

ADOPTED  
 OPERATING  
 BUDGET  
 FISCAL YEAR  
 2023 - 2024





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# ADOPTED OPERATING BUDGET FISCAL YEAR 2023 - 2024



## CITY COUNCIL

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

## EXECUTIVE MANAGEMENT

Marlene D. Best	City Manager
Shawn Hagerty	City Attorney
Annette Ortiz	City Clerk
Heather Jennings	Director of Finance/Treasurer
Kathy Valverde	Assistant to the City Manager
Nicolas Chavez	Director of Community Services
Carl Schmitz	Director of Engineering/City Engineer
VACANT	Director of Planning & Building/City Planner
Justin Matsushita	Director of Fire & Life Safety
Rida Freeman	Director of HR & Risk Management
Pamela A. White	Economic Development Manager
Michael McNeill	Sheriff Captain



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# 2023 COUNCIL PRIORITIES

for FISCAL YEARS 2023-24 & 2024-25



Every two years the City Council adopts a series of priorities to focus policies, staff efforts and funding. Other actions occur throughout the fiscal years as needed to operate the City; however, budgets are also designed to move forward actions with the goal of accomplishing the priorities established by the City Council.

The following are the priorities established for Fiscal Years 2023-24 and 2024-25, including how each City department plans to assist in accomplishing these focused priorities above and beyond normal operations:

## FOCUS ON IMPROVEMENTS TO FIRE STATION FACILITIES & SERVICES

- Assist the City in considering options for improvements to Fire Station facilities and services. (City Attorney)
- Engineering staff is working closely with the Fire Department on preparing a Request for Proposal (RFP) for consultant design services, a detailed scope of service, and development of estimates for new facilities-which include a third Fire Station and Fleet Maintenance Facility at the Public Services Operations Yard. (Engineering/Fire)
- Fire and Life Safety has budgeted for the necessary equipment to outfit and train six firefighters related to a Staffing for Adequate Fire and Emergency Response (SAFER) grant, provided the City is awarded the grant to cover salaries. Additionally, the budget includes a new position, an Administrative Battalion Chief, to assist with training and Emergency Medical Services (EMS) needs as outlined in the AP Triton report. (Fire)
- The Adopted Operating Budget for FY 2023-24 includes a vehicle to be outfitted as a Squad and funding for deployment of a 12-hour Basic Life Services (BLS) Medic Unit. (Fire)
- Community Services – Public Services Division (CSD-PSD) will continue to perform repairs and maintenance as needed at all fire facilities. Staff will coordinate with the proposed project of a new Fire Station and Fleet Maintenance Facility at the Public Services Operations Yard to ensure both safety services and general maintenance needs can be met from the same property location. (CSD-PSD)
- Planning will assist the Fire Department in obtaining environmental clearance for the reconstruction of Fire Station No. 4 as part of the Environmental Impact Report (EIR) being prepared for the Town Center Specific Plan Update/Arts & Entertainment District. (Planning)
- Human Resources will recruit and on-board new EMT staff to enhance BLS services and align staff more efficiently in order to improve emergency response for the public. More staffing will result in higher retention, a boost in morale, and increased overall productivity. (Human Resources & Risk Management)
- Negotiations for a new Memorandum of Understanding (MOU) with the Santee Fire Fighters Association will be completed. The City Manager’s Office will coordinate with various departments to ensure efforts remain focused on the development of new safety facilities that will be effective and efficient – allowing for smooth operations in connection to other City facilities and programs within budgeted limitations. Support will be provided as approved for

Santee-Lakeside Emergency Services Authority (SLEMSA) actions that will improve services. Grant funds will be sought should they be available. (City Manager [CM], City Council [CC], IT, Economic Development & Marketing)

- Finance Department will track and manage funding for development and completion of the new facilities and services. Administrative support will be provided for SLEMSA services. (Finance)

### CONSIDER ANNEXATION OF WEST HILLS PARKWAY & SURROUNDING PARCELS

- Assist the City in the annexation process, if desired. (City Attorney)
- Engineering staff will review and analyze requirements and estimates for the repairs of the neglected Right-of-Way in the annexation, including: storm drain, paving, sidewalk, bridge repairs, lighting costs, and signal maintenance and upgrades. (Engineering)
- Coordinate research from neighboring jurisdictions and seek support in regards to other methods of funding to assist necessary infrastructure repairs; as well as alternatives to provide ongoing infrastructure support, should annexation move forward to the Local Agency Formation Commission (LAFCO). (CM, CC, IT, Economic Development & Marketing)
- Planning staff will assist as appropriate with any required analysis or LAFCO actions should they be needed. (Planning and Building)

### CONTINUE TO FOCUS ON EXPANDED ROAD PAVING & OTHER INFRASTRUCTURE IMPROVEMENTS

- Assist the City by processing necessary contracts for this work. (City Attorney)
- Engineering is currently implementing Council priorities and will conduct annual workshops prior to pavement recommendations to assist in establishing future Council priorities. (Engineering)
- Community Services Department continues to focus on infrastructure deficiencies centered around maintenance issues, such as addressing potholes in the City. The purchase of a walk-behind roller has been authorized in the Adopted Operating Budget for Fiscal Year 2023-24 to aid in pothole repairs. (CSD-PSD)
- Staff will utilize a feature of the new Permitting and Land Management software to report service requests from the general public regarding road maintenance, code compliance, public facility or infrastructure issues as they arise. This enables an opportunity to respond timelier to the public's concerns and requests. A new mobile app is also being integrated with the new software program, providing another reporting resource to be available for citizens. The new system is intended to go live at the end of August 2023. (CSD-PSD, Planning & Building)
- The City Manager's Office will review budgets to allow for as much funding as possible to go towards road and infrastructure improvements, as supported by City Council, while still providing for balanced City operations; oversee timely release of information on construction activities through social media, the City website, and other outlets; and pursue development of additional applications that can enable citizens to report damages or other concerns. Staff will search for any grant funding to enhance available resources. (CM, CC, IT, Economic Development & Marketing)

## EXPAND AND DIVERSIFY ECONOMIC DEVELOPMENT OPPORTUNITIES THROUGH THE ARTS & ENTERTAINMENT DISTRICT AND IMPLEMENTATION OF CANNABIS BUSINESS REGULATIONS

- Assist the City in processing development projects, implementing the Cannabis regulatory ordinance, and processing Cannabis business permit applications. (City Attorney)
- Staff is continuing to work with the Council on establishing a Cannabis business application process, providing new businesses for City Council consideration, and continuously reviewing policies and activities in other jurisdictions that can help make the implementation as smooth as possible for the City. (CM, CC, IT, Economic Development & Marketing)
- Attend the annual International Council of Shopping Centers (ICSC) Conference to explore and expand on targeted recruitment strategies for attracting breweries, craft distilleries, wineries, restaurants, and other entertainment and hospitality-related industries to key areas of the City, predominately in the Arts & Entertainment District. Align resources, partnerships and stakeholders to keep development of the Arts & Entertainment District moving forward. And continue to work with staff and consulting teams regarding land use strategies supported by Council, new interactivity with the San Diego River, and developing arts contacts that can provide valuable input. (CM, CC, IT, Economic Development & Marketing)
- Continue to focus on increasing entertainment elements to events in Trolley Square, such as the Holiday Lighting Celebration, Hop Down the Bunny Trail and Friday Nights Live. Increase City Program Sponsorship from KIMCO to boost marketing with corner banners, stage banners and directory board signage. (CSD-PSD)
- Increase events at Town Center Community Park East in addition to the Santee Summer Concerts, Santee Salutes, Brews & Bites; and (new) Movies in the Park. Additionally, expand the presence of sports tournaments and special activities, such as Santee School District graduations, community/charity fun runs, and Kiwanis Renaissance Experience Fairs. (CSD-PSD)
- The Community Center design includes event space which will promote business rentals and expanded senior and youth programs as a part of the new Town Center/Arts & Entertainment District. (CSD-PSD)
- Planning is spearheading the effort to update the Town Center Specific Plan through the Arts & Entertainment District. This effort involves significant public outreach and engagement to ensure that the ultimate plans are community-minded, inclusive, equitable, authentic, and result in a vibrant and diverse Town Center. Land use, retail opportunity, village atmosphere, river and trail integrations, new housing options and other entertainment are all critical factors in development of placemaking in the heart of Santee. (Planning)

## IMPLEMENT AN AUTOMATED PERMIT SYSTEM & OTHER MANAGED INFORMATION SYSTEM ENHANCEMENTS INCLUDING A WEBSITE REDESIGN & A FUTURE FINANCIAL SOFTWARE UPGRADE

- Assist the City in its efforts to implement the Permitting and Land Management system and future technology advancements. (City Attorney)
- The automated permit system, known as EnerGov, is scheduled to go live at the end of August 2023. EnerGov will allow applicants and City staff to process and manage Permitting, Inspections, Code Compliance, Planning, Zoning, and Business License processes electronically. Staff is also working to update the City's website with a Professional Services Agreement for consultant services in FY 2023-24; and a planned go-live date in Summer

2024. All departments will be involved with the redesign. Planning for a new financial system is scheduled to start in FY 2024-25, with possible implementation in 2026. (CM, CC, IT, Economic Development & Marketing)

- Engineering staff is taking the lead on the permit system upgrades to be completed in Fall 2023 and working toward automating availability of existing right-of-way archive files, as well as other files to aid public records requests. (Engineering)
- Planning is assisting with the effort to ensure the successful launch and implementation of a permitting system that is community-minded, inclusive, and accessible to all in order to streamline processes and improve the quality of life for all members of our community. The Building and Code Compliance divisions have been active in the process, designing the system to be able to work with all elements of the submittal and inspection process and enforcement concerns. Staff will continue to remain engaged throughout the review and revision stages of the implementation. (Planning & Building and Code Compliance)
- The Finance Department will perform initial research on various financial management systems with the assistance of Information Technology staff, and will pursue new software implementation when funding is available. (Finance and IT)

### CONTINUE TO FOCUS ON POSITIVE RESOLUTIONS TO HOMELESSNESS & RISK REDUCTION ESPECIALLY IN THE SAN DIEGO RIVER CORRIDOR

- Continue to assist the City in implementing the San Diego River Corridor Ordinance, including prosecution of violations. (City Attorney)
- In an effort to reduce impacts on the San Diego River, Engineering will continue to participate in the Homeless Working Group and provide guidance throughout the implementation of the Hazard Mitigation Plan. Efforts will include reducing the impacts of fecal coliform, trash, storm water flow, and invasive plant species. (Engineering)
- Continue to participate in the East County Homeless Task Force, leading the City of Santee Homeless Working Group to bring together partnering agencies in support of homeless-related issues, and resources for persons experiencing homelessness. Furthermore, pursuing the following actions: (CM, CC, IT, Economic Development & Marketing)
  - Work with property owners, developers, law enforcement and resource providers to reduce homelessness where possible.
  - Work with MTS and other public agencies on possible operational changes to limit homeless impacts in Santee.
  - Coordinate actions in Santee related to the regional Encampment Resolutions Grant with the County, City of San Diego and Caltrans.
  - Track the possible hazard mitigation grant to assist in clearing unwanted vegetation from the riverbed to reduce fire risk.
  - Provide residents with outreach material and resources on City's homelessness efforts and FAQ's on homelessness situations.
- Community Services – Public Services Division will participate in the City of Santee Homeless Working Group, collaborating with the Fire and Sheriff's Departments to focus on risk reduction in the San Diego River Corridor and pursue a partnership with The San Diego River Foundation and Alpha Project on encampment cleanups. Clearing and maintaining City trails

and open space will help to reduce safety risks to persons and property. (CSD-PSD)

- Outfit a Type 6 fire apparatus, obtained through San Diego River Conservancy (SDRC) grant funding, with the necessary equipment for wildland firefighting. (Fire)
- Outfit a Rapid Extraction Module Support (REMS) unit, obtained through Strategic Highway Safety Plan (SHSP) grant funding, with the necessary equipment for emergency response in difficult-to-access areas of the City. (Fire)
- Planning will continue to provide assistance and guidance on housing for the homeless population, identifying suitable sites for emergency shelters in accordance with our Housing Element, and facilitating the development of affordable housing (which has been identified as a fundamental root cause of homelessness) that will be community-minded and serve a diverse population of all income levels.

