>Total Personnel</b>		<u>\$ 410,718</u>	<u>\$ 450,170</u>	<u>\$ 439,290</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert & Consulting	51040	\$ 4,775	\$ 4,780	\$ 4,780
Other Governmental Purposes	51101	182	500	500
Subscriptions/Memberships	51104	973	1,500	1,500
Professional Development	51110	1,530	3,000	2,000
Printing & Duplicating	51120	440	700	500
Telephone & Fax	51121	3,055	3,100	3,200
Postage	51122	63	500	250
Santee Park and Rec Committee (SPARC)	51130	994	1,000	1,000
Banners - Other Agencies	51134	(619)	-	-
Rentals/Leases - Office Equipment	51141	1,523	2,200	1,000
Materials & Supplies	51160	1,249	1,050	1,050
Electricity & Gas	51180	3,069	3,400	3,300
<b>Total Operations &amp; Maintenance</b>		<u>\$ 17,234</u>	<u>\$ 21,730</u>	<u>\$ 19,080</u>
<b>Grand Total</b>		<u><u>\$ 427,952</u></u>	<u><u>\$ 471,900</u></u>	<u><u>\$ 458,370</u></u>

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert &amp; Consulting</b> This appropriation provides for ongoing website quality control and broken-link detection.	\$ 4,775	\$ 4,780	\$ 4,780
<b>Other Governmental Purposes</b> This appropriation will cover costs incurred in support of various Department special projects and activities.	182	500	500
<b>Subscriptions/Memberships</b> This appropriation will cover this Division's membership needs such as the Agency/Director's membership in National Recreation and Park Association (NRPA) and in the California Parks and Recreation Society (CPRS); annual newspaper and annual Apple App for Registration on graffiti reporting.	973	1,500	1,500
<b>Professional Development</b> This appropriation will fund attendance at workshops and trainings that enable staff to economically and effectively incorporate current strategies to better market City recreation programs, promote use of City parks, and remain current in the areas of Department responsibility. This appropriation will also reimburse employees for use of their automobiles while on City business; will permit attendance at other than local conferences; and, will allow for meetings with members of local committees and commissions, associations, colleagues, department staff, and community residents/leaders.	1,530	3,000	2,000
<b>Printing &amp; Duplicating</b> This appropriation will cover routine copying, printing, and purchase of printing materials such as, Council portraits, photo reproductions, informational pieces, flyers, and publications.	440	700	500
<b>Telephone &amp; Fax</b> This appropriation will cover basic telephone charges.	3,055	3,100	3,200
<b>Postage</b> This appropriation will cover the Division's postage needs and permits as needed.	63	500	250
<b>Santee Park and Recreation Committee (SPARC)</b> This appropriation will fund the Santee Park & Recreation Committee's costs including printing and photocopying expenses, postage, office supplies, training, and meetings with members.	994	1,000	1,000

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Banners - Other Agencies</b>	\$ (618.75)	\$ -	\$ -
This is a pass through account to pay banner vendor for installation of other agencies' special event banners over Mission Gorge Road or other City locations.			
<b>Rentals/Leases - Office Equipment</b>	1,523	2,200	1,000
This appropriation covers a Contract for 60-month lease for Xerox Copier for the Administrative Division and various Division(s).			
<b>Materials &amp; Supplies</b>	1,249	1,050	1,050
This appropriation will cover office supplies including paper, graphic supplies, and other essentials; will enable purchase or lease of slides, films, and photographic materials for staff-produced presentations and film, reproductions, and professional assistance; provide funds for purchase of resource materials that address relevant municipal issues; and will fund miscellaneous materials and supplies.			
<b>Electricity &amp; Gas</b>	3,069	3,400	3,300
This appropriation funds the Division's share of electricity and gas charges.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 17,234</u>	<u>\$ 21,730</u>	<u>\$ 19,080</u>



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## **CITY OF SANTEE**

### **COMMUNITY SERVICES – PUBLIC SERVICES**

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#### **Program Description**

This division performs maintenance and repairs to City-owned buildings and property, parks, rights of way, the municipal storm drain system, the urban forest, City trails and landscape maintenance districts.

#### **FY 2019-20 Accomplishments**

- Coordinated with the Finance Department to revise, bid, award and renew maintenance contracts for Landscape Maintenance for Area 2 Right of Ways and Area 3 Landscape Maintenance Districts, electrical, pest control and alarms
- Continued measures necessary to enhance current service delivery methods such as inspecting sidewalks to eliminate tripping hazards, performing annual drain inlet inspections and cleaning and implementation of new safety training programs
- Performed bi-annual deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East (TCCPE)
- Accepted and started maintenance of the newly redeveloped Mast Park
- Proactively addressed vandalism and the abatement of graffiti
- Conducted an asset inventory of all walkway lights and entered the data into our GIS system
- Accepted Tree City USA designation for the 18th consecutive year
- Planted 100 native trees at Walker Preserve and 150 trees in city medians and right of ways as part of the Cool Parks Grant

#### **FY 2020-21 Goals and Objectives**

- Continue to assess and evaluate service delivery methods and make adjustments necessary for the City to become a model for municipal maintenance service delivery
- Conduct an asset inventory of all water meters and backflows
- Continue to perform street maintenance including pothole patching, skin patching and small asphalt dig outs
- Continue to plant street trees, perform general park improvements, and perform landscape median improvements
- Design and install new irrigation, plants and trees on Mission Gorge Road between Cuyamaca Street and Olive lane
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Continue to support the Recreation Division with special events throughout the year
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Public Services (Maintenance) 1001.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 1,327,918	\$ 1,448,570	\$ 1,552,570
Operations & Maintenance	1,426,014	1,905,240	1,929,160
Capital Outlay	<u>-</u>	<u>70,804</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 2,753,932</u></b>	<b><u>\$ 3,424,614</u></b>	<b><u>\$ 3,481,730</u></b>

**SUMMARY OF FUNDED POSITIONS:**

Public Services Manager	1.00	1.00	1.00
Senior Management Analyst	0.75	0.75	0.90
Park & Landscape Supervisor	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00
Lead Maintenance Worker	1.00	1.00	1.00
Equipment Operator	3.00	4.00	4.00
Landscape/Irrigation Maintenance Worker	2.00	2.00	2.00
Maintenance Worker	2.00	1.00	1.00
Facilities Maintenance Technician	1.00	1.00	1.00
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<b><u>13.75</u></b>	<b><u>13.75</u></b>	<b><u>13.90</u></b>

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

<b>Community Services Public Services (Maintenance) 1001.02.3101</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010    \$ 813,878	\$ 921,320	\$ 1,004,370
Salaries & Wages - Part Time	50020            1,516	-	-
Overtime	50025            17,442	10,000	12,000
Overtime - Stand By	50026            33,592	24,000	24,000
Stand - By - Pay	50031            11,700	11,700	11,700
Retirement - PERS	50050            84,172	93,650	110,970
Retirement - Unfunded Liability	50052            119,890	145,850	169,430
Medicare	50060            12,781	14,030	15,250
Health Insurance	50070            152,552	163,240	178,050
Dental Insurance	50071            10,545	11,680	12,220
OPEB Health	50072            22,600	-	-
Life Insurance	50075            1,281	1,430	1,450
Long Term Disability	50076            2,818	3,270	3,130
Workers Compensation Insurance	50080            43,150	48,400	10,000
<b>Total Personnel</b>	<b>\$ 1,327,918</b>	<b>\$ 1,448,570</b>	<b>\$ 1,552,570</b>

Continued

**CITY OF SANTEE**  
**COMMUNITY SERVICES - PUBLIC SERVICES**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Public Services (Maintenance) 1001.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 239	\$ 1,000	\$ 1,000
Expert/Consulting Services	51040	2,288	-	-
Subscriptions/Memberships	51104	1,140	1,300	1,300
Professional Development	51110	3,765	5,000	4,500
Printing & Duplicating	51120	194	200	200
Telephone & Fax	51121	12,821	15,100	16,600
Postage	51122	85	150	150
Advertising	51123	1,029	500	2,000
Rentals/Leases - Office Equipment	51141	2,749	3,820	3,820
Service Fees	51149	-	-	150
Materials & Supplies	51160	18,123	15,550	14,050
Wearing Apparel	51165	3,961	3,700	3,700
Small Tools	51166	2,721	2,500	2,500
Electricity & Gas	51180	18,893	21,300	20,500
Electricity & Gas - Grounds	51181	33,651	61,120	72,900
Electricity & Gas - Ball Fields	51182	76,108	80,500	88,200
Ball Field Lighting Maintenance	51183	9,984	10,000	10,000
Water & Sewer	51185	35,585	40,490	38,010
Water & Sewer - Grounds	51186	285,856	477,910	523,030
Signage	51190	2,556	3,000	3,000
Equipment Rental	51191	3,955	27,000	7,000
Custodial Services	51210	24,531	29,780	26,060
City Hall Maintenance	51220	37,987	60,600	83,100
Repair/Maint - Fire Station #4	51221	35,036	39,560	30,000
Repair/Maint - Fire Station #5	51222	26,431	36,010	30,000
Repair/Maint - Other	51230	3,592	5,100	6,000
Repair/Maint - Grounds	51231	723,253	861,620	846,950
Trail Maintenance & Security	51232	11,007	25,000	25,000
Graffiti Removal	51233	3,888	5,300	5,300
Vandalism Repairs	51234	7,941	8,000	8,000
Supplemental Maintenance	51235	2,225	-	5,000
Synthetic Fields	51236	16,883	15,300	15,470
Contract Svc Dead Animal Disposal	51242	5,338	5,540	5,670
Contract Svc Street Sweeping	51244	4,500	7,290	6,500
Parking Lot Materials	51251	-	1,000	1,000
Irrigation Materials	51252	7,698	30,000	20,000
Sidewalk/Curb Materials	51255	-	5,000	2,500
<b>Total Operations &amp; Maintenance</b>		<b>\$ 1,426,014</b>	<b>\$ 1,905,240</b>	<b>\$ 1,929,160</b>
<b>CAPITAL OUTLAY COSTS</b>				
Other Capital Outlay	60099	\$ -	\$ 70,804	\$ -
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 70,804</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 2,753,932</b>	<b>\$ 3,424,614</b>	<b>\$ 3,481,730</b>

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b>	\$ 239	\$ 1,000	\$ 1,000
The account is used to pay for medical exams including random alcohol and drug tests, DMV medical exams, and respirator clearance exams.			
<b>Expert/Consulting Services</b>	2,288	-	-
This account used to cover fingerprinting for volunteers which is now budgeted in the Human Resources Department.			
<b>Subscriptions/Memberships</b>	1,140	1,300	1,300
This appropriation will support the following subscriptions and memberships; Manager and Supervisor's memberships in Maintenance Superintendents Association (CPRS/NRPA); Managers, Supervisors, and Equipment Operators memberships in Traffic Control Supervisors Association; City's Tree City USA and National Arbor Day; and Parks and Landscape Supervisor PAPA & CUF Foundation membership - ISA.			
<b>Professional Development</b>	3,765	5,000	4,500
This account will support the continuing educational needs of the maintenance staff, and attendance at conferences: Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, ISA Urban Forestry Conference - Parks/Landscape, Pesticide Applicators training/certificate renewal, and OSHA mandated fork lift certification for Maintenance Crew.			
<b>Printing &amp; Duplicating</b>	194	200	200
This appropriation covers routine printing costs.			
<b>Telephone &amp; Fax</b>	12,821	15,100	16,600
This appropriation covers long distance charges for telephones, modems, alarm systems, faxes, council chamber dais, and cell phones used by maintenance staff, including Operations Center phone rental.			
<b>Postage</b>	85	150	150
This appropriation covers the cost of postage.			
<b>Advertising</b>	1,029	500	2,000
This appropriation covers the cost of advertising bids.			
<b>Rentals/Leases - Office Equipment</b>	2,749	3,820	3,820
This appropriation will cover cost of leasing a copier for the Operations Center.			
<b>Service Fees</b>	-	-	150
This appropriation will cover cost of service fees incurred during the fiscal year.			

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies</b>	\$ 18,123	\$ 15,550	\$ 14,050
This appropriation covers the costs of office supplies, janitorial supplies for City facilities and parks, dog bags for City parks, drinking water, and other miscellaneous repair materials for City parks and facilities.			
<b>Wearing Apparel</b>	3,961	3,700	3,700
This appropriation covers uniforms for the landscape maintenance crew and staff.			
<b>Small Tools</b>	2,721	2,500	2,500
This appropriation covers the purchase and replacement of small tools and supplies.			
<b>Electricity &amp; Gas</b>	18,893	21,300	20,500
This appropriation covers electricity and gas charges for the division.			
<b>Electricity &amp; Gas - Grounds</b>	33,651	61,120	72,900
This appropriation covers the cost of electricity and gas for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park, West Hills, Weston, Woodglen Vista, Sky Ranch and TCCP, including Santana Tennis Courts.			
<b>Electricity - Ball Fields</b>	76,108	80,500	88,200
This appropriation covers the cost of electricity for Ball Field Lighting at Town Center Park West, Town Center Park East, West Hills Park Security Lights and Chet F. Harritt field.			
<b>Ball Field Lighting Maintenance</b>	9,984	10,000	10,000
MuscoSports Lighting Safety Audit, inspection, and repairs of ball field lights as required.			
<b>Water &amp; Sewer</b>	35,585	40,490	38,010
This appropriation covers Interior water and sewer costs for all City administrative facilities, including the Public Services Operations Center.			
<b>Water &amp; Sewer - Grounds</b>	285,856	477,910	523,030
This appropriation covers water and sewer for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park East & West Ball fields, West Hills, Weston, Woodglen Vista, Sky Ranch & Black Horse Estates Trail, as well as Santee School District shared water and City Hall irrigation.			
<b>Signage</b>	2,556	3,000	3,000
This appropriation covers miscellaneous park and facility signage including barricades and safety cones.			

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Equipment Rental</b>	\$ 3,955	\$ 27,000	\$ 7,000
This appropriation covers equipment rentals for facility cleanup and maintenance programs. Examples include cement mixers, mowers, tractors, trenchers, excavator, augers, rollers, aerator, and miscellaneous construction equipment.			
<b>Custodial Services</b>	24,531	29,780	26,060
This appropriation covers the city-wide contracted custodial services including extra work.			
<b>City Hall Maintenance</b>	37,987	60,600	83,100
This appropriation covers the following maintenance costs:			
HVAC maintenance and repair			
Alarm system monitoring, maintenance, and repair			
Fire extinguisher maintenance			
Pest control services			
City Hall painting			
Carpet cleaning and carpet replacement			
Plumbing maintenance and repairs			
Electrical services			
Door and window maintenance and repair			
Fixtures repair and maintenance			
Stationary Generator Permit (County of SD)			
Signs and name plaques			
<b>Repair/Maintenance - Fire Station #4</b>	35,036	39,560	30,000
This appropriation covers minor repairs in Fire Station #4 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.			
<b>Repair/Maintenance - Fire Station #5</b>	26,431	36,010	30,000
This appropriation covers minor repairs in Fire Station #5 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.			
<b>Repair/Maintenance - Other</b>	3,592	5,100	6,000
This appropriation covers maintenance and repairs at the Operations Center.			

**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Grounds</b>	\$ 723,253	\$ 861,620	\$ 846,950
This appropriation covers the following maintenance costs:			
Area 1 Landscape Maintenance			
Playground Resurfacing			
Ballfield Maintenance and Repairs			
Riverwalk Grill Maintenance and Repairs			
Painting			
Misc., repairs, maintenance, signage replacements, benches, BBQs, fencing, portable restroom rentals, etc. Fencing and porta potty rentals for field closure maintenance.			
School Fields Joint Use			
Park Restrooms Custodial			
Annual Pest Control			
Plumbing Maintenance & Repairs			
Electrical Services			
Urban Forestry Maintenance			
Playground Equipment Maintenance/Repair			
YMCA/Aquatics Maintenance			
Mast Park Vault Toilet Maintenance			
<b>Trail Maintenance &amp; Security</b>	11,007	25,000	25,000
This appropriation covers the purchase and installation and monitoring costs of security cameras on City trails as well as funding a portion of the homeless encampment clean-ups.			
<b>Graffiti Removal</b>	3,888	5,300	5,300
This appropriation covers the removal of graffiti.			
<b>Vandalism Repairs</b>	7,941	8,000	8,000
This appropriation covers the costs related to vandalism.			
<b>Supplemental Maintenance</b>	2,225	-	5,000
This appropriation covers unanticipated maintenance issues.			
<b>Synthetic Fields</b>	16,883	15,300	15,470
This appropriation covers annual synthetic turf maintenance.			
<b>Contract Services Dead Animal Disposal</b>	5,338	5,540	5,670
This appropriation covers the disposal of dead animals found within City rights-of-ways, parks, and facilities.			
<b>Contract Services Street Sweeping</b>	4,500	7,290	6,500
This appropriation covers monthly parking lot sweeping.			



**CITY OF SANTEE  
COMMUNITY SERVICES - PUBLIC SERVICES**

Community Services Public Services (Maintenance) 1001.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Parking Lot Materials</b> This appropriation covers materials (asphalt, rock, sand, sealcoat, crack filler) required for the repairs and maintenance of the City's parking lots.	\$ -	\$ 1,000	\$ 1,000
<b>Irrigation Materials</b> This appropriation covers irrigation repair supplies.	7,698	30,000	20,000
<b>Sidewalk/Curb Materials</b> This appropriation covers the installation of sidewalks, bench pads, picnic table pads and any other concrete needs at City parks.	-	5,000	2,500
	<u>\$ 1,426,014</u>	<u>\$ 1,905,240</u>	<u>\$ 1,929,160</u>
<b>CAPITAL OUTLAY COSTS</b>			
<b>Other Capital Outlay</b> Big Rock Park sewer line reconstruction.	\$ -	\$ 70,804	\$ -
	<u>\$ -</u>	<u>\$ 70,804</u>	<u>\$ -</u>



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**CITY OF SANTEE  
COMMUNITY SERVICES - STORM WATER**

Community Services Public Services - Storm Water 1001.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 63,880	\$ 104,820	\$ 129,850
<b>Grand Total</b>	<b>\$ 63,880</b>	<b>\$ 104,820</b>	<b>\$ 129,850</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ -	\$ -	\$ 3,000
Professional Development	51110	658	1,500	1,500
Telephone & Fax	51121	2,362	2,500	2,700
Materials & Supplies	51160	18,602	16,420	14,000
Wearing Apparel	51165	3,641	4,200	4,200
Small Tools	51166	1,565	2,500	2,000
Rock, Asphalt, Concrete & Sand	51168	1,869	3,000	2,000
Water & Sewer - Grounds	51186	9,644	10,900	10,100
Signage	51190	359	1,000	1,000
Equipment Rental	51191	1,188	12,000	11,500
Repair/Maint - Bldg & Structures	51215	-	1,350	-
Repair/Maint - Other	51230	21,054	45,600	75,000
Contract Service Dead Animal Removal	51242	1,779	1,850	1,850
Planting Materials	51254	1,160	2,000	1,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 63,880</b>	<b>\$ 104,820</b>	<b>\$ 129,850</b>
<b>Grand Total</b>		<b>\$ 63,880</b>	<b>\$ 104,820</b>	<b>\$ 129,850</b>

**CITY OF SANTEE  
COMMUNITY SERVICES - STORM WATER**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Public Services - Storm Water 1001.02.3102</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	\$ -	\$ -	\$ 3,000
New account: Mast Park Water Quality Monitoring			
<b>Professional Development</b>	658	1,500	1,500
Storm drain maintenance training as well as legally required safety and pest control training.			
<b>Telephone and Fax</b>	2,362	2,500	2,700
Local and long distance charges for telephones, modems, alarm systems, faxes, and cell phones charges.			
<b>Materials &amp; Supplies</b>	18,602	16,420	14,000
Miscellaneous materials and supplies required for the flood control program that are not identified elsewhere in this budget. Items include sandbags, odor controlling chemicals, locks, and fencing items.			
<b>Wearing Apparel</b>	3,641	4,200	4,200
Uniforms and rain gear for the City's Flood Control crew, as well as disposable coveralls that meet State requirements of the Weed Abatement Program.			
<b>Small Tools</b>	1,565	2,500	2,000
Purchase, repair, or replace small tools on an as-needed basis to perform tasks directly related to the Flood Control Program.			
<b>Rock, Asphalt, Concrete &amp; Sand</b>	1,869	3,000	2,000
Materials required for the repair and maintenance of the City's flood control channels.			
<b>Water &amp; Sewer Grounds</b>	9,644	10,900	10,100
Water expenses for maintained landscaped areas along paths at Forester Creek and Woodglen Vista Creek.			
<b>Signage</b>	359	1,000	1,000
Miscellaneous signage for flood control channels.			
<b>Equipment Rental</b>	1,188	12,000	11,500
Rental of specialized equipment required for storm drain maintenance and flood control.			

**CITY OF SANTEE  
COMMUNITY SERVICES - STORM WATER**

Community Services Public Services - Storm Water 1001.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Buildings &amp; Structures</b> Expenses related to certain jobs that City forces cannot accomplish with existing equipment and crew.	\$ -	\$ 1,350	\$ -
<b>Repair/Maintenance - Other</b> On-going maintenance program for all major drainage channels.  Area 1 & 2 Storm Water Landscape Maintenance Urban Forestry Maintenance Irrigation Repairs Materials & Supplies related to Storm Water Maintenance	21,054	45,600	75,000
<b>Contract Service Dead Animal Removal</b> Contracted services for disposal of dead animals found within City flood control areas.	1,779	1,850	1,850
<b>Planting Materials</b> Purchase of native plants and hydroseed mix for flood channels.	1,160	2,000	1,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 63,880</u>	<u>\$ 104,820</u>	<u>\$ 129,850</u>



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## **CITY OF SANTEE**

### **COMMUNITY SERVICES - SOLID WASTE AND RECYCLING**

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#### **Program Description**

Ensure compliance with State waste management regulations, administer contract with franchise hauler, secure and administer State grants, provide public awareness and education on proper waste management techniques, handle resident complaints, and develop new waste diversion/recycling programs where possible.

#### **FY 2019-20 Accomplishments**

- Maintained annual solid waste disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d. Santee's 2019 reporting year disposal rate was at 5.2 l/p/d.
- Continued to work with the franchise hauler to develop a recycling plan for multi-family and commercial waste generators
- Secured grant funds for beverage container recycling, litter recycling, public education, and used oil collection
- Assisted in negotiations of new franchise agreement for solid waste services in the City of Santee

#### **FY 2020-21 Goals and Objectives**

- Continue implementing AB 341 & AB 1826, the mandatory recycling bills for commercial and multi-family waste generators, including organics recycling
- Increase resident & commercial education and participation in the proper disposal of organics, including food waste, used oil and other household hazardous waste materials through the use of franchise hauler, organizations and social media
- Continue solid waste disposal education, to maintain a disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d, through the use of the franchise hauler and social media
- Continue public education of electronic waste (E-waste), universal waste (U-waste) diversion, and sharps (needles, lancets) disposal through the use of the franchise hauler and social media
- Continue recycling plan development for multi-family and commercial waste generators
- Pursue additional grant funds

**CITY OF SANTEE**  
**COMMUNITY SERVICES - SOLID WASTE AND RECYCLING**

Community Services Solid Waste & Recycling 1001.02.3201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 39,009	\$ 39,930	\$ 33,950
Operations & Maintenance	3,288	4,920	3,920
Special Programs	<u>19,122</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 61,420</u></u>	<u><u>\$ 44,850</u></u>	<u><u>\$ 37,870</u></u>

**SUMMARY OF FUNDED POSITIONS**

Senior Management Analyst	0.25	0.25	0.10
Management Analyst	<u>-</u>	<u>-</u>	<u>0.15</u>
<b>Total Positions</b>	<u><u>0.25</u></u>	<u><u>0.25</u></u>	<u><u>0.25</u></u>



**CITY OF SANTEE**  
**COMMUNITY SERVICES - SOLID WASTE AND RECYCLING**

Community Services Solid Waste & Recycling 1001.02.3201		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 26,250	\$ 26,900	\$ 22,470
Retirement - PERS	50050	3,199	3,280	2,970
Retirement - Unfunded Liability	50052	3,590	4,260	3,880
Medicare	50060	381	390	330
Health Insurance	50070	4,746	4,650	3,970
Dental Insurance	50071	318	330	230
OPEB Health	50072	410	-	-
Life Insurance	50075	25	30	30
Long Term Disability Insurance	50076	91	90	70
<b>Total Personnel</b>		<u>\$ 39,009</u>	<u>\$ 39,930</u>	<u>\$ 33,950</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Telephone & Fax	51121	\$ 230	\$ 200	\$ 200
Postage	51122	104	200	200
Household Hazardous Waste Disposal	51151	2,479	4,000	3,000
Materials & Supplies	51160	220	220	220
Electricity & Gas	51180	256	300	300
<b>Total Operations &amp; Maintenance</b>		<u>\$ 3,288</u>	<u>\$ 4,920</u>	<u>\$ 3,920</u>
<b>SPECIAL PROGRAMS</b>				
Litter Control/Recycling	var	\$ 19,122	\$ -	\$ -
<b>Total Special Programs</b>		<u>\$ 19,122</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 61,420</u></u>	<u><u>\$ 44,850</u></u>	<u><u>\$ 37,870</u></u>

**CITY OF SANTEE  
COMMUNITY SERVICES - SOLID WASTE AND RECYCLING**

Community Services Solid Waste & Recycling 1001.02.3201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Telephone &amp; Fax</b> Telephone, fax machine, and modem line charge.	\$ 230	\$ 200	\$ 200
<b>Postage</b> Mailing costs of annual Exemption Self Hauler Letters, correspondence and renewal of the Business Reply Permit.	104	200	200
<b>Household Hazardous Waste Disposal</b> Provide for Santee residents' hazardous waste disposal costs. The amount can vary from year to year based on anticipated use of the County's hazardous waste disposal facilities. Includes hazardous waste items from Public Services Operations Center.	2,479	4,000	3,000
<b>Materials &amp; Supplies</b> Office supplies.	220	220	220
<b>Electricity &amp; Gas</b> Electricity and gas charges.	256	300	300
<b>Total Operations &amp; Maintenance</b>	<u>\$ 3,288</u>	<u>\$ 4,920</u>	<u>\$ 3,920</u>

**SPECIAL PROGRAMS**

<b>Litter Control/Recycling Grants</b> Litter Control/Recycling Grants are appropriated outside of the annual budget process as grants are awarded to the City.	\$ 19,122	\$ -	\$ -
<b>Total Special Programs</b>	<u>\$ 19,122</u>	<u>\$ -</u>	<u>\$ -</u>

## **CITY OF SANTEE**

### **COMMUNITY SERVICES – FACILITY OPERATIONS**

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#### **Program Description**

The Facilities Operations Division of the Community Services Department coordinates the use of Civic Center buildings 7 and 8, picnic shelters, and ball fields.