### EXPLORE OPTIONS FOR AN IMPROVED TRAIL HEAD TO MISSION TRAILS REGIONAL PARK & OTHER RENOVATIONS TO BIG ROCK PARK

- Assist the City in evaluating the options for these improvements. (City Attorney)
- Engineering will continue to provide estimates, construction exhibits and constructability reviews that implement design criteria, such as parking and facility enhancements, that will be beneficial to Santee residents and Mission Trails Park users. (Engineering)
- The Community Services Department and the Engineering Department have drafted conceptual plans and detailed cost estimates for the proposed trailhead project south of Big Rock Park. The trailhead project has been presented to Mission Trails Community Advisory Committee and has received conceptual approval to begin negotiations with the County of San Diego, as the parcel of land belongs to the County. The project has also been added to the Capital Improvement Project (CIP) calendar. (CSD-PSD)
- Staff will continue to work with the Big Rock Pickleball fundraising group to complete all improvements to the courts by the end of the 2023-24 fiscal year, as well as actively seek grant funding for a complete remodel of the Big Rock Park playground. Painting and other facility renovations will begin in FY 2023-24, until CIP funding is available for larger park restroom improvements. (CSD-PSD)
- To ensure that the trails are accessible to a diverse population, Planning will assist in obtaining proper environmental clearances for any potential federally funded improvements. (Planning/CSD-PSD)
- Search for applicable grant funding to assist with improvements, ensure that budgeted projects move forward where possible, and that information about the renovations is made available to the public. (CM, IT, Economic Development & Marketing)

### ENHANCE AND IMPLEMENT SAFETY & MAINTENANCE IMPROVEMENTS ON CITY TRAILS

- Assist the City in evaluating options for implementing these improvements. (City Attorney)
- Funding has been approved to begin a pilot Park/Trails Camera Surveillance Program in FY 2023-24. Engineering staff will work closely with Public Services on the security camera installations and provide guidance on maintenance and improvements of existing trails, such as fence replacements, irrigation and planting. Departments including IT, law enforcement and the City Attorney, will assist with the possible implementation. (Engineering/CSD-PSD)



- Planning staff will encourage trail activities and public art program integration on the City's trail system as a part of the Arts & Entertainment District. (Planning)
- Ensure there is effective and efficient communication between law enforcement, Code Compliance, homeless response teams and other appropriate departments to reduce risk on City Trails. Coordinate trail improvements and enhancements with possible grant funded activities by the County, private developers, property owners and river support groups. (CM, IT, Economic Development & Marketing)
- Increase Recreation Services staff presence on City trails by expanding the Park Patrol team, partner with the River Park Foundation to bring back the River Trail Volunteer Program – having volunteers walk trails and report areas of concerns to the River Park Foundation and Public Services Division. Additionally, encourage more community involvement and trail exposure through events and clean-ups. (CSD-PSD)
- Create programs and events at City trails such as:
  - “Trails to Ales”: adult/family/dog-friendly event
  - Exercise/Social program: 2- to 3-mile walk to local brewery, pub, restaurant
  - Parents and strollers groups
  - Mountain bike events

#### CONTINUE TO REDUCE THE CALPERS UNFUNDED LIABILITY, WHERE POSSIBLE

- Assist the City in determining options for reducing the California Public Employees' Retirement System (CalPERS) unfunded liability. (City Attorney)
- The budget continues to include an Additional Discretionary Payment (ADP) to CalPERS. This will be the third consecutive year of ADP contributions, totaling \$1.7 million. (Finance)
- Work with the Finance Department to review continual City savings and progress to reducing long term liability. (CM)

#### COMPLETE A DEVELOPMENT IMPACT FEE (DIF) STUDY & A COST ALLOCATION/ USER FEE STUDY

- Assist the City in completing the DIF Study. (City Attorney)
- The contract for the Development Impact Fee Study has been awarded and Finance expects to begin work with the consultant in the summer of 2023. Funding for the User Fee/Cost Allocation Plan expenditures has been adopted in this budget; and once the new permitting software is implemented and the City has a few months to become accustomed to the software, the User Fee Study will begin. (Finance)
- The Engineering Department will work closely with the consultant managed by the Finance Department to assist with the needed improvements in the fee program; including Traffic Signal, Traffic Impact, Drainage Impact, and Park in-lieu fees. (Engineering)



## Council also strives for immediate action in regards to:

### ▶ CONTINUING AFFORDABLE HOUSING EFFORTS

- Planning staff are working on various project options to encourage affordable housing as approved in the City's recently approved Housing Element. Affordable housing is being added to the Town Center Specific Plan Update that is currently moving forward. (Planning)

### ▶ IMPLEMENTING A GRANT WRITER POSITION

- Through the budget process, the grant writer position has been combined with Engineering and Planning's Senior Management Analyst position. (Finance)

### ▶ EXPANDING THE HOMETOWN HEROES BANNER PROGRAM

- Assist the City in expanding the Hometown Heroes Banner Program. (City Attorney)
- The Hometown Heroes Banner program was expanded in FY 2022-23 onto Mast Blvd. from Weston Road to Carlton Hills Blvd. In addition, the banner display time has been lengthened from 4 months to 1 year. Also, a new Geographic Information System (GIS) map of each veteran banner has been launched for a virtual and interactive opportunity for the public to see and honor their veterans. Funding has been allocated in FY 2023-24 to continue to support the program expansion. (CM, CC, IT, Economic Development & Marketing)



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# CORE COMMUNITY VALUES

## through DEI efforts



In Fiscal Year 2022-23, the City Council adopted three Core Community Values: *Accountability, Community-Minded & Respect* in relation to the City's Diversity, Equity, and Inclusion initiatives.

These values were supported by the citizens of Santee and are values they strive for throughout their community. These values are upheld and sought after by citizens for their personal relations with neighbors, friends, businesses, community groups, public agencies and their government.

The City will continue to support *Diversity, Equity, and Inclusion* throughout the new fiscal year with the implementation of various activities, events and marketing programs that support these adopted Core Community Values:

### ▶ ACCOUNTABILITY

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- The City Attorney's office administers comprehensive contract review processes with City staff; implements Municipal Code requirements (including the San Diego River Corridor Ordinance); and supports the City's efforts to assess impediments to equality and tolerance, and assists efforts to remove them.
- Partnering with the City Manager's Office on DEI initiatives, Human Resources explores employee training opportunities that ensure a positive work environment for the organization and continually build upon providing excellent customer service to internal and external customers.
- The City Clerk's office is dedicated to handling all official records with care and strong attention to detail in order to maintain document integrity and accountability; as well as:
  - Manage all archiving, legislative history, current records; and are accountable for all Public Records Requests and City Council Agendas.
  - Regularly maintain and update the City's Municipal Code to ensure it is accurate and the records are codified in a timely manner; the City Clerk's office is also responsible for proofing all updates from the codifier.
  - Monitor the Code of Ethics and Campaign filings for all elected officials, Political Action Committees, and staff.
  - Provide information for any individual seeking election information, records, passport services or City information through direct customer contact in person, over the telephone, online or at the many Council and Board meetings throughout the year.
- The City Manager's Office and its divisions provide tracking information of City activities and expenditures pursuant to City Council priorities and expectations; ensures communication with the public is provided across various media platforms and that it is presented to be understood as easily as possible; and always pursues to achieve a sense of trust from citizens in City actions.
- Literature and signage reflecting these community values have also been placed at all department public counters throughout City Hall.

## ► COMMUNITY-MINDED

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The City of Santee community is of greatest concern and priority for all City employees; and whenever possible, we encourage and support individuals and groups to be community-minded in their actions.

- The City Attorney's office assists the City in its efforts to improve quality of life for all residents and supports the City's efforts on the Hometown Heroes Banner Program, Community Center and recreational programs that promote a strong sense of community.
- Planning will present the new Safety and Environmental Justice Element for adoption. This is a community-minded document that sets forth goals and objectives to advance the health, safety, and quality of life for all members of our community. Underscoring the City's commitment to equality, these goals and objectives also strive to identify and eliminate barriers and conditions that have negatively affected the quality of life for some in disadvantaged areas of our community.
- Human Resources and Risk Management collaborates with the City County Risk Management Association (CCRMA) to communicate the best practices regarding risk management and safety, builds a culture of awareness to engage our workforce in practicing safe work habits; and encourages staff to be aware of, and to report, any unsafe infrastructure to keep the public safe.
- Throughout the election process, the City Clerk's office translates the Notice of Election and Notice of Nominees into four other languages and issues the notices in five different publications to reach a broader range of candidates and inform a broader community base. The City Clerk's office also provides the only Passport service in the City and assists a very large, diverse customer base from all over the County, State and World – and in many cases, assists new citizens to the United States.
- The City Manager's Office encourages all City employees to recognize that the Santee community is the ultimate customer and that excellent customer service is the highest goal of our public agency. "Due More Due East" is more than just the City tag line – Economic Development & Marketing proactively search for new ways to make Santee a home community for everyone.

## ► RESPECT

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- The City Attorney's office periodically conducts specialized training of City staff in governance, transparency and ethical roles and responsibilities.
- Human Resources and Risk Management proactively search for new ways the recruitment process can effectively attract a wide pool of diverse and well-qualified candidates. Through aggressive advertising, we can pursue all efforts to make the City a place that attracts and retains the most talented workforce.
- Planning will present the Subarea Plan for adoption. The Subarea Plan involves extensive public outreach and respects the rights and differences of others by balancing private property rights with the conservation of open space areas within the City.
- The featured Movie in the Park on September 30, 2023 at Town Center Community Park East aligns with the County of San Diego's Hispanic Heritage Month. Community Services will be presenting the movie "COCO", promoting Hispanic-related Día De Los Muertos (Day

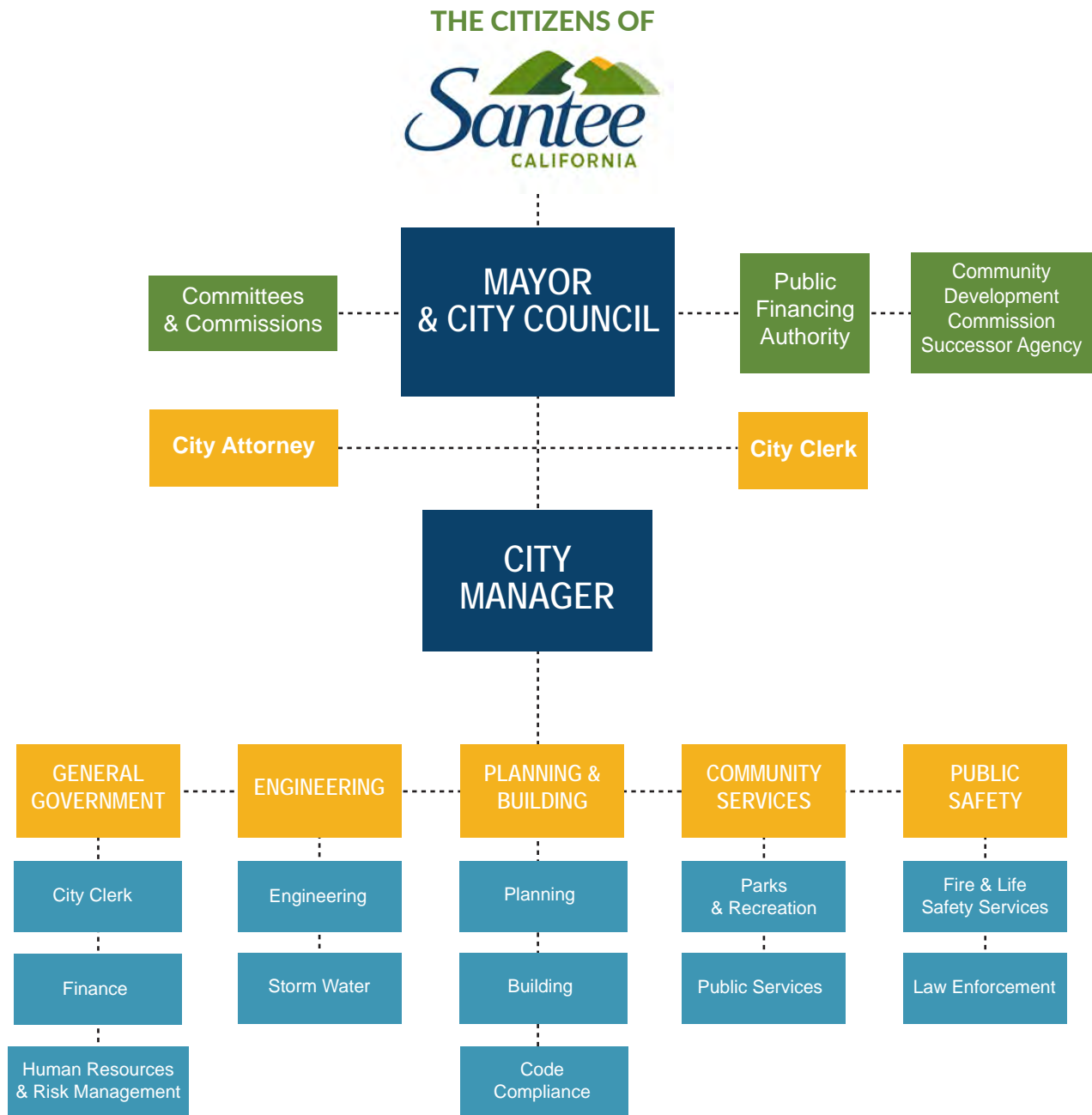
of The Dead) cultural day themed activities and possible entertainment, such as dancers, music, crafts, and face painting.

- The City Clerk's Office provides fair and equitable access to all public records by providing responses in a respectful and timely manner, and provides the same front counter satisfactory customer service experience for all customers who walk into the office regardless of their background, status or identity.
- The City Manager's Office and its divisions continue to:
  - Pursue American with Disabilities Act (ADA) Transition Plan activities as appropriate.
  - Monitor the redesign of the Engineering/Planning & Building Department public counters, taking into account the impact visual color and language has in City facilities which enhance inclusivity and equity for all our citizens visting City Hall.
  - Look for ways or activities to provide historical and cultural information to broaden mutual respect throughout the community.
  - Create events that celebrate the unique elements of Santee history and community demographics with partnerships from various cultures that are in or immediately surrounding the City.



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# CITY ORGANIZATIONAL CHART





Date Incorporated ..... December 1, 1980

City Charter ..... Voter Approved November 4, 2008

Form of Government ..... Council - Manager

City Employment (full-time equivalent funded positions).....146.50

Population (as of 1/1/2023) ..... 59,227

Number of Registered Voters (as of 4/1/2023) ..... 37,782

Median Household Income ..... \$94,456

Median Housing Price ..... \$782,968

Area ..... 16.7 square miles

Streets (miles) ..... 126.2

Elevation ..... 350 ft.



# COMMUNITY PROFILE





# 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. xv

## Commitment

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





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# BUDGET OVERVIEW



The Adopted Operating Budget for Fiscal Year 2023-24 has been developed after a considerable review process. Departmental budget submittals were prepared and reviewed in detail by line item and evaluated in conjunction with historical expenditures, projected revenues and consistency with City Council's stated priorities for Fiscal Years 2023-24 and 2024-25.

The City has successfully navigated the challenges of the past few years and the local economy remains strong but the current high inflationary environment creates the need for attention and responsible management of the City's budget. The General Fund reserve balance at the end of the current fiscal year will provide an opportunity to continue to make supplemental payments to reduce CalPERS unfunded pension liabilities (\$600,000) and to provide additional cushion against future economic uncertainties. The Adopted Operating Budget for Fiscal Year 2023-24 is a balanced budget that maintains and enhances service levels and addresses the priorities established by the City Council.