#### **FY 2019-20 Accomplishments**

- Provided 614 park/picnic pavilion reservations
- Provided 737 Civic Center reservations for meetings, classes, and events
- Established fees for Mast park picnic shelters and disc golf
- Established Mast park equipment check out procedures

#### **FY 2020-21 Goals and Objectives**

- Finalize and implement online picnic shelter reservations system for parks
- Continue to improve maintenance and equipment replacement in Civic Center rooms to increase longevity of use
- Continue to seek user groups for field rentals and room rentals during non-prime time use hours
- Increase social media marketing of rooms, park/picnic pavilion, and field reservations
- Complete a comprehensive cost analysis of all use and rental fees
- Implement staff park monitor/park patrols for after business hours and weekend park use to increased customer service

**CITY OF SANTEE  
COMMUNITY SERVICES - FACILITY OPERATIONS**

<b>Community Services Facility Operations 1001.02.5204</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 40,515	\$ 42,340	\$ 9,980
Operations & Maintenance	<u>41,942</u>	<u>46,140</u>	<u>44,550</u>
<b>Grand Total</b>	<b><u>\$ 82,457</u></b>	<b><u>\$ 88,480</u></b>	<b><u>\$ 54,530</u></b>

**SUMMARY OF FUNDED POSITIONS**

Recreation Coordinator	<u>0.30</u>	<u>0.37</u>	<u>-</u>
<b>Total Positions</b>	<b><u>0.30</u></b>	<b><u>0.37</u></b>	<b><u>-</u></b>

**CITY OF SANTEE**  
**COMMUNITY SERVICES - FACILITY OPERATIONS**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Facility Operations 1001.02.5204</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 19,467	\$ 19,940	\$ -
Salaries & Wages - Part Time	50020	6,948	8,340	9,420
Overtime	50025	300	200	-
Retirement - PERS	50050	2,439	2,580	140
Retirement - Unfunded Liability	50052	2,660	3,160	-
Retirement - Part Time	50055	224	230	280
Medicare	50060	388	410	140
Health Insurance	50070	7,024	6,880	-
Dental Insurance	50071	470	490	-
OPEB Health	50072	490	-	-
Life Insurance	50075	38	40	-
Long Term Disability Insurance	50076	67	70	-
<b>Total Personnel</b>		<b>\$ 40,515</b>	<b>\$ 42,340</b>	<b>\$ 9,980</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Printing & Duplicating	51120	\$ 223	\$ -	\$ 250
Telephone & Fax	51121	16	100	100
Bank Fees	51150	11,732	11,870	11,870
Materials & Supplies	51160	965	2,100	1,100
Electricity & Gas	51180	13,821	16,500	15,400
Custodial Services	51210	8,338	8,630	8,630
Repair/Maint - Equipment	51211	2	200	200
Repair/Maint - Blds & Structures	51215	484	740	1,000
Public Events Liability Insurance	51306	6,361	6,000	6,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 41,942</b>	<b>\$ 46,140</b>	<b>\$ 44,550</b>
<b>Grand Total</b>		<b>\$ 82,457</b>	<b>\$ 88,480</b>	<b>\$ 54,530</b>

**CITY OF SANTEE**  
**COMMUNITY SERVICES - FACILITY OPERATIONS**

Community Services Facility Operations 1001.02.5204	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Printing &amp; Duplicating</b> Program supplies - on site administration area supplies.	\$ 223	\$ -	\$ 250
<b>Telephone &amp; Fax</b> Telephone and fax charges.	16	100	100
<b>Bank Fees</b> Active Net fees and bank charges.	11,732	11,870	11,870
<b>Materials &amp; Supplies</b> Admin supplies, custodial and maintenance supplies.	965	2,100	1,100
<b>Electricity &amp; Gas</b> Electricity and gas charges - Buildings 7 & 8 at City Hall.	13,821	16,500	15,400
<b>Custodial Services</b> Custodial services - Buildings 7 & 8.	8,338	8,630	8,630
<b>Repair &amp; Maintenance - Equipment</b> Building 7 & 8 equipment, appliance repairs, and maintenance.	2	200	200
<b>Repair &amp; Maintenance - Buildings &amp; Structures</b> Building 7 & 8 facility repairs and maintenance.	484	740	1,000
<b>Public Events Liability Insurance</b> User required insurance - user fees collected to offset charges.	6,361	6,000	6,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 41,942</u>	<u>\$ 46,140</u>	<u>\$ 44,550</u>

## **CITY OF SANTEE**

### **COMMUNITY SERVICES – RECREATION SERVICES**

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#### **Program Description**

The Recreation Services Division of the Community Services Department provides professional supervision and management of a variety of leisure, recreational and entertainment experiences. Programs and services offered to the community include: Instructional Programs and Camps, Special Events, Senior Programs, Teen Center & Programs, Skate and BMX Park, and permitting and use of parks, fields and facilities.

The Active Older Adults 55+ (Senior) Program hosts outings for ages 55 and over at various locations throughout the city. Activities include socials, workshops, weekly drop-in programs, and local outings.

The Santee Teen Center is a drop-in after school facility for grades 6-12. It is located at Big Rock Park Community Services Building. Programs include daily activities that are both outdoor and indoors. The Teen Center includes various table games, computer lab, and homework assistance. Transportation is provided to the Teen Center from Santee School District schools through a partnership agreement. Special activities are hosted at the Teen Center and City Hall.

Summer programs start in June at the Santee Teen Center/Big Rock Community Services Building which include: a summer day camp program for grades 1-6, a specialized teen camp for grades 6-9, and the summer junior leader program for grades 9-12.

The Santee Skate Park is a supervised drop-in facility which allows skate board, scooter, roller blade, bicycle moto-cross (BMX), and all-wheel activities. In addition to daily operations, the park hosts workshops, clinics and camps designed to serve all age groups. A free annual membership and safety equipment are required to enter the park.

Park, field and facility permits and rentals are coordinated through the Recreation Services Division. This Division serves as a liaison to community organizations and other public and non-profit organizations and coordinates the design of the recreation brochure and guide and other promotional materials.

#### **FY 2019-20 Accomplishments**

- Santee Teen Center at Big Rock Park enhanced programming to include monthly presenters to engage teens in current events, hobbies, and informal education. Partnership with County Safe Destination "SD" nights continued and provided free teen activities at the Teen Center, monthly Friday Nights at City hall and summer concerts. Received annual funding support from the Santee Parks and Recreation Committee (SPARC).
- Improved social media and digital marketing and improved website pages to enhance usability for customers
- Increased participation in the Active Older Adult 55+ program by continuing established partnerships with the Santee Library, Lantern Crest and Oasis. New programming included: Spring luncheon, additional local and regional trips, Uniform Fashion show and Senior resource Open house with transportation provided through the Santee School District from various Santee Mobile Home parks. Increased funding support from SPARC.
- Established annual park use rental policies and procedures to focus on field surface improvement and preservation. Standardized procedures and guidelines for large events use at parks, field and facilities in turn increased revenue – pickleball tourney, car show, charity walks, Chamber OTL.

## **CITY OF SANTEE**

### **COMMUNITY SERVICES – RECREATION SERVICES**

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- Participated in numerous outreach and promotional opportunities within the community to promote Santee Parks & Recreation including the Chamber Santee Street Fall Fair, National Night Out, military housing events and various school and PTA events
- Continued to address emerging recreation trends including pickleball, corn hole/bag toss disc golf and nature exposure
- County of San Diego Live Well partnership continued with focus to increase awareness of physical and mental wellness in the Santee community
- Coordinated with Santee Sports Council, Santee School District, and Grossmont High School District to facilitate field and tennis court use for community youth sports organizations
- Increased health and fitness related activities for all ages, and continue to promote programs to increase participation and grow recreation and wellness opportunities in the community

#### **FY 2020-21 Goals and Objectives**

- Continue to focus on increasing revenue and enhancing program self-sufficiency; research and pursue additional sponsorships, grants and partnerships
- Modify programming based on trends and participation, including exploring possibility of creating a schedule for Skate Park to include non-supervised and staff supervised hours and staff park monitor for evenings and weekend use at the parks to increase customer service
- Increase daily Teen Center participation and after-school bus transportation utilization
- Continue to research and implement the establishment of Senior programs at local mobile home parks as well as additional transportation options
- Finalize virtual reality promotional/marketing campaign focused on Recreation in the Santee Community highlighting Senior programs, Teen Center, and activities
- Implement picnic shelter online reservation system



**CITY OF SANTEE  
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 518,103	\$ 525,400	\$ 525,680
Operations & Maintenance	92,062	104,520	71,900
Capital Outlay	-	-	-
<b>Grand Total</b>	<u>\$ 610,166</u>	<u>\$ 629,920</u>	<u>\$ 597,580</u>

**SUMMARY OF FUNDED POSITIONS**

Recreation Services Manager	1.00	1.00	1.00
Special Events Supervisor	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Recreation Coordinator	1.06	1.06	0.98
<b>Total Positions</b>	<u>4.06</u>	<u>4.06</u>	<u>3.98</u>

**CITY OF SANTEE**  
**COMMUNITY SERVICES - RECREATION SERVICES**

<b>Community Services Recreation Services 1001.02.5201</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 302,271	\$ 301,000	\$ 307,310
Salaries & Wages - Part Time	50020	74,882	78,820	84,980
Overtime	50025	422	350	-
Retirement - PERS	50050	33,348	31,190	30,750
Retirement - Unfunded Liability	50052	36,160	50,160	48,010
Retirement - Part Time	50055	2,083	2,130	2,730
Medicare	50060	5,475	5,510	5,700
Health Insurance	50070	50,680	50,970	41,830
Dental Insurance	50071	3,367	3,710	3,020
OPEB Health	50072	7,970	-	-
Life Insurance	50075	414	460	420
Long Term Disability Insurance	50076	1,031	1,100	930
<b>Total Personnel</b>		<u>\$ 518,103</u>	<u>\$ 525,400</u>	<u>\$ 525,680</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 220	\$ 220	\$ -
Expert/Consulting Services	51040	50,147	52,620	27,830
Subscriptions/Memberships	51104	230	240	240
Professional Development	51110	1,416	2,000	2,000
Mileage Reimbursement	51112	-	80	-
Printing and Duplicating	51120	629	680	680
Telephone & Fax	51121	8,647	9,300	8,900
Postage	51122	144	200	200
Promotional Activities	51131	794	500	500
Banners	51133	826	1,600	1,600
Bank Fees	51150	-	-	250
Rentals/Leases - Office Equipment	51141	2,291	-	-
Materials & Supplies	51160	5,766	5,230	3,000
Transportation	51172	6,769	13,650	9,000
Electricity & Gas	51180	11,812	13,300	13,400
Water and Sewer	51185	1,790	2,100	1,300
Software Maintenance & Licensing	51201	312	200	400
Repair/Maintenance - Equipment	51211	269	2,300	2,300
Repair/Maintenance - Bldg & Structures	51215	-	300	300
<b>Total Operations &amp; Maintenance</b>		<u>\$ 92,062</u>	<u>\$ 104,520</u>	<u>\$ 71,900</u>
<b>Grand Total</b>		<u><u>\$ 610,166</u></u>	<u><u>\$ 629,920</u></u>	<u><u>\$ 597,580</u></u>

**CITY OF SANTEE  
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> Medical Testing requirements for new staff.	\$ 220	\$ 220	\$ -
<b>Expert/Consulting Services</b> Graphic design contracts.	50,147	52,620	27,830
<b>Subscriptions/Memberships</b> Recreation Manager, Supervisor, and Coordinators; memberships in the CA Parks and Recreation Society, National Recreation and Park Association and other professional organizations. Publications and resource materials which address relevant issues in the industry.	230	240	240
<b>Professional Development</b> Staff training, required CPR and First aid, and recreation programming seminars.	1,416	2,000	2,000
<b>Mileage Reimbursement</b> Mileage reimbursement for use of personal vehicles while on City business if pool car is not available.	-	80	-
<b>Printing and Duplicating</b> Routine copying, printing, and purchase of materials and portion of department copier contract.	629	680	680
<b>Telephone &amp; Fax</b> Telephone and fax charges.	8,647	9,300	8,900
<b>Postage</b> Mailing fees - stamps, express mail, metered postage.	144	200	200
<b>Promotional Activities</b> Program promotions and marketing.	794	500	500
<b>Banners</b> Installing/removing, storing, purchasing/cleaning, and repairing of banners.	826	1,600	1,600
<b>Bank Fees</b> Activenet transaction and Processing fees.	-	-	250
<b>Rentals/Leases - Office Equipment</b> Copier lease charges.	2,291	-	-
<b>Materials &amp; Supplies</b> Office supplies and misc. recreation division supplies.	\$ 5,766	\$ 5,230	\$ 3,000

**CITY OF SANTEE  
COMMUNITY SERVICES - RECREATION SERVICES**

Community Services Recreation Services 1001.02.5201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Transportation</b> Transportation services provided by the Santee School District to students in grades 6-8; will be offset by revenue.	6,769	13,650	9,000
<b>Electricity &amp; Gas</b> Allocated electricity and gas charges.	11,812	13,300	13,400
<b>Water and Sewer</b> Allocated water and sewer charges.	1,790	2,100	1,300
<b>Software Maintenance &amp; Licensing</b> Annual licensing fee for software used to create city wide publicity materials, signs, banners, etc.	312	200	400
<b>Repair/Maintenance - Equipment</b> Repairs and maintenance for computers, copiers, printers, typewriters, and other office equipment not covered under warranty. This appropriation also provides for the department's share of the copier pooled maintenance agreement.	269	2,300	2,300
<b>Repair/Maintenance - Bldg &amp; Structures</b> Fire and security alarm services and inspections, pest control, and necessary repairs.	-	300	300
<b>Total Operations &amp; Maintenance</b>	<b>\$ 92,062</b>	<b>\$ 104,520</b>	<b>\$ 71,900</b>

## **CITY OF SANTEE**

### **COMMUNITY SERVICES – SPECIAL EVENTS**

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#### **Program Description**

The Recreation Services Division Special Events provides events throughout the year for the Santee community serving over 75,000 participants each year. Events vary in theme and size, from small community based events to large scale regional events that attract attendees from around the county. In-house events include city functions such as grand openings, dedications, ribbon cuttings, ground breakings, and oath-of-office ceremonies.

#### **FY 2019-20 Accomplishments**

- Hosted new event - Santee Sunset 5k
- Supported US Olympic Race Walk trials
- Hosted Santee Celebrates America flag relay
- Hosted Mast Park grand reopening
- Established co-host partnership with Entercom for Fido Fest
- Integrated Santee brand/logo “Do More Due East” into all events
- Integrated Santee’s 40<sup>th</sup> birthday into all events
- Increased social media & digital marketing outreach
- Broadened the scope of the Square point of sales system by utilizing the system for Santee Sunset 5K registration
- Utilized over 2,000 hours of volunteer service to implement events
- Organized the 10th annual Bluegrass Festival (see narrative in Recreation Revolving Fund)

#### **FY 2020-21 Goals and Objectives**

- Continue to provide, grow, and enhance existing community events
- Research opportunities to increase revenue for funding community events
- Continue to build partnerships with businesses in Santee
- Continue to integrate the Santee brand and city 40<sup>th</sup> birthday celebration into events
- Coordinate Weston Park grand opening
- Continue to boost social media & digital marketing presence while integrating the new city brand
- Assist in coordination of Oath of Office in December 2020
- Provide safe, secure, and family friendly events that create lasting memories and traditions
- Continue to increase our emergency protocol and plans while working with the Fire and Sheriff Department
- Expand Santee Sunset 5K and increase participants
- Continue utilizing and expand use of Square point of sale system to create easy process for participants, sponsors, and vendors

**CITY OF SANTEE  
COMMUNITY SERVICES - SPECIAL EVENTS**

<b>Community Services Special Events 1001.02.5309</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 120,753	\$ 86,960	\$ 57,900
Operations & Maintenance	<u>142,114</u>	<u>177,600</u>	<u>159,150</u>
<b>Grand Total</b>	<u><u>\$ 262,867</u></u>	<u><u>\$ 264,560</u></u>	<u><u>\$ 217,050</u></u>

**SUMMARY OF FUNDED POSITIONS**

Recreation Coordinator	<u>0.85</u>	<u>0.85</u>	<u>-</u>
<b>Total Positions</b>	<u><u>0.85</u></u>	<u><u>0.85</u></u>	<u><u>-</u></u>

**CITY OF SANTEE**  
**COMMUNITY SERVICES - SPECIAL EVENTS**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Special Events 1001.02.5309</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 44,697	\$ 15,500	\$ -
Salaries & Wages - Part Time	50020	45,279	54,410	54,920
Retirement - PERS	50050	3,139	1,170	240
Retirement - Unfunded Liability	50052	6,110	7,250	-
Retirement - Part Time	50055	1,446	1,950	1,950
Medicare	50060	1,224	1,020	790
Health Insurance	50070	16,137	5,220	-
Dental Insurance	50071	1,079	360	-
OPEB Health	50072	1,400	-	-
Life Insurance	50075	87	30	-
Long Term Disability Insurance	50076	155	50	-
<b>Total Personnel</b>		<b>\$ 120,753</b>	<b>\$ 86,960</b>	<b>\$ 57,900</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ -	\$ 200	\$ 200
Expert/Consulting Services	51040	125	300	300
Permits/Insurance	51041	23,985	24,000	24,000
Subscription/Memberships	51104	2,369	2,450	2,500
Professional Development	51110	3,525	3,600	3,600
Telephone & Fax	51121	617	700	600
Postage	51122	100	150	150
Promotional Activities	51131	4,755	10,400	8,400
Banners	51133	8,964	11,500	11,500
Bank Fees	51150	349	500	500
Contract Services	51155	74,497	79,500	75,000
Other Services - SD County Sheriff	51156	-	12,400	6,300
Materials and Supplies	51160	10,497	12,000	11,900
Recreational Supplies	51164	3,297	4,200	4,200
Equipment Rental	51191	9,034	15,700	10,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 142,114</b>	<b>\$ 177,600</b>	<b>\$ 159,150</b>
<b>Grand Total</b>		<b>\$ 262,867</b>	<b>\$ 264,560</b>	<b>\$ 217,050</b>

**CITY OF SANTEE  
COMMUNITY SERVICES - SPECIAL EVENTS**

Community Services Special Events 1001.02.5309	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> As needed for testing requirements.	\$ -	\$ 200	\$ 200
<b>Expert/Consulting Services</b> CPR and 1st aid training.	125	300	300
<b>Permits/Insurance</b> Health fees/permits, ABC fees/permits, Right of Entry fees/permits and additional event insurance.	23,985	24,000	24,000
<b>Subscription/Memberships</b> ASCAP, BMI and SESAC music licensing fees.	2,369	2,450	2,500
<b>Professional Development</b> Membership and conference expenses for special event or sponsorship of specific organizations.	3,525	3,600	3,600
<b>Telephone &amp; Fax</b> Telephone and related expenses.	617	700	600
<b>Postage</b> Mailing sponsorship packages and division mail.	100	150	150
<b>Promotional Activities</b> Printing of promotional materials such as posters and flyers and the price of ads taken out in local papers to advertise events.	4,755	10,400	8,400
<b>Banners</b> Includes purchasing, installing, removing, storing, cleaning, and repairing banners.	8,964	11,500	11,500
<b>Bank Fees</b> Processing fees incurred by Square and Active Net point of sale systems.	349	500	500
<b>Contract Services</b> Contracts such as entertainers, lights, sound, bands for events, rides, service providers, pest control services and 4th of July fireworks.	74,497	79,500	75,000
<b>Other Services - SD County Sheriff</b>	-	12,400	6,300
<b>Materials &amp; Supplies</b> Decorations, staff shirts, name tags, water, tape, cords, and other general event supplies.	10,497	12,000	11,900



**CITY OF SANTEE  
COMMUNITY SERVICES - SPECIAL EVENTS**

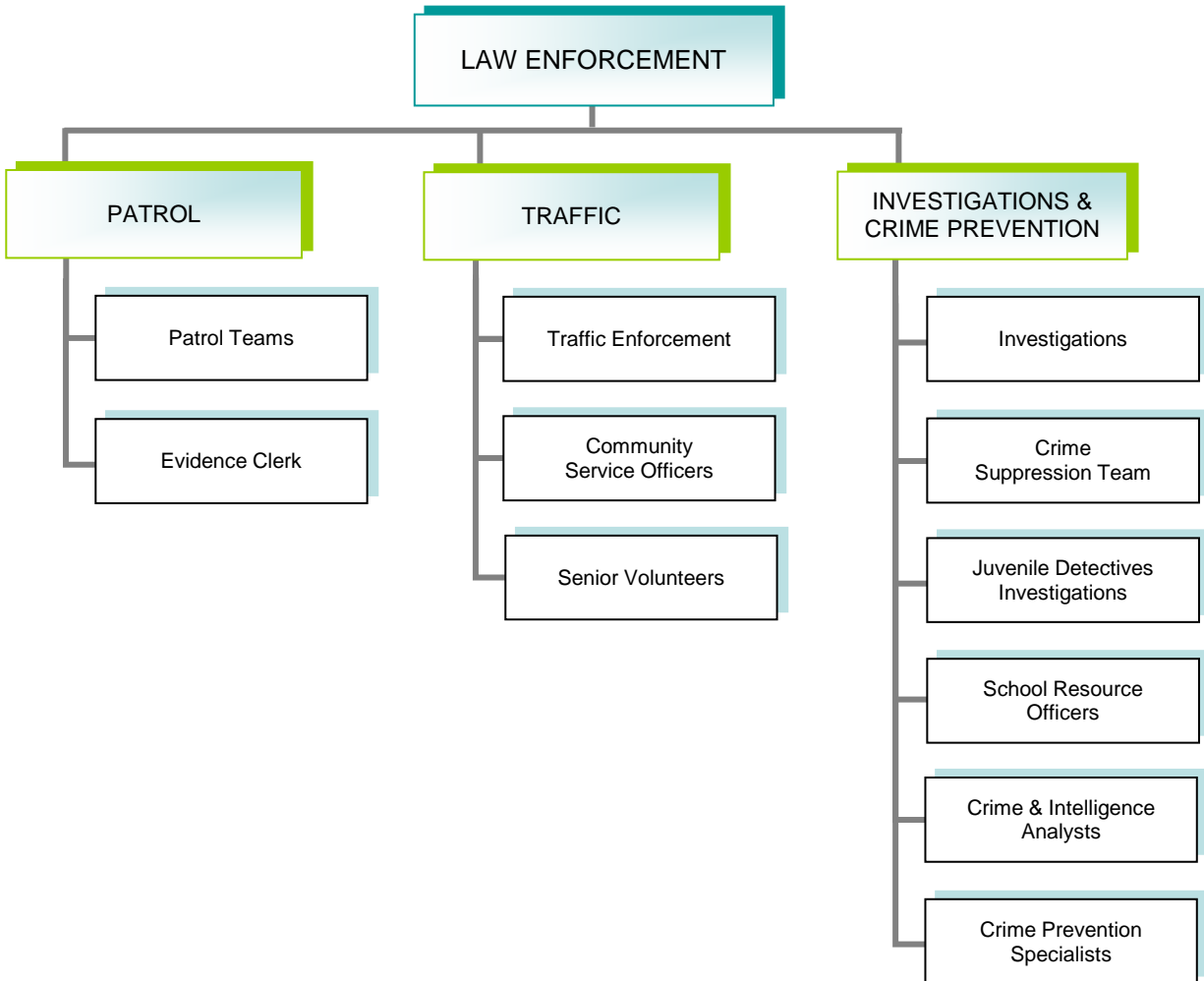
Community Services Special Events 1001.02.5309	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (continued)</b>			
<b>Recreational Supplies</b> Purchase and replacement of items such as canopies, tables, and event fence.	\$ 3,297	\$ 4,200	\$ 4,200
<b>Equipment Rental</b> Rental of equipment such as stages, generators, canopies, tables, chairs, trucks, and portable toilets.	9,034	15,700	10,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 142,114</u>	<u>\$ 177,600</u>	<u>\$ 159,150</u>



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# CITY OF SANTEE LAW ENFORCEMENT

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# CITY OF SANTEE

## LAW ENFORCEMENT SERVICES

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### **Mission Statement**

In partnership with our communities, we provide the highest quality public safety services.

### **Program Description**

Law enforcement services are provided through a contract with the San Diego County Sheriff's Department. These services include patrol, traffic, criminal investigations, narcotic/gang enforcement, crime prevention and crime analysis support.

### **FY 2019-20 Accomplishments**

- Expanded homeless outreach efforts and took a comprehensive approach to managing issues related to homelessness by working with the East County Homeless Task Force and neighboring municipalities by conducting multiagency outreach events
- Increased traffic enforcement in areas with higher levels of violations and safety concerns
- Worked with retailers to establish best practices that maximized communication with law enforcement and created a shopping environment that deterred theft – a strategy known as Crime Prevention through Environmental Design
- Increased use of social media platforms such as NextDoor and Twitter to enhance communication with the community
- Increased foot patrols in City parks, the San Diego riverbed and retail areas to build community relationships, protect the environment and deter criminal activity
- Lowered the crime rate in Santee for 2019
- Had Sheriff onsite presence at all City Special Events in response to increased active shooter related events in the U.S.
- Supported juvenile service programs in Santee, such as SD Nights (short for Safe Destination Nights), which provides safe places where teens can hang out during critical hours

### **FY 2020-21 Goals and Objectives**

- Work in collaboration with the City on the impacts from the COVID-19 pandemic
- Continue to aid in homeless outreach efforts by working with the East County Homeless Task Force, the County's Health and Human Services Agency (HHS), neighboring municipalities, and continue to assist with multiagency outreach events
- With the assistance of the Office of Traffic Safety grant, increase traffic enforcement through distracted driving details, DUI checkpoints and education to the public with teen driver awareness courses
- Work with the Retail Theft Collaborative, which consists of local business owners, store managers and loss prevention staff, to foster best practices and maximize communication with law enforcement in an effort to prevent and deter theft
- Continue to have a presence on social media platforms to enhance communication with the community
- Work with Metropolitan Transit System and the Joint Trolley Task Force to address and deter criminal activity on and around the trolley platform at Town Center Parkway
- Continue collaboration between the City and County in pursuit of a new Public Safety Center to include a new Sheriff Substation, City Fire Station and integrated administrative areas
- Continue to bring regional juvenile programs, such as SD nights and STAR PAL, to Santee to provide opportunities and resources for our youth

**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

<b>Law Enforcement Services County of San Diego 1001.00.2101 &amp; 1001.00.2102</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 14,565,700	\$ 15,398,450	\$ 16,061,050
Grants	-	-	-
<b>Grand Total</b>	<b><u>\$ 14,565,700</u></b>	<b><u>\$ 15,398,450</u></b>	<b><u>\$ 16,061,050</u></b>

**EXPENDITURES**

<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 47,278	\$ 50,000	\$ 50,000
Printing & Duplicating	51120	2,218	2,000	2,000
Telephone & Fax	51121	-	-	-
Contract Services - SD County Sheriff	51152	14,304,096	15,090,000	15,843,750
Other Contract Services	51155	150,000	190,000	99,750
Materials & Supplies	51160	108	250	250
Electricity & Gas	51180	4,745	5,400	5,200
Custodial Services	51210	3,218	3,300	3,100
Repair/Maint - Bldg & Structures	51215	-	2,500	2,000
Communication Charges	51332	54,036	55,000	55,000
<b>Total Operations &amp; Maintenance</b>		<b><u>\$ 14,565,700</u></b>	<b><u>\$ 15,398,450</u></b>	<b><u>\$ 16,061,050</u></b>
<b>Grand Total</b>		<b><u>\$ 14,565,700</u></b>	<b><u>\$ 15,398,450</u></b>	<b><u>\$ 16,061,050</u></b>

**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This account provides law enforcement support services for the Automated Regional Justice Information System (ARJIS) and the California Identification (Cal-ID) Program.</p>	\$ 47,278	\$ 50,000	\$ 50,000
<p><b>Printing and Duplicating</b></p> <p>This account provides funding for the printing of courtesy notices, parking citations and towing notices for illegally parked vehicles.</p>	2,218	2,000	2,000
<p><b>Contract Services - SD County Sheriff</b></p> <p>This appropriation provides funding for general and specialized law enforcement, traffic and patrol services under contract with the San Diego County Sheriff's Department. The contract amount is partially funded with \$157,265 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2020-21 is reflected as follows:</p> <ul style="list-style-type: none"> <li>Twenty-eight (28) general law enforcement patrol</li> <li>Four (4) patrol sergeants</li> <li>Five (5) traffic investigation and enforcement deputies</li> <li>One (1) traffic sergeant</li> <li>One (1) motorcycle deputy</li> <li>Four (4) crime suppression COPPS deputies</li> <li>Seven (7) detectives</li> <li>One (1) detective sergeant</li> <li>Two (2) community service officers (CSOs)</li> </ul>	14,304,096	15,090,000	15,843,750
<p><b>Other Contract Services - SD County Sheriff</b></p> <p>This appropriation provides funds to help support two Grossmont Union High School District School Resource Officers, one each at Santana High School and West Hills High School.</p>	150,000	190,000	99,750
<p><b>Materials &amp; Supplies</b></p> <p>This account provides funds to purchase materials and supplies for law enforcement related functions, including RSVP activities and Community Oriented Policing Committee (COMPOC) meetings.</p>	108	250	250

**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Electricity &amp; Gas</b>	\$ 4,745	\$ 5,400	\$ 5,200
This appropriation provides funding for the cost of gas and electricity for the Community Safety Center located in Trolley Square.			
<b>Custodial Services</b>	3,218	3,300	3,100
This appropriation provides for janitorial services at the Community Safety Center located in Trolley Square.			
<b>Repair/Maintenance - Building &amp; Structures</b>	-	2,500	2,000
This account provides for monthly alarm monitoring and inspection fees at the Community Safety Center as well as any as-needed internal facility repairs or maintenance, including plumbing and electrical repairs.			
<b>Communication Charges</b>	54,036	55,000	55,000
This appropriation provides funds for the County of San Diego 800MHZ Regional Communication System, including radio and mobile data terminal charges.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 14,565,700</u>	<u>\$ 15,398,450</u>	<u>\$ 16,061,050</u>

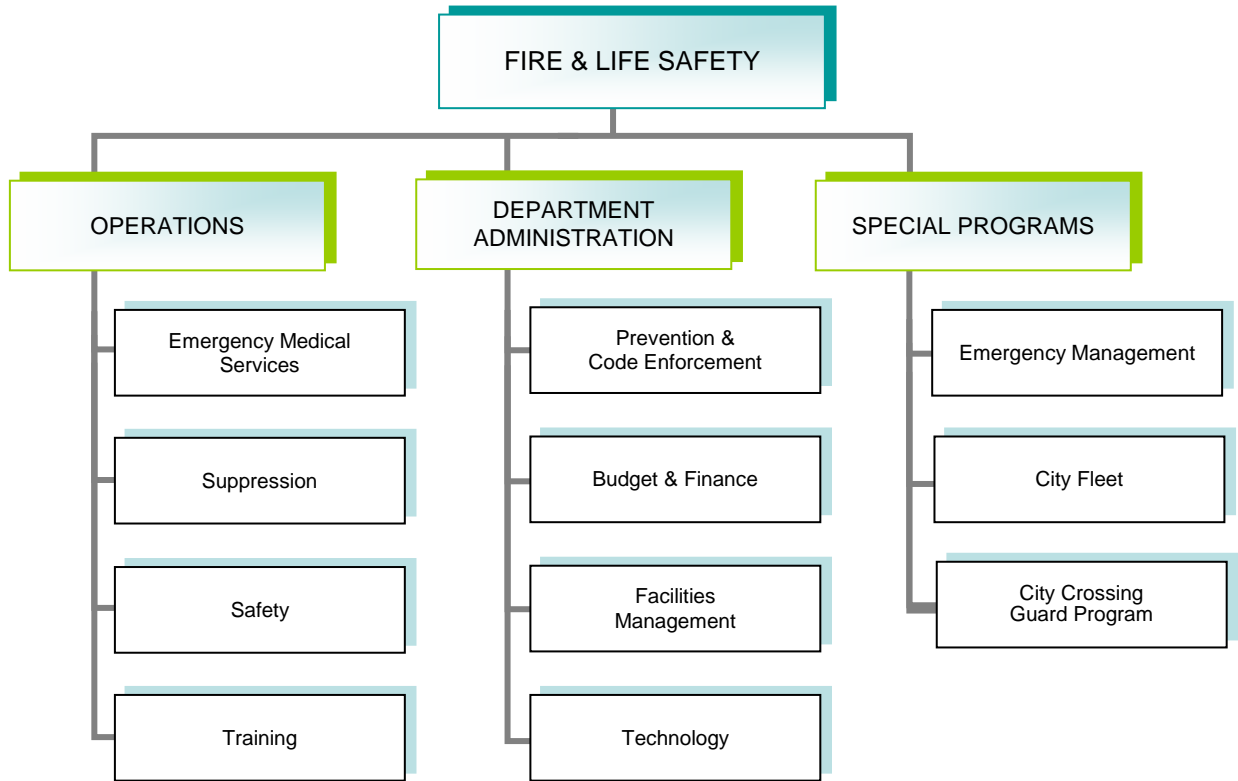


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# CITY OF SANTEE FIRE AND LIFE SAFETY

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**CITY OF SANTEE  
FIRE AND LIFE SAFETY SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Administration	\$ 808,527	\$ 882,590	\$ 902,540
Emergency Operations	9,394,229	9,305,270	9,554,370
Emergency Medical	3,200,116	3,334,200	3,496,350
Emergency Preparedness	21,180	26,330	28,490
Fleet Operations and Maintenance	316,452	398,600	372,570
Fire Grants	-	-	-
<b>Total</b>	<u><u>\$ 13,740,504</u></u>	<u><u>\$ 13,946,990</u></u>	<u><u>\$ 14,354,320</u></u>

**SUMMARY OF FUNDED POSITIONS**

Administration	4.05	4.05	4.05
Emergency Operations	38.30	41.30	41.30
Emergency Medical	13.95	13.95	13.95
Fleet Operations and Maintenance	1.30	1.30	1.30
<b>Total</b>	<u><u>57.60</u></u>	<u><u>60.60</u></u>	<u><u>60.60</u></u>

## **CITY OF SANTEE**

### **FIRE AND LIFE SAFETY – ADMINISTRATION**

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#### **Mission Statement**

We protect life and property in our community through aggressive fire suppression, public education and emergency medical services (EMS), with leadership and professionalism.

#### **Program Description**

Fire Administration is responsible for the management and administration of fire and life safety planning, emergency operations, disaster preparedness, emergency medical services, loss prevention, code enforcement, fire investigation, and hazardous materials mitigation. This department is also responsible for administering City fleet maintenance, citywide communications, and the City's Safety Program.

#### **FY 2019-20 Accomplishments**

- Completed the Building 5 counter installation for employee safety and as an element of ADA upgrades to the City Hall complex
- Identified a mid-term site (5-10 yrs.) for the Heartland Communications Facility Authority (HCFA).

#### **FY 2020-21 Goals and Objectives**

- Identify a long-term site (30-50 yrs.) for the Heartland Communications Facility Authority (HCFA)
- Transition our Crossing Guard program to the Santee School District
- Study the changing status and role of fire departments and EMS delivery systems to provide the most efficient and effective service to the community

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - ADMINISTRATION**

Fire & Life Safety Fire Administration 1001.03.2201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 762,567	\$ 818,350	\$ 845,660
Operations & Maintenance	45,960	64,240	56,880
Capital Outlay	<u>-</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u>\$ 808,527</u>	<u>\$ 882,590</u>	<u>\$ 902,540</u>

**SUMMARY OF POSITIONS**

Director Fire & Life Safety Services	0.80	0.80	0.80
Deputy Fire Chief	0.75	0.75	0.75
Fire Marshal	1.00	1.00	1.00
Management Assistant	0.70	0.70	-
Management Analyst	-	-	0.70
Administrative Secretary	<u>0.80</u>	<u>0.80</u>	<u>0.80</u>
<b>Total Positions</b>	<u>4.05</u>	<u>4.05</u>	<u>4.05</u>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - ADMINISTRATION**

<b>Fire &amp; Life Safety</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Fire Administration 1001.03.2201</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salary & Wages - Regular	50010	\$ 484,119	\$ 493,830	\$ 520,490
Salary & Wages - Part Time	50020	16,445	59,770	29,810
Overtime	50025	8,255	3,750	3,850
Retirement - PERS	50050	71,907	80,810	93,320
Retirement - Unfunded Liability	50052	90,010	109,410	127,090
Retirement - Part Time	50055	617	2,240	1,120
Medicare	50060	7,378	8,090	8,050
Health Insurance	50070	49,063	50,010	51,580
Dental Insurance	50071	3,329	3,640	3,620
OPEB Health	50072	8,220	-	-
Life Insurance	50075	414	420	420
Long Term Disability	50076	1,246	1,380	1,310
Workers Comp Insurance	50080	21,565	5,000	5,000
<b>Total Personnel</b>		<b>\$ 762,567</b>	<b>\$ 818,350</b>	<b>\$ 845,660</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 128	\$ 940	\$ 500
Expert/Consulting Services	51040	12,541	22,380	19,280
Subscriptions/Memberships	51104	2,206	2,790	4,420
Professional Development	51110	6,639	8,860	4,600
Mileage Reimbursement	51112	-	250	-
Printing & Duplicating	51120	72	300	300
Telephone & Fax	51121	5,128	5,400	7,760
Postage	51122	727	1,100	1,100
Rentals/Leases- Office Equipment	51141	2,192	-	-
Materials and Supplies	51160	8,824	10,730	10,730
Materials & Supplies - Crossing Guards	51161	110	950	300
Wearing Apparel	51165	2,999	4,800	2,200
Electricity & Gas	51180	4,143	4,600	4,500
Repair/Maintenance - Equipment	51211	250	1,140	1,190
<b>Total Operations &amp; Maintenance</b>		<b>\$ 45,960</b>	<b>\$ 64,240</b>	<b>\$ 56,880</b>
<b>Grand Total</b>		<b>\$ 808,527</b>	<b>\$ 882,590</b>	<b>\$ 902,540</b>

**CITY OF SANTEE  
FIRE AND LIFE SAFETY - ADMINISTRATION**

Fire & Life Safety	FY 2018-19	FY 2019-20	FY 2020-21
Fire Administration 1001.03.2201	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<b>Medical Services</b> This account provides funds for required annual respirator physicals for Fire Chief and Deputy Fire Chief.	\$ 128	\$ 940	\$ 500
<b>Expert/Consulting Services</b> This account provides funds for the Fire Benefit Fee consultant, fire inspection billing service, annual license for training/online risk management program, the Junior Firesetter Intervention Program, and public hearing advertisements.	12,541	22,380	19,280
<b>Subscriptions/Memberships</b> This appropriation will provide for professional memberships for Chief Officers, Fire Marshal, and Fire Administration staff.	2,206	2,790	4,420
<b>Professional Development</b> This appropriation will allow for attendance of professional conferences, classes and various training seminars by Chief Officers and Fire Marshal.	6,639	8,860	4,600
<b>Mileage Reimbursement</b> This account provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	250	-
<b>Printing &amp; Duplicating</b> This account provides funds for the printing of various forms, business cards and other miscellaneous printing needs for Fire Administration.	72	300	300
<b>Telephone &amp; Fax</b> This appropriation will fund the cost of telephones for Fire Administration staff.	5,128	5,400	7,760
<b>Postage</b> This account provides funds for postage and shipping charges utilized by Fire Administration.	727	1,100	1,100
<b>Rentals/Leases - Office Equipment</b> This account is for the Fire Administration copier lease. (This appropriation has been eliminated in FY 19/20 as department no longer leases a copier).	2,192	-	-
<b>Materials &amp; Supplies</b> This account provides funds for the purchase of miscellaneous materials and supplies utilized by Fire Administration and Fire Prevention.	8,824	10,730	10,730

**CITY OF SANTEE  
FIRE AND LIFE SAFETY - ADMINISTRATION**

Fire & Life Safety Fire Administration 1001.03.2201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies - Crossing Guards</b>	\$ 110	\$ 950	\$ 300
This account will provide funds for the School Crossing Guard Program for safety apparel, stop signs, and other related items.			
<b>Wearing Apparel</b>	2,999	4,800	2,200
This account provides for uniforms for the Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector.			
<b>Electricity &amp; Gas</b>	4,143	4,600	4,500
This appropriation provides for Fire Administration's share of gas and electricity at City Hall.			
<b>Repair/Maintenance - Equipment</b>	250	1,140	1,190
This appropriation provides for AED service agreement on defibrillators in City facilities, and as-needed repair of copier and small office equipment. This appropriation also provides for the department's share of the copier pooled maintenance agreement.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 45,960</b>	<b>\$ 64,240</b>	<b>\$ 56,880</b>



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## **CITY OF SANTEE**

### **FIRE AND LIFE SAFETY – EMERGENCY OPERATIONS**

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#### **Program Description**

Emergency Operations is responsible for day-to-day operations including response to and mitigation of emergency incidents and service calls. Supporting emergency response activities requires the coordination of safety, training activities and the utilization of current information technology. Emergency response personnel also add value by providing public education and performing commercial occupancy fire code inspections.

#### **FY 2019-20 Accomplishments**

- Purchased six additional portable radios with grant funds
- Purchased ballistic personal protective equipment through State Homeland Security Grant reallocated grant funds
- Sponsored an in-house Fire Academy for new hire Firefighter Paramedics

#### **FY 2020-21 Goals and Objectives**

- Continue to develop the City's Emergency Operations Center through training, table-top exercises, and full simulations
- Continue the replacement of all aged firefighter brush clothing and turnout clothing with modern garments that will better protect personnel from heat and fire exposure
- Continue to monitor chute times, with the goal of improving fire department overall response times
- Continue research options for new records management system with the County of San Diego
- Complete a standards of coverage survey to ensure future fire stations and apparatus are appropriately positioned for current and future city growth
- Identify options for replacing or remodeling Fire Station 4, to include drawings and artist renderings

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS**

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 8,785,295	\$ 8,585,260	\$ 8,850,860
Operations & Maintenance	564,704	720,010	677,400
Capital Outlay	<u>44,231</u>	<u>-</u>	<u>26,110</u>
<b>Grand Total</b>	<u><u>\$ 9,394,229</u></u>	<u><u>\$ 9,305,270</u></u>	<u><u>\$ 9,554,370</u></u>

**SUMMARY OF FUNDED POSITIONS**

Battalion Chief	2.40	2.40	2.40
Fire Captain	11.90	11.90	11.90
Fire Engineer	12.00	12.00	12.00
Firefighter Paramedic	<u>12.00</u>	<u>12.00</u>	<u>15.00</u>
<b>Total Positions</b>	<u><u>38.30</u></u>	<u><u>38.30</u></u>	<u><u>41.30</u></u>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS**

General Government Emergency Operations 1001.03.2202		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 3,658,010	\$ 4,127,490	\$ 4,255,370
Acting Pay	50011	14,509	11,000	13,000
FLSA	50012	86,982	101,230	104,590
Overtime	50025	1,267,209	732,480	755,400
Overtime - Acting Pay	50027	165,549	131,100	130,690
Overtime - Reimbursable	50028	271,246	250,820	104,760
Preceptor/Mentor Pay	50033	-	7,500	7,000
Longevity Certification Pay	50034	-	41,620	41,620
Sick Leave Buy Back	50036	5,692	5,750	3,260
Clothing Allowance	50041	22,758	22,950	25,720
2% RHSA	50045	66,361	75,630	78,070
Retirement - PERS	50050	756,064	798,580	873,370
Retirement - Unfunded Liability	50052	906,110	1,115,130	1,294,810
Medicare	50060	76,638	77,060	77,280
Health Insurance	50070	678,582	727,820	727,060
Dental Insurance	50071	39,878	41,020	39,610
OPEB Health	50072	319,740	-	-
Life Insurance	50075	3,720	4,270	4,320
Long Term Disability Insurance	50076	10,859	13,810	14,930
Workers Compensation Insurance	50080	435,388	300,000	300,000
Unemployment Insurance	50081	-	-	-
<b>Total Personnel</b>		<u>\$ 8,785,295</u>	<u>\$ 8,585,260</u>	<u>\$ 8,850,860</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 10,747	\$ 14,370	\$ 12,970
Expert/Consulting Services	51040	26,244	36,000	37,600
Governmental Purposes	51101	1,239	2,000	2,000
Professional Development	51110	400	2,840	2,840
Training & Developments - FTES	51114	15,017	15,000	15,000
Telephone & Fax	51121	12,813	13,900	12,500
Rentals/Leases - Office Equipment	51141	-	5,650	5,650
Materials & Supplies	51160	46,258	55,400	52,110
Wearing Apparel	51165	46,906	140,270	100,490
Electricity & Gas	51180	41,951	46,500	47,000
Water & Sewer	51185	10,328	11,560	11,160
Repair/Maintenance - Equipment	51211	12,909	24,580	22,830
Heartland Communications Facility Auth.	51330	201,540	197,290	203,320
Heartland Training Authority	51331	50,811	49,380	49,380
Communication Charges	51332	28,504	30,860	23,680
Agency Reimbursements	51335	47,923	51,940	56,370
Fitness Equipment/Education	51360	11,115	22,470	22,500
<b>Total Operations &amp; Maintenance</b>		<u>\$ 564,704</u>	<u>\$ 720,010</u>	<u>\$ 677,400</u>
<b>CAPITAL OUTLAY COSTS</b>				
Communication Equipment	60050	\$ -	\$ -	\$ 18,610
Other Capital Outlay	60099	44,231	-	7,500
<b>Total Capital Outlay</b>		<u>\$ 44,231</u>	<u>\$ -</u>	<u>\$ 26,110</u>
<b>Grand Total</b>		<u><u>\$ 9,394,229</u></u>	<u><u>\$ 9,305,270</u></u>	<u><u>\$ 9,554,370</u></u>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS**

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b>	\$ 10,747	\$ 14,370	\$ 12,970
This account provides for required annual respirator physicals, DMV physicals, vaccinations, first aid claims and pre-placement physicals for new firefighter/paramedics.			
<b>Expert/Consulting Services</b>	26,244	36,000	37,600
This account provides funds for various contracts and services including TIP (Trauma Intervention Program), OSHA required ladder testing, fire hose testing, maintenance agreement for 4 Zoll monitors, peer support program, annual County hazardous materials permits and miscellaneous contracts associated with hazardous waste disposal, software support service and other highly technical equipment.			
<b>Other Governmental Purposes</b>	1,239	2,000	2,000
This account provides funds for expenses associated with emergencies, including meals, fluid replacement and unforeseen materials and supplies required to mitigate emergencies.			
<b>Professional Development</b>	400	2,840	2,840
This account will fund department-wide training activities, registration fees, travel and lodging associated with attendance of professional conferences and various training seminars by personnel.			
<b>Training &amp; Development - FTEs</b>	15,017	15,000	15,000
This account provides funding for ongoing Fire Department related training activities and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.			
<b>Telephone &amp; Fax</b>	12,813	13,900	12,500
This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.			
<b>Rentals/Leases - Office Equipment</b>	-	5,650	5,650
This account provides funds for the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).			
<b>Materials &amp; Supplies</b>	46,258	55,400	52,110
This account provides funds for the purchase of miscellaneous materials and supplies including but not limited to: SCBA (self-contained breathing apparatus) replacement parts, fire station materials and supplies, fire equipment and fire hose.			
<b>Wearing Apparel</b>	46,906	140,270	100,490
This account provides funds for the purchase of protective clothing, safety equipment and firefighter uniforms.			

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY OPERATIONS**

General Government Emergency Operations 1001.03.2202	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Electricity &amp; Gas</b> This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5.	\$ 41,951	\$ 46,500	\$ 47,000
<b>Water &amp; Sewer</b> This appropriation will fund the cost of water and sewer allocated for Fire Stations 4 and 5.	10,328	11,560	11,160
<b>Repair/Maintenance - Equipment</b> This account will provide funds for repair and maintenance of equipment at Fire Stations 4 and 5. This account also provides funds for radio maintenance and repair services.	12,909	24,580	22,830
<b>Heartland Communications Facility Authority</b> Heartland Communication Facility Authority operational cost and required CIP contribution. 45% of this amount is budgeted in the Emergency Medical (CSA 69) budget.	201,540	197,290	203,320
<b>Heartland Training Authority</b> Heartland Training Facility operational & lease costs.	50,811	49,380	49,380
<b>Communication Charges</b> Regional Communication System radio user charges, pager service, mobile hot spot access fees.	28,504	30,860	23,680
<b>Agency Reimbursements</b> This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program.	47,923	51,940	56,370
<b>Fitness Equipment/Education</b> Fitness equipment and education as dictated by the Firefighter MOU.	11,115	22,470	22,500
<b>Total Operations &amp; Maintenance</b>	\$ 564,704	\$ 720,010	\$ 677,400

**CAPITAL OUTLAY COSTS**

<b>Communication Equipment</b> This appropriation provides funding for two (2) additional satellite units for the alerting system at Station 5, turnout timers for Stations 4 & 5, and replacement communication equipment.	\$ -	\$ -	\$ 18,610
<b>Other Capital Outlay</b> This appropriation provides for replacement of one (1) thermal imaging camera.	44,231	-	7,500
<b>Total Capital Outlay</b>	\$ 44,231	\$ -	\$ 26,110



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**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY – EMERGENCY MEDICAL**

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**Program Description**

Under the direction of the Emergency Medical Services (EMS) Battalion Chief, the Emergency Medical Services Division is responsible for responding to 911 emergency calls and providing Advanced Life Support (ALS) patient care in the treatment of medical illness or traumatic injury. This budget provides funding for all ALS services including, but not limited to: ALS and Basic Life Support (BLS) training consistent with State and local laws, as well as County of San Diego policies; ambulance procurement, maintenance and repair; medical supplies; employee health, safety and wellness programs; ALS and BLS equipment maintenance and repair; community education and public relations programs; personnel costs associated with the delivery of EMS provided by the Santee Fire Department. The program is funded through reimbursement to the City General Fund from County Service Area 69 (CSA-69).