## GENERAL FUND ADOPTED BUDGET SUMMARY FY 2023-24

<b>Revenues</b>	<b>\$ 56,478,040</b>
<b>Expenditures</b>	<b>(54,855,060)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>1,622,980</b>
<b>Other Financing Sources</b>	<b>200,000</b>
<b>Transfers to Other Funds</b>	<b>(557,320)</b>
<b>Transfer to Capital Improvement Program</b>	<b>(517,750)</b>
<b>Unfunded Liabilities (CalPERS)</b>	<b>(600,000)</b>
<b>Use of Supplemental Reserves</b>	<b>97,910</b>
<b>Available Fund Balance, 7/1/23</b>	<b>13,020,094</b>
<b>Available Fund Balance, 6/30/24</b>	<b>\$ 13,168,004</b>

## GENERAL FUND REVENUES

General Fund revenues for FY 2023-24 are projected to total \$56.5 million, a \$1.7 million increase from the current fiscal year estimate. The 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 5.5% in FY 2023-24. This is less than in the prior year due to an increase in mortgage rates and a slow-down in the housing market. Property tax revenues (including real property transfer taxes) are projected to total \$24.6 million in FY 2023-24, an increase of \$1.1 million from the current fiscal year.

**SALES TAX:** Sales Tax represents 32.4% of General Fund revenues and is projected to total \$18.3 million in FY 2023-24, an increase of \$170,840 or 1.0% from the current fiscal year estimate. Modest growth is expected to continue in the City's key Building & Construction category. Other categories are

# BUDGET OVERVIEW

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expected to flatten or have very small increases in the upcoming quarters as economic uncertainty and low consumer confidence continues to be prevalent.

**FRANCHISE FEES:** Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.75 million in FY 2023-24, an increase of \$48,700 or 1.3% 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.

**PARAMEDIC PROGRAM:** Paramedic Program revenue reimburses the General Fund from the Emergency Medical Services (EMS) Fund for all expenses associated with the EMS division. The expected reimbursement for the proposed year is \$4.8.

**BUILDING FEES:** The FY 2023-24 adopted budget reflects a new building fee revenue account to reflect the division's structural change. Building revenue is split between plan checks that will fall under the current subject to split procedure, and all other building fee revenue that falls outside the subject to split parameters. Overall, with both revenue accounts combined, there is a decrease in building permit and plan check revenue which is estimated to total \$900,000, a \$122,800 decrease from the current fiscal year.

**FIRE REIMBURSEMENTS:** As a result of the wildfire season in FY 2022-23, Fire reimbursement revenue remained low. As a result, the adopted budget is in line with the current year collected revenue.

**CHARGES TO OTHER FUNDS:** Charges to Other Funds revenue represents reimbursements to the General Fund for costs incurred in support of certain activities that are funded outside of the General Fund. The funds providing these resources back to the General Fund include the Gas Tax Fund, Zone 2 Flood Control District Fund (storm water activities), landscape maintenance districts and the Capital Improvement Program among others. Charges to Other Funds revenue is estimated to total \$1.1 million in FY 2023-24, an increase of \$136,500 from the current fiscal year. This increase is the result of expected increases in Gas Tax and Zone 2 Flood Control funding. The increase in revenue to these funds allows more reimbursement to be available to the General Fund.

## GENERAL FUND EXPENDITURES

The adopted budget reflects General Fund operating expenditures totaling \$54.9 million in FY 2023-24, a \$1.2 million or 2.3% increase from the current fiscal year budget.

Public safety continues to represent the largest portion of the General Fund operating budget. The Fire and Life Safety budget totals \$18.0 million representing 32.8% of the total General Fund expenditures and the Law Enforcement budget totals \$17.2 million representing 31.4% of the total General Fund expenditures. The Community Services Department expenditures total \$6.3 million representing 11.4% of the total General Fund expenditures. In fiscal year 2022-23 the Development Services Department was restructured into two new departments: Engineering and Planning & Building. These two departments each have budgets of \$2.9 million and \$2.6 million, respectfully.

Following is a discussion of some of the key impacts on the adopted budget:

**PERSONNEL COSTS:** The adopted budget includes a net increase of one and a half (1 ½) full-time positions and other personnel-related adjustments as follows:

- The addition of one Irrigation Technician in the Community Services Department (Public Services Division) to manage all aspects of irrigation management and repairs throughout City parks, right of ways, landscape maintenance districts, and facilities.



# BUDGET OVERVIEW

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- The addition of one Administrative Battalion Chief in the Fire Department. This position would be funded 75% SLEMSA and 25% General Fund. The primary duties of this position would be to manage the EMT program and coordinate and manage Fire Department training.
- The reduction of one part-time/benefited Building Technician I in the Building Department. This position was replaced with a non-benefitted position.
- The creation of a Senior Management Analyst/Grant Writer. This is not an additional position but a 5% increase to a current Senior Management Analyst in order to provide compensation for the additional duties.
- The reclassification of the Marketing Specialist I, in the City Manager's Office (Economic Development) to a Marketing Specialist II. This position is offset by the elimination of the Marketing Coordinator and this position will also create salary savings due to the difference in salary of the two positions.
- A salary adjustment to the Assistant to the City Manager position, increasing the top of the salary band by 5%.

The adopted budget does include merit increases for eligible employees but negotiated salary increases are not included at this time. The City is currently engaged in labor negotiations and will bring back any negotiated salary adjustments at a later date.

**CalPERS Retirement Costs:** CalPERS retirement costs continue to impact the City's budget and are expected to total in excess of \$6.1 million in FY 2023-24, a \$73,310 increase from the current fiscal year. Approximately \$3.8 million of the total amount represents required payments against the City's unfunded pension liability. This is \$150,000 less than in the prior year. This decrease can be attributed to higher than expected returns on investments at June 30, 2021 and \$62,890 in reduced costs due to the FY 2022-23 Additional Discretionary Payment (ADP) of \$600,000. The FY 2023-24 adopted budget includes an ADP of \$600,000 to be made towards the City's unfunded liability. These supplemental payments if continued will eliminate the City's current unfunded liability approximately five years sooner than would otherwise be the case. This year's supplemental payment will be the third consecutive payment.

**OTHER EXPENDITURES:** Other expenditures of note affecting the Adopted Operating Budget are as follows:

**City Council:** Includes \$7,130 for support of the Hometown Heroes banner program and \$25,000 for support for adopted military units and other military and veteran activities.

**City Attorney:** Includes amounts to support a variety of special projects and potential litigation matters, including the City's efforts to develop a hotel at Trolley Square, continuing to develop a comprehensive strategy to address issues associated with homelessness, assisting the City's efforts in adopting application procedures for the cannabis regulatory ordinance and in processing applications for cannabis business permits, and providing staff with tailored training on governance, transparency and ethical roles and responsibility.

**City Manager:** Includes a decrease of \$50,000 for website design being moved to the Capital Improvement Program Budget and a decrease of \$15,800 for the previously budgeted and completed cannabis study.

**Information Technology:** Includes a \$204,420 increase in software maintenance and licensing costs, primarily a result for the Tyler Enterprise Permitting and Licensing system (\$162,600).

# BUDGET OVERVIEW

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**Animal Control:** The Adopted Operating Budget includes a new three-year agreement with the San Diego Humane Society to provide animal control services to the City, which it has provided under contract since July 2018. The agreement includes two one-year options to extend and can be terminated at any time, with one-year advance written notice. The cost remains the same for FY 2023-24, as it has the prior two years, at \$441,530.

**City Clerk:** Includes an increase to election expense from \$16,000 to \$20,000. These funds are budgeted each year with amounts carrying over from non-election years to election years.

**Human Resources & Risk Management:** Reflects anticipated increases in property and general liability insurance premiums of approximately 15% (\$92,290 increase).

**Finance:** Includes amounts for a User Fee/Cost Allocation Study.

**Engineering:** This department has no significant changes.

**Planning and Building:** This department has an increase of \$250,000 related to the Subarea Plan. Building costs are lower this year due to an expected decline in building permits. The department is now fully staffed and as a result, the use of the third-party consultant has decreased as well.

**Community Services:** The Public Services Division budget includes additional funding for additional and ongoing maintenance of fire breaks/defensible space clearing (\$124,250), Town Center Community Park East Security System (\$20,500), and Goal and Net Replacement (\$6,000). Additional budgetary impacts result from consumer price index-based adjustments to various maintenance contract renewals. The Public Services Division-Storm Water budget includes additional funding in the amount of \$24,000 for the cleaning and maintenance of storm drain inlet trash capture devices.

**Law Enforcement:** In accordance with the terms of the current five-year Law Enforcement Services agreement with the County of San Diego, a 1.0% or \$168,880 increase is reflected for contract Law Enforcement Services for FY 2023-24, bringing the total contract amount to \$17.1 million; \$161,300 of which is paid from State COPS funding in the Supplemental Law Enforcement Fund. Future contract cost increases will be 3.5% each year beginning in FY 2024-25 and through FY 2026-27. Also included in the Law Enforcement budget is the continued support of funding for the Grossmont Union High School District in the amount of \$201,510 to fund approximately one-half of the cost of a School Resource Officer.

**Fire:** Includes costs to fund an Administrative Battalion Chief, as mentioned earlier. Also included is the new Emergency Medical Technician (EMT) program (\$340,000), residing in the Emergency Medical Services Division. Other increases are due to increases in medical supplies, agency contributions, and wearing apparel for new employees.

**TRANSFERS AND OTHER USES:** The adopted budget reflects the following Transfers and Other Uses:

- Transfers to Other Funds: Adopted Transfers to Other Funds include: \$323,570 to the Vehicle Replacement Fund, \$45,250 to the Highway 52 Coalition Fund, and \$188,500 to the new Technology Replacement Fund.
- Transfers to Capital Improvement Program: A transfer to the Capital Projects Fund is included in the amount of \$567,750.
- \$600,000 is included for supplemental payments to reduce the City's unfunded CalPERS pension liability as previously discussed.

# BUDGET OVERVIEW

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## RESERVE POLICY

City Council Resolution No. 087-2022 affirmed the City Council General Fund 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, as well as providing a source of revenue from investment earnings. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The adopted budget conforms to the reserve policy and reflects an available reserve balance of over \$13.1 million at June 30, 2024, which represents 23.9% of annual operating expenditures and includes a supplemental reserve balance of \$2.1 million beyond the 20% minimum policy level.

## OTHER FUNDS EXPENDITURES

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. The following is an overview of the Adopted Operating Budget for the Other Funds:

### RISK MANAGEMENT AND WORKERS' COMPENSATION RESERVE FUNDS

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

### VEHICLE ACQUISITION & REPLACEMENT FUND

The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. While Fire apparatus', paramedic ambulances, and other heavy-duty equipment will continue to be purchased; on May 12, 2021, the City Council authorized the City's participation in the Enterprise Fleet Management vehicle leasing program for the City's light duty fleet. Following are the new vehicles authorized for purchase or lease in FY 2023-24:

- The purchase of a Ford E-450 ambulance to be used with the new EMT program. The purchase price is \$339,240 and funded from the EMS Fund.
- The purchase of a Ford F-350 Crew Cab, \$101,110. This requested vehicle will be used to tow the Polaris Ranger to open space rescues and will also serve as a utility vehicle. Funding for this vehicle includes revenues from the EMS Fund, sale proceeds, and a potential grant award.
- The purchase of a Carson Trailer, \$19,020. This trailer will be used for the Polaris Ranger.
- The lease of a Chevy Tahoe for the Deputy Fire Chief. A larger vehicle is needed during incident command operations. This vehicle is an addition to the existing fleet. The current Deputy Fire Chief vehicle will be transferred to the proposed Administrative Battalion Chief.
- The lease of one Ford Transit Van for public education and other City events.
- The lease of one Ford F-150 for the Engineering Department to replace an existing truck.
- The lease of one Ford F-150 for the Community Services Department to replace an existing truck.

# BUDGET OVERVIEW

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## RECREATION REVOLVING FUND

The Recreation Revolving Fund is used to account for revenues received from recreation program/class participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and the Santee Twilight Brews and Bites Festival special fund-raising event. Revenues are estimated to total \$286,500 in FY 2023-24 with budgeted expenditures of \$313,400.

## TECHNOLOGY REVOLVING FUND

This new program sets aside funds each year to ensure maintenance of the City's Information Technology infrastructure with a planned replacement schedule every five to seven years; or as needed depending on the equipment. The replacement, upgrade and/or modernization of equipment is essential to keep up to date with technological changes and advances, ensure proper support of the infrastructure, ensure continuity of the City's day-to-day business activities, and ensure the highest security of the City's network. I.T. infrastructure under this program includes: network servers, storage area network (SAN) units, firewalls, network switches, computer workstations, laptops, monitors, printers, software, and other peripheral devices. The City's initial contribution to the fund is \$188,500.

## SUPPLEMENTAL LAW ENFORCEMENT FUND

The Supplemental Law Enforcement Fund is used to account for revenues received annually under the State's Citizens' Option for Public Safety program. These revenues are used to partially offset the cost of one Special Purpose Officer in the Community Oriented Policing Unit. The adopted FY 2023-24 budget is \$161,300.

## 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 adopted FY 2023-24 budget totals \$63,250.

## PEG FEES FUND

The PEG Fees Fund is used to account for Public, Educational and Government ("PEG") fees received from cable television providers in an amount equal to 1% of their gross revenues, that may only be used by the City for capital costs related to public, educational and governmental access facilities consistent with federal and state law. PEG fees have been used for the City Council Chamber Upgrade Project, thereby providing the equipment necessary to livestream and broadcast City Council meetings and other content of interest on SanteeTV. In FY 2023-24 PEG fees collected will be used to reimburse for eligible costs incurred in the City Council Chamber Upgrade Project, as well as to fund two other PEG fee eligible Capital Improvement Projects. The estimated PEG fee revenue for FY 2023-24 is \$145,000.

## CASP CERTIFICATION AND TRAINING FUND

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



# BUDGET OVERVIEW

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## 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 \$1,622,200 in FY 2023-24, 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 6% in FY 2023-24 from the current fiscal year. Gas Tax HUTA revenues are primarily utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The adopted budget reflects the full expenditure of all Gas Tax HUTA revenues to be received in FY 2023-24 and includes the following:

- A transfer to the Capital Improvement Program in the amount of \$196,700 for the Traffic Signal LED Replacement project.
- The purchase of traffic calming devices such as speed feedback signs and sign enhancing flashers at a total cost of \$20,000.