**FY 2019-20 Accomplishments**

- Transitioned to in-house continuing education provider
- Continued to pursue implementing additional transport unit(s) in the CSA
- Hosted joint EMS meeting with Lakeside Fire
- Ensure billing compliance with Image Trend exceeds previous model
- Developed an on-going EMS training calendar
- Placed new paramedic ambulance into service

**FY 2020-21 Goal and Objectives**

- Develop periodic video-based EMS training
- Research the feasibility of tiered dispatching
- Implementation of comprehensive Quality Assurance and Improvement program
- Implementation of biometric narcotic storage and tracking
- Conduct a 5<sup>th</sup> transport ambulance trial study
- Continue support of County increasing non-resident transport fees
- Fully deploy designated infection control officer
- Complete new EMS supplies bid
- Deploy Automatic CPR boards on each front-line apparatus
- Implement a customer satisfaction survey program
- Re-chassis 2 medic units and put in service as front-line apparatus

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 2,595,683	\$ 2,560,400	\$ 2,710,240
Operations & Maintenance	526,925	707,800	716,860
Capital Outlay	<u>77,508</u>	<u>66,000</u>	<u>69,250</u>
<b>Grand Total</b>	<u><u>\$ 3,200,116</u></u>	<u><u>\$ 3,334,200</u></u>	<u><u>\$ 3,496,350</u></u>

**SUMMARY OF FUNDED POSITIONS**

Battalion Chief	0.60	0.60	0.60
Fire Captain	0.10	0.10	0.10
Firefighter Paramedic	12.00	12.00	12.00
Director of Fire & Life Safety	0.20	0.20	0.20
Deputy Fire Chief	0.25	0.25	0.25
Management Assistant	0.30	0.30	-
Management Analyst	-	-	0.30
Lead Equipment Mechanic	0.10	0.10	0.10
Equipment Mechanic	0.20	0.20	0.20
Administrative Secretary	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>
<b>Total Positions</b>	<u><u>13.95</u></u>	<u><u>13.95</u></u>	<u><u>13.95</u></u>



**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

<b>Fire &amp; Life Safety</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Emergency Medical 1001.03.2203</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 1,233,021	\$ 1,362,550	\$ 1,375,920
F L S A	50012	28,218	30,480	30,640
Overtime	50025	367,739	167,320	243,990
Overtime - Surge	50029	1,832	-	-
Preceptor/Mentor Pay	50033	-	7,500	7,000
Longevity Pay	50034	-	4,120	4,120
Sick Leave Buy Back	50036	772	1,530	1,730
Clothing Allowance	50041	7,930	8,260	8,230
2% RHSA	50045	21,159	22,760	22,880
Retirement - PERS	50050	249,111	254,330	265,620
Retirement - Unfunded Liability	50052	304,792	377,850	410,820
Medicare	50060	25,874	22,960	24,250
Health Insurance	50070	208,941	205,510	219,130
Dental Insurance	50071	12,728	13,450	14,500
Life Insurance	50075	1,381	1,460	1,460
Long Term Disability Insurance	50076	3,953	5,320	4,950
Workers Compensation Insurance	50080	128,232	75,000	75,000
<b>Total Personnel</b>		<b>\$ 2,595,683</b>	<b>\$ 2,560,400</b>	<b>\$ 2,710,240</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 3,303	\$ 6,200	\$ 9,540
Expert/Consulting Services	51040	31,752	32,140	32,770
Outreach and Education	51046	3,869	5,000	5,000
Laundry & Cleaning	51102	1,597	2,750	2,690
Subscriptions/Memberships	51104	588	600	780
Professional Development	51110	3,155	7,510	10,300
Telephone & Fax	51121	8,714	7,250	7,770
Postage	51122	155	180	180
Rentals/Leases - Office Equipment	51141	548	2,020	1,890
Materials & Supplies	51160	139,847	207,510	246,990
Wearing Apparel	51165	12,114	12,830	13,360
Fuel & Oil	51171	50,228	74,700	56,580
Electricity & Gas	51180	15,569	17,450	17,450
Water & Sewer	51185	3,607	4,220	4,220
Repair/Maint - Equipment	51211	294	3,250	4,570
Repair/Maint - Automotive Equipment	51212	16,884	42,870	33,200
Repair/Maint - Other	51230	6,818	28,810	21,000
Property Insurance	51301	4,929	6,200	8,690
Public Liability Insurance	51305	24,193	36,200	36,940
Heartland Communications Facility Auth.	51330	164,896	161,430	166,350
Communication Charges	51332	17,940	19,810	18,590
Fitness Equipment/Education	51360	3,705	7,530	7,500
Minor Equipment	51361	12,221	21,340	10,500
<b>Total Operations &amp; Maintenance</b>		<b>\$ 526,925</b>	<b>\$ 707,800</b>	<b>\$ 716,860</b>
<b>CAPITAL OUTLAY COSTS</b>				
Medical Equipment	60030	\$ -	\$ 61,000	\$ 61,000
Communication Equipment	60050	-	5,000	8,250
Other Capital Outlay	60099	89,508	-	-
Trade-In Credit on Equipment	60199	(12,000)	-	-
<b>Total Capital Outlay</b>		<b>\$ 77,508</b>	<b>\$ 66,000</b>	<b>\$ 69,250</b>
<b>Grand Total</b>		<b>\$ 3,200,116</b>	<b>\$ 3,334,200</b>	<b>\$ 3,496,350</b>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b>	\$ 3,303	\$ 6,200	\$ 9,540
This account provides funds for required annual respirator physicals, DMV physicals, vaccinations and first aid claims.			
<b>Expert/Consulting Services</b>	31,752	32,140	32,770
This account provides funds for various fees and costs associated with ALS & BLS certification and licensing. Costs include, but are not limited to the following: 1) Fees for state associations & licensure; 2) Contracts with Grossmont Hospital for ACLS training and field care audits; 3) Bio Hazard Waste Disposal; 4) Reverse distribution of controlled substances; 5) Trauma Intervention Program (TIP); 6) EMS related training resulting in continuing education units and service delivery enrichment; 7) Peer support services.			
<b>Outreach and Education</b>	3,869	5,000	5,000
This account provides funds for EMS related supplies for community risk reduction through education and supplies for first aid booths at large community events.			
<b>Laundry/Cleaning Services</b>	1,597	2,750	2,690
This account provides funds for linen service for all EMS medical linen, including cleaning and replacement costs for all CSA 69 paramedic units.			
<b>Subscriptions/Memberships</b>	588	600	780
This appropriation provides for subscriptions, memberships and professional publications utilized by EMS Personnel.			
<b>Professional Development</b>	3,155	7,510	10,300
This account provides funds for purchase of EMS related training materials and supplies, as well as registration fees, travel expenses and meals for attendance of professional development seminars, classes and conferences related to emergency medical care.			
<b>Telephone &amp; Fax</b>	8,714	7,250	7,770
This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.			
<b>Postage</b>	155	180	180
This account is for CSA 69 associated postage and shipping charges.			
<b>Rentals/Leases - Office Equipment</b>	548	2,020	1,890
This account provides funds for CSA 69 share of the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).			

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies</b>	\$ 139,847	\$ 207,510	\$ 246,990
This account provides funds to purchase miscellaneous medical supplies, pharmaceuticals, office supplies and other supplies related to the paramedic program.			
<b>Wearing Apparel</b>	12,114	12,830	13,360
This account provides funds to purchase safety gear for firefighter/paramedics, including turnouts, boots and protective eye wear.			
<b>Fuel &amp; Oil</b>	50,228	74,700	56,580
This account provides funds for fuel, oil, transmission fluid and lubricants for paramedic units.			
<b>Electricity &amp; Gas</b>	15,569	17,450	17,450
This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5 as associated with the EMS program.			
<b>Water &amp; Sewer</b>	3,607	4,220	4,220
This account provides funds for water and sewer allocated for Fire Stations 4 and 5 as associated with the EMS program.			
<b>Repair/Maintenance - Equipment</b>	294	3,250	4,570
This account provides funds for repair and maintenance of radios and other communication equipment on paramedic units.			
<b>Repair/Maintenance - Automotive Equipment</b>	16,884	42,870	33,200
This account provides funds for normal repair and maintenance of all paramedic units, including funds for miscellaneous parts, wheel alignments, muffler repair, etc.			
<b>Repair/Maintenance - Other</b>	6,818	28,810	21,000
This account provides funds for miscellaneous repairs of medical equipment, including but not limited to gurneys, auto vents, automatic blood pressure cuffs, EKG monitor maintenance and mechanical CPR boards.			
<b>Property Insurance</b>	4,929	6,200	8,690
This account provides funds for the estimated cost to insure the CSA paramedic units.			
<b>Public Liability Insurance</b>	24,193	36,200	36,940
This account provides funds for the CSA 69 portion of public liability/paramedic malpractice insurance.			

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY MEDICAL**

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Heartland Communications Facility Authority</b> Heartland Communication Facility Authority (HCFA) operational cost and required CIP contribution. 55% of this amount is budgeted in the Emergency Operations budget, and 45% is charged to Emergency Medical.	\$ 164,896	\$ 161,430	\$ 166,350
<b>Communication Charges</b> Regional Communication System radio user charges, pager service, and mobile hot spot access fees.	17,940	19,810	18,590
<b>Fitness Equipment/Education</b> Fitness equipment and education as dictated by the Firefighter MOU.	3,705	7,530	7,500
<b>Minor Equipment</b> This account provides for equipment purchased that does not meet the fixed asset criteria, but does have a life expectancy greater than one (1) year.	12,221	21,340	10,500
<b>Total Operations &amp; Maintenance</b>	\$ 526,925	\$ 707,800	\$ 716,860

**CAPITAL OUTLAY COSTS**

<b>Medical Equipment</b> This account will fund the purchase of one (1) monitor/defibrillator, one (1) mechanical CPR board and one (1) gurney.	\$ -	\$ 61,000	\$ 61,000
<b>Communication Equipment</b> This appropriation provides funding for two (2) additional satellite units for the alerting system at Station 5 (25%), turnout timers for Stations 4 & 5 (25%), and replacement communication equipment.	-	5,000	8,250
<b>Other Capital Outlay</b> This account provided funds for the purchase of two (2) EKG monitors, one (1) mechanical CPR board, and 25% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 75% was included in the Emergency Medical budget).	89,508	-	-
<b>Trade-In Credit</b>	(12,000)	-	-
<b>Total Capital Outlay</b>	\$ 77,508	\$ 66,000	\$ 69,250

# CITY OF SANTEE

## FIRE AND LIFE SAFETY – EMERGENCY PREPAREDNESS

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### **Program Description**

The Emergency Preparedness Program is responsible for planning, preparing, and responding to natural disasters, man-made emergencies and war-related emergencies utilizing the National Incident Management System (NIMS). The goals of the program include prevention and mitigation training directed towards saving lives, limiting civilian and responder casualties, minimizing property damage and restoration of the City to normal operations in an efficient and expeditious manner following a large-scale emergency event. The Emergency Preparedness Program achieves community risk reduction through innovative and comprehensive public education and preparedness training. Additionally, this program includes training in the areas of documentation, damage assessment, disaster relief, cost recovery, the City's Emergency Operations Plan (EOP), the Cities Readiness Initiative (CRI) Plan, the Continuity of Operations Plan (COOP), Community Emergency Response Team (CERT) training and readiness of the City's Emergency Operations Center (EOC).

### **FY 2019-20 Accomplishments**

- Effective management and mitigation of the COVID-19 pandemic
- Activation of the Emergency Operations Center (EOC) in response to COVID-19
- Construction of protective barriers in City facilities in response to COVID-19
- Provided community support through the Care and Shelter Branch of EOC
- Development of policy and procedures in response to COVID-19

### **FY 2020-21 Goals and Objectives**

- Continue COVID-19 mitigation efforts through the Emergency Operations Center
- Ensure COVID-19 safety control measures are in place for employees and visitors to City facilities
- Research strategies to impact local high school students through educational programs
- Update the Public Education website to increase ease of use
- Conduct EOC drills in accordance with Federal, State, and County mandates

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY PREPAREDNESS**

Fire & Life Safety Emergency Preparedness 1001.03.2204	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 21,180	\$ 26,330	\$ 28,490
<b>Grand Total</b>	<b>\$ 21,180</b>	<b>\$ 26,330</b>	<b>\$ 28,490</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Outreach and Education	51046	\$ 7,599	\$ 7,500	\$ 8,000
Professional Development	51110	716	6,800	8,330
Training & Development	51113	3,683	3,000	3,000
Telephone & Fax	51121	4,260	4,300	4,100
Materials & Supplies	51160	3,199	3,000	3,300
Agency Reimbursements	51335	1,723	1,730	1,760
<b>Total Operations &amp; Maintenance</b>		<b>\$ 21,180</b>	<b>\$ 26,330</b>	<b>\$ 28,490</b>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - EMERGENCY PREPAREDNESS**

Fire & Life Safety	FY 2018-19	FY 2019-20	FY 2020-21
Emergency Preparedness 1001.03.2204	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Outreach and Education</b></p> <p>This account provides funding to promote community risk reduction through fire and life safety programs. Programs include, but are not limited to, burn prevention, fall prevention, drowning prevention, CPR training, senior smoke detector program, and disaster preparedness. Additionally this account supports community first aid stations, school assembly presentations, station tours and community events promoting fire and life safety.</p>	\$ 7,599	\$ 7,500	\$ 8,000
<p><b>Professional Development</b></p> <p>Funds to be used for disaster preparedness training seminars and conferences, CPR instructor certification, and Emergency Operation Center (EOC) training exercises.</p>	716	6,800	8,330
<p><b>Training &amp; Development</b></p> <p>This account provides funds in support of the Department's CPR/AED public education efforts. Funds will be used for program supplies, equipment and maintenance of equipment.</p>	3,683	3,000	3,000
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funds for ten (10) dedicated EOC lines, (21) additional cell phones and one (1) satellite phone.</p>	4,260	4,300	4,100
<p><b>Materials &amp; Supplies</b></p> <p>This account will provide funds to purchase miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.</p>	3,199	3,000	3,300
<p><b>Agency Reimbursements</b></p> <p>This account will provide funds for City's participation in the San Diego County Unified Disaster Council.</p>	1,723	1,730	1,760
<b>Total Operations &amp; Maintenance</b>	<u>\$ 21,180</u>	<u>\$ 26,330</u>	<u>\$ 28,490</u>



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## **CITY OF SANTEE**

### **FIRE AND LIFE SAFETY – FLEET OPERATIONS & MAINTENANCE**

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#### **Program Description**

Fire Administration is responsible for the management and administration of the City fleet. This includes the maintenance of the City fleet, purchase of fuels and oils, as well as the professional development of all fleet personnel.

#### **FY 2019-20 Accomplishments**

- Completed specifications and purchase of Brush Engine
- Implemented mechanic Student Intern position with community college partners
- Deployed facets of the RTA software program that will allow for the following:
  - Improved accountability of hours worked on a City vehicle
  - Production monthly work orders
  - Better tracking of needed/required vehicle maintenance
  - Allows employees to alert fleet personnel of needed repairs
  - Builds up-to-date reports on work accomplished and pending

#### **FY 2020-21 Goals and Objectives**

- Continue to deploy all facets of the RTA software program
- Explore benefits of a vehicle lease program for replacement of City Fleet
- Continue to develop strategies to increase efficiency for vehicle services including the Student Intern program to assist with vehicle maintenance and transportation

**CITY OF SANTEE**  
**FIRE AND LIFE SERVICES- FLEET OPERATIONS AND MAINTENANCE**

Fire Life & Safety Fleet Operations and Maintenance <b>1001.03.2206</b>	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 138,232	\$ 164,000	\$ 172,830
Operations & Maintenance	175,131	224,380	199,740
Capital Outlay	<u>3,089</u>	<u>10,220</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 316,452</u></b>	<b><u>\$ 398,600</u></b>	<b><u>\$ 372,570</u></b>

**SUMMARY OF POSITIONS**

Lead Equipment Mechanic	0.90	0.90	0.90
Equipment Mechanic	<u>0.40</u>	<u>0.40</u>	<u>0.40</u>
<b>Total Positions</b>	<b><u>1.30</u></b>	<b><u>1.30</u></b>	<b><u>1.30</u></b>

**CITY OF SANTEE**  
**FIRE AND LIFE SERVICES- FLEET OPERATIONS AND MAINTENANCE**

<b>Fire Life &amp; Safety</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Fleet Operations and Maintenance 1001.03.2206</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 86,798	\$ 103,490	\$ 106,630
Salaries & Wages - Part Time	50020	6,402	10,800	12,060
Sick Leave Buy Back	50036	-	-	940
Retirement - PERS	50050	10,083	11,360	12,690
Retirement - Unfunded Liability	50052	10,600	16,380	18,410
Retirement - Part Time	50055	240	410	450
Medicare	50060	1,352	1,660	1,730
Health Insurance	50070	17,086	16,710	17,240
Dental Insurance	50071	1,143	1,190	1,180
OPEB Health	50072	2,630	-	-
Life Insurance	50075	108	140	140
Long Term Disability Insurance	50076	295	360	360
Workers' Compensation Insurance	50080	1,496	1,500	1,000
<b>Total Personnel</b>		<b>\$ 138,232</b>	<b>\$ 164,000</b>	<b>\$ 172,830</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ -	\$ 1,270	\$ 250
Expert/Consulting Services	51040	1,319	1,550	-
Laundry/Cleaning Services	51102	857	990	1,210
Subscriptions/Memberships	51104	-	80	80
Professional Development	51110	2,084	3,260	2,500
Telephone & Fax	51121	9	150	100
Materials and Supplies	51160	2,992	6,170	6,200
Wearing Apparel	51165	-	400	400
Fuel & Oil	51171	89,782	120,510	100,450
Software Maintenance & Licensing	51201	-	-	1,250
Repair/Maint - Automotive Equipment	51212	78,088	90,000	87,300
<b>Total Operations &amp; Maintenance</b>		<b>\$ 175,131</b>	<b>\$ 224,380</b>	<b>\$ 199,740</b>
<b>CAPITAL OUTLAY COSTS</b>				
Other Capital Outlay	60099	\$ 3,089	\$ 10,220	\$ -
<b>Total Capital Outlay</b>		<b>\$ 3,089</b>	<b>\$ 10,220</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 316,452</b>	<b>\$ 398,600</b>	<b>\$ 372,570</b>

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - FLEET OPERATIONS AND MAINTENANCE**

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> This account provides funds for DMV physicals and first aid for Lead Equipment Mechanic and Equipment Mechanic.	\$ -	\$ 1,270	\$ 250
<b>Expert &amp; Consulting Services</b> This account previously provided funds for the disposal of waste oil (now included with Fuel & Oil), and software support service (now included with Software Maintenance & Licensing).	1,319	1,550	-
<b>Laundry/Cleaning Services</b> This account provides uniforms for the Mechanics, as well as floor mats, shop towels and dust mops for the fleet maintenance shop.	857	990	1,210
<b>Subscription/ Memberships</b> This account will fund the annual membership dues to the Southern California Fire Mechanics Association for the Mechanics.	-	80	80
<b>Professional Development</b> This account funds training activities and related costs associated with Mechanics' attendance of professional conferences and various training seminars.	2,084	3,260	2,500
<b>Telephone &amp; Fax</b> This account provides funding for the Mechanics' cellular phone service.	9	150	100
<b>Materials and Supplies</b> This account provides funds for the purchase of miscellaneous materials and supplies such as small tools, safety equipment and hardware for stock.	2,992	6,170	6,200
<b>Wearing Apparel</b> This account provides funds for the purchase of fleet maintenance t-shirts and boot allowance reimbursement for the Mechanics.	-	400	400
<b>Fuel &amp; Oil</b> This account provides funds for all fuel, oil and lubrication used by the City fleet, with the exception of the CSA-69 paramedic units. This account also funds the City's Vehicle Fuel Tracking system, fuel pump, and fuel tank maintenance, inspections, repairs and certifications.	89,782	120,510	100,450
<b>Software Maintenance &amp; Licensing</b> This account provides funds for software support service.	-	-	1,250

**CITY OF SANTEE**  
**FIRE AND LIFE SAFETY - FLEET OPERATIONS AND MAINTENANCE**

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Repair/Maintenance - Automotive Equipment</b>	\$ 78,088	\$ 90,000	\$ 87,300
This account provides funds for contract services, outside repair services and for parts that are required to maintain vehicles and specialized equipment assigned to the City fleet.			
<b>Total Operations &amp; Maintenance Costs</b>	<b>\$ 175,131</b>	<b>\$ 224,380</b>	<b>\$ 199,740</b>

**CAPITAL OUTLAY COSTS**

<b>Other Capital Outlay</b>	\$ 3,089	\$ 10,220	\$ -
This appropriation provided 75% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 25% was included in the Emergency Medical budget).			
<b>Total Capital Outlay</b>	<b>\$ 3,089</b>	<b>\$ 10,220</b>	<b>\$ -</b>



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**CITY OF SANTEE  
EMERGENCY DECLARATION - COVID 19**

Emergency Declaration COVID-19 1001.99.9001	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance (Including Contractual Services)	\$ -	\$ 100,000	\$ 25,000
<b>Total</b>	<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 25,000</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services	51040	\$ -	\$ 45,000	\$ -
Materials & Supplies	51160	-	25,000	25,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ -</u>	<u>\$ 70,000</u>	<u>\$ 25,000</u>

**CAPITAL OUTLAY COSTS**

Other Capital Outlay	60099	\$ -	\$ 30,000	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>
<b>Grand Total</b>		<u>\$ -</u>	<u>\$ 100,000</u>	<u>\$ 25,000</u>

**CITY OF SANTEE  
EMERGENCY DECLARATION - COVID 19**

Emergency Declaration COVID-19 1001.99.9001	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE (CONTRACTUAL SERVICES)</b>			
<b>Legal Services</b>	\$ -	\$ 45,000	\$ -
This appropriation provides for legal assistance in support of the City's COVID-19 pandemic response efforts.			
<b>Materials &amp; Supplies</b>	-	25,000	25,000
This appropriation provides for various materials and supplies needed to address the COVID-19 pandemic. These costs include personal protective equipment, sanitation supplies, certain EMS supplies, public outreach, and certain equipment rentals, among other things.			
<b>Total Operations &amp; Maintenance</b>	\$ -	\$ 70,000	\$ 25,000
<b>CAPITAL OUTLAY COSTS</b>			
<b>Other Capital Outlay</b>	\$ -	\$ 30,000	\$ -
This appropriation funds the addition of a shower at the teen center so that the facility can be used as a potential quarantine area for City employees. In addition, sneeze guards have been placed in City Hall offices that are open to the public.			
<b>Total Capital Outlay</b>	\$ -	\$ 30,000	\$ -



**CITY OF SANTEE  
OTHER USES**

General Government Other Uses 1001.*.1901.	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operating Transfers Out	\$ 1,608,610	\$ 1,799,113	\$ 394,220
Other Governmental Purposes	- <sup>(1)</sup>	500,000	150,000
<b>Total</b>	<b>\$ 1,608,610</b>	<b>\$ 2,299,113</b>	<b>\$ 544,220</b>

<sup>(1)</sup> FY 2018-19 payment to the retiree health OPEB trust in the amount of \$500,000 has been allocated to departments as a "health insurance" expenditure.

**EXPENDITURES**

**OPERATING TRANSFERS OUT**

To Vehicle Replacement Fund	90001	\$ 1,000,000	\$ 444,000	\$ 286,000
To Highway 52 Coalition Fund	90001	-	103,100	73,600
To Capital Projects Fund	90001	608,610	1,252,013	34,620
<b>Total Operating Transfers Out</b>		<b>\$ 1,608,610</b>	<b>\$ 1,799,113</b>	<b>\$ 394,220</b>

**OTHER GOVERNMENTAL PURPOSES**

To Unfunded Liabilities (OPEB/Retiree Health)	51101	\$ - <sup>(1)</sup>	\$ 500,000	\$ 150,000
<b>Total Other Governmental Purposes</b>		<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 150,000</b>

<sup>(1)</sup> FY 2018-19 payment to the retiree health OPEB trust in the amount of \$500,000 has been allocated to departments as a "health insurance" expenditure.



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**CITY OF SANTEE  
SUMMARY OF OTHER FUNDS  
FY 2020-21 PROPOSED BUDGET**

Fund	Estimated Balances 07/01/20	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/21
<b>OTHER FUNDS</b>						
Risk Management Reserve	\$ 262,220	\$ 1,900	\$ -	\$ -	\$ -	\$ 264,120
Workers' Comp. Reserve	807,220	5,700	-	-	-	812,920
Vehicle Acq. & Replacement	816,880	237,850	(523,790)	286,000	-	816,940
Recreation Revolving	167,740	242,750	(202,100)	-	-	208,390
Supplemental Law Enforcement	58,460	100,400	(157,270)	-	-	1,590
Highway 52 Coalition	-	-	(73,600)	73,600	-	-
CASp Certification and Training	26,700	9,500	(13,300)	-	-	22,900
Gas Tax	287,110	1,391,000	(1,585,180)	(21,700)	-	71,230
SAFE Program	51,450	400	(10,000)	-	-	41,850
Gas Tax-RMRA (SB1)	489,480	1,005,800	-	-	(1,227,240)	268,040
Zone 2 Flood Control District	38,840	414,300	(453,140)	-	-	-
Community Dev. Block Grant	120	278,750	(278,870)	-	-	-
Community Facilities Districts:						
CFD No. 2015-1	4,050	1,690	(1,900)	-	-	3,840
CFD No. 2017-2	17,460	121,800	(106,850)	-	-	32,410
Town Center Landscape Maint. Dist:						
Zone A - Town Center	179,410	143,720	(145,050)	21,700	-	199,780
Zone B - The Lakes	29,140	7,820	(6,850)	-	-	30,110
Zone C - San Remo	29,800	8,160	(7,060)	-	-	30,900
Zone D - Mission Creek	87,710	165,480	(165,440)	-	-	87,750
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	7,660	10,400	(8,420)	-	-	9,640
Zone 3 - Country Scenes	4,000	2,110	(2,000)	-	-	4,110
Zone 4 - Camelot Heights	2,060	1,410	(1,590)	-	-	1,880
Zone 8 - Silver Country	86,500	76,640	(67,390)	-	-	95,750
Zone 9 - Mattazaro/Timberlane	1,980	1,550	(1,270)	-	-	2,260
Zone 12 - The Heights	29,670	9,060	(14,700)	-	-	24,030
Zone 13 - Prospect Hills	8,220	3,330	(3,450)	-	-	8,100
Zone 14 - Mitchell Ranch	10,560	2,790	(5,100)	-	-	8,250
Zone 17 - Dakota Ranch	29,160	5,030	(13,160)	-	-	21,030
Zone 18 - Allos	10,020	4,020	(3,170)	-	-	10,870
Roadway Lighting District (Zone A)	1,343,640	361,700	(177,000)	-	-	1,528,340
Roadway Lighting District (Zone B)	648,230	353,360	(346,510)	-	-	655,080
Mobile Home Park Admin.	122,210	41,500	(40,840)	-	-	122,870
PEG Fees	63,100	154,700	-	-	(217,800)	-
<b>TOTAL OTHER FUNDS</b>	<b>\$ 5,720,800</b>	<b>\$ 5,164,620</b>	<b>\$ (4,415,000)</b>	<b>\$ 359,600</b>	<b>\$ (1,445,040)</b>	<b>\$ 5,384,980</b>

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

ACCT NO	1003 Risk Management Reserve	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	7,221	5,000	5,000	1,900
Total Risk Management Reserve Fund		7,221	5,000	5,000	1,900

ACCT NO	1004 Workers Comp Reserve	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	22,246	15,000	15,000	5,700
Total Risk Management Reserve Fund		22,246	15,000	15,000	5,700

ACCT NO	1005 Vehicle Replacement	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4690	Reimbursement Agreements	210,798	229,300	229,300	230,450
4701	Interest Income	29,104	16,000	16,000	5,800
4821	Sale of Property	-	11,670	4,600	1,600
8001	Operating Transfers In	1,000,000	444,000	344,000	286,000
Total Vehicle Replacement Fund		1,239,902	700,970	593,900	523,850

ACCT NO	1006 Recreation Revolving	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4671	Instructional Classes	58,576	66,750	38,900	66,750
4672	Senior Trips	7,512	8,200	5,000	8,200
4674	Day Camps	53,410	56,300	47,800	56,300
4675	Contractual Camps	9,625	12,000	14,100	12,000
4677	Skate Park	1,402	2,000	1,300	1,500
4678	Rec Activity Donations	1	-	-	-
4679	Non-resident Fees	2,655	3,000	2,300	3,000
4680	Special Events	109,466	95,000	97,500	95,000
Total Recreation Revolving Fund		242,647	243,250	206,900	242,750

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2101 Supplemental Law Enforcement	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4201	Allocations	458,746	100,000	156,000	100,000
4701	Interest Income	1,864	500	1,400	400
Total Supplemental Law Enforce. Fund		460,610	100,500	157,400	100,400

ACCT NO	2104 Highway 52 Coalition	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	98	-	-	-
4802	Donations	60,230	125	125	-
8001	Operating Transfers In	-	83,100	103,100	73,600
Total Highway 52 Coalition Fund		60,328	83,225	103,225	73,600

ACCT NO	2106 CASp Certification and Training	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4308	AB 1379 Surcharge	10,260	10,500	9,500	9,500
4701	Interest Income	-	100	-	-
Total Supplemental Law Enforce. Fund		10,260	10,600	9,500	9,500

ACCT NO	2201 Gas Tax	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4040	Section 2103	192,379	490,900	429,700	493,500
4041	Section 2105	311,828	316,500	298,200	309,600
4042	Section 2106	213,717	212,600	199,300	206,900
4043	Section 2107	391,926	413,400	372,500	372,500
4044	Section 2107.5	7,500	7,500	7,500	7,500
4045	Loan Repayment	64,272	64,300	65,700	-
4701	Interest Income	16,370	4,000	7,500	1,000
4645	Cost Recovery - Subrogation	9,708	-	5,900	-
4801	Miscellaneous	-	-	-	-
Total Gas Tax Fund		1,207,700	1,509,200	1,386,300	1,391,000

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2202 SAFE Program	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4701	Interest Income	1,786	1,000	1,000	400
Total SAFE Program Fund		1,786	1,000	1,000	400

ACCT NO	2203 Road Maint. Rehab Acct. Fund	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4046	Gas Tax - Road Maint. and Rehab	956,620	936,700	972,800	1,003,800
4701	Interest Income	13,928	6,000	13,000	2,000
Total Road Maint. Rehab. Acct. Fund		970,548	942,700	985,800	1,005,800

ACCT NO	2302 Zone 2 Flood Control District	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4001	Property Taxes	375,366	401,800	393,800	413,900
4701	Interest Income	4,579	1,000	2,000	400
Total Zone 2 Flood Control Dist. Fund		379,945	402,800	395,800	414,300

ACCT NO	2401 CDBG	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4220	Grants - Federal	250,270	323,940	323,940	278,750
4701	Interest Income	120	40	40	-
Total CDBG Fund		250,390	323,980	323,980	278,750

ACCT NO	2510 thru 2572 CFDs	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2510.4050	Special Tax - CFD No. 2015-1	1,561	1,620	1,620	1,650
2510.4701	Interest Income	103	60	60	40
2572.4050	Special Tax - CFD No. 2017-2	28,423	92,840	91,000	121,600
2572.4701	Interest Income	260	200	200	200
Total CFD Funds		30,347	94,720	92,880	123,490

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2601 thru 2604 Town Center LMD	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2601.4101	Assessments - Zone A	141,814	141,820	141,820	141,820
2601.4701	Interest Income - Zone A	4,299	2,500	2,500	1,900
2602.4101	Assessments - Zone B	7,510	7,520	7,520	7,520
2602.4701	Interest Income - Zone B	754	400	400	300
2603.4101	Assessments - Zone C	7,852	7,860	7,860	7,860
2603.4701	Interest Income - Zone C	742	400	400	300
2604.4101	Assessments - Zone D	165,384	164,580	164,580	164,580
2604.4701	Interest Income - Zone D	2,389	1,000	1,000	900
<b>Total Town Center LMD Funds</b>		<b>330,744</b>	<b>326,080</b>	<b>326,080</b>	<b>325,180</b>

ACCT NO	2701 thru 2710 Santee LMD	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
2701.4101	Assessments - Zones 1 & 2	2,254	10,065	10,065	10,300
2701.4701	Interest Income - Zones 1 & 2	47	30	30	100
2702.4101	Assessments - Zone 3	2,150	2,070	2,070	2,070
2702.4701	Interest Income - Zone 3	97	60	60	40
2703.4101	Assessments - Zone 4	1,384	1,390	1,390	1,390
2703.4701	Interest Income - Zone 4	55	30	30	20
2704.4101	Assessments - Zone 8	75,748	75,740	75,740	75,740
2704.4701	Interest Income - Zone 8	2,274	1,200	1,200	900
2705.4101	Assessments - Zone 9	1,526	1,530	1,530	1,530
2705.4701	Interest Income - Zone 9	39	30	30	20
2706.4101	Assessments - Zone 12	8,750	8,760	8,760	8,760
2706.4701	Interest Income - Zone 12	700	300	400	300
2707.4101	Assessments - Zone 13	3,221	3,230	3,230	3,230
2707.4701	Interest Income - Zone 13	202	100	100	100
2708.4101	Assessments - Zone 14	2,689	2,690	2,690	2,690
2708.4701	Interest Income - Zone 14	244	90	150	100
2709.4101	Assessments - Zone 17	4,824	4,830	4,830	4,830
2709.4701	Interest Income - Zone 17	708	350	350	200
2710.4101	Assessments - Zone 18	3,919	3,920	3,920	3,920
2710.4701	Interest Income - Zone 18	197	100	100	100
<b>Total Santee LMD Funds</b>		<b>111,028</b>	<b>116,515</b>	<b>116,675</b>	<b>116,340</b>

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2020-21 PROPOSED BUDGET**

ACCT NO	2801 Roadway Lighting Dist Zone A	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4001	Property Tax	320,135	330,300	330,300	346,800
4645	Cost Recovery/Subrogation	-	-	11,245	-
4701	Interest Income	31,278	20,000	20,000	14,900
Total Street Lighting Tax Zone A Fund		351,413	350,300	361,545	361,700

ACCT NO	2802 Roadway Lighting Dist Zone B	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4101	Assessments	333,387	343,110	343,110	346,860
4645	Cost Recovery/Subrogation	-	-	13,275	-
4701	Interest Income	16,459	9,000	9,000	6,500
4801	Miscellaneous	245	-	-	-
Total Road Lighting Dist Zone B Fund		350,091	352,110	365,385	353,360

ACCT NO	2901 Mobile Home Park Admin	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4101	Assessments	41,517	42,000	40,680	40,500
4701	Interest Income	2,830	2,000	1,700	1,000
Total Mobile Home Park Admin Fund		44,347	44,000	42,380	41,500

ACCT NO	2105 PEG Fees	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	FY 2020-21 Estimate
4032	PEG Fees	-	-	73,100	154,700
Total PEG Fees Fund		-	-	73,100	154,700



## **CITY OF SANTEE**

### **FIRE AND LIFE SAFETY – VEHICLE ACQUISITION**

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#### **Program Description**

To analyze vehicle needs of the City's various departments and purchase new vehicles and equipment as approved by the City Council. Maintain amortization and replacement vehicle schedules to ensure future years' funding for the replacement of vehicles and mobile equipment.

#### **FY 2019-20 Accomplishments**

- Purchased four vehicles that included the following:
  - Ford Explorer Police Interceptor for the Deputy Fire Chief, whose current vehicle, a 2015 Ford F-150 (V-169) will be transferred to the Public Service Manager, whose current vehicle, a 2008 Ford Escape (V-145) will replace a 1999 Ford Taurus (V-108) as a pool vehicle
  - Ford Paramedic Ambulance Box Remount onto a new Ford E-450 Chassis
  - Kubota Tractor that replaced a 1988 Kubota Tractor (V-062)
  - Pierce Type III Brush Engine to replace a 1997 Type III International Brush Engine

#### **2020-21 Goals and Objectives**

- This vehicle acquisition for FY 2020-21 will include the acquisition of four (4) vehicles and related equipment. The new vehicles include the following:
  - PB Loader 2-Yard Dump Truck that will replace a 2000 2-Yard Dump Truck (V-121)
  - Fire Paramedic Ambulance Box Remount onto a new Ford E-450 Chassis
  - 2020 Ford Fusion Hybrid that will replace a 1998 Ford Taurus Sedan (V-097) used as a general pool vehicle
  - 2020 Ford F-150 Crew Cab 4x4 Pickup to replace a 1998 Ford F-250 truck (V-105) used as a Development Services Department pool vehicle, primarily by engineering staff
- Continue to manage the City's pool vehicle program to maximize the utilization of current City vehicles
- Continue to examine fleet resources to identify opportunities to share vehicles within individual departments
- Research options to procure vehicles from local dealers when possible
- Explore vehicle leasing program to reduce maintenance time and costs while maintaining a modern, safe and fuel-efficient fleet

**CITY OF SANTEE**  
**VEHICLE ACQUISITION REPLACEMENT FUND**

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations and Maintenance	\$ 366,636	\$ 356,990	\$ 329,150
Capital Outlay	<u>540,526</u>	<u>341,440</u>	<u>194,660</u>
<b>Grand Total</b>	<u><u>\$ 907,162</u></u>	<u><u>\$ 698,430</u></u>	<u><u>\$ 523,810</u></u>

**OPERATIONS & MAINTENANCE COSTS**

**Community Services**

Long Term Debt - Principal	80020	\$ 23,477	\$ 38,260	\$ 40,840
Interest Expense	80030	2,527	4,060	7,520

**Fire and Life Safety**

Rentals/Leases Vehicles	51142	-	-	4,340
Long Term Debt - Principal	80020	289,351	274,290	238,240
Interest Expense	80030	51,282	40,380	32,040

**Development Services**

Rentals/Leases Vehicles	51142	-	-	6,170
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**Total Operations and Maintenance**

<u>\$ 366,636</u>	<u>\$ 356,990</u>	<u>\$ 329,150</u>
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**CAPITAL OUTLAY COSTS**

**Community Services - Public Services**

Automotive Equipment	60040	\$ 33,681	\$ 111,830	\$ -
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**Fire and Life Safety**

Automotive Equipment	60040	440,633	229,610	190,770
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**Development Services - Engineering**

Automotive Equipment	60040	39,439	-	3,890
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**Development Services - Storm Water**

Automotive Equipment	60040	26,772	-	-
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**Total Capital Outlay**

<u>\$ 540,526</u>	<u>\$ 341,440</u>	<u>\$ 194,660</u>
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**Grand Total**

<u><u>\$ 907,162</u></u>	<u><u>\$ 698,430</u></u>	<u><u>\$ 523,810</u></u>
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**CITY OF SANTEE**  
**VEHICLE ACQUISITION REPLACEMENT FUND**

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>FLEET RENTALS AND LEASES</b>			
Ford Fusion Hybrid (Pool Car)	\$ -	\$ -	\$ 4,340
Ford F-150 Crew Cap (Engineering)	-	-	6,170
	\$ -	\$ -	\$ 10,510
<b>LONG TERM DEBT - Principal and Interest</b>			
<b>Fire and Life Safety</b>			
2014 Pierce Arrow Triple Combination Pumper	\$ -	\$ 88,750	\$ 44,380
2016 Pierce Arrow XT Pumper	141,202	96,850	96,840
2016 Pierce Arrow XT Tiller	173,426	129,070	129,060
	\$ 314,628	\$ 314,670	\$ 270,280
<b>Community Services - Public Services</b>			
2013 Caterpillar Backhoe	19,396	9,700	-
2013 Vactor Model 2100 Plus Series Jet Rodder	\$ 32,612	\$ 32,620	\$ 32,620
2-Yard Dump Truck	-	-	15,740
	\$ 52,008	\$ 42,320	\$ 48,360
<b>Total Operations &amp; Maintenance</b>	<b>\$ 366,636</b>	<b>\$ 356,990</b>	<b>\$ 329,150</b>
<b>CAPITAL OUTLAY COSTS</b>			
<b>AUTOMOTIVE EQUIPMENT</b>			
<b>Community Services - Public Services</b>			
2018 Ford F-150 4x2 Extra Cab Pick Up (V188)	\$ 33,681	\$ -	\$ -
2-Yard PB Loader Dump Truck	-	94,450	-
Kubota Tractor	-	17,380	-
<b>Fire and Life Safety</b>			
2018 Braun North Star 171-3 Paramedic Ambulance on a Ford E-450 Chassis (V187)	221,338	-	-
Ambulance remount to include new 2018 Ford E-450 Gas 4X2 Ambulance Chassis (V190)	151,717	-	-
Fire Type III Brush Fire Engine	3,853	-	-
Ford Explorer or equivalent for Fire Chief (V192)	33,579	-	-
Ford Escape for Fire Marshal (V193)	30,145	-	-
Fire Paramedic Box Remount onto Ford F-450 Chassis	-	189,300	-
Ford Explorer Base 4x4 for Deputy Fire Chief	-	40,310	-
2020 Paramedic Ambulance Remount Medic Unit #V171 - Ford E450 Chassis	-	-	190,470
After market parts for Ford Fusion Hybrid	-	-	300
<b>Development Services - Engineering</b>			
Ford XL Supercrew 4 x4 for Engineering Inspector (V191)	39,439	-	-
After market parts for Ford F-150 Crew Cap	-	-	3,890
<b>Development Services - Storm Water</b>			
2018 Ford Escape 4X4 SE	26,772	-	-
<b>Total Capital Outlay</b>	<b>\$ 540,526</b>	<b>\$ 341,440</b>	<b>\$ 194,660</b>



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## **CITY OF SANTEE**

### **COMMUNITY SERVICES – RECREATION REVOLVING**

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#### **Program Description**

Representing fees collected from participants, the Recreation Revolving Fund augments the City of Santee's General Fund support for municipal recreation programs, enabling the City to provide affordable, diverse and enriching recreation opportunities. Programs offered through the Recreation Revolving Fund include: instructional classes for all ages, youth camps, senior trips and programs, and special activities, BMX/skateboard and scooter classes and camps, and the Santee Parks and Recreation Committee (SPARC) special event fund raiser Bluegrass Festival to assist with park improvements and recreation financial assistance for seniors and youth. The Recreation Division produces a Recreation Activity brochure and guide four times throughout the year and distributes brochures to Santee area schools electronically and at various community locations and parks.

#### **FY 2019-20 Accomplishments**

- Introduced new instructional classes for adults and youth including: dog training, fitness and STEM education related camps and classes
- Increased senior bus trips and regional out and about programs. Partnered with the Santee School District to provide transportation to Open House Resource Fair. All partially funded through community enhancement funds through SPARC
- Coordinated annual Bluegrass Festival
  - Increased revenue by 7.27% to approximately \$119,000
  - Secured \$86,725 of in-kind donations (giving tree, silent auction and event elements)
  - Tickets sold out prior to event date with total ticket sales of 1,584
  - Secured six additional food & beverage vendors to provide free samples
  - Bluegrass Festival proceeds were allocated towards community enhancement projects: Senior Trips and programs, recreation & special events equipment, Teen Center operations and financial assistance program

#### **FY 2020-21 Goals and Objectives**

- Continue to research and implement the addition of senior programs to local mobile home parks
- Continue to research and implement transportation program to increase participation in senior activities
- Partner with AARP on the Age-Friendly Communities Initiative
- Continue to apply pricing guidelines to recover direct and indirect costs
- Expand program offerings with an emphasis on health and physical fitness
- Finalize virtual reality promotional/marketing campaign focused on Recreation in the Santee Community highlighting senior programs and Teen Center activities
- Enhance revenue generating components and participation at the Santee Bluegrass Festival and increase attendance
- Continue to reinforce Bluegrass festival branding with fund-raising awareness

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

<b>Community Services Recreation Revolving Fund 1006.02.5301 - 5312</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 77,126	\$ 87,480	\$ 53,050
Operations & Maintenance	<u>117,967</u>	<u>148,520</u>	<u>149,050</u>
<b>Grand Total</b>	<u><u>\$ 195,092</u></u>	<u><u>\$ 236,000</u></u>	<u><u>\$ 202,100</u></u>

**SUMMARY OF FUNDED POSITIONS**

Recreation Coordinator	<u>0.79</u>	<u>0.72</u>	<u>0.02</u>
<b>Total Positions</b>	<u><u>0.79</u></u>	<u><u>0.72</u></u>	<u><u>0.02</u></u>

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

<b>Community Services</b>				
<b>Recreation Revolving Fund</b>			<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>1006.02.5301 - 5312</b>			<b>Actual</b>	<b>Amended</b>
				<b>FY 2020-21</b>
				<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 37,862	\$ 33,450	\$ 1,110
Salaries & Wages - Part Time	50020	25,518	41,070	44,160
Overtime	50025	14	-	-
Retirement - PERS	50050	2,849	2,560	320
Retirement - Unfunded Liability	50052	5,180	6,140	5,250
Retirement - Part Time	50055	1,056	1,450	1,550
Medicare	50060	1,000	1,070	660
Health Insurance	50070	3,227	1,440	-
Dental Insurance	50071	216	110	-
Life Insurance	50075	73	70	-
Long Term Disability Insurance	50076	131	120	-
<b>Total Personnel</b>		<b>\$ 77,126</b>	<b>\$ 87,480</b>	<b>\$ 53,050</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 40,151	\$ 40,380	\$ 43,380
Permits/Insurance	51041	2,604	2,750	3,000
Subscriptions/Memberships	51104	165	200	200
Professional Development	51110	260	630	630
Printing & Duplicating	51120	3,154	5,000	5,000
Telephone & Fax	51121	399	500	600
Postage	51122	551	800	800
Promotional Activities	51131	1,723	1,950	2,600
Voucher Incentive Program	51132	3,402	4,500	4,500
Banners	51133	449	1,150	1,150
Bank Fees	51150	5,745	9,000	9,000
Contract Services	51155	5,884	6,500	6,500
Other Services - SD County Sheriff	51156	-	2,950	3,500
Materials & Supplies	51160	29,404	31,300	30,200
Recreational Supplies	51164	2	50	50
Transportation	51172	3,270	5,700	5,700
Electricity & Gas	51180	-	-	-
Water & Sewer	51185	-	-	-
Equipment Rental	51191	10,993	14,000	15,500
Custodial	51210	2,779	3,200	3,200
SPARC Community Enhancement	51370	7,030	7,960	13,540
Operating Transfer Out	90001	-	10,000	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 117,967</b>	<b>\$ 148,520</b>	<b>\$ 149,050</b>
<b>Grand Total</b>		<b>\$ 195,092</b>	<b>\$ 236,000</b>	<b>\$ 202,100</b>

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Recreation Revolving Fund 1006.02.5301 - 5312</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	<b>\$ 40,151</b>	<b>\$ 40,380</b>	<b>\$ 43,380</b>
This appropriation includes funds for contractor and consultant fingerprinting, staff CPR and first aid training, as well as contract payments for programs.			
Instructional Classes [5302]	31,683	32,000	32,000
Day Camps [5305]	200	200	200
Contract Camps [5306]	8,268	8,000	11,000
Special Events [5309]	-	-	-
Recreation Revolving Support [5311]	-	180	180
<b>Permits/Insurance</b>	<b>2,604</b>	<b>2,750</b>	<b>3,000</b>
Required permits and insurance for Events [5309].			
<b>Subscriptions/Memberships</b>	<b>165</b>	<b>200</b>	<b>200</b>
Subscriptions and professional memberships for staff Recreation Revolving Support [5311].			
<b>Professional Development</b>	<b>260</b>	<b>630</b>	<b>630</b>
Conferences, workshops, and team building activities.			
Day Camp [5305]	200	330	330
Recreation Revolving Support [5311]	60	300	300
<b>Printing &amp; Duplicating</b>	<b>3,154</b>	<b>5,000</b>	<b>5,000</b>
Printing of marketing materials and supplies.			
Senior Trips [5303]	191	200	200
Day Camps [5305]	-	-	-
Special Events [5309]	426	1,300	1,300
Recreation Revolving Support [5311]	2,537	3,500	3,500
<b>Telephone &amp; Fax</b>	<b>399</b>	<b>500</b>	<b>600</b>
Telephone and fax charges for a Recreation Coordinator and Recreation front desk administration.			
Special Events [5309]	-	-	-
Recreation Revolving Support [5311]	399	500	600
<b>Postage</b>	<b>551</b>	<b>800</b>	<b>800</b>
Mail charges for marketing materials.			
Senior Trips [5303]	102	100	100
Special Events [5309]	449	500	500
Recreation Revolving Support [5311]	-	200	200
<b>Promotional Activities</b>	<b>1,723</b>	<b>1,950</b>	<b>2,600</b>
Event and program marketing and promotions.			
Special Events [5309]	213	600	600
Recreation Revolving Support [5311]	1,509	1,350	2,000



**CITY OF SANTEE  
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Voucher Incentive Program</b>	<b>\$ 3,402</b>	<b>\$ 4,500</b>	<b>\$ 4,500</b>
Financial assistance for qualifying senior and youth participants for recreation programs and classes. Provided by recreation activity donations and Bluegrass Festival proceeds.			
Senior Trips [5303]	-	-	-
Special Events [5309]	3,402	4,500	4,500
<b>Banners</b>	<b>449</b>	<b>1,150</b>	<b>1,150</b>
Installing/removing, storing, purchasing, cleaning and repairing new and existing banners.			
Instructional Classes [5302]	-	-	-
Day Camps [5305]	-	-	-
Special Events [5309]	-	600	600
Recreation Revolving Support [5311]	449	550	550
<b>Bank Fees</b>	<b>5,745</b>	<b>9,000</b>	<b>9,000</b>
Active Net and bank charges.			
Special Events [5309]	2,271	3,000	3,000
Recreation Revolving Support [5311]	3,474	6,000	6,000
<b>Contract Services</b>	<b>5,884</b>	<b>6,500</b>	<b>6,500</b>
Entertainment, light, sound and other vendor contracts for Special Events. Special Events [5309]			
<b>Other Services - SD County Sheriff</b>	<b>-</b>	<b>2,950</b>	<b>3,500</b>
Recreation Revolving [5306]			
<b>Materials &amp; Supplies</b>	<b>29,404</b>	<b>31,300</b>	<b>30,200</b>
Supplies, equipment, computer upgrades and incidental furnishings for Recreation Programs.			
Instructional Classes [5302]	52	200	200
Senior Trips [5303]	6,992	6,000	6,000
Day Camps [5305]	7,510	8,800	8,800
Teen Special Programs [5307]	-	-	-
Skate Park [5308]	19	100	100
Special Events [5309]	14,367	14,600	13,500
Recreation Revolving Support [5311]	465	1,600	1,600
<b>Recreational Supplies</b>	<b>2</b>	<b>50</b>	<b>50</b>
Miscellaneous supplies for Day Camps.			
Day Camps [5305]			
<b>Transportation</b>	<b>3,270</b>	<b>5,700</b>	<b>5,700</b>
Bus and Transportation Fees.			
Senior Trips [5303]	-	1,000	1,000
Day Camps [5305]	3,270	4,700	4,700

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Electricity &amp; Gas</b> Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].	\$ -	\$ -	\$ -
<b>Water &amp; Sewer</b> Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].	-	-	-
<b>Equipment Rental</b> Rental Equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events [5309].	10,993	14,000	15,500
<b>Custodial Services</b> Custodial Services for the Teen Center at Big Rock Park. [5311].	2,779	3,200	3,200
<b>SPARC Community Enhancement</b> Special projects funded with proceeds from the Santee Bluegrass Festival.	7,030	7,960	13,540
<b>Operating Transfers Out</b> SPARC donation to Recreation Services General Fund from proceeds of the annual Bluegrass Festival Fundraiser [5309].	-	10,000	-
<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 117,967</u></b>	<b><u>\$ 148,520</u></b>	<b><u>\$ 149,050</u></b>

**CITY OF SANTEE**  
**SUPPLEMENTAL LAW ENFORCEMENT SERVICES FUND**

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**Program Description**

The Supplemental Law Enforcement Services Fund provides for the expenditure of State Citizen's Option for Public Safety ("COPS") program funding. This funding is used to offset a portion of the cost of one Special Purpose Officer in the Community Oriented Policing Unit.

**CITY OF SANTEE  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES**

<b>Supplemental Law Enforcement Services County of San Diego 2101.00.2101</b>		<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Contract Services - SD County Sheriff	51152	<u>\$ 140,520</u>	<u>\$ 149,100</u>	<u>\$ 157,270</u>
<b>Total</b>		<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>	<u><u>\$ 157,270</u></u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

<b>Contract Services - SD County Sheriff</b>	<u>\$ 140,520</u>	<u>\$ 149,100</u>	<u>\$ 157,270</u>
This appropriation provides funding for a portion of the cost of one special purpose deputy under contract with the San Diego County Sheriff's Department.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>	<u><u>\$ 157,270</u></u>

## **CITY OF SANTEE HIGHWAY 52 COALITION FUND**

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### **Program Description**

The Highway 52 Coalition is a multi-interest, economic and community minded effort focused on educating local, state and federal lawmakers and officials about funding needed to improve Highway 52 and the surrounding corridors. These improvements will reduce congestion, promote multi-modal and shared transportation opportunities, and make Highway 52 into an economic goods movement and mobility corridor that enhances the vitality of the region.