## SAFE PROGRAM FUND

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

## GAS TAX-RMRA (SB 1) FUND

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to, that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,395,050 in FY 2023-24. Gas Tax-RMRA revenues are projected to increase by 10.5% from the current fiscal year amount. Gas Tax-RMRA funds will be used exclusively for certain street and road, concrete repair and bridge restoration projects as identified in the Adopted Capital Improvement Program for FY 2024-2028.

## 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 \$482,910 in FY 2023-24, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.

## COMMUNITY DEVELOPMENT BLOCK GRANT ("CDBG") FUND

The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are expected to total \$321,990 in FY 2023-24 which will be expended on Program Year 2023 activities in accordance with prior City Council action.

## EMERGENCY MEDICAL SERVICES FUND

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated this year to provide the mechanism for funding, managing and administratively coordinating the emergency

# BUDGET OVERVIEW

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ambulance services and transportation provided by the City of Santee and Lakeside Fire Protection District for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia. This fund represents the City of Santee's share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program.

## COMMUNITY FACILITIES DISTRICTS ("CFD") 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 \$350,260 in FY 2023-24 with budgeted expenditures of \$377,770.

## 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 reflected in FY 2023-24. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues are estimated to total \$116,720 in FY 2023-24 with budgeted expenditures of \$130,430.

## 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 \$392,850 in FY 2023-24 with budgeted operating expenditures of \$250,000. Reserves that have been accumulated for the replacement and upgrade of street lights to LED in the amount of \$1,326,000 are budgeted this year.

## ROADWAY LIGHTING DISTRICT (ZONE B) FUND

The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners in order to operate, maintain and replace street lights of special benefit throughout the City (also referred to as "Zone B" of the Santee Roadway Lighting District). Revenues are estimated to be \$415,960 in FY 2023-24 with budgeted expenditures of \$482,760.

# BUDGET OVERVIEW

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## MOBILE HOME PARK ORDINANCE ADMINISTRATION FUND

The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile home park owners to help defray the reasonable and necessary costs incurred in the administration of the City's mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City's rent control ordinance. Revenues are estimated to total \$41,100 in FY 2023-24 with budgeted expenditures of \$52,470.

Under the direction of the City Manager, the Finance Department prepares the City's Operating Budget document. Additional information regarding the City's budget may be obtained by contacting the City of Santee Finance Department or through the City's web site at [www.cityofsanteeca.gov](http://www.cityofsanteeca.gov).



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## RESOLUTION NO. 075-2023

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2023-24 AND TAKING RELATED ACTIONS

**WHEREAS**, on June 14, 2023, and June 28, 2023, public meetings were held by the City Council to review the Proposed Operating Budget for Fiscal Year 2023-24; and

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

**WHEREAS**, the City Council desires to adopt the Operating Budget for Fiscal Year 2023-24 incorporating any and all changes directed by the City Council during the public meeting held on June 28, 2023.

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

**SECTION 1:** The Operating Budget for Fiscal Year 2023-24, including all changes directed by the City Council, is hereby adopted.

**SECTION 2:** The monies necessary to offset the expenditures in the Operating Budget for Fiscal Year 2023-24 as adopted by the City Council pursuant to Section 1 hereof are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

#### **SECTION 3:**

- A. The Salary Schedules effective July 6, 2023 as presented as Exhibit "A" are approved and adopted.
- B. The following personnel changes are hereby approved:
  - 1) Add one Irrigation Technician position with an annual salary band of \$56,746.77 to \$68,976.26
  - 2) Add one Administrative Battalion Chief with an annual salary band of \$117,590.66 to \$159,411.02
  - 3) Eliminate one part-time/benefited Building Technician with an annual salary range of \$22,720.50 to \$27,621.00
  - 4) Reclassify one Senior Management Analyst position with an annual salary range of \$85,826.99 to \$115,867.17 to a Senior Management Analyst/Grant Coordinator with an annual salary range of \$90,118.34 to \$121,660.53
  - 5) Add one Marketing Specialist II with a salary range of \$55,362.65 to \$67,296.46
  - 6) Eliminate one Marketing Coordinator with a salary band of \$68,223.18 to \$97,461.70
  - 7) Add a salary adjustment to the Assistant to the City Manager salary band of 5% to \$130,574.02 to \$185,088.87

**RESOLUTION NO. 075-2023**

- C. The City Manager is authorized to execute agreements between the City of Santee and appropriate insurance companies for the purpose of providing health, life, long-term disability insurance and dental coverage for the eligible officers, active, retired and terminated employees of the City of Santee and their eligible dependents.

**SECTION 4:**

- A. The City Manager is authorized to adjust operating budget line items during fiscal year 2023-24 as may from time to time be deemed desirable, not to exceed the authorized departmental totals.
- B. Unencumbered balances remaining at June 30, 2023 for operating accounts, excluding salaries and benefits, may be carried forward at the discretion of the City Manager or designee to the subsequent fiscal year.
- C. For contract building inspection services which are funded by permit fees collected, the City Manager is hereby authorized to increase the expenditure appropriation proportionately as increased revenues are received.
- D. For Recreation Revolving Fund program expenditures that are funded from program revenues, the City Manager is hereby authorized to increase the expenditure appropriation as additional revenues are realized or if funds are available in the unappropriated balance of the Recreation Revolving Fund.
- E. In accordance with the terms of the Agreement for City Attorney Legal Services with Best Best & Krieger, the consumer price index adjusted rates effective July 1, 2023 will be as follows:
  - 1) Monthly Retainer \$17,026
  - 2) Special Services
    - i. Attorney \$275 per hour
    - ii. Non-Attorney \$215 per hour
  - 3) Third Party Reimbursable Services
    - i. Partner/Of Counsel \$408 per hour
    - ii. Associate \$338 per hour
    - iii. Non-Attorney \$215 per hour
- F. The City Manager is authorized to execute the following professional service contract renewals provided for in the Operating Budget for Fiscal Year 2023-24 without further Council action:
  - 1) David Turch and Associates (legislative advocacy-federal) \$60,000
- G. The City Manager is authorized to execute an amendment to the Agreement Between the City of Santee and Grossmont Union High School District for School Resource Officer Cost Sharing at Santana and West Hills High Schools in an amount for FY 2023-24 consistent with the City Council adopted budget.

**RESOLUTION NO. 075-2023**

- H. Grant funds awarded to the City of Santee, based on an application of these funds approved or accepted by the City Council, shall be appropriated as required.
- I. All fire benefit fee receipts shall be used exclusively to provide fire suppression services, with any funding shortfall made up from other General Fund sources.

**SECTION 5:** The General Fund Reserve Policy is hereby continued by this resolution that a minimum reserve of 20% of annual General Fund operating expenditures be maintained.

**SECTION 6:** The Balanced General Fund Budget Policy is hereby continued by this resolution that, generally, ongoing revenues shall cover ongoing operating expenditures, allowing for use of General Fund reserves if the General Fund Reserve Policy is met.

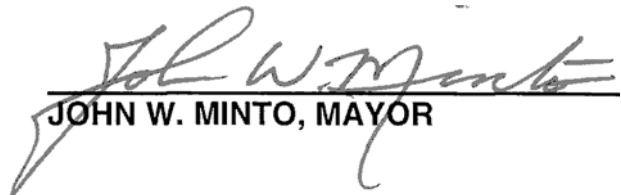
**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 28<sup>th</sup> day of June, 2023, by the following roll call vote to wit:

**AYES: HALL, KOVAL, MCNELIS, MINTO**

**NOES: TROTTER**

**ABSENT: NONE**

**APPROVED:**

  
\_\_\_\_\_  
**JOHN W. MINTO, MAYOR**

**ATTEST:**

  
\_\_\_\_\_  
**ANNETTE FAGAN ORTIZ, CMC, CITY CLERK**

**EXHIBIT A: Salary Schedules Effective July 6, 2023**



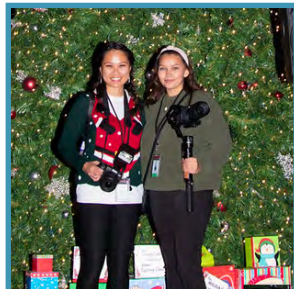
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# SUMMARY OF FUNDED POSITIONS

	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>GENERAL FUND</b>			
City Council	5.50	5.50	5.50
City Manager	5.50	6.50	6.80
Information Technology	2.00	2.00	2.00
City Clerk	3.00	3.00	3.00
Human Resources	4.00	4.00	4.00
Finance	8.00	9.00	9.00
Engineering	-	-	14.75
Planning & Building	-	-	11.25
Development Services	23.30	26.80	-
Community Services	22.50	21.70	22.70
Fire and Life Safety	62.00	66.00	67.00
<b>TOTAL GENERAL FUND</b>	<b>135.80</b>	<b>144.50</b>	<b>146.00</b>
<b>RECREATION REVOLVING FUND</b>	<b>0.50</b>	<b>0.30</b>	<b>0.30</b>
<b>MOBILE HOME PARK ADMIN. FUND</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>TOTAL FUNDED POSITIONS</b>	<b>136.50</b>	<b>145.00</b>	<b>146.50</b>

NOTE: Does not include Part-Time temporary (non-benefitted) positions.





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# GENERAL FUND





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## GENERAL FUND SUMMARY FY 2023-24 ADOPTED BUDGET

	FY 2022-23 AMENDED BUDGET	FY 2023-24 ADOPTED BUDGET	INCREASE (DECREASE)
Revenues	\$ 54,786,710	\$ 56,478,040	\$ 1,691,330
Expenditures by Dept:			
City Council	500,920	506,870	5,950
City Attorney	823,360	813,300	(10,060)
City Manager (total):	1,500,190	1,457,350	(42,840)
City Manager	783,070	810,290	27,220
Economic Development	717,120	647,060	(70,060)
Information Technology	703,990	908,410	204,420
Animal Control	441,530	441,530	-
City Clerk	539,010	515,100	(23,910)
Human Resources & Risk Mgmt (total):	1,426,860	1,647,660	220,800
Human Resources	670,260	787,520	117,260
Risk Management	756,600	860,140	103,540
Finance	1,595,160	1,556,230	(38,930)
Planning & Building (total):	2,679,775	2,587,290	(92,485)
Planning	1,359,435	1,551,880	192,445
Building	1,152,370	860,620	(291,750)
Code Compliance	167,970	174,790	6,820
Engineering (total):	2,984,860	2,899,440	(85,420)
Engineering	2,844,490	2,765,030	(79,460)
Stormwater	140,370	134,410	(5,960)
Community Services (total):	6,118,663	6,274,380	155,717
Administration	433,040	434,930	1,890
Public Svcs - Maintenance	4,350,088	4,486,520	136,432
Stormwater	148,501	166,690	18,189
Solid Waste	33,194	30,120	(3,074)
Facility Operations	137,110	143,680	6,570
Recreation	695,650	660,400	(35,250)
Special Events	321,080	352,040	30,960
Law Enforcement	16,983,950	17,232,810	248,860
Fire and Life Safety (total):	17,343,870	18,014,690	670,820
Administration	1,245,663	1,153,890	(91,773)
Emergency Operations	11,332,237	11,449,690	117,453
Emergency Medical	4,198,320	4,860,420	662,100
Emergency Preparedness	31,260	34,380	3,120
Fleet Operations and Maintenance	536,390	516,310	(20,080)
<b>Total Operating Expenditures Adopted</b>	<b>53,642,138</b>	<b>54,855,060</b>	<b>1,212,922</b>
<b>Revenues Over (Under) Expenditures</b>	<b>1,144,570</b>	<b>1,622,980</b>	<b>478,410</b>
Other Financing Sources	454,957	200,000	(254,957)
Other Financing Uses:			
Transfers to Other Funds	(845,257)	(557,320)	287,937
Transfers to CIP	(1,019,670)	(517,750)	501,920
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)	-
<b>Change in Available Fund Balance</b>	<b>\$ (865,400)</b>	<b>\$ 147,910</b>	<b>\$ 1,013,310</b>
Available Fund Balance, Beg. of Year	13,885,494	13,020,094	(865,400)
<b>Available Fund Balance, End of Year</b>	<b>\$ 13,020,094</b>	<b>\$ 13,168,004</b>	<b>\$ 147,910</b>

**CITY OF SANTEE**  
**GENERAL FUND REVENUE DETAIL**  
**FY 2023-24 ADOPTED BUDGET**

<b>Account No.</b>	<b>Account Name</b>	<b>FY 2022-23 Revised Estimates</b>	<b>FY 2023-24 Adopted</b>	<b>Increase (Decrease)</b>
<b>TAXES</b>				
<b>Property Taxes</b>		<b>23,482,200</b>	<b>24,588,330</b>	<b>1,106,130</b>
1001.00.4001	Property Tax Secured and Unsecured	12,902,800	13,378,100	475,300
1001.00.4002	Property Tax - Redev Pass-through	533,000	560,000	27,000
1001.00.4003	Property Tax - Redev Residual Distrib	1,969,300	2,108,530	139,230
1001.00.4005	Real Property Transfer	371,700	371,700	-
1001.00.4006	Property Tax In Lieu (of VLF)	7,705,400	8,170,000	464,600
<b>Sales and Use Taxes</b>		<b>16,308,800</b>	<b>16,414,870</b>	<b>106,070</b>
1001.00.4011	Sales and Use Taxes	18,159,300	18,330,140	170,840
1001.00.4015	Location Agreement Payment	(1,850,500)	(1,915,270)	(64,770)
<b>Transient Occupancy Tax</b>		<b>730,000</b>	<b>745,400</b>	<b>15,400</b>
1001.00.4020	Transient Occupancy Tax	730,000	745,400	15,400
<b>Franchise Fees</b>		<b>3,698,700</b>	<b>3,747,400</b>	<b>48,700</b>
1001.00.4030	Franchise Fees	3,698,700	3,747,400	48,700
<b>SPECIAL ASSESSMENTS</b>		<b>1,114,600</b>	<b>1,114,600</b>	<b>-</b>
1001.03.4102	Assessments - Fire Benefit Fee	1,114,600	1,114,600	-
<b>INTERGOVERNMENTAL</b>		<b>339,600</b>	<b>330,700</b>	<b>(8,900)</b>
1001.00.4202	Motor Vehicle License Fees	65,700	65,700	-
1001.00.4206	SB90 Claims	40,000	40,000	-
1001.03.4250	Fire Reimbursements - Federal	150,000	140,000	(10,000)
1001.03.4251	Fire Reimbursements - State	83,900	85,000	1,100
<b>LICENSES AND PERMITS</b>		<b>1,334,000</b>	<b>1,184,700</b>	<b>(149,300)</b>
1001.00.4301	Business Licenses - New	45,000	50,000	5,000
1001.00.4302	Business Licenses - Renewals	64,900	72,100	7,200
1001.00.4303	Regulatory Permits	2,700	2,700	-
1001.00.4304	Business Licenses - Other	800	1,500	700
1001.00.4306	Home Occupation Permit - New	7,100	6,500	(600)
1001.00.4307	Home Occupation Permit - Renewal	15,100	17,400	2,300
1001.00.4310	Alarm Permits	1,300	1,000	(300)
1001.03.4330	Fire Department - Permits/Services	102,100	101,800	(300)
1001.04.4340	Building Fees - Eng Direct City Costs	40,800	19,000	(21,800)
1001.04.4341	Building Fees - Subject to Split	1,022,800	300,000	(722,800)
1001.04.4343	Building Fees - Png Direct City Costs	31,400	12,700	(18,700)
1001.04.4344	Building Permit Fees	-	600,000	600,000
<b>FINES AND FORFEITURES</b>		<b>171,600</b>	<b>172,440</b>	<b>840</b>
1001.00.4401	Vehicle Code Fines	116,200	111,000	(5,200)
1001.00.4402	Other Fines and Forfeitures	1,000	1,000	-
1001.00.4410	Parking Citations	53,400	58,140	4,740
1001.04.4403	Code Compliance Administrative Citations	1,000	800	(200)
1001.04.4404	Storm Water Administrative Citations	-	1,500	1,500

**CITY OF SANTEE**  
**GENERAL FUND REVENUE DETAIL**  
**FY 2023-24 ADOPTED BUDGET**

Account No.	Account Name	FY 2022-23 Revised Estimates	FY 2023-24 Adopted	Increase (Decrease)
<b>CHARGES FOR SERVICES</b>		<b>6,454,230</b>	<b>7,061,590</b>	<b>607,360</b>
1001.00.4635	Finance - Full Cost Recovery	2,000	2,000	-
1001.00.4640	Admin Tow Fees	12,000	12,000	-
1001.00.4641	Cost Recovery - Restitution	400	400	-
1001.00.4691	Candidate Statements	3,500	-	(3,500)
1001.00.4694	City Clerk - Misc Fees	250	250	-
1001.00.4695	City Clerk - Passport Services	75,000	50,000	(25,000)
1001.00.4699	Charges to Other Funds	144,390	152,640	8,250
1001.02.4632	CSD - Full Cost Recovery	2,000	2,000	-
1001.02.4645	Cost Recovery - Subrogation	34,370	-	(34,370)
1001.02.4650	Sports Field Lighting	53,000	53,000	-
1001.02.4665	Disc Golf Fees	35,000	60,000	25,000
1001.02.4668	Electric Vehicle Charging Stations	3,000	4,000	1,000
1001.02.4676	Teen Programs	5,100	5,100	-
1001.02.4680	Special Events	100,000	110,000	10,000
1001.02.4699	Charges to Other Funds	49,650	212,310	162,660
1001.03.4633	Fire - Full Cost Recovery	1,000	1,000	-
1001.03.4646	Instructional Services - FTES	15,000	22,320	7,320
1001.03.4692	CSA 69	2,079,680	-	(2,079,680)
1001.03.4693	Paramedic Program	2,198,750	4,860,410	2,661,660
1001.03.4697	SLEMSA JPA	142,960	101,530	(41,430)
1001.04.4601	Engineering - Fee Based	52,300	43,000	(9,300)
1001.04.4603	Engineering - Full Cost Recovery	425,300	366,000	(59,300)
1001.04.4611	Street Light Energizing Fee	1,000	2,000	1,000
1001.04.4612	Storm Water Inspection	8,000	11,600	3,600
1001.04.4621	Planning - Fee Based	23,200	32,000	8,800
1001.04.4623	Planning - Full Cost Recovery	210,240	215,300	5,060
1001.04.4699	Charges to Other Funds	777,140	742,730	(34,410)
<b>USE OF MONEY AND PROPERTY</b>		<b>690,300</b>	<b>631,840</b>	<b>(58,460)</b>
1001.00.4701	Interest Income	180,000	180,000	-
1001.02.4711	City Facilities - Sportsplex	254,000	216,840	(37,160)
1001.02.4716	Concessions	19,500	24,000	4,500
1001.02.4722	Rental - Bldgs 7 & 8	20,000	20,000	-
1001.02.4723	Rental - Picnic Shelters	86,000	81,000	(5,000)
1001.02.4724	Rental - Ball Fields	120,000	100,000	(20,000)
1001.04.4705	Rent/Lease/Use Income	10,800	10,000	(800)
<b>OTHER REVENUE</b>		<b>462,680</b>	<b>486,170</b>	<b>23,490</b>
1001.00.4031	Sycamore Landfill Fees	375,000	398,000	23,000
1001.00.4801	Miscellaneous Income	3,500	5,000	1,500
1001.00.4808	Taxable Sales	500	500	-
1001.01.4801	Miscellaneous Income	45,000	43,000	(2,000)
1001.00.4804	Hometown Heroes Program	7,200	7,200	-
1001.01.4811	Loss Control Program	2,000	6,000	4,000
1001.01.4810	Wellness Program	15,000	20,000	5,000
1001.02.4802	Donations	9,480	-	(9,480)
1001.02.4803	Donations - Memorial Program	1,000	1,000	-
1001.02.4808	Taxable Sales	100	50	(50)
1001.03.4801	Miscellaneous Income	900	720	(180)
1001.03.4821	Sale of Real & Personal Property	-	2,000	2,000
1001.04.4801	Miscellaneous Income	2,000	2,200	200
1001.04.4805	Abandoned Property Registration	1,000	500	(500)
<b>TOTAL GENERAL FUND</b>		<b>54,786,710</b>	<b>56,478,040</b>	<b>1,691,330</b>



GENERAL FUND  
DETAIL OF OTHER FINANCING SOURCES AND USES  
FY 2023-24 ADPOTED BUDGET

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	FY 2022-23 AMENDED BUDGET	FY 2023-24 ADOPTED BUDGET
	<u>                    </u>	<u>                    </u>
<b>Other Financing Sources:</b>		
Use of Fund Balances:		
Assigned for paramedic program reserve	\$ 454,957	\$ -
Release of CCA Reserves		200,000
Total Other Financing Sources	<u>\$ 454,957</u>	<u>\$ 200,000</u>
<b>Other Financing Uses:</b>		
Transfers to Other Funds		
Vehicle Replacement Fund	\$ (506,097)	\$ (323,570)
Highway 52 Coalition Fund	(38,440)	(45,250)
Worker's Compensation Reserve Fund	(175,000)	-
Emergency Medical Services Fund	(125,720)	-
Technology Replacement Fund	-	(188,500)
Transfers to Capital Improvement Program	(1,019,670)	(517,750)
Unfunded Liabilities (CalPERS)	<u>(600,000)</u>	<u>(600,000)</u>
Total Other Financing Uses	<u>\$ (2,464,927)</u>	<u>\$ (1,675,070)</u>



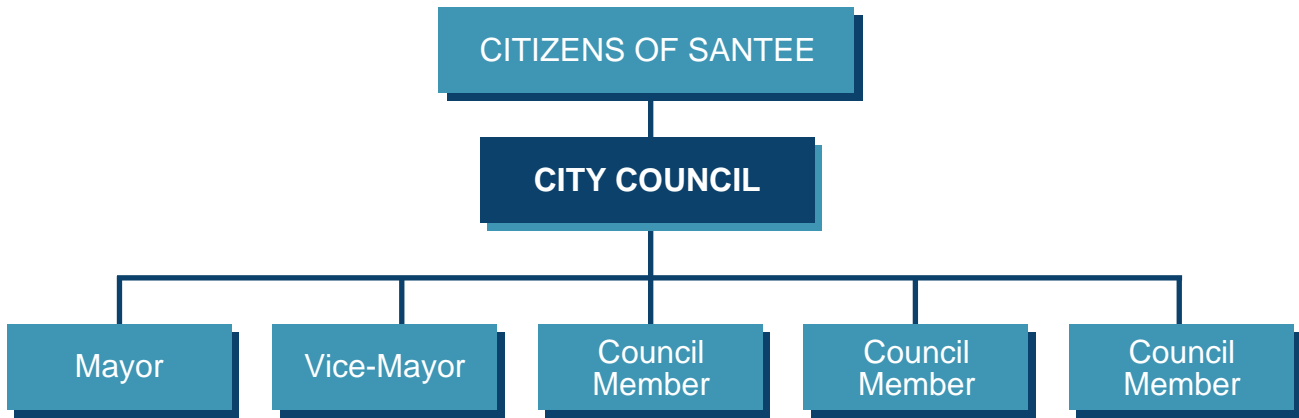
# DEPARTMENT DETAIL





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# 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

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

## FY 2022-23 ACCOMPLISHMENTS

- Continued work on the City Council's priorities, which include a focus on economic development opportunities and fiscal stability; infrastructure and road repairs; services and safety for the homeless; an automated permit system; and affordable housing efforts
- Supported staff in the accomplishment of many of the priorities set by City Council, including adopting a new Housing Element, and continued progress towards the construction of a new Community Center
- Adopted a set of Community Core Values that the COMPOC subcommittee proposed after surveying the community in an effort to advance the City's Diversity, Equity and Inclusion (DEI) initiatives
- Adopted and approved the new Cannabis business ordinance, which allows cannabis businesses in the City of Santee with restrictions set forth by the City
- Successfully transitioned into a local joint powers authority (JPA) Santee-Lakeside Emergency Medical Services Authority (SLEMSA) format to provide ambulance services in Santee
- Adopted and implemented the San Diego River Corridor Ordinance that went into effect on January 2023 and began enforcement in May 2023
- Launched and expanded the Santee Hometown Heroes Banner program, which recognizes veteran and active duty military with light pole banners
- Reengaged with the City's two adopted Marine Units: HMH-462 and 2nd Battalion, 1st Marines to provide support to our troops

## FY 2023-24 GOALS AND OBJECTIVES

- 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

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Continue efforts to increase City revenues through support of balanced economic development initiatives, including residential, commercial and entertainment projects
- Work with staff to design a cannabis business application process
- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community
- Continue work with federal, state and local agencies in support of the Highway 52 Coalition
- Work towards implementing recommendations from the Community Risk Assessment Report for additional fire stations and fire station upgrades
- Continue to support staff with the implementation of the Arts & Entertainment District to diversify economic development
- Continue efforts to enforce the San Diego River Corridor Ordinance and increase awareness of the river bottom corridor safety
- Complete the implementation of the Permitting and Land Management System



# CITY COUNCIL BUDGET SUMMARY

CITY COUNCIL 1001.00.1101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 306,793	\$ 321,820	\$ 321,490
Operations & Maintenance	<u>174,001</u>	<u>179,100</u>	<u>185,380</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 480,795</u></u>	<u><u>\$ 500,920</u></u>	<u><u>\$ 506,870</u></u>

## 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	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
<b>TOTAL POSITIONS</b>	<u><u>5.50</u></u>	<u><u>5.50</u></u>	<u><u>5.50</u></u>



# CITY COUNCIL BUDGET SUMMARY

CITY COUNCIL 1001.00.1101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 44,363	\$ 46,160	\$ 39,920
50013 Salaries & Wages - Mayor & City Council	119,687	119,730	121,500
50035 Vacation Cash Out	-	10,880	-
50040 Auto Allowance	24,600	24,600	24,600
50042 Technology Allowance	5,400	5,400	5,400
50050 Retirement - PERS	16,262	16,410	14,930
50052 Retirement - Unfunded Liability	34,748	34,880	29,700
50055 Retirement - Part Time	789	790	800
50060 Medicare	2,814	3,000	2,780
50070 Health Insurance	53,931	56,090	77,580
50071 Dental Insurance	4,004	3,690	4,110
50072 OPEB Health	-	-	-
50075 Life Insurance	50	50	50
50076 Long Term Disability Insurance	144	140	120
<b>Total Personnel</b>	<b>\$ 306,793</b>	<b>\$ 321,820</b>	<b>\$ 321,490</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 18,000	\$ 24,000	\$ 23,000
51104 Subscriptions/Memberships	61,372	63,700	70,700
51110 Professional Development	14,548	15,000	15,000
51116 Diversity, Equity and Inclusion	41,450	-	5,000
51120 Printing & Duplicating	108	500	500
51121 Telephone & Fax	5,250	5,500	4,900
51122 Postage	27	100	100
51160 Materials & Supplies	1,931	2,500	2,500
51170 Recognition Program	3,281	6,000	6,000
51180 Electricity & Gas	19,274	20,600	23,200
51211 Repair/Maintenance - Equipment	194	300	350
51350 Contributions	-	27,000	27,000
51351 Contributions - Chamber of Commerce	8,565	10,000	-
51403 Hometown Heroes Program	-	3,900	7,130
<b>Total Operations &amp; Maintenance</b>	<b>\$ 174,001</b>	<b>\$ 179,100</b>	<b>\$ 185,380</b>
<b>GRAND TOTAL</b>	<b>\$ 480,795</b>	<b>\$ 500,920</b>	<b>\$ 506,870</b>





# CITY COUNCIL BUDGET DETAILS

CITY COUNCIL 1001.00.1101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 18,000</b>	<b>\$ 24,000</b>	<b>\$ 23,000</b>
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This account provides funding for legislative advocacy services and a biennial facilitated City Council Strategic Planning Workshop.

<b>Subscriptions/Memberships</b>	<b>61,372</b>	<b>63,700</b>	<b>70,700</b>
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This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Regional Criminal Justice Research & Clearinghouse; Local Agency Formation Commission (LAFCO); San Diego East County Economic Development Council (ECEDC); International Council of Shopping Centers (ICSC); Santee Chamber of Commerce and the Regional Task Force on the Homeless.