### **FY 2019-20 Accomplishments**

- Hosted additional public meetings and presentations
- Continued communication with federal lobbyists to support the Coalition's efforts
- Met with legislators in Sacramento to educate officials on funding needed to improve the State Route 52 corridor for the benefit of the entire region
- Met with the U.S. Department of Transportation to discuss recommended revisions to the initially submitted Federal INFRA (Infrastructure for Rebuilding America) grant totaling \$10.1 million, and the BUILD grant totally \$25 million to support Highway 52 improvements. These grant applications have been re-submitted and are pending notification of award
- Funding of \$12 million has been allocated for Highway 52 improvements in SANDAG's Regional Transportation Improvement Program (RTIP), which includes \$6 million in funding from SANDAG and \$6 million from HomeFed

### **FY 2020-21 Goals and Objectives**

- Continue to work with federal, state and local agencies, and regional stakeholders to improve traffic flow on State Route 52 and local streets
- Continue to meet with legislators in Sacramento and Washington D.C. to educate officials on funding needed to improve the State Route 52 corridor for the benefit of the entire region
- Host additional public meetings to further develop regional support for the Coalition's efforts
- Apply for additional grant opportunities as appropriate

**CITY OF SANTEE  
HIGHWAY 52 COALITION FUND**

<b>Non-Departmental Highway 52 Coalition</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 73,825	\$ 89,850	\$ 73,600
<b>Total</b>	<b>\$ 73,825</b>	<b>\$ 89,850</b>	<b>\$ 73,600</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ 12,938	\$ 21,400	\$ 5,000
Expert/Consulting Services	51040	55,000	60,000	60,000
Meetings and Outreach	51118	5,764	7,850	8,000
Bank Fees	51150	104	200	200
Materials and Supplies	51160	(162)	200	200
Software Maintenance and Licensing	51201	181	200	200
<b>Total Operations &amp; Maintenance</b>		<b>\$ 73,825</b>	<b>\$ 89,850</b>	<b>\$ 73,600</b>

**CITY OF SANTEE  
HIGHWAY 52 COALITION FUND**

Non-Departmental Highway 52 Coalition	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services - City Attorney</b>	\$ 12,938	\$ 21,400	\$ 5,000
This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.			
<b>Expert/Consulting Services</b>	55,000	60,000	60,000
This appropriation provides funding for the federal lobbyist hired in support of the Highway 52 Coalition, in particular as it relates to efforts to obtain federal funding for improvements to Highway 52.			
<b>Meetings and Outreach</b>	5,764	7,850	8,000
This appropriation provides for meeting expenses with local, regional, state and federal representatives and their staff in support of the Highway 52 Coalition's efforts.			
<b>Bank Fees</b>	104	200	200
This appropriation covers credit card processing charges incurred with the receipt of donations to the Coalition.			
<b>Materials &amp; Supplies</b>	(162)	200	200
This appropriation provides funding for promotional materials and other supplies incurred in support of the Highway 52 Coalition.			
<b>Software Maintenance and Licensing</b>	181	200	200
This appropriation covers the cost of website domain licensing for the Highway 52 Coalition.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 73,825</u>	<u>\$ 89,850</u>	<u>\$ 73,600</u>



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**CITY OF SANTEE**  
**CASp CERTIFICATION AND TRAINING FUND**

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**Program Description**

The CASp Certification and Training Fund provides for the expenditure of a State mandated surcharge on every business license issued or renewed, to be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements in accordance with AB 1379.

**CITY OF SANTEE**  
**CASp TRAINING AND CERTIFICATION FUND**

Development Services CASp Certification and Training Fund 2106.04.4108	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
AB 1379 Disabled Access	51372	\$ 255	\$ 13,300
<b>Total</b>		<u>\$ 255</u>	<u>\$ 13,300</u>

**EXPENDITURES**

<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>AB 1379 Disabled Access</b>		<u>\$ 255</u>	<u>\$ 13,300</u>
This appropriation provides funding for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements in accordance with AB 1379. This program is funded from a State mandated surcharge on every business license issued or renewed.			<u>\$ 13,300</u>
<b>Total Operations &amp; Maintenance</b>		<u>\$ 255</u>	<u>\$ 13,300</u>

## **CITY OF SANTEE GAS TAX FUND**

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### **Program Description**

Funding for maintaining the City's streets and other facilities within the public rights-of-way is derived from the Highway User's (Gas) Tax. The Development Services Department Traffic Division oversees street striping and painting, as well as the routine maintenance and emergency repairs to the City's traffic signals and intersection safety lighting. The Development Services Department CIP Division oversees the concrete repair and replacement contract. The Community Services Department Public Services Division (PSD) oversees all right-of-way landscaping maintenance, urban forestry maintenance, street sweeping, traffic sign maintenance, replacement and repair, and minor asphalt pavement maintenance and repair.

### **FY 2019-20 Accomplishments**

- Re-striped approximately five miles of arterial and collector roadways along with 6,000 feet of crosswalks and painted 10,000 feet of red curb
- Maintained and repaired the 61 City owned traffic signals and communication system, as needed
- Replaced and installed traffic signs as necessary
- Repaired and replaced damaged and lifted sidewalks, performed curb and gutter repairs and performed horizontal sidewalk cutting to eliminate tripping hazards citywide, and awarded a concrete repair and replacement contract
- Provided monthly street sweeping services for all public streets, intersections and parking lots
- Maintained right-of-way landscaping, planted trees and replaced landscaping on medians and parkways
- Performed pothole repairs and asphalt patching citywide

### **FY 2020-21 Goals and Objectives**

- Continue to re-stripe City streets to provide clear delineation of street markings
- Continue to maintain City owned traffic signals and communication system
- Continue to maintain traffic signs
- Perform pothole repairs, asphalt patching and crack filling citywide
- Continue to remove and replace damaged and lifted sidewalks, perform curb and gutter repairs and perform horizontal sidewalk cutting to eliminate tripping hazards citywide
- Continue to provide monthly street sweeping services for all public streets, intersections and parking lots
- Continue weed abatement program along City rights-of-way
- Continue safety meetings and training for all Public Services staff

**CITY OF SANTEE  
GAS TAX FUND SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 860,667	\$ 1,206,170	\$ 1,298,550
Development Services	<u>314,104</u>	<u>330,000</u>	<u>308,330</u>
<b>Grand Total</b>	<u><u>\$ 1,174,771</u></u>	<u><u>\$ 1,536,170</u></u>	<u><u>\$ 1,606,880</u></u>

**CITY OF SANTEE**  
**GAS TAX FUND - COMMUNITY SERVICES**

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 860,667	\$ 1,206,170	\$ 1,298,550
<b>Total</b>	<b>\$ 860,667</b>	<b>\$ 1,206,170</b>	<b>\$ 1,298,550</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Accounting/Auditing	51010	\$ 2,427	\$ 2,500	\$ 3,000
Professional Development	51110	1,916	2,100	2,100
Telephone & Fax	51121	3,602	3,800	4,000
Materials & Supplies	51160	13,108	17,000	10,000
Wearing Apparel	51165	3,333	3,500	3,500
Small Tools	51166	1,080	2,000	1,500
Electricity & Gas - Grounds	51181	1,995	1,900	2,800
Water & Sewer - Grounds	51186	125,419	180,460	168,300
Signage	51190	12,085	13,500	12,500
Equipment Rental	51191	2,864	6,600	5,000
Repair/Maint - Grounds	51231	265,691	317,550	360,250
Contract Svc Road Maintenance	51240	7,912	15,000	15,000
Contract Svc Concrete Replacement	51241	33,321	70,000	35,000
Contract Svc Dead Animal Removal	51242	10,677	10,800	10,800
Contract Svc Street Sweeping	51244	181,638	196,760	192,500
Irrigation Materials	51252	8,601	9,500	9,500
Asphalt Materials	51253	-	-	16,100
Internal Service Charges	51399	161,500	325,000	425,000
Operating Transfer Out	90001	23,500	28,200	21,700
<b>Total Operations &amp; Maintenance</b>		<b>\$ 860,667</b>	<b>\$ 1,206,170</b>	<b>\$ 1,298,550</b>

**CITY OF SANTEE**  
**GAS TAX FUND - COMMUNITY SERVICES**

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Accounting/Auditing</b>	\$ 2,427	\$ 2,500	\$ 3,000
This amount will provide for the preparation of the annual Street Report and review of Gas Tax Fund expenditures by the State Controller's Office.			
<b>Professional Development</b>	1,916	2,100	2,100
This appropriation will cover specific street and road maintenance training as well as weed abatement, pest control, pesticide licensing, traffic control, and roadside safety training.			
<b>Telephone &amp; Fax</b>	3,602	3,800	4,000
This appropriation will cover local and long distance charges for telephones, modems, alarm systems, faxes and cell phones.			
<b>Materials &amp; Supplies</b>	13,108	17,000	10,000
This appropriation will cover the costs of miscellaneous traffic and street materials, and supplies not identified elsewhere in this budget. Items include lumber, hardware, tools, disposable coveralls, welding supplies, mark-out paints and other related supplies.			
<b>Wearing Apparel</b>	3,333	3,500	3,500
This appropriation provides a portion of the cost of uniforms, steel toed boots, as-needed safety clothing for the maintenance crew and staff representing the City.			
<b>Small Tools</b>	1,080	2,000	1,500
This appropriation will fund the purchase and replacement of small tools.			
<b>Electricity &amp; Gas - Grounds</b>	1,995	1,900	2,800
This appropriation funds the cost of electricity to irrigation controllers in rights-of-way and medians.			
<b>Water &amp; Sewer - Grounds</b>	125,419	180,460	168,300
This appropriation covers the cost of water within the City's rights-of-way and medians.			
<b>Signage</b>	12,085	13,500	12,500
This appropriation is required to cover the cost of miscellaneous traffic and street name signage.			
<b>Equipment Rental</b>	2,864	6,600	5,000
This appropriation will provide for rental of specialized equipment required for street repairs and maintenance such as graders, gradalls, skip loaders, rollers grinders and other street related equipment.			

**CITY OF SANTEE  
GAS TAX FUND - COMMUNITY SERVICES**

Community Services Gas Tax Fund 2201.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Grounds</b>	\$ 265,691	\$ 317,550	\$ 360,250
<p>This appropriation will be used to provide rights-of-way landscape maintenance including maintenance of medians, parkways, bike paths and street trees. This program also includes our street tree planting and replacement program.</p> <ul style="list-style-type: none"> <li>Area 2 Landscape Maintenance</li> <li>Urban Forestry Maintenance</li> <li>Annual Pest Control</li> <li>Plumbing Maintenance &amp; Repairs</li> <li>Electrical services</li> </ul>			
<b>Contract Service Road Maintenance</b>	7,912	15,000	15,000
<p>This appropriation will be used to provide contractual roadway repairs such as minor asphalt patching.</p>			
<b>Contract Service Concrete Replacement</b>	33,321	70,000	35,000
<p>This appropriation will fund the City's ongoing concrete curb, gutter and sidewalk replacement program. This also includes the sidewalk cutting and grinding program. The contracted services also include the installation of ADA ramps throughout the City.</p>			
<b>Contract Service Dead Animal Removal</b>	10,677	10,800	10,800
<p>The appropriation will enable utilization of contracted services for disposal of dead animals found within City rights-of-way.</p>			
<b>Contract Service Street Sweeping</b>	181,638	196,760	192,500
<p>This appropriation will fund the street sweeping contract for commercial and residential streets, medians and intersections. This appropriation also provides funds for additional emergency sweeping as required.</p>			
<b>Irrigation Materials</b>	8,601	9,500	9,500
<p>This appropriation will cover the cost of purchasing irrigation repair supplies.</p>			
<b>Asphalt Materials</b>	-	-	16,100
<p>This appropriation will cover the cost of cold patch asphalt repair supplies.</p>			
<b>Internal Service Charges</b>	161,500	325,000	425,000
<p>This account is used to reimburse the General Fund. Reimbursements are for the cost of personnel and vehicle expenses used for right-of-way program work.</p>			
<b>Operating Transfer Out</b>	23,500	28,200	21,700
<b>Total Operations &amp; Maintenance</b>	<u>\$ 860,667</u>	<u>\$1,206,170</u>	<u>\$ 1,298,550</u>

**CITY OF SANTEE  
GAS TAX FUND - DEVELOPMENT SERVICES**

Development Services Gas Tax Fund 2201.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 314,104	\$ 330,000	\$ 296,330
Capital Outlay	-	-	12,000
<b>Grand Total</b>	<b>\$ 314,104</b>	<b>\$ 330,000</b>	<b>\$ 308,330</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 2,446	\$ 6,000	\$ 3,500
Electricity & Gas	51180	55,999	59,000	61,300
Software Maintenance & Licensing	51201	-	-	1,530
Repair/Maintenance - Traffic Signals	51214	132,728	140,000	125,000
Contract Svc Street Striping/Painting	51243	98,157	100,000	80,000
Internal Service Charges	51399	24,773	25,000	25,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 314,104</b>	<b>\$ 330,000</b>	<b>\$ 296,330</b>

**CAPITAL OUTLAY**

Other Capital Outlay	60099	\$ -	\$ -	\$ 12,000
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>



**CITY OF SANTEE  
GAS TAX FUND - DEVELOPMENT SERVICES**

Development Services Gas Tax Fund 2201.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b> This appropriation provides funds for the execution of special traffic studies requested by Council or not funded elsewhere. Also included is \$3,000 annually for services provided by Underground Service Alert for notices of potential conflicts with City owned underground electrical facilities.	\$ 2,446	\$ 6,000	\$ 3,500
<b>Electricity &amp; Gas</b> This appropriation funds the cost of energy for traffic signals, flashing beacons, sign lighting and the cost of State-owned freeway off-ramp/on-ramp facilities per agreement with Caltrans.	55,999	59,000	61,300
<b>Software Maintenance &amp; Licensing</b> This appropriation funds the cost of software licensing for the City's Traffic Signal Optimization Program which has an annual maintenance cost and for purchase of traffic engineering materials.	-	-	1,530
<b>Repair/Maintenance - Traffic Signals</b> This appropriation funds contract services to provide routine and emergency maintenance and repairs to the City's traffic signals and intersection safety lighting.	132,728	140,000	125,000
<b>Contract Service Street Striping/Painting</b> This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.	98,157	100,000	80,000
<b>Internal Service Charges</b> This appropriation will reimburse the General Fund. Reimbursements are for the cost of personnel expenses used for right-of-way program work.	24,773	25,000	25,000
<b>Total Operations &amp; Maintenance Costs</b>	\$ 314,104	\$ 330,000	\$ 296,330

**CAPITAL OUTLAY**

<b>Other Capital Outlay</b> This appropriation will purchase traffic calming devices, such as speed feedback signs and pedestrian warning signs with flashing lights, to reduce chronic speeding in various parts of the City.	\$ -	\$ -	\$ 12,000
<b>Total Capital Outlay</b>	\$ -	\$ -	\$ 12,000



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## **CITY OF SANTEE SAFE PROGRAM FUND**

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### **Program Description**

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

On January 1, 2013, the San Diego Association of Governments (SANDAG) assumed responsibilities for SAFE. AB 1572 requires that SANDAG distribute to the 18 cities and the County all SAFE program reserves in the amount of \$9.85 million that existed on September 13, 2012, in proportion to the vehicle registration fees paid in FY 2011 by the residents of each city and the unincorporated areas. In accordance with AB 1572, the distributed funds shall be used by the recipient jurisdictions in compliance with the provisions of Section 2557 of the California Streets and Highway Code.

### **FY 2019-20 Accomplishments**

- Utilized a portion of available resources to continue to operate and maintain the City's traffic operations center

### **FY 2020-21 Goals and Objectives**

- Utilize a portion of available resources to continue to operate and maintain the City's traffic operations center

**CITY OF SANTEE  
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 6,959	\$ 10,000	\$ 10,000
<b>Total</b>	<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Internal Service Charges	51399	\$ 6,959	\$ 10,000	\$ 10,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>

**CITY OF SANTEE  
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ -	\$ -	\$ -
This appropriation paid for the costs related to a speed survey sent to City of Santee Residents.			
<b>Internal Service Charges</b>	6,959	10,000	10,000
This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 6,959</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>



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## **CITY OF SANTEE GAS TAX-RMRA (SB 1) FUND**

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### **Program Description**

The Road Repair and Accountability Act of 2017 (SB 1) represents a significant enhanced investment in California's transportation systems of over \$5 billion per year. The Act increases per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilizes the problematic price-based fuel tax rates and provides for inflationary adjustments to rates in future years. The Act more than doubles local street and road funds allocated through the State Highway Users Tax Account (HUTA), allocating funds from new taxes through a new "Road Maintenance and Rehabilitation Account (RMRA).

The use of RMRA local streets and road funds is similar, but not identical to, existing HUTA use rules. The Road Repair and Accountability Act contains a local agency maintenance of effort requirement that applies to funds allocated through the RMRA in order to ensure that these new road funds do not supplant existing levels of local general revenue spending on streets and roads. The Act requires the submission of a project list prior to receiving RMRA funds in a fiscal year and requires the submission of an annual report of project completion in order to continue to receive RMRA funds.

### **FY 2019-20 Accomplishments**

- Completed the Citywide Pavement Repair & Maintenance Program 2019 Projects utilizing RMRA funding combined with City General Fund and Transnet funding

### **FY 2020-21 Goals and Objectives**

- Effectively utilize RMRA funds to address important street and road capital projects including the following:
  - Pavement Repair and Rehabilitation
  - Pavement Roadway Maintenance
  - Bridge Retrofits and Repairs

**CITY OF SANTEE**  
**GAS TAX-RMRA (SB1) FUND - DEVELOPMENT SERVICES**

Development Services Gas Tax-RMRA (SB1) Fund 2203.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ -	\$ -	\$ -
<b>Grand Total</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

Note: Gas Tax-RMRA funds are now being used exclusively to fund certain capital improvement project costs. Please see the separately issued Capital Improvement Program document for more information regarding the use of these funds.

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

<b>Contract Svc Street Striping/Painting</b>	51243	\$ -	\$ -	\$ -
This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.				
<b>Total Operations &amp; Maintenance</b>		<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>



## **CITY OF SANTEE ZONE 2 FLOOD CONTROL DISTRICT FUND**

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### **Mission Statement**

To implement programs that protect and enhance surface water quality within the City of Santee. Ensure the City's compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

### **Program Description**

The San Diego River flows through the center of our city, making it one of the City's most prominent features and a major part of our city's parks and trails system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. As such, the City's Storm Water Program makes it a priority to protect this valuable resource and strives to comply with all federal, state and local regulations which pertain to protecting water quality. Through the implementation of a suite of programs, the City works to prevent pollution and eliminate discharges to the storm water conveyance system and waterways to the maximum extent practicable. Program components include; development and planning review, construction site compliance, commercial and industrial business inspections, routine maintenance of the City's storm water conveyance systems, community education and outreach, regional coordination, complaint/hotline response, water quality monitoring (sampling), and residential area program implementation.

### **FY 2019-20 Accomplishments**

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order.
- Completed a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated implementation of phase one of the City's Trash Order Compliance Plan
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education to through events, education, meetings and inspections
- Coordinated with the Information Technology Division to utilize the GIS platform for tracking MS4 infrastructure maintenance

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND**

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**FY 2020-21 Goals and Objectives**

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by performing in depth microbial source tracking through special studies, and implementing a suite of structural and non-structural controls and programs
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Roll out focused storm water training specific to job responsibilities for all City employees
- Regularly participate in the co-permittee workgroups and work towards collaboratively addressing common regulatory requirements

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND SUMMARY**

	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ -	\$ 60,800	\$ 78,810
Development Services	<u>359,699</u>	<u>433,530</u>	<u>374,330</u>
<b>Grand Total</b>	<u><u>\$ 359,699</u></u>	<u><u>\$ 494,330</u></u>	<u><u>\$ 453,140</u></u>

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND - COMMUNITY SERVICES**

Community Services Zone 2 Flood Control 2302.02.3102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ -	\$ 60,800	\$ 78,810
<b>Total</b>	<b>\$ -</b>	<b>\$ 60,800</b>	<b>\$ 78,810</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Internal Service Charges	51399	\$ -	\$ 60,800	\$ 78,810
<b>Total Operations &amp; Maintenance</b>		<b>\$ -</b>	<b>\$ 60,800</b>	<b>\$ 78,810</b>

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND - COMMUNITY SERVICES**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.02.3102	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<b>Internal Service Charges</b>	\$ -	\$ 60,800	\$ 78,810
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This account is used to reimburse the General Fund for personnel cost incurred in Storm Water activities.

<b>Total Operations &amp; Maintenance</b>	\$ -	\$ 60,800	\$ 78,810
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**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES**

Development Services Zone 2 Flood Control 2302.04.4102	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 359,699	\$ 433,530	\$ 374,330
<b>Total</b>	<b>\$ 359,699</b>	<b>\$ 433,530</b>	<b>\$ 374,330</b>

Note: Development Services Department Storm Water Program personnel costs are reflected in the General Fund.

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 40,000	\$ 20,000	\$ 20,000
State Permit Renewal Fee	51042	21,365	24,850	22,000
Regional Coordination	51044	106,957	123,000	122,410
Water Quality Monitoring	51045	58,826	64,000	64,000
Outreach & Education	51046	87	500	500
Subscriptions/Memberships	51104	395	500	500
Professional Development	51110	2,509	2,000	1,500
Mileage Reimbursement	51112	31	200	200
Printing & Duplicating	51120	385	1,750	1,750
Telephone & Fax	51121	2,468	3,730	3,520
Postage	51122	431	700	1,400
Rentals/Leases - Office Equipment	51141	805	-	-
Materials & Supplies	51160	948	1,500	1,500
Wearing Apparel	51165	399	500	500
Electricity & Gas	51180	4,092	4,500	4,400
Repair/Maint - Equipment	51211	-	600	300
Minor Equipment	51361	-	600	-
Internal Service Charges	51399	120,000	184,600	129,850
<b>Total Operations &amp; Maintenance</b>		<b>\$ 359,699</b>	<b>\$ 433,530</b>	<b>\$ 374,330</b>

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES**

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert /Consulting Services</b></p> <p>This appropriation provides for as-needed engineering consultant services to fulfill state and federal requirements for compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit.</p>	\$ 40,000	\$ 20,000	\$ 20,000
<p><b>State Permit Renewal Fee</b></p> <p>This appropriation provides for the annual renewal of the City's National Pollutant Discharge Elimination System (NPDES) permit administered by the State of California.</p>	21,365	24,850	22,000
<p><b>Regional Coordination</b></p> <p>This appropriation provides for regionally shared costs for the development and implementation of water quality programs, including: Program Development and Reporting, Water Quality Improvement Planning, Water Quality Monitoring, Data Clearinghouse Services and Education and Outreach.</p>	106,957	123,000	122,410
<p><b>Water Quality Monitoring</b></p> <p>This appropriation provides for wet and dry weather waterway monitoring including: sampling, analysis and reporting on discharges from Santee's storm water conveyance system. Also included is monitoring of compliance with the San Diego River Water Quality Improvement Plan.</p>	58,826	64,000	64,000
<p><b>Outreach &amp; Education</b></p> <p>This appropriation provides for booth displays, demonstration models and incentive items.</p>	87	500	500
<p><b>Subscriptions/Memberships</b></p> <p>This appropriation provides for membership in the California Storm Water Quality Association and the Association of Environmental Professionals. Also included are subscriptions to industry BMP (best management practice) handbooks.</p>	395	500	500
<p><b>Professional Development</b></p> <p>This appropriation provides for continuing education, technical storm water management training and certification classes. Also included is funding for staff to attend the annual Storm Water Conference and travel and miscellaneous expenses associated with attending training seminars and professional association meetings.</p>	2,509	2,000	1,500
<p><b>Mileage Reimbursement</b></p> <p>This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.</p>	31	200	200

**CITY OF SANTEE**  
**ZONE 2 FLOOD CONTROL DISTRICT FUND - DEVELOPMENT SERVICES**

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Printing &amp; Duplicating</b>	<b>\$ 385</b>	<b>\$ 1,750</b>	<b>\$ 1,750</b>
This appropriation provides for the production of day to day work (letters, reports, etc.), mail outs, and outreach materials. Also included is production of maps, plans and exhibits, and photo documentation of development projects.			
<b>Telephone and Fax</b>	<b>2,468</b>	<b>3,730</b>	<b>3,520</b>
This appropriation provides for the cost of telephone, fax machine, cellular phones, monthly hot spot and modem line charges.			
<b>Postage</b>	<b>431</b>	<b>700</b>	<b>1,400</b>
This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.			
<b>Rentals/Leases - Office Equipment</b>	<b>805</b>	<b>-</b>	<b>-</b>
This account provides funds for leased photocopiers and communication equipment.			
<b>Materials &amp;Supplies</b>	<b>948</b>	<b>1,500</b>	<b>1,500</b>
This appropriation provides for office and field supplies.			
<b>Wearing Apparel</b>	<b>399</b>	<b>500</b>	<b>500</b>
This appropriation provides for the purchase of apparel, including safety vests/jackets, work boots, hard hats and rain gear.			
<b>Electricity and Gas</b>	<b>4,092</b>	<b>4,500</b>	<b>4,400</b>
This appropriation provides for cost of electricity and gas allocated to the Flood Control\Storm Water Division.			
<b>Repair/Maint - Equipment</b>	<b>-</b>	<b>600</b>	<b>300</b>
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Flood Control\Storm Water Division's share of photocopiers and the large format plan copier.			
<b>Minor Equipment</b>	<b>-</b>	<b>600</b>	<b>-</b>
This appropriation provides for the purchase of two tablets to be utilized for Storm Water inspections.			
<b>Internal Service Charges</b>	<b>120,000</b>	<b>184,600</b>	<b>129,850</b>
This account is used to reimburse the General Fund for personnel cost incurred in Storm Water activities.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 359,699</b>	<b>\$ 433,530</b>	<b>\$ 374,330</b>



## **CITY OF SANTEE**

### **COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

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#### **Program Description**

The Department of Development Services serves as the liaison to the federal Department of Housing and Urban Development (HUD) managing the City's Community Development Block Grant (CDBG) program. Staff ensures that social service agencies and community projects that receive CDBG funds are managed in compliance with HUD's regulations.

#### **FY 2019-20 Accomplishments**

- Administered the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of eight program activities
- Administered the allocation of CARES Act CDBG monies for programs to support COVID-19 impacted persons and organizations
- Completed the Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to HUD
- Completed the City's 2020-2024 Consolidated Plan and Program Year 2020 Annual Action Plan
- Adopted the 2020 – 2024 Analysis of Impediments to Fair Housing

#### **FY 2020-21 Goals and Objectives**

- Administer the expenditure of CARES Act CDBG funds for programs to support COVID-19 impacted persons and organizations.
- Administer the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of eight program activities
- Complete Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER)
- Conduct randomized testing of fair housing practices

**CITY OF SANTEE**  
**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 55,308	\$ 52,350	\$ 55,130
Special Programs	<u>194,963</u>	<u>271,630</u>	<u>220,550</u>
<b>Grand Total</b>	<b><u>\$ 250,271</u></b>	<b><u>\$ 323,980</u></b>	<b><u>\$ 275,680</u></b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Accounting/Auditing	51010	\$ -	\$ 2,000	\$ 2,000
Expert/Consulting Services	51040	3,256	32,550	3,000
Professional Development	51110	154	500	200
Mileage Reimbursement	51112	-	100	100
Printing & Duplicating	51120	18.91	100	100
Postage	51122	29	150	100
Advertising	51123	651	850	900
Materials & Supplies	51160	-	500	300
Repair/Maintenance - Equipment	51211	-	100	100
Internal Service Charges	51399	35,701	-	32,830
CSA San Diego County	51401	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>
<b>Total Operations &amp; Maintenance</b>		<b><u>\$ 55,308</u></b>	<b><u>\$ 52,350</u></b>	<b><u>\$ 55,130</u></b>

**SPECIAL PROGRAMS**

**Public Services**

Crisis House	52002	\$ 5,490	\$ 5,620	6,850
Cameron Family YMCA	52003	2,190	1,870	-
Elderhelp	52004	3,260	3,270	3,000
Meals on Wheels	52005	5,490	4,680	4,500
Santee Food Bank	52006	14,270	14,050	14,000
Santee Santas	52007	9,880	6,000	5,500
Voices for Children	52010	-	-	4,000

**Public Facilities**

Caring Neighbors	53001	3,260	3,740	3,500
Debt Service (Section 108 Loan)	80020	151,123	147,010	143,580
Debt Service Reserve	80050	<u>-</u>	<u>85,390</u>	<u>35,620</u>

<b>Total Special Programs</b>		<b><u>\$ 194,963</u></b>	<b><u>\$ 271,630</u></b>	<b><u>\$ 220,550</u></b>
<b>Grand Total</b>		<b><u>\$ 250,271</u></b>	<b><u>\$ 323,980</u></b>	<b><u>\$ 275,680</u></b>

**CITY OF SANTEE  
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

**Administrative Activities** \$ 39,808      \$ 36,850      \$ 39,630

Identified below are the estimated program administration costs:

Accounting/Auditing	-	2,000	2,000
Expert/Consulting Services	3,256	32,550	3,000
Professional Development	154	500	200
Mileage Reimbursement	-	100	100
Printing & Duplicating	19	100	100
Postage	29	150	100
Advertising	651	850	900
Materials & Supplies	-	500	300
Repair/Maintenance - Equipment	-	100	100
Internal Service Charges	35,701	-	32,830

**CSA San Diego County** **15,500      15,500      15,500**

Provides Fair Housing Services and landlord/tenant counseling services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 55,308</b>	<b>\$ 52,350</b>	<b>\$ 55,130</b>
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**SPECIAL PROGRAMS**

**Crisis House** \$ 5,490      \$ 5,620      \$ 6,850

Provides emergency assistance, housing and supportive services to promote self-sufficiency and prevent homelessness.

**Cameron Family YMCA** 2,190      1,870      -

Provides funding support to subsidize swim and gymnastics fees for disadvantaged youth.

**Elderhelp** 3,260      3,270      3,000

Provides assistance to homebound seniors who need assistance to live independently in their own homes.

**Meals-on-Wheels** 5,490      4,680      4,500

Provides nutrition for the City's elderly and handicapped who cannot provide for their own meals. The seniors can remain independent. Contact with the person delivering meals provides a security base for home-bound citizens.

**Santee Food Bank** 14,270      14,050      14,000

Provides food staples to low income residents on an emergency basis. This service provides a basic necessity for those in the community unable to meet these needs.

**CITY OF SANTEE  
COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Development Services CDBG 2401.04.4201	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>SPECIAL PROGRAMS (Continued)</b>			
<b>Santee Santas</b> Provides funding support to assist with emergency food and housing services to Santee residents.	\$ 9,880	\$ 6,000	\$ 5,500
<b>Voices for Children</b> Provides volunteer Court Appointed Special Advocates (CASAs) for Santee based foster children.	-	-	4,000
<b>Caring Neighbors</b> Provides minor home repairs for low-income seniors and disabled Santee homeowners.	3,260	3,740	3,500
<b>Debt Service (Section 108 Loan)</b> Provides funding for annual debt service payment for \$1.5 million Section 108 loan for the rehabilitation of several infrastructure components along Buena Vista Avenue and Railroad Avenue. The project includes two main components: sidewalk and pedestrian ramp construction, and street and storm drain rehabilitation. Underground conduit for street light installation would be included in the project.	151,123	147,010	143,580
<b>Debt Service Reserve</b> This appropriation provides funding for a debt service reserve to ensure sufficient funding for Section 108 Loan debt service payments in the event future CDBG allocations are further reduced.	-	85,390	35,620
<b>Total Special Programs</b>	<u>\$ 194,963</u>	<u>\$ 271,630</u>	<u>\$ 220,550</u>

## **CITY OF SANTEE COMMUNITY FACILITIES DISTRICTS**

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### **Program Description**

Community Facilities District No. 2015-1 (Municipal Maintenance Services) currently provides a funding mechanism to meet storm water facility maintenance requirements for the 10 single family residential unit El Nopal Estates II subdivision in accordance with the City's Storm Water Ordinance and Standard Urban Storm Water Mitigation Plan. CFD No. 2015-1 is established as a "services" CFD and does not involve the issuance of any debt.

Community Facilities District No. 2017-2 (Weston Municipal Services) provides a funding mechanism for various public services in the Weston development, a 415-unit residential development, such as the following: public safety; community development; maintenance, lighting and repair of parks, parkways, streets, open space, irrigation facilities, buildings, storm water and drainage facilities in the public right of way. Contingent services that may be funded under certain circumstances include costs attributable to maintaining, servicing, cleaning, repairing and/or replacing storm water and drainage facilities.

### **FY 2019-20 Accomplishments**

- Administered all CFDs efficiently and in accordance with applicable regulations/laws

### **FY 2020-21 Goals and Objectives**

- Administer all CFDs efficiently and in accordance with applicable regulations/laws

**CITY OF SANTEE**  
**CFD NO. 2015-1 (MUNICIPAL MAINTENANCE SERVICES) FUND**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>CFD No. 2015-1 2510.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 1,084	\$ 2,360	\$ 2,360
<b>Total</b>	<b>\$ 1,084</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ 90	\$ 100	\$ 100
Repair/Maintenance - Grounds	51231	994	1,800	1,800
Internal Service Charges	51399	-	460	460
<b>Total Operations &amp; Maintenance</b>		<b>\$ 1,084</b>	<b>\$ 2,360</b>	<b>\$ 2,360</b>

**CITY OF SANTEE**  
**CFD NO. 2015-1 (MUNICIPAL MAINTENANCE SERVICES) FUND**

Community Services CFD No. 2015-1 2510.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

<b>Legal Services - City Attorney</b> This appropriation is to cover as-needed legal services.	\$ 90	\$ 100	\$ 100
<b>Repair/Maintenance - Grounds</b> This appropriation is to cover the cost of storm water facilities maintenance.	994	1,800	1,800
<b>Internal Service Charges</b> This appropriation is to cover the cost of staff time related to storm water facilities maintenance as well as in the administration of the District.	-	460	460
<b>Total Operations &amp; Maintenance</b>	<u>\$ 1,084</u>	<u>\$ 2,360</u>	<u>\$ 2,360</u>

**CITY OF SANTEE**  
**CFD NO. 2017-2 (WESTON MUNICIPAL SERVICES) FUND**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>CFD No. 2017-2 2572.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>

**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 24,274	\$ 79,290	\$ 106,850
<b>Total</b>	<b>\$ 24,274</b>	<b>\$ 79,290</b>	<b>\$ 106,850</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ -	\$ 1,000	\$ -
Expert/Consulting Services	51040	21	3,000	3,000
Internal Service Charges	51399	24,252	75,290	103,850
<b>Total Operations &amp; Maintenance</b>		<b>\$ 24,274</b>	<b>\$ 79,290</b>	<b>\$ 106,850</b>



**CITY OF SANTEE**  
**CFD NO. 2017-2 (WESTON MUNICIPAL SERVICES) FUND**

Community Services CFD No. 2017-2 2572.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services - City Attorney</b> This appropriation is to cover as-needed legal services.	\$ -	\$ 1,000	\$ -
<b>Expert/Consulting Services</b> This appropriation is to cover the cost of contract special district administration services.	21	3,000	3,000
<b>Internal Service Charges</b> This appropriation is to reimburse for costs incurred in providing public services within the District and to cover the cost of staff time related to the administration of the District.	24,252	75,290	103,850
<b>Total Operations &amp; Maintenance</b>	<u>\$ 24,274</u>	<u>\$ 79,290</u>	<u>\$ 106,850</u>



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# CITY OF SANTEE

## TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

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### **Program Description**

Assessments on properties enable the Community Services Department Public Services Division to provide landscape maintenance services within the District that is comprised of four separate zones: Town Center, The Lakes, San Remo and Mission Creek.

### **FY 2019-20 Accomplishments**

- Maintained the landscaping of the commercial zones within the district at a Level A service (highest maintenance level)
- Installed annual color, which is changed out three times a year, fronting all four of the monument signs in the Town Center Zone A
- Continued the Holiday Lighting program from November to January at the major commercial corners containing monuments
- Repaired and maintained eight fountains within the district
- Trimmed all the trees in the Town Center LMD
- Planted eight new trees in the Town Center LMD

### **FY 2020-21 Goals and Objectives**

- Ensure maintenance contractor compliance in order to enhance the maintenance of the landscaping in the entire district
- Install additional Cal Sense “smart” irrigation controllers that can be integrated into the City’s centralized irrigation system
- Continue to replace shrubs, trees, groundcover and irrigation that are damaged in order to sustain the beauty of the landscaping within the district
- Convert high water use landscape materials to drought tolerant / low water use materials, where feasible
- Modify the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of all zones in the district

**CITY OF SANTEE**  
**TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Town Center LMD</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Repair & Maintenance - Grounds:				
Zone A - Town Center	var	\$ 156,756	\$ 187,380	\$ 145,050
Zone B - The Lakes	var	6,668	6,610	6,850
Zone C - San Remo	var	4,549	8,140	7,060
Zone D - Mission Creek	var	158,045	189,210	165,440
<b>Total Operations &amp; Maintenance</b>		<u>\$ 326,018</u>	<u>\$ 391,340</u>	<u>\$ 324,400</u>

**CITY OF SANTEE  
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>TCLMD Zone A - Town Center 2601.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone A - Town Center	2601	<u>\$ 156,756</u>	<u>\$ 187,380</u>	<u>\$ 145,050</u>
<b>Total</b>		<u><u>\$ 156,756</u></u>	<u><u>\$ 187,380</u></u>	<u><u>\$ 145,050</u></u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

**Zone A / Town Center Parkway**

Expert/Consulting Services	51040	\$ 2,854	\$ 3,000	\$ 2,820
Advertising	51123	207	210	230
Electricity & Gas - Grounds	51181	34,170	33,400	30,000
Water & Sewer - Grounds	51186	34,362	44,500	39,000
Repair/Maintenance - Grounds	51231	73,348	103,900	56,500
Irrigation Materials	51252	971	1,000	1,000
Internal Service Charge	51399	<u>10,843</u>	<u>1,370</u>	<u>15,500</u>
<b>Total Operations &amp; Maintenance</b>		<u><u>\$ 156,756</u></u>	<u><u>\$ 187,380</u></u>	<u><u>\$ 145,050</u></u>

**CITY OF SANTEE  
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services TCLMD Zone B - The Lakes 2602.02.3101		FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone B - The Lakes	2602	\$ 6,668	\$ 6,610	\$ 6,850
<b>Total</b>		<u>\$ 6,668</u>	<u>\$ 6,610</u>	<u>\$ 6,850</u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

**Zone B / The Lakes**

Expert/Consulting Services	51040	\$ 151	\$ 160	\$ 150
Advertising	51123	11	20	10
Water & Sewer - Grounds	51186	3,458	4,000	4,230
Repair/Maintenance - Grounds	51231	2,058	1,970	1,470
Internal Service Charge	51399	990	460	990
<b>Total Operations &amp; Maintenance</b>		<u>\$ 6,668</u>	<u>\$ 6,610</u>	<u>\$ 6,850</u>

**CITY OF SANTEE  
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
TCLMD Zone C - San Remo 2603.02.3101		Actual	Amended	Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone C - San Remo	2603	\$ 4,549	\$ 8,140	\$ 7,060
<b>Total</b>		<u>\$ 4,549</u>	<u>\$ 8,140</u>	<u>\$ 7,060</u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

**Zone C / San Remo**

Expert/Consulting Services	51040	\$ 158	\$ 170	\$ 160
Advertising	51123	11	20	10
Water & Sewer - Grounds	51186	2,786	3,000	3,000
Repair/Maintenance - Grounds	51231	1,425	4,490	3,720
Internal Service Charge	51399	168	460	170
<b>Total Operations &amp; Maintenance</b>		<u>\$ 4,549</u>	<u>\$ 8,140</u>	<u>\$ 7,060</u>

**CITY OF SANTEE  
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services		FY 2018-19	FY 2019-20	FY 2020-21
TCLMD Zone D - Mission Creek 2604.02.3101		Actual	Amended	Proposed
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone D - Mission Creek	2604	\$ 158,045	\$ 189,210	\$ 165,440
<b>Total</b>		<u>\$ 158,045</u>	<u>\$ 189,210</u>	<u>\$ 165,440</u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

Landscape maintenance work in the Town Center LMD is performed by contracted services and is reimbursed to the City by an annual assessment levied on property owners within the District.

**Zone D / Mission Creek**

Expert/Consulting Services	51040	\$ 3,311	\$ 3,480	\$ 3,270
Advertising	51123	240	240	270
Electricity & Gas - Grounds	51181	30,162	29,000	30,000
Water & Sewer - Grounds	51186	52,153	73,500	60,000
Repair/Maintenance- Grounds	51231	65,571	80,590	44,500
Irrigation Materials	51252	246	1,030	500
Internal Service Charge	51399	6,363	1,370	26,900
<b>Total Operations &amp; Maintenance</b>		<u>\$ 158,045</u>	<u>\$ 189,210</u>	<u>\$ 165,440</u>



## **CITY OF SANTEE**

### **SANTEE LANDSCAPE MAINTENANCE DISTRICT**

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#### **Program Description**

Assessments on properties enable the Community Services Department Public Services Division to provide landscape maintenance services within the District which is comprised of ten separate zones: El Nopal, Country Scenes, Camelot Heights, Silver Country, Timberlane, The Heights, Prospect Hills, Allos, Mitchell Ranch and Dakota Ranch.

#### **FY 2019-20 Accomplishments**

- Modified the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of all zones in the District
- Planted replacement trees and shrubs in several areas
- Continued to convert high water use landscape materials to drought tolerant / low water use materials
- Worked with residents from the El Nopal zone which resulted in an assessment increase to provide a higher level of service and the installation of new drought-tolerant landscaping

#### **FY 2020-21 Goals and Objectives**

- Continue to replace shrubs, trees, groundcover and irrigation that are damaged in order to sustain the beauty of the landscaping within the district
- Convert high water use landscape materials to drought tolerant / low water use materials
- Modify the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of the District
- Use what we learned from the El Nopal zone increased assessment process to identify other zones that may desire increased service

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Santee LMD</b>	<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
Repair & Maintenance- Grounds:			
Zones 1 & 2 - El Nopal	\$ 2,206	\$ 2,300	\$ 8,420
Zone 3 - Country Scenes	2,169	1,800	2,000
Zone 4 - Camelot Heights	1,041	1,770	1,590
Zone 8 - Silver Country	67,025	62,300	67,390
Zone 9 - Timberline	1,317	1,410	1,270
Zone 12 - The Heights	6,936	8,930	14,700
Zone 13 - Prospect Hills	2,364	3,300	3,450
Zone 14 - Mitchell Ranch	1,599	2,520	5,100
Zone 17 - Dakota Ranch	2,169	5,940	13,160
Zone 18 - Allos	1,930	4,320	3,170
<b>Total Operations &amp; Maintenance</b>	<b>\$ 88,756</b>	<b>\$ 94,590</b>	<b>\$ 120,250</b>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - El Nopal 2701.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zones 1 & 2 - El Nopal	2701	\$ 2,206	\$ 2,300	\$ 8,420
<b>Total</b>		<u>\$ 2,206</u>	<u>\$ 2,300</u>	<u>\$ 8,420</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zones 1 and 2 - El Nopal**

Expert/Consulting Services	51040	\$ 182	\$ 190	\$ 180
Postage	51122	21	-	-
Advertising	51123	10	10	50
Electrical & Gas - Grounds	51181	124	110	140
Water & Sewer - Grounds	51186	1,052	1,400	1,330
Repair/Maintenance - Grounds	51231	400	490	3,600
Internal Service Charges	51399	417	100	350
Long Term Debt-Principal	80020	-	-	2,770
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,206</u>	<u>\$ 2,300</u>	<u>\$ 8,420</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Santee LMD - Country Scenes 2702.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone 3 - Country Scenes	2702	\$ 2,169	\$ 1,800	\$ 2,000
<b>Total</b>		<u>\$ 2,169</u>	<u>\$ 1,800</u>	<u>\$ 2,000</u>

**OPERATIONS & MAINTENANCE COSTS**

<b>Zone 3 - Country Scenes</b>				
Expert/Consulting Services	51040	\$ 57	\$ 60	\$ 60
Advertising	51123	9	10	10
Electrical & Gas - Grounds	51181	161	150	170
Water & Sewer - Grounds	51186	1,401	630	1,140
Repair/Maintenance - Grounds	51231	410	490	490
Internal Service Charges	51399	131	460	130
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,169</u>	<u>\$ 1,800</u>	<u>\$ 2,000</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Camelot Heights 2703.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zone 4 - Camelot Heights	2703	\$ 1,041	\$ 1,770	\$ 1,590
<b>Total</b>		<u>\$ 1,041</u>	<u>\$ 1,770</u>	<u>\$ 1,590</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 4 - Camelot Heights**

Expert/Consulting Services	51040	\$ 40	\$ 50	\$ 40
Advertising	51123	6	10	10
Electrical & Gas - Grounds	51181	138	130	150
Water & Sewer - Grounds	51186	337	460	240
Repair/Maintenance - Grounds	51231	520	970	1,000
Internal Service Charges	51399	-	150	150
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,041</u>	<u>\$ 1,770</u>	<u>\$ 1,590</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Santee LMD - Silver Country 2704.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone 8 - Silver Country	2704	<u>\$ 67,025</u>	<u>\$ 62,300</u>	<u>\$ 67,390</u>
<b>Total</b>		<u><u>\$ 67,025</u></u>	<u><u>\$ 62,300</u></u>	<u><u>\$ 67,390</u></u>

**OPERATIONS & MAINTENANCE COSTS**

<b>Zone 8 - Silver Country</b>				
Expert/Consulting Services	51040	\$ 617	\$ 650	\$ 610
Advertising	51123	329	330	390
Electrical & Gas - Grounds	51181	1,305	1,360	1,420
Water & Sewer - Grounds	51186	19,931	16,500	21,000
Repair/Maintenance - Grounds	51231	43,474	41,590	42,600
Irrigation Materials	51252	-	500	-
Internal Service Charges	51399	<u>1,369</u>	<u>1,370</u>	<u>1,370</u>
<b>Total Operations &amp; Maintenance</b>		<u><u>\$ 67,025</u></u>	<u><u>\$ 62,300</u></u>	<u><u>\$ 67,390</u></u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Santee LMD - Timberlane 2705.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone 9 - Timberline	2705	\$ 1,317	\$ 1,410	\$ 1,270
<b>Total</b>		<u>\$ 1,317</u>	<u>\$ 1,410</u>	<u>\$ 1,270</u>

**OPERATIONS & MAINTENANCE COSTS**

<b>Zone 9 - Timberline</b>				
Expert/Consulting Services	51040	\$ 137	\$ 150	\$ 140
Advertising	51123	7	10	10
Water & Sewer - Grounds	51186	568	610	480
Repair/Maintenance - Grounds	51231	520	490	490
Internal Service Charges	51399	85	150	150
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,317</u>	<u>\$ 1,410</u>	<u>\$ 1,270</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services	FY 2018-19	FY 2019-20	FY 2020-21
Santee LMD - The Heights 2706.02.3101	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

Zone 12 - The Heights	2706	\$ 6,936	\$ 8,930	\$ 14,700
<b>Total</b>		<u>\$ 6,936</u>	<u>\$ 8,930</u>	<u>\$ 14,700</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 12 - The Heights**

Expert/Consulting Services	51040	\$ 242	\$ 260	\$ 240
Advertising	51123	38	40	50
Water & Sewer - Grounds	51186	5,445	4,200	4,480
Repair/Maintenance - Grounds	51231	961	3,970	9,470
Internal Service Charges	51399	250	460	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 6,936</u>	<u>\$ 8,930</u>	<u>\$ 14,700</u>



**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Prospect Hills 2707.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zone 13 - Prospect Hills	2707	\$ 2,364	\$ 3,300	\$ 3,450
<b>Total</b>		<u>\$ 2,364</u>	<u>\$ 3,300</u>	<u>\$ 3,450</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 13 - Prospect Hills**

Expert/Consulting Services	51040	\$ 174	\$ 190	\$ 170
Advertising	51123	14	20	20
Water & Sewer - Grounds	51186	1,210	1,660	1,730
Repair/Maintenance - Grounds	51231	882	970	1,070
Internal Service Charges	51399	85	460	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,364</u>	<u>\$ 3,300</u>	<u>\$ 3,450</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Mitchell Ranch 2708.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zone 14 - Mitchell Ranch	2708	\$ 1,599	\$ 2,520	\$ 5,100
<b>Total</b>		<u>\$ 1,599</u>	<u>\$ 2,520</u>	<u>\$ 5,100</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 14 - Mitchell Ranch**

Expert/Consulting Services	51040	\$ 65	\$ 70	\$ 60
Advertising	51123	12	20	10
Water & Sewer - Grounds	51186	556	1,000	500
Repair/Maint - Grounds	51231	882	970	4,070
Internal Service Charges	51399	85	460	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,599</u>	<u>\$ 2,520</u>	<u>\$ 5,100</u>

**CITY OF SANTEE**  
**SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Dakota Ranch 2709.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zone 17 - Dakota Ranch	2709	\$ 2,169	\$ 5,940	\$ 13,160
<b>Total</b>		<u>\$ 2,169</u>	<u>\$ 5,940</u>	<u>\$ 13,160</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 17 - Dakota Ranch**

Expert/Consulting Services	51040	\$ 81	\$ 90	\$ 80
Advertising	51123	21	30	30
Electrical & Gas - Grounds	51181	127	110	140
Water & Sewer - Grounds	51186	976	1,700	980
Repair/Maintenance - Grounds	51231	882	3,470	11,470
Irrigation Materials	51252	-	80	-
Internal Service Charges	51399	81	460	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,169</u>	<u>\$ 5,940</u>	<u>\$ 13,160</u>

**CITY OF SANTEE  
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

Community Services Santee LMD - Allos 2710.02.3101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**OPERATIONS & MAINTENANCE COSTS**

Zone 18 - Allos	2710	\$ 1,930	\$ 4,320	\$ 3,170
<b>Total</b>		<u>\$ 1,930</u>	<u>\$ 4,320</u>	<u>\$ 3,170</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 18 - Allos**

Expert/Consulting Services	51040	\$ 24	\$ 30	\$ 20
Advertising	51123	17	20	20
Electrical & Gas - Grounds	51181	119	110	130
Water & Sewer - Grounds	51186	636	730	700
Repair/Maintenance - Grounds	51231	882	2,970	2,100
Internal Service Charges	51399	251	460	200
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,930</u>	<u>\$ 4,320</u>	<u>\$ 3,170</u>

## **CITY OF SANTEE**

### **ROADWAY LIGHTING DISTRICT – ZONE A**

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#### **Program Description**

Utilizing property tax proceeds flowing to the City as a result of the 1983 dissolution of a prior street light maintenance district, the City funds the electrical, maintenance and capital costs for street lights of general benefit within the City limits. There are 3,328 streetlights within the City. The City owns 2,150 (1,998 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,178 (LS1). Zone A funds a portion of each streetlight's energy and maintenance cost based on an updated Street Lighting Traffic Study completed in 2019.

#### **FY 2019-20 Accomplishments**

- SDG&E owned and maintained streetlights – LS1 (1,178 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone A funds 13% of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,998) and metered (152)
  - Managed the City owned streetlight maintenance contract
  - Responded to 90 burnouts or other streetlight maintenance needs
  - Responded to 108 utility mark-out requests
  - Replaced five knocked-down street light poles
- Updated the streetlight inventory for new streetlights

#### **FY 2020-21 Goals and Objectives**

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

**CITY OF SANTEE**  
**ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 132,474	\$ 164,000	\$ 177,000
<b>Total</b>	<b>\$ 132,474</b>	<b>\$ 164,000</b>	<b>\$ 177,000</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 8,012	\$ -	\$ -
Electricity & Gas	51180	98,035	109,000	112,000
Repair/Maintenance - Street Lights	51213	19,973	40,000	40,000
Internal Service Charges	51399	6,455	15,000	25,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 132,474</b>	<b>\$ 164,000</b>	<b>\$ 177,000</b>

**CITY OF SANTEE  
ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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<b>OPERATIONS &amp; MAINTENANCE COSTS</b>
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<b>Expert/Consulting Services</b> This appropriation provides funding for a traffic study to provide an analysis of the general and direct benefit provided by street lights throughout the City.	\$ 8,012	\$ -	\$ -
<b>Electricity &amp; Gas</b> This appropriation funds Zone A's share of the estimated total cost of electricity for all street lights within the City.	98,035	109,000	112,000
<b>Repair/Maintenance - Street Lights</b> This appropriation funds maintenance and repair costs for street lights located in Zone A.	19,973	40,000	40,000
<b>Internal Service Charges</b> This appropriation reimburses the General Fund for staff time associated with the administration of Zone A.	6,455	15,000	25,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 132,474</u>	<u>\$ 164,000</u>	<u>\$ 177,000</u>



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## **CITY OF SANTEE**

### **ROADWAY LIGHTING DISTRICT – ZONE B**

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#### **Program Description**

Utilizing assessment proceeds flowing to the City from benefiting property owners, the City funds a portion of the electrical, maintenance and capital cost for streetlights of special benefit within the City. This assessment district was formed in a 1983 election. There are 3,328 streetlights within the City. The City owns 2,150 (1,998 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,178 (LS1). Zone B funds a portion of each streetlight's energy and maintenance cost based on an updated Street Light Traffic Study completed in 2019.