<b>Professional Development</b>	<b>14,548</b>	<b>15,000</b>	<b>15,000</b>
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This appropriation provides funding for the Mayor and City Council to attend official City business related meetings, conferences and trainings, including travel expenses.

<b>Diversity, Equity and Inclusion</b>	<b>41,450</b>	<b>-</b>	<b>5,000</b>
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This appropriation provided funding for a community survey, specialized community workshops, and expert consulting assistance related to the City's Diversity, Equity and Inclusion (DEI) efforts. Funding will continue to support the implementation of DEI activities, events and marketing.

<b>Printing &amp; Duplicating</b>	<b>108</b>	<b>500</b>	<b>500</b>
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This account provides for copying and printing of specialized letterhead, envelopes and business cards.

<b>Telephone &amp; Fax</b>	<b>5,250</b>	<b>5,500</b>	<b>4,900</b>
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This account provides funding for telephone, internet and cellular charges associated with the Mayor and City Council offices.

<b>Postage</b>	<b>27</b>	<b>100</b>	<b>100</b>
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This account provides funding for all mailings and official correspondence of the Mayor and City Council.

<b>Materials &amp; Supplies</b>	<b>1,931</b>	<b>2,500</b>	<b>2,500</b>
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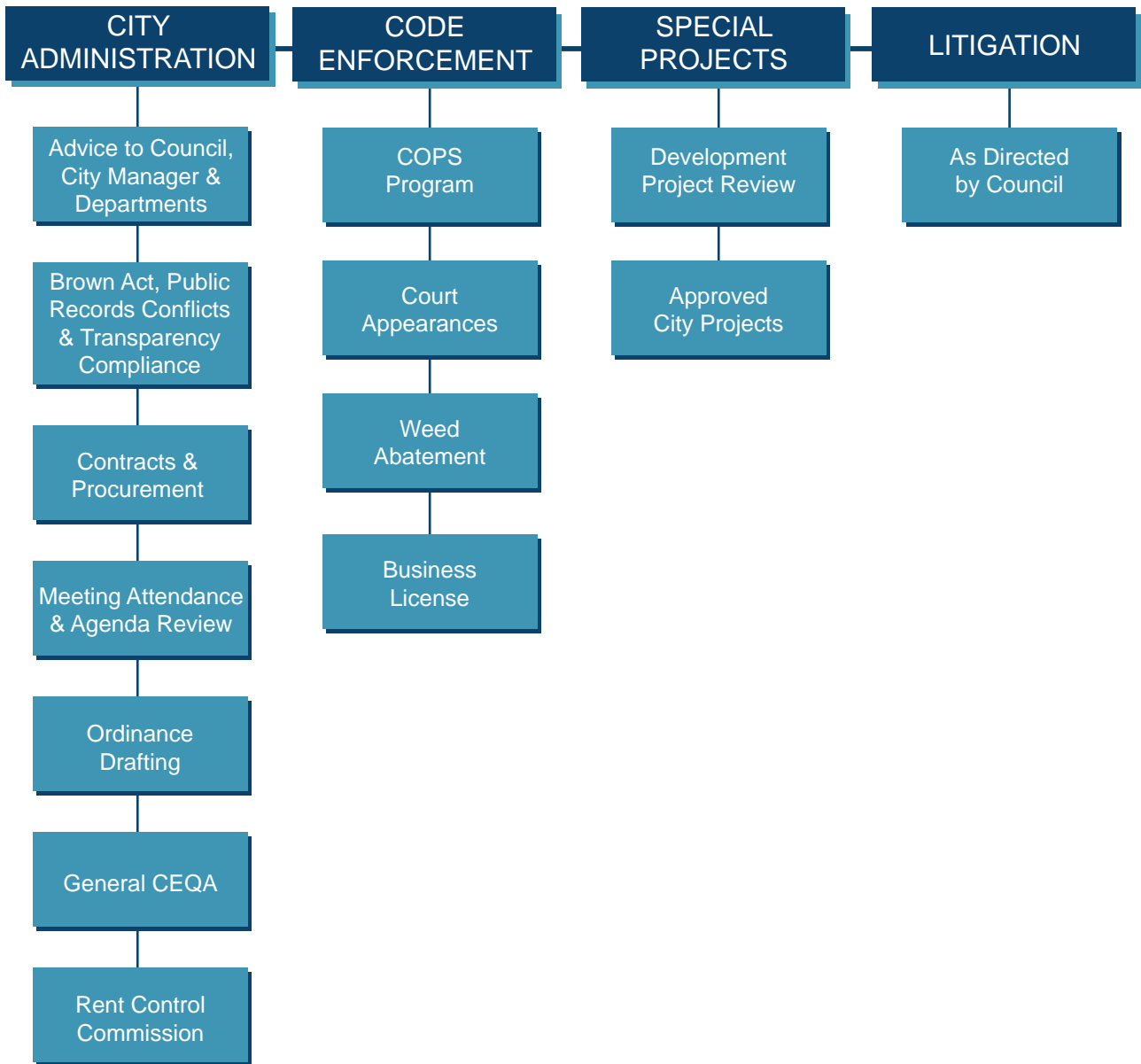
This account provides for the purchase of office supplies and miscellaneous materials, including plaques and ceremonial items, expenses associated with Council appointed sub-committees, and City Council photographs when applicable.



# CITY COUNCIL BUDGET DETAILS

CITY COUNCIL 1001.00.1101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Recognition Program</b>	\$ 3,281	\$ 6,000	\$ 6,000
This appropriation provides funding to support 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>	19,274	20,600	23,200
This account provides for the cost of gas and electricity allocated to the Mayor and City Council offices and the Council Chamber.			
<b>Repair/Maintenance - Equipment</b>	194	300	350
This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.			
<b>Contributions</b>	-	27,000	27,000
This appropriation provides support for community programs and the City's adopted Military units.			
<b>Contributions - Chamber of Commerce</b>	8,565	10,000	-
This appropriation previously allocated funding for services provided to the City by the Santee Chamber of Commerce; funds have been transferred to Economic Development & Marketing for City advertisements in the Chamber's Santee Magazine and to City Council for the City's annual membership with the Santee Chamber.			
<b>Hometown Heroes Program</b>	-	3,900	7,130
This account provides funding for the creation, printing, installation and removal of light pole banners associated with the Hometown Heroes Banner Program. An application fee is collected from participants in the program to offset these expenses.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 174,001</b>	<b>\$ 179,100</b>	<b>\$ 185,380</b>

# CITY ATTORNEY





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# CITY ATTORNEY

## 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. The General Retainer covers day-to-day work including reviewing contracts and agenda items, responding to questions from staff, and attending Council meetings and staff meetings. Special services are those services related to individual projects or tasks that are outside the general scope of work and / or require specific legal expertise.

## FY 2022-23 ACCOMPLISHMENTS

- Successfully assisted the City in executing a Hotel Operating Agreement for the Excel Hotel, and in processing the project approvals for the Hotel
- Successfully assisted the City in the LAFCO process to dissolve County Service Area 69 (CSA 69)
- Successfully assisted the City in establishing the Santee-Lakeside Emergency Medical Services Authority (SLEMSA) to transfer emergency medical services funding and responsibility in the former CSA 69 boundaries to Santee and Lakeside Fire Protection District
- Successfully enforced the City's settlement agreement with Citywide Protection Services
- Drafted a comprehensive review of all major City contracts
- Assisted the City in adopting a cannabis regulatory ordinance
- Assisted the City in updating the Housing Element
- Assisted the City in adopting the San Diego River Corridor Ordinance to reduce fire risk and protect sensitive habitat in the River Corridor
- Assisted the City on issues related to diversity, equity and inclusion
- Assisted the City in implementing the AB 2404 Settlement Agreement and completing the improvements to Field 1, creating two new softball fields
- Assisted the City in establishing the Hometown Heroes Banner Program to recognize veterans
- Assisted the City in creating a comprehensive banner policy

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

- Assisted the City in continuing to process the Cuyamaca Right Turn Lane Acquisition
- Completed the fourth annual update to the Santee Municipal Code
- Continued the successful implementation of the City's Community Oriented Policing Program

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to assist the City in implementing SLEMSA
- Continue to support the City's efforts to process the Excel Hotel project
- Continue to assist the City in implementing the San Diego River Corridor Ordinance, including by prosecution of violations
- Assist the City in the development and implementation of the Arts & Entertainment District
- Provide City staff with tailored training on governance, transparency and ethical roles and responsibilities
- Continue to support the City's efforts to assess impediments to equality and tolerance and assist the City in efforts to remove them
- Continue to assist the City in adopting application procedures for the cannabis regulatory ordinance and in processing applications for cannabis business permits
- Distribute comprehensive review of all major City contracts and work with the City departments responsible for implementing those contracts to ensure that City is obtaining the full benefit of all existing agreements
- Assist the City in exploring options to purchase City streetlights from SDG&E
- Assist the City in considering options to renegotiate the City's gas and electricity franchise agreements
- Complete the fifth annual Santee Municipal Code update
- Continue to assist the City in the transition of the building services functions, and continue to support the City's processing of land development projects
- Continue to assist the City in processing the Cuyamaca Right Turn Lane Acquisition
- Continue to support the City's efforts to comply with affordable housing requirements
- Continue to support the City's efforts to develop a Community Center
- Continue to implement the Community Oriented Policing Program
- Assist the City in pursuing the City Council's stated priorities for FY 2023-24



# CITY ATTORNEY BUDGET SUMMARY

CITY ATTORNEY 1001.00.1201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 651,500	\$ 823,360	\$ 813,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 651,500</b>	<b>\$ 823,360</b>	<b>\$ 813,300</b>

## OPERATIONS & MAINTENANCE

<b>51020 Legal Services - City Attorney</b>	<b>\$ 649,999</b>	<b>\$ 821,360</b>	<b>\$ 811,300</b>
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This appropriation will fund general retainer legal services at the retainer amount of \$17,025 per month. Also included is additional funding for services related to labor and employment issues, litigation, special projects and reimbursable costs.

<b>51021 Legal Services - Outside Counsel</b>	<b>1,501</b>	<b>2,000</b>	<b>2,000</b>
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This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.

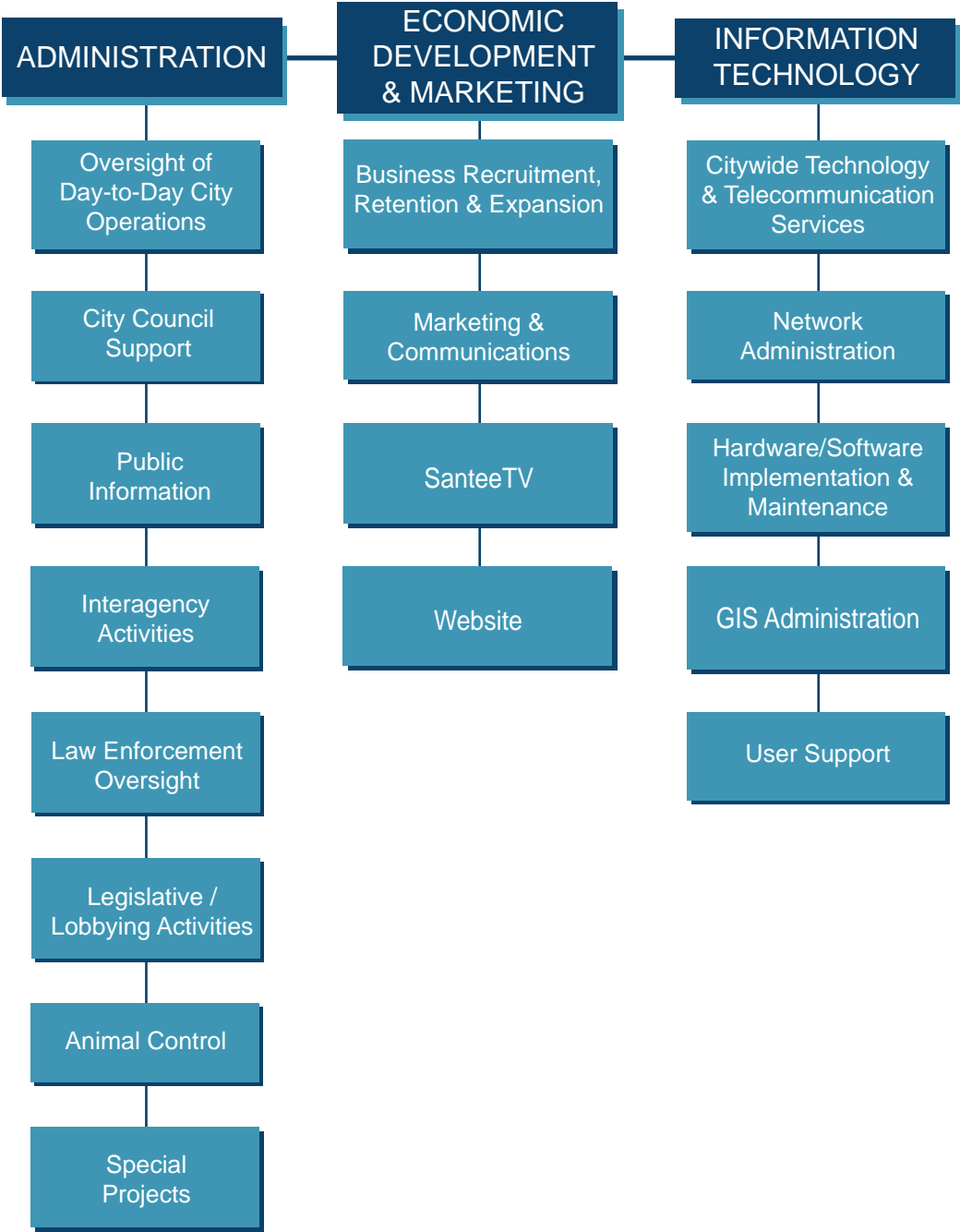
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 651,500</b>	<b>\$ 823,360</b>	<b>\$ 813,300</b>
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# CITY MANAGER





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# CITY MANAGER BUDGET SUMMARY

CITY MANAGER	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
City Manager	\$ 732,572	\$ 783,070	\$ 810,290
Economic Development & Marketing	<u>411,948</u>	<u>717,120</u>	<u>647,060</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,144,520</u></b>	<b><u>\$ 1,500,190</u></b>	<b><u>\$ 1,457,350</u></b>
<b>SUMMARY OF FUNDED POSITIONS</b>			
City Manager	2.50	2.50	2.80
Economic Development & Marketing	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>
<b>TOTAL POSITIONS</b>	<b><u>5.50</u></b>	<b><u>6.50</u></b>	<b><u>6.80</u></b>



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# CITY MANAGER

## 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 and marketing initiatives, oversees SanteeTV operations, directs the City's information technology services, oversees law enforcement and animal control services, and provides internal programs to maintain a quality workforce.

## FY 2022-23 ACCOMPLISHMENTS

- Assisted with the implementation and coordination of executing City Council priorities and held an Executive Staff retreat to layout future goals and priorities
- Navigated the City's path with regards to advancing Diversity, Equity and Inclusion (DEI) initiatives, in cooperation with the COMPOC subcommittee and other City departments, while establishing Community Core Values, which were adopted by City Council
- Applied for and awaiting approval for federal/FEMA funding to establish a San Diego River Corridor Plan and increase defensible space along the river
- Worked with the City Attorney and City Council to establish and adopt the San Diego River Corridor Ordinance
- Established a homeless working group to bring together the City of Santee and partnering agencies to support homeless related issues and persons experiencing homelessness
- Continued to manage the transition of several long-term department directors to new replacement staff
- Bifurcated the Development Services Department into the Engineering Department and Planning and Building Department
- Entered into MOU negotiations with the Santee Firefighters Association
- Assisted the City Council in the transition of contract building services to a City staffed building division

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation
- Ensure timely and accurate information is provided to the City Council, media and the public
- Work with staff and the private sector to pursue a new theater and hotel in the Arts & Entertainment District, while also pursuing additional entertainment and hospitality venues

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Work with staff and City Council to establish a cannabis business application process and provide new businesses for City Council consideration
- Pursue options to complete funding for a new Fire Station 4 and the Community Center



# CITY MANAGER BUDGET SUMMARY

CITY MANAGER CITY MANAGER 1001.05.1401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 686,560	\$ 725,770	\$ 765,040
Operations & Maintenance	<u>46,012</u>	<u>57,300</u>	<u>45,250</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 732,572</u></u>	<u><u>\$ 783,070</u></u>	<u><u>\$ 810,290</u></u>

## 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
Senior Management Analyst/Grant Writer	<u>-</u>	<u>-</u>	<u>0.30</u>
<b>TOTAL POSITIONS</b>	<u><u>2.50</u></u>	<u><u>2.50</u></u>	<u><u>2.80</u></u>



# CITY MANAGER BUDGET SUMMARY

CITY MANAGER CITY MANAGER 1001.05.1401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 455,236	\$ 479,560	\$ 515,740
50035 Vacation Cash Out	9,014	20,430	21,130
50040 Auto Allowance	11,208	11,210	11,210
50042 Technology Allowance	1,200	1,200	1,200
50050 Retirement - PERS	49,960	52,040	61,100
50052 Retirement - Unfunded Liability	99,119	98,930	85,850
50059 Deferred Compensation	20,000	20,000	20,000
50060 Medicare	7,224	7,750	8,280
50070 Health Insurance	30,107	31,310	36,640
50071 Dental Insurance	2,038	1,850	2,290
50072 OPEB Health	-	-	-
50075 Life Insurance	589	630	660
50076 Long Term Disability Insurance	866	860	940
<b>Total Personnel</b>	<u>\$ 686,560</u>	<u>\$ 725,770</u>	<u>\$ 765,040</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 16,500	\$ 24,300	\$ 10,000
51104 Subscriptions/Memberships	7,091	8,800	8,800
51110 Professional Development	10,748	12,000	12,000
51120 Printing & Duplicating	38	100	100
51121 Telephone & Fax	3,763	3,900	4,700
51122 Postage	19	100	100
51160 Materials & Supplies	2,288	2,000	2,500
51180 Electricity & Gas	5,371	5,800	6,700
51211 Repair/Maintenance - Equipment	195	300	350
<b>Total Operations &amp; Maintenance</b>	<u>\$ 46,012</u>	<u>\$ 57,300</u>	<u>\$ 45,250</u>
<b>GRAND TOTAL</b>	<u><u>\$ 732,572</u></u>	<u><u>\$ 783,070</u></u>	<u><u>\$ 810,290</u></u>





# CITY MANAGER BUDGET DETAILS

CITY MANAGER CITY MANAGER 1001.05.1401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 16,500</b>	<b>\$ 24,300</b>	<b>\$ 10,000</b>
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This appropriation previously provided funding for consulting services to pursue the City's consideration of allowing cannabis businesses to operate in Santee, and currently funds the implementation process for approved cannabis businesses.

<b>Subscriptions/Memberships</b>	<b>7,091</b>	<b>8,800</b>	<b>8,800</b>
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This appropriation provides for annual membership dues with the International City/County Management Association (ICMA), California City Management Foundation (CCMF), California Park & Recreation Society (CPRS), International Council of Shopping Centers (ICSC), and CleanTECH San Diego. It also provides funds for an annual subscription to the San Diego Union Tribune.

<b>Professional Development</b>	<b>10,748</b>	<b>12,000</b>	<b>12,000</b>
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This appropriation provides funds for the City Manager and Assistant to the City Manager to attend annual conferences and meetings with the International City/County Management Association (ICMA), League of California Cities, City/County Management Association (CCMA), International Council of Shopping Centers (ICSC), and City-County Communications & Marketing Association (3CMA). It also provides funding for an annual Executive Management Team workshop, travel and meetings to support the Highway 52 Coalition, and other meetings, workshops and trainings for department staff.

<b>Printing &amp; Duplicating</b>	<b>38</b>	<b>100</b>	<b>100</b>
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This account provides for general department printing needs, including business cards and special reports.

<b>Telephone &amp; Fax</b>	<b>3,763</b>	<b>3,900</b>	<b>4,700</b>
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This account provides funding for telephone, internet and cellular charges associated with the City Manager's Office.

<b>Postage</b>	<b>19</b>	<b>100</b>	<b>100</b>
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This account provides funding for all mailings and official correspondence of the City Manager's Office.

<b>Materials &amp; Supplies</b>	<b>2,288</b>	<b>2,000</b>	<b>2,500</b>
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This account provides for the purchase of office supplies and miscellaneous materials.

<b>Electricity &amp; Gas</b>	<b>5,371</b>	<b>5,800</b>	<b>6,700</b>
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This account provides for the cost of gas and electricity allocated to the City Manager's Office.



# CITY MANAGER BUDGET DETAILS

CITY MANAGER CITY MANAGER 1001.05.1401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Equipment</b>	<b>\$ 195</b>	<b>\$ 300</b>	<b>\$ 350</b>
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This appropriation provides for the City Manager's portion of the annual citywide maintenance agreement for the department copy machine.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 46,012</u></b>	<b><u>\$ 57,300</u></b>	<b><u>\$ 45,250</u></b>
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# ECONOMIC DEVELOPMENT & MARKETING

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## PROGRAM DESCRIPTION

The Economic Development & Marketing Division is responsible for implementing programs and activities that promote business attraction, expansion and retention to enhance the community's local economic and employment opportunities. The Division also coordinates the development of promotional materials and public information strategies to attract economic investments and stay connected with residents, businesses, community groups and the media regarding City services, activities and events. The Division also oversees SanteeTV, which enhances local government transparency and provides an additional communication tool by livestreaming City Council meetings, other public meetings, and broadcasting community information and events.

## FY 2022-23 ACCOMPLISHMENTS

- Received two Savvy Awards from the City-County Communications & Marketing Association (3CMA) for SanteeTV and a public service announcement for the City's dog parks
- Continued to maintain a GIS map of all food and beverage businesses in Santee to help stimulate the economy and encourage shopping local, while showcasing new businesses
- Streamlined and expanded the City's marketing and communication efforts by managing the Fire Department's Facebook, Instagram and YouTube pages, and added a City of Santee LinkedIn and YouTube page
- Redesigned the City of Santee's website to enhance the Economic Development page highlighting City demographics, a City profile/welcome video, and business information; reflect the separation of the Development Services Department into an Engineering Department and Planning & Building Department; and added a new Marketing & Communications page
- Continued to immerse the City's new brand into daily operations with updated letterhead, business cards, City Council agendas, forms, templates, signs and promotional materials
- Attended the International Council of Shopping Centers (ICSC) conference to recruit and prospect potential businesses
- Launched a seasonal electronic newsletter with City updates for the community
- Embarked on developing a partnership with Grossmont Union High School District to collaborate on class projects and a summer internship program
- During the past fiscal year, there were 19 new commercial businesses that opened in 65,332 square feet of space. By the end of the year, 14 of 22 shopping centers were 100% leased. Over the past fiscal year, the City also gained seven new national retailers: Broken Yolk, Honda Service Center, Sportman's Warehouse, David's Bridal, Earl of Sandwich, Chuck E. Cheese and Popeyes

## FY 2023-24 GOALS AND OBJECTIVES

- Continue implementation of the City's brand to improve and expand outreach efforts, marketing strategies and economic development opportunities
- Continue to support the recovery and revitalization of local businesses and expand economic development opportunities by marketing City programs and opportunities on SanteeTV and social media pages

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Finalize and implement an economic development strategic plan while enhancing business support and development through the coordinated use of City communication outlets; including, SanteeTV, the website, email, and social media platforms
- 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 Arts & Entertainment District
- Promote tourism for the City, highlighting the trail system, Entertainment District, Santee Lakes, Sportsplex USA, arts and shopping venues
- Continue to work with local partnership agencies, such as Padre Dam Municipal Water District and the Santee School District, to provide additional community content on SanteeTV
- Redesign the City of Santee's website



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

CITY MANAGER ECONOMIC DEVELOPMENT & MARKETING 1001.05.1402	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 340,428	\$ 592,720	\$ 564,010
Operations & Maintenance	71,519	124,400	83,050
Capital Outlay	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 411,948</b>	<b>\$ 717,120</b>	<b>\$ 647,060</b>

## SUMMARY OF FUNDED POSITIONS

Economic Development Manager	1.00	1.00	1.00
Marketing Manager	-	1.00	1.00
Marketing Coordinator	1.00	1.00	-
Marketing Specialist	1.00	1.00	1.00
Marketing Specialist II	-	-	1.00
<b>TOTAL POSITIONS</b>	<b>3.00</b>	<b>4.00</b>	<b>4.00</b>



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

CITY MANAGER ECONOMIC DEVELOPMENT & MARKETING 1001.05.1402	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 216,619	\$ 380,430	\$ 352,740
50020 Salaries & Wages - Part Time	-	26,140	24,750
50035 Vacation Cash Out	-	-	-
50050 Retirement - PERS	27,874	43,540	46,440
50052 Retirement - Unfunded Liability	45,230	44,940	68,100
50055 Retirement - Part Time	-	980	940
50060 Medicare	1,481	4,140	3,750
50070 Health Insurance	26,223	62,810	57,270
50071 Dental Insurance	1,456	3,070	2,780
50072 OPEB Health	-	-	-
50075 Life Insurance	165	370	370
50076 Long Term Disability Insurance	670	1,300	1,170
50080 Workers Compensation	20,709	25,000	5,700
<b>Total Personnel</b>	<b>\$ 340,428</b>	<b>\$ 592,720</b>	<b>\$ 564,010</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 25,000	\$ 50,000	\$ -
51046 Outreach & Education	600	2,500	10,000
51104 Subscriptions/Memberships	1,378	1,800	1,800
51110 Professional Development	5,529	6,000	6,000
51120 Printing & Duplicating	8	200	200
51121 Telephone & Fax	1,382	2,900	3,300
51122 Postage	-	-	-
51125 Broadcasting	-	3,800	3,800
51131 Promotional Activities	34,231	50,000	50,000
51135 City Branding	1	-	-
51160 Materials & Supplies	511	600	600
51180 Electricity & Gas	2,685	4,300	5,000
51201 Software Maintenance & Licensing	-	-	-
51211 Repair/Maintenance - Equipment	194	300	350
51361 Minor Equipment	-	2,000	2,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 71,519</b>	<b>\$ 124,400</b>	<b>\$ 83,050</b>
<b>CAPITAL OUTLAY</b>			
60099 Other Capital Outlay	\$ -	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 411,948</b>	<b>\$ 717,120</b>	<b>\$ 647,060</b>



# ECONOMIC DEVELOPMENT & MARKETING BUDGET DETAILS

<b>CITY MANAGER</b> <b>ECONOMIC DEVELOPMENT &amp; MARKETING</b> <b>1001.05.1402</b>	<b>ACTUAL</b> <b>FY 2021-22</b>	<b>AMENDED</b> <b>FY 2022-23</b>	<b>ADOPTED</b> <b>FY 2023-24</b>
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 25,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>
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This appropriation previously provided funding for an Economic Development Feasibility Study and consulting services to redesign the City's webpage in the prior year.

<b>Outreach &amp; Education</b>	<b>600</b>	<b>2,500</b>	<b>10,000</b>
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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. Funds are also allocated to support the City's Envision Committee; and to keep economic development statistics updated on the City's website in the prior

<b>Subscriptions/Memberships</b>	<b>1,378</b>	<b>1,800</b>	<b>1,800</b>
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This appropriation provides funding for employee memberships with the International Council of Shopping Centers (ICSC) and the City-County Communications & Marketing Association (3CMA); an annual survey monkey subscription; and subscriptions to support SanteeTV.

<b>Professional Development</b>	<b>5,529</b>	<b>6,000</b>	<b>6,000</b>
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This account provides funds to attend trainings, conferences and meetings that support economic development and marketing activities, including the International Council of Shopping Centers (ICSC) conference; the City-County Communications & Marketing Association (3CMA) conference; and Santee Chamber meetings.

<b>Printing &amp; Duplicating</b>	<b>8</b>	<b>200</b>	<b>200</b>
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This account provides for copying and printing services for promotional brochures and fliers, business cards and special reports.