#### **FY 2019-20 Accomplishments**

- SDG&E owned and maintained streetlights – LS1 (1,178 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone B funds 87% of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,998) and metered (152)
  - Managed the City owned streetlight maintenance contract
  - Responded to 90 burnouts or other streetlight maintenance needs
  - Responded to 108 utility mark-out requests
  - Replaced five knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Assisted in the yearly preparation of the Santee Roadway Lighting District Engineer's Report that reviews the tax assessment for Zone B

#### **FY 2020-21 Goals and Objectives**

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

**CITY OF SANTEE  
ROADWAY LIGHTING DISTRICT - ZONE B**

Development Services Roadway Lighting District - Zone B 2802.04.4101	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 329,436	\$ 344,590	\$ 346,510
<b>Total</b>	<b>\$ 329,436</b>	<b>\$ 344,590</b>	<b>\$ 346,510</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 14,244	\$ 6,550	\$ 6,000
Advertising	51123	476	480	510
Electricity & Gas	51180	277,004	299,600	305,000
Repair/Maintenance - Street Lights	51213	25,990	30,000	30,000
Internal Service Charges	51399	4,615	5,000	5,000
Long Term Debt - Principal	80020	7,107	2,960	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 329,436</b>	<b>\$ 344,590</b>	<b>\$ 346,510</b>

**CITY OF SANTEE  
ROADWAY LIGHTING DISTRICT - ZONE B**

Development Services	FY 2018-19	FY 2019-20	FY 2020-21
Roadway Lighting District - Zone B 2802.04.4101	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ 14,244	\$ 6,550	\$ 6,000
This appropriation provides for the preparation of the annual Engineer's Report, as required by State law. The report determines the benefit which accrues to various land uses, thus enabling the equitable spread of assessments.			
<b>Advertising</b>	476	480	510
This appropriation funds the cost of publishing public hearing notices for the annual levy of assessments.			
<b>Electricity &amp; Gas</b>	277,004	299,600	305,000
This appropriation funds Zone B's share of the estimated total cost of electricity for all street lights within the City.			
<b>Repair/Maintenance - Street Lights</b>	25,990	30,000	30,000
This appropriation provides funds for maintenance and repair costs for street lights located in Zone B.			
<b>Internal Service Charges</b>	4,615	5,000	5,000
This appropriation reimburses the General Fund for staff time associated with the administration of Zone B.			
<b>Long Term Debt - Principal</b>	7,107	2,960	-
This appropriation funds repayment of an SDG&E loan for the replacement of streetlight fixtures.			
<b>Total Operations &amp; Maintenance</b>	\$ 329,436	\$ 344,590	\$ 346,510



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## **CITY OF SANTEE**

### **MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

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#### **Program Description**

The Mobile Home Park Administrative Assessment Fund provides for the administration of the City's Manufactured Home Fair Practices Ordinance which protects the owners of manufactured homes from unreasonable space rental increases while recognizing and providing for manufactured home park owners to receive a just and reasonable return on their investment. The Department of Development Services provides support and technical assistance to the Santee Mobile Home Fair Practices Commission which is appointed by the City Council.

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

General Government Mobile Home Park Admin 2901.04.4106	FY 2018-19 Actual	FY 2019-20 Amended	FY 2020-21 Proposed
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 20,656	\$ 22,670	\$ 24,480
Operations & Maintenance	<u>1,273</u>	<u>16,560</u>	<u>16,360</u>
<b>Grand Total</b>	<u>\$ 21,929</u>	<u>\$ 39,230</u>	<u>\$ 40,840</u>

**SUMMARY OF FUNDED POSITIONS**

Senior Management Analyst	0.10	0.10	0.10
Administrative Secretary	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>Total Positions</b>	<u>0.20</u>	<u>0.20</u>	<u>0.20</u>

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

<b>General Government</b>		<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>
<b>Mobile Home Park Admin 2901.04.4106</b>		<b>Actual</b>	<b>Amended</b>	<b>Proposed</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 13,660	\$ 15,330	\$ 16,490
Retirement - PERS	50050	932	1,070	1,280
Retirement - Unfunded Liability	50052	3,572	2,430	2,850
Medicare	50060	198	220	240
Health Insurance	50070	2,085	3,320	3,320
Dental Insurance	50071	144	230	230
Life Insurance	50075	19	20	20
Long Term Disability Insurance	50076	47	50	50
<b>Total Personnel</b>		<u>\$ 20,656</u>	<u>\$ 22,670</u>	<u>\$ 24,480</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Legal Services	51020	\$ 518	\$ 5,000	\$ 5,000
Expert/Consultant Services	51040	350	10,500	10,500
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	123	200	100
Postage	51122	78	200	200
Advertising	51123	-	100	100
Materials & Supplies	51160	-	160	160
Electricity & Gas	51180	205	300	200
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,273</u>	<u>\$ 16,560</u>	<u>\$ 16,360</u>
<b>Grand Total</b>		<u><u>\$ 21,929</u></u>	<u><u>\$ 39,230</u></u>	<u><u>\$ 40,840</u></u>

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

General Government	FY 2018-19	FY 2019-20	FY 2020-21
Mobile Home Park Admin 2901.04.4106	Actual	Amended	Proposed

**OPERATIONS & MAINTENANCE COSTS**

<b>Legal Services</b> This appropriation provides for legal services in support of commission activities and rent control issues (non-litigation only).	\$ 518	\$ 5,000	\$ 5,000
<b>Expert/Consulting Services</b> This appropriation provides for economic analysis and other consulting support related to mobile home rent control issues. It also provides commissioners with a \$50 stipend per meeting.	350	10,500	10,500
<b>Printing &amp; Duplicating</b> This appropriation funds printing and copying of agendas and related materials.	-	100	100
<b>Telephone &amp; Fax</b> This appropriation funds a proportionate cost of postage related to staff administration of the MHFP Ordinance and Commission activities.	123	200	100
<b>Postage</b> This appropriation funds the cost of postage related to staff administration of the MHFP Ordinance and Commission activities.	78	200	200
<b>Advertising</b> This appropriation funds the costs for mandatory public noticing.	-	100	100
<b>Materials &amp; Supplies</b> This appropriation provides for office supplies and for publications used by staff and the Commission.	-	160	160
<b>Electricity &amp; Gas</b> This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP activities.	205	300	200
<b>Total Operations &amp; Maintenance</b>	<u>\$ 1,273</u>	<u>\$ 16,560</u>	<u>\$ 16,360</u>



# CITY OF SANTEE

## PEG FEES

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### **Program Description**

Public, Educational and Governmental (PEG) Fees are received from cable television providers, in addition to their franchise fee, an amount equal to 1% of their gross revenues to be used by the City for capital costs related to public, educational and governmental access facilities consistent with state and federal Law. These PEG fees are added to a cable subscriber's bill by the cable television providers. Section 4.08.020 of the Santee Municipal Code authorizes the City to collect the PEG Fees.

PEG fees can be used for Council Chamber improvements that are directly related to PEG programming, to purchase equipment such as more a technologically advanced voting system and TV monitors and camera equipment to provide livestreaming and public access broadcasting services to increase transparency. PEG fees may also be used to make upgrades to the City's website, public wi-fi, or other technology related expense that provides residents with access to local government.

### **FY 2019-20 Accomplishments**

- Received City Council approval on October 9, 2019 to implement the collection of PEG fees by Cox Communications and AT&T on behalf of the City to help support the Council Chambers upgrade and livestreaming City Council meetings
- Entered into a Professional Services Agreement with Idibri Consulting to develop technical specifications for the City Council Chamber Upgrade Project, assist in the Request for Proposals process and provide project management and testing of all equipment to ensure the specifications are met
- Developed and issued the Request for Proposals for the City Council Upgrade Project to include:
  - Technologically advanced voting system
  - Improved TV monitors and audio/visual system
  - Camera equipment and livestreaming capabilities
  - ADA approved lectern and updated microphone system
  - Enhanced lighting for clarity with livestreaming and public access channel broadcasting
  - Better configuration with the staff table to allow for the public seating and to flow better

### **FY 2020-21 Goals and Objectives**

- Complete the City Council Chambers Upgrade Project
- Offer livestreaming services to the public for enhanced transparency
- Offer important civic programming and government news and updates to the community through the PEG channel

**CITY OF SANTEE  
PEG FEES**

<b>Non Departmental PEG Fees</b>	<b>FY 2018-19 Actual</b>	<b>FY 2019-20 Amended</b>	<b>FY 2020-21 Proposed</b>
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**SUMMARY OF EXPENDITURES**

Transfer to Capital Improvement Program	\$ -	\$ 10,000	\$ 217,800
<b>Total</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 217,800</b>

**OPERATIONS & MAINTENANCE COSTS**

<b>Transfer to Capital Improvement Program</b>	90001	\$ -	\$ 10,000	\$ 217,800
<p>Transfer to fund the Council Chamber Audio/Visual Upgrade Project. The project, as currently envisioned, would rely primarily on PEG fees. The total estimated cost of the project is \$200,000 to \$300,000 depending on the bids received and the items ultimately included in the project</p>				
<b>Total Operations &amp; Maintenance</b>		<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 217,800</b>

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**Item 3**

**MEETING DATE**

June 16, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**

**DISCUSSION REGARDING THE USE OF CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY (CARES) ACT CORONAVIRUS RELIEF FUND SUBGRANT FROM SAN DIEGO COUNTY**

**DIRECTOR/DEPARTMENT**

Marlene D. Best, City Manager

**SUMMARY**

On May 19, 2020 the San Diego County Board of Supervisors approved the allocation of \$25 million in federal Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF) funds to the 17 cities in the County that did not receive a direct allocation from the federal government. The City of Santee's allocation is \$1,036,010. The expenditure of this allocation must comply with the CARES Act CRF criteria which require, among other things, that the expenditure be necessary due to the public health emergency with respect to COVID-19. These funds may not be used to backfill lost revenues. Guidance provided by the federal government regarding the use of this funding is included as Attachment 3 to this report.

In order to receive these funds, the City must first execute a Subgrant agreement with the County and submit an expenditure plan that illustrates how the funds will be utilized. All funds must be expended by September 30, 2020 or returned to the County. Should the City receive any future federal stimulus funds (non-CARES Act funding), any funds allocated to the City by the County shall be returned.

Staff is requesting input from the City Council regarding priorities for the use of this funding and will bring back an expenditure plan for City Council approval on June 24, 2020.

**FINANCIAL STATEMENT** 

The City of Santee is eligible to receive up to \$1,036,010 in federal CARES Act CRF funds from the County of San Diego for eligible expenditures.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

Provide direction to staff regarding priorities for the use of federal CARES Act CRF funds allocated to the City of Santee by the County of San Diego.

**ATTACHMENTS (Listed Below)**

1. County of San Diego letter dated May 20, 2020
2. County of San Diego Coronavirus Relief Fund Subgrant Agreement
3. Coronavirus Relief Fund Guidance for State, Territorial, Local and Tribal Governments



# County of San Diego

**TRACY M. SANDOVAL**  
 DEPUTY CHIEF ADMINISTRATIVE OFFICER /  
 CHIEF FINANCIAL OFFICER  
 (619) 531-5413  
 FAX: (619) 531-5219

FINANCE & GENERAL GOVERNMENT GROUP  
 1600 PACIFIC HIGHWAY, SUITE 166, SAN DIEGO, CA 92101-2422

May 20, 2020

Ms. Marlene Best  
 City Manager  
 City of Santee  
 10601 N. Magnolia Avenue  
 Santee, CA 92071

Dear Marlene,

Thank you for your partnership and leadership during this COVID-19 pandemic. The regional collaboration has been critical to keeping our community safe and healthy, and we greatly appreciate the efforts you have taken to support this effort. To that end, on May 19, 2020 (Items #14/28) the County Board of Supervisors voted to allocate a total of \$25 million of Coronavirus Aid, Relief, and Economic Security (CARES) Act Coronavirus Relief Fund (CRF) to the 17 cities that did not receive a direct allocation from the federal government.

Attached to this letter is a sub-grant agreement to be completed by your City in order to receive the funds. The funds have been determined based on population as directed by the Board of Supervisors. Your allocation is \$1,036,010. In addition, expenditures must comply with the CARES Act CRF criteria, which require, among other things, that the expenditures be necessary due to the public health emergency with respect to COVID-19. These may include Law Enforcement for COVID-19, Economic Support initiatives, Telework Enhancements/Infrastructure, Sanitation Compliance, or Facility Enhancements for Social Distancing. These funds may not be used to backfill lost revenues.

**Process for Distribution of Funds:**

- o Prior to distribution, the City must submit a plan that illustrates how you will spend the allocation before the funds are released; and also submit a mid-term plan, no later than July 31, 2020, on the status of spending.
- o Once the City has received the funds, the City must submit documentation to support all expenditures. All funds shall be expended or returned to the County, as well as all documentation submitted, by September 30, 2020.
- o City will be financially responsible for any disallowed costs. Should the City receive future federal stimulus funds (non-CARES Act funding), all funds allocated to the City by the County shall be returned.

Thank you again for your partnership and commitment during these unprecedented times. All documentation and questions can be submitted to Ebony Shelton at [Ebony.Shelton@sdcounty.ca.gov](mailto:Ebony.Shelton@sdcounty.ca.gov).

Sincerely,

TRACY M. SANDOVAL  
 Deputy Chief Administrative Officer/Chief Financial Officer

CS:ld

Attachment

ASSESSOR/RECORDER/COUNTY CLERK  
 AUDITOR & CONTROLLER  
 CHIEF ADMINISTRATIVE OFFICE  
 CIVIL SERVICE COMMISSION  
 CLERK OF THE BOARD

COUNTY COMMUNICATIONS OFFICE  
 COUNTY COUNSEL  
 COUNTY TECHNOLOGY OFFICE  
 DEPARTMENT OF GENERAL SERVICES  
 DEPARTMENT OF PURCHASING & CONTRACTING

GRAND JURY  
 HUMAN RESOURCES  
 REGISTRAR OF VOTERS  
 RETIREMENT ASSOCIATION  
 TREASURER-TAX COLLECTOR

COUNTY OF SAN DIEGO  
CORONAVIRUS RELIEF FUND  
SUBGRANT

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ATTACHMENT 2

This subgrant agreement (“Agreement”) is entered into between the County of San Diego, a political subdivision of the State of California (“County”) and City of Santee, (“Grantee”) effective as of May 19, 2020.

WHEREAS, the County has received an allocation from the Coronavirus Relief Fund (“CRF”) established under Title V, Section 5001 of the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act;

WHEREAS, CRF funding may only be used to cover costs that:

- (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
- (2) were not accounted for in the budget most recently approved as of March 27, 2020; and
- (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020;

such costs to be referred to herein as “Eligible Expenditures;”

WHEREAS, the County may allocate CRF funding to cities as long as cities spend the funding in accordance with the CARES Act and only for Eligible Expenditures;

WHEREAS, the County finds it necessary to provide financial assistance to cities within the County’s geographical boundaries due to the public health emergency with respect to COVID-19 and that such assistance is an eligible expense under the CARES Act;

WHEREAS, on May 19, 2020, the Board of Supervisors allocated funding for the purposes set forth in this Agreement and authorized the execution of this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and Grantee agree as follows:

1. Amount of Grant. The County shall pay to Grantee an amount of \$1,036,010 in accordance with the terms of this Agreement.
2. Purpose of Grant. Grantee shall use the funds solely for Eligible Expenses and in accordance with the terms set forth in this Agreement.
3. Deadline for Use of Grant Funds. Grantee shall have until September 30, 2020 to expend funds under this Agreement and/or return any unexpended funds to County.
4. Reports and Documentation of Expenditures.
  - (a) Prior to County’s disbursement of funds under this Agreement, Grantee shall deliver to County a report detailing Grantee’s anticipated use of the funds.

COUNTY OF SAN DIEGO  
CORONAVIRUS RELIEF FUND  
SUBGRANT

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- (b) On July 31, 2020, Grantee shall deliver to County a report detailing Grantee's expenditure of funds to date and Grantee's anticipated use of any remaining funds.
- (c) County reserves the right to withhold or reduce funding under this Agreement if County determines, in its sole discretion, that any or all of Grantee's anticipated use of funds is ineligible for CRF funding.
- (d) On September 30, 2020, or on the effective date of termination of this Agreement if terminated earlier, Grantee shall deliver to County a report along with supporting documentation detailing Grantee's expenditure of funds to date and Grantee shall deliver to County all unexpended funds.
5. Disallowance. If County determines that any amount of Grantee's expenditures under this Agreement lacks the required documentation or is ineligible for CRF funding, Grantee shall refund such amount to the County within fifteen (15) days of County's written request.
6. Subsequent Funding. Notwithstanding anything to the contrary contained herein, if Grantee is awarded direct federal funding to address COVID-19-related impacts, Grantee shall refund to County within ten (10) days of Grantee's receipt of such federal funding the lesser of (a) the funds paid to Grantee under this Agreement and (b) the federal funds awarded to Grantee.
7. Compliance with Laws. Grantee shall comply with all applicable federal, State, and local laws, ordinances, and regulations, including, without limitation, requirements regarding the use grant funds under the CARES Act that are in effect as of the effective date of this Agreement and that may later be enacted or promulgated. Without limiting the foregoing, Grantee shall comply with all applicable federal requirements set forth in Exhibit A, Federal Requirements, attached hereto.
8. Agreement Administration. The individuals listed below shall administer this Agreement on behalf of the County and Grantee. All communications between Grantee and the County shall be sent to the individuals listed below.

<b>County of San Diego</b>	<b>City of Santee</b>
Ebony Shelton Director, Office of Financial Planning 1600 Pacific Highway, Room 352, San Diego, CA 92101 (619) 531-5177 <a href="mailto:ebony.shelton@sdcounty.ca.gov">ebony.shelton@sdcounty.ca.gov</a>	Marlene Best City Manager 10601 N Magnolia Avenue, Santee, CA 92071 (619) 258-4100 <a href="mailto:mbest@cityofsanteeca.gov">mbest@cityofsanteeca.gov</a> <a href="mailto:acates@cityofsanteeca.gov">acates@cityofsanteeca.gov</a>

9. Audit and Inspection of Records. At any time during normal business hours, the Grantee shall make available to the County for examination all of its records with respect to all matters covered by this Agreement and will permit the County to audit, examine and make excerpts or transcripts from such records, and make audits of all invoices, materials, payrolls, records of personnel and other data relating to all matters covered by this Agreement. Unless

COUNTY OF SAN DIEGO  
CORONAVIRUS RELIEF FUND  
SUBGRANT

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otherwise specified by the County, said records shall be made available for examination within San Diego County. Grantee shall maintain such records in an accessible location and condition for a period of not less than four years following Grantee's submission of the final report required to be submitted under this Agreement unless County agrees in writing to an earlier disposition. The State of California and any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon County by this Agreement.

10. Termination of Agreement.

(a) Termination for Convenience.

The County may, by written notice to Grantee stating the extent and effective date, terminate this Agreement for convenience in whole or in part, at any time. Within five (5) days of such termination, Grantee shall return to County any unexpended funds paid to it under this Agreement.

(b) Termination for Default.

If Grantee fails to perform its obligations under this Agreement, the County may send Grantee a written notice of default that specifies the nature of the default. Grantee shall cure the default within five (5) business days following receipt of the notice of default, or within such additional time to which County may agree. If Grantee fails to cure the default within that time, the County may terminate this Agreement by giving Grantee written notice of immediate termination. The County may also seek any and all legal and equitable remedies against Grantee for breaching this Agreement.

11. Independent Capacity. In the performance of this Agreement, Grantee and its officers, agents, employees and volunteers shall act in an independent capacity and not as officers, employees, agents or volunteers of the County. This Agreement does not create an employment relationship between Grantee and the County.

12. Defense and Indemnity. To the fullest extent permitted by law, County shall not be liable for, and Grantee shall defend and indemnify County and its officers, agents, employees and volunteers (collectively, "County Parties") against any and all claims, deductibles, self-insured retention's, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (collectively, "Claims"), which arise out of or are in any way connected to County's provision of grant funds and/or Grantee's use of grant funds under this Agreement arising either directly or indirectly from any act, error, omission or negligence of Grantee or its officers, employees, volunteers, agents, contractors, licensees or servants, including without limitation, Claims caused by the sole passive negligent act or the concurrent negligent act, error or omission, whether active or passive, of County Parties. Grantee shall have no obligation, however, to defend or indemnify County Parties from a

COUNTY OF SAN DIEGO  
CORONAVIRUS RELIEF FUND  
SUBGRANT

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Claim if it is determined by a court of competent jurisdiction that such Claim was caused by the sole active negligent act or willful misconduct of County Parties.

For avoidance of doubt, and without limitation, the defense and indemnity obligations set forth in this Paragraph 12 shall specifically apply to any actions against the County by a federal agency to disallow funds or otherwise enforce compliance under the CARES Act or other federal requirements.

13. Governing Law. This Agreement shall be construed and interpreted according to the laws of the State of California.
14. Assignment. Grantee may not assign or transfer any interest in this Agreement (whether by assignment or novation), without the prior written consent of the County.
15. Entire Agreement. This Agreement constitutes the entire agreement between Grantee and County regarding the subject matter contained herein. All other representations, oral or written, are superseded by this Agreement. Neither party is relying on any representation outside of this Agreement. This Agreement may be changed only by written amendment signed by County and Grantee.
16. Waiver. The failure of one party to enforce any term, covenant or condition of this Agreement shall not be construed as a waiver of that party's right to subsequently enforce this, or any other term, covenant or condition of this Agreement. No waiver shall be deemed effective unless the waiver is expressly stated in writing and signed by the party waiving the right or benefit.
17. Survival. Unless otherwise specified herein, all terms and conditions of this Agreement shall survive the expiration of this Agreement.
18. Remedies. The rights and remedies in this Agreement are in addition to, and not a limitation on, all other rights and remedies available at law or in equity, and exercise of one right or remedy shall not be deemed a waiver of any other right or remedy.
19. Recognition. If Grantee chooses to give written recognition of this grant Grantee shall recognize the County of San Diego and not one or more individual County Supervisors.
20. Counterparts. This Agreement may be executed in counterparts, and each counterpart shall constitute one agreement binding on all parties hereto, notwithstanding that all of the parties are not signatory to an original or same counterpart. The parties agree that signatures transmitted electronically via pdf attachment shall be binding as if they were original signatures.

IN WITNESS WHEREOF, the parties execute this Agreement effective on the date first written above.



COUNTY OF SAN DIEGO  
CORONAVIRUS RELIEF FUND  
SUBGRANT

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COUNTY OF SAN DIEGO

CITY OF SANTEE

By: \_\_\_\_\_  
Ebony Shelton, Director, Office of Financial  
Planning

By: \_\_\_\_\_  
Marlene Best, City Manager

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

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

Approved as to form and legality  
County Counsel

By: \_\_\_\_\_  
Shiri Hoffman, Senior Deputy

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**CORONAVIRUS RELIEF FUND  
SUBGRANT**

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**EXHIBIT A – FEDERAL REQUIREMENTS**

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Grantee shall comply with all applicable requirements associated with the CARES Act Coronavirus Relief Fund. Grantee shall also comply with all applicable requirements of 2 CFR Part 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, including, without limitation, the following:

1. DEBARMENT AND SUSPENSION.

- (a) This Agreement is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, Grantee is required to verify that none of their principals (defined at 2 C.F.R. § 180.995) or affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (b) Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction they enter into.
- (c) This certification is a material representation of fact relied upon by County. If it is later determined that Grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to County, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

2. SINGLE AUDIT. Grantee shall comply with the Single Audit requirements of 2 CFR Part 200.501, et seq.

3. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS. This is an acknowledgement that federal funding under the CARES Act is used to fund this Agreement. Grantee will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

4. NO OBLIGATION BY FEDERAL GOVERNMENT. The federal government is not a party to this Agreement and is not subject to any obligations or liabilities to the County or Grantee, or any other party pertaining to any matter resulting from the Agreement.

5. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. Grantee acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to Grantee's actions pertaining to this Agreement.

**Coronavirus Relief Fund**  
**Guidance for State, Territorial, Local, and Tribal Governments**  
**April 22, 2020**

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”). The CARES Act established the Coronavirus Relief Fund (the “Fund”) and appropriated \$150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.<sup>1</sup>

The guidance that follows sets forth the Department of the Treasury’s interpretation of these limitations on the permissible use of Fund payments.

***Necessary expenditures incurred due to the public health emergency***

The requirement that expenditures be incurred “due to” the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be “necessary.” The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government officials responsible for spending Fund payments.

***Costs not accounted for in the budget most recently approved as of March 27, 2020***

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost

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<sup>1</sup> See Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The “most recently approved” budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

***Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020***

A cost is “incurred” when the responsible unit of government has expended funds to cover the cost.

***Nonexclusive examples of eligible expenditures***

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
  - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
  - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
  - Costs of providing COVID-19 testing, including serological testing.
  - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
  - Expenses for establishing and operating public telemedicine capabilities for COVID-19-related treatment.
2. Public health expenses such as:
  - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
  - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.
  - Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
  - Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
  - Expenses for public safety measures undertaken in response to COVID-19.
  - Expenses for quarantining individuals.
3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
  - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
  - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
  - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
  - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
  - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
  - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
  - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
  - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
  - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

***Nonexclusive examples of ineligible expenditures<sup>2</sup>***

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.<sup>3</sup>
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

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<sup>2</sup> In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

<sup>3</sup> See 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.