<b>Telephone &amp; Fax</b>	<b>1,382</b>	<b>2,900</b>	<b>3,300</b>
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This account provides funding for telephone, internet and cellular charges associated with economic development and marketing activities.

<b>Broadcasting</b>	<b>-</b>	<b>3,800</b>	<b>3,800</b>
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This account provides funds for internet charges specifically dedicated to the broadcasting of SanteeTV.



# ECONOMIC DEVELOPMENT & MARKETING BUDGET DETAILS

<b>CITY MANAGER</b> <b>ECONOMIC DEVELOPMENT &amp; MARKETING</b> <b>1001.05.1402</b>	<b>ACTUAL</b> <b>FY 2021-22</b>	<b>AMENDED</b> <b>FY 2022-23</b>	<b>ADOPTED</b> <b>FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Promotional Activities</b>	<b>\$ 34,231</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
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This account provides funding to promote and market the City through various marketing activities, events and brochures; purchase of promotional materials, branded merchandise and staff polo shirts; purchase and installation of community banners; and graphic artist services.

<b>City Branding</b>	1	-	-
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This appropriation provided funding to support activities related to implementation of the City's new brand and logo, as well as events and materials in support of the City's 40th anniversary in 2020.

<b>Materials &amp; Supplies</b>	511	600	600
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This account provides for the purchase of office supplies and miscellaneous materials.

<b>Electricity &amp; Gas</b>	2,685	4,300	5,000
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This account provides for the cost of gas and electricity allocated to the Economic Development & Marketing Division.

<b>Repair/Maintenance - Equipment</b>	194	300	350
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This appropriation provides for a portion of the annual citywide maintenance agreement for the department copy machine related to Economic Development & Marketing activities.

<b>Minor Equipment</b>	-	2,000	2,000
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This account provides funding to purchase peripheral equipment to support SanteeTV, including cameras, lenses, flash bulbs and other equipment needed for the production of marketing materials.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 71,519</b>	<b>\$ 124,400</b>	<b>\$ 83,050</b>
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# INFORMATION TECHNOLOGY

## PROGRAM DESCRIPTION

The Information Technology (I.T.) Division oversees all of the technology and telecommunications needs; including administration and security 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's website, financial system, permitting system, Council Chamber audio/visual system, broadcasting of public meetings, SanteeTV, and the Emergency Operations Center (EOC). Support is provided to over 125 users located at four City facilities.

## FY 2022-23 ACCOMPLISHMENTS

- Conducted a cyber security assessment and implemented an updated citywide comprehensive firewall solution to further protect the City's network infrastructure
- Upgraded the optical fiber at City Hall to improve broadband capabilities and speed
- Acquired software to implement automated workflow and electronic signature capabilities for legal documents
- Created a Government Community Cloud infrastructure to assist with implementation of the new EnerGov online permitting system and further enhance cloud capabilities
- Created services necessary for two step authentication to further secure network services
- Implemented GIS Story Maps to showcase the City's amenities and points of interest
- Created a city-managed address and parcel database, and integrated GIS databases with permitting
- Assisted the Fire Department with new fire station suitability location options through the use of different GIS scenarios, and assisted with mapping of fire locations and creation of a GIS map to support the San Diego River Corridor ordinance
- Expanded GIS knowledge to other divisions to assist with content creation
- Continued to provide critical technical support in the ongoing implementation of the automated Permitting and Land Management system
- Continued membership on the San Diego Regional Cyber Lab Technical Steering Committee

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to review and implement advanced security measures; including network infrastructure vulnerability testing and segmentation, firewall and software upgrades, and employee training on email phishing prevention to improve network and computer security
- Upgrade to Microsoft Office 365 and create a hybrid email environment to take full advantage of the advanced Office 365 features
- Provide support for the upgrade of the City's website
- Continue to research additional opportunities to utilize SharePoint to create automated workflows and improve productivity
- Update and further develop the City's I.T. policies to ensure the City's technology requirements are accurately addressed and documented



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# INFORMATION TECHNOLOGY BUDGET SUMMARY

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 364,964	\$ 402,990	\$ 395,810
Operations & Maintenance	<u>188,227</u>	<u>301,000</u>	<u>512,600</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 553,191</u></u>	<u><u>\$ 703,990</u></u>	<u><u>\$ 908,410</u></u>

## SUMMARY OF FUNDED POSITIONS

Information Technology Manager	1.00	1.00	1.00
Information Technology 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>



# INFORMATION TECHNOLOGY BUDGET SUMMARY

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 238,676	\$ 248,020	\$ 243,150
50020 Salaries & Wages - Part Time	-	21,520	24,750
50025 Overtime	681	4,500	2,000
50035 Vacation Cash Out	5,037	5,210	5,210
50050 Retirement - PERS	25,046	25,700	28,530
50052 Retirement - Unfunded Liability	50,850	50,510	44,400
50055 Retirement - Part Time	-	810	930
50060 Medicare	3,544	4,060	4,000
50070 Health Insurance	39,061	40,620	39,990
50071 Dental Insurance	1,208	1,140	1,940
50072 OPEB Health	-	-	-
50075 Life Insurance	166	200	200
50076 Long Term Disability Insurance	696	700	710
<b>Total Personnel</b>	<b>\$ 364,964</b>	<b>\$ 402,990</b>	<b>\$ 395,810</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 2,000	\$ 2,000
51104 Subscriptions/Memberships	130	200	200
51110 Professional Development	-	2,500	2,500
51121 Telephone & Fax	2,726	2,900	5,500
51160 Materials & Supplies	698	2,000	2,000
51180 Electricity & Gas	2,685	2,900	3,400
51201 Software Maintenance & Licensing	174,580	261,500	485,000
51211 Repair/Maintenance - Equipment	6,055	6,000	6,000
51361 Minor Equipment	1,352	21,000	6,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 188,227</b>	<b>\$ 301,000</b>	<b>\$ 512,600</b>
<b>GRAND TOTAL</b>	<b>\$ 553,191</b>	<b>\$ 703,990</b>	<b>\$ 908,410</b>



# INFORMATION TECHNOLOGY BUDGET DETAILS

<b>INFORMATION TECHNOLOGY</b> 1001.00.1801	<b>ACTUAL</b> FY 2021-22	<b>AMENDED</b> FY 2022-23	<b>ADOPTED</b> FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 2,000	\$ 2,000
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This appropriation provides for as-needed software, hardware, and network configuration consulting and troubleshooting services.

<b>Subscriptions/Memberships</b>	130	200	200
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This account provides memberships for I.T. staff with the Municipal Information Systems Association of California (MISAC), Southern Chapter.

<b>Professional Development</b>	-	2,500	2,500
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This appropriation provides funds to attend professional conferences, trainings and meetings to stay abreast of developments in the rapidly evolving field of I.T. and GIS.

<b>Telephone &amp; Fax</b>	2,726	2,900	5,500
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This account provides funding for telephone and internet charges associated with the I.T. Division.

<b>Materials &amp; Supplies</b>	698	2,000	2,000
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This account provides funding to purchase various materials and supplies to support I.T. activities, including materials for the City's plotter and Geographic Information System (GIS) equipment.

<b>Electricity &amp; Gas</b>	2,685	2,900	3,400
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This account provides for the cost of gas and electricity allocated to the I.T. Division.

<b>Software Maintenance &amp; Licensing</b>	174,580	261,500	485,000
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This account provides for the annual licensing, maintenance and support costs for all of the City's software and hardware needs, including security, antivirus and backup software; ArcGIS, AutoCAD, Adobe and Microsoft Office applications; third party website hosting and maintenance; City's financial management, business licensing and permitting systems; online/virtual meeting applications; and other systems to support City Clerk, Human Resources, Finance, Planning, Building, Engineering, Marketing and Santee TV activities.

<b>Repair/Maintenance - Equipment</b>	6,055	6,000	6,000
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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.



# INFORMATION TECHNOLOGY BUDGET DETAILS

<b>INFORMATION TECHNOLOGY</b> 1001.00.1801	<b>ACTUAL</b> FY 2021-22	<b>AMENDED</b> FY 2022-23	<b>ADOPTED</b> FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Minor Equipment</b>	\$ 1,352	\$ 21,000	\$ 6,000
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This appropriation provides for the purchase of new equipment to support the work activities of City departments and staff, including computers, laptops, tablets, printers, and other peripheral devices.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u>\$ 188,227</u>	<u>\$ 301,000</u>	<u>\$ 512,600</u>
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# ANIMAL CONTROL

## 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 several fundamental domestic animal services for the City of Santee and its residents, including:

- Enforcement of animal laws and public protection
- Investigation of animal violations; including animal cruelty, dog bites, barking dogs and other animal noise complaints
- Shelter and care of domestic animals
- Public education
- Pet adoptions
- Dog licensing
- Vaccination clinics
- Lost and found, and rehoming services
- Microchipping services
- Spay and neuter programs
- Military pre-deployment services
- Owner requested euthanasia and after care services
- Pet loss support
- Animal behavior and training classes
- Youth and community engagement programs
- Eviction and housing support
- Assistance with veterinary care for low-income families
- Emergency response and evacuation assistance during disasters

The San Diego Humane Society also works to improve the quality of life for local wildlife and the community as a primary resource for animal rehabilitation and conservation education through their Project Wildlife program.



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# ANIMAL CONTROL BUDGET SUMMARY

ANIMAL CONTROL 1001.00.2301	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 441,528</u>	<u>\$ 441,530</u>	<u>\$ 441,530</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 441,528</u></u></b>	<b><u><u>\$ 441,530</u></u></b>	<b><u><u>\$ 441,530</u></u></b>

## OPERATIONS & MAINTENANCE

<b>51154 Contract Services - Animal Control</b>	<b>\$ 441,528</b>	<b>\$ 441,530</b>	<b>\$ 441,530</b>
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This account provides funding for animal control services through an agreement with the San Diego Humane Society for the shelter and care of domestic animals, and enforcement of animal laws and public protection.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u><u>\$ 441,528</u></u></b>	<b><u><u>\$ 441,530</u></u></b>	<b><u><u>\$ 441,530</u></u></b>
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# 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. As the Legislative Administrator, the City Clerk is responsible for the legislative agenda, verifying legal notices have been posted or published, running efficient meetings and recording decisions of the Council. As the Records Manager, the City Clerk is responsible for the preservation and protection of the public record. 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 2022-23 ACCOMPLISHMENTS

- Administered appropriate actions for the appointment of two Council Members following the cancellation of the 2022 election
- The Passport program remains consistent and in high demand, staff assisted more than 1,800 customers related to Passport services in 2022
- Prepared training guides and trained all Boards, Commissions and Committee staff liaison on the updated AV equipment to effectively run a meeting for broadcasting
- Provided administrative support for the new Santee Lakeside Emergency Medical Services Authority
- Archived more than 353 new boxes for offsite storage of City records
- Administered oaths for new employees
- Started the process of updating the City's Record Retention Schedule which has not been updated since 2007

## FY 2023-24 GOALS AND OBJECTIVES

- Implement new agenda management software to assist with the streamlining of reviewing and issuing the City Council Agenda
- Prepare for the November 5, 2024 General Election for Mayor and two Council seats: District 3 and District 4; including the Oath of Office ceremony

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Continue to respond to requests for public records and information within the California Public Records Act legal guidelines. Research options for a public portal for ease of access to the public and transparency
- Complete the major overhaul and update of the Records Retention Schedule to ensure consistency with government codes and records destruction and archiving



# CITY CLERK BUDGET SUMMARY

CITY CLERK 1001.00.1301	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 406,432	\$ 444,810	\$ 437,800
Operations & Maintenance	83,927	94,200	77,300
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 490,359</u></b>	<b><u>\$ 539,010</u></b>	<b><u>\$ 515,100</u></b>

## SUMMARY OF FUNDED POSITIONS

City Clerk	1.00	1.00	1.00
Assistant City Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>



# CITY CLERK BUDGET SUMMARY

CITY CLERK 1001.00.1301	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 258,064	\$ 276,290	\$ 282,930
50020 Salaries & Wages - Part Time	9,275	32,790	15,450
50025 Overtime	486	1,800	1,800
50035 Vacation Cash Out	4,420	2,590	1,610
50040 Auto Allowance	4,200	4,200	4,200
50042 Technology Allowance	1,011	1,800	1,800
50050 Retirement - PERS	21,505	22,730	26,080
50052 Retirement - Unfunded Liability	55,750	55,370	49,460
50055 Retirement - Part Time	346	1,230	580
50060 Medicare	4,024	4,640	4,460
50070 Health Insurance	42,940	38,340	46,080
50071 Dental Insurance	2,274	1,970	2,250
50075 Life Insurance	298	300	300
50076 Long Term Disability Insurance	758	760	800
50081 Unemployment Insurance	1,082	-	-
<b>Total Personnel</b>	<b>\$ 406,432</b>	<b>\$ 444,810</b>	<b>\$ 437,800</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 45,715	\$ 6,000	\$ 8,000
51104 Subscriptions/Memberships	330	1,000	1,000
51110 Professional Development	2,771	6,000	6,000
51120 Printing & Duplicating	691	1,500	1,500
51121 Telephone & Fax	2,738	2,900	3,900
51122 Postage	4,138	4,000	4,000
51123 Advertising	3,955	6,000	6,000
51124 Election Expense	3,778	34,000	20,000
51140 Rentals/Leases - Buildings	6,592	8,000	10,500
51141 Rentals/Leases - Office Equipment	2,680	3,000	3,000
51160 Materials & Supplies	3,820	4,000	4,000
51180 Electricity & Gas	4,028	4,300	5,900
51211 Repair/Maintenance - Equipment	2,691	13,500	3,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 83,927</b>	<b>\$ 94,200</b>	<b>\$ 77,300</b>
<b>GRAND TOTAL</b>	<b>\$ 490,359</b>	<b>\$ 539,010</b>	<b>\$ 515,100</b>





# CITY CLERK BUDGET DETAILS

CITY CLERK 1001.00.1301	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 45,715</b>	<b>\$ 6,000</b>	<b>\$ 8,000</b>
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This account provides for expert and consultant services in the area of elections and operations. Also included in this account is Municipal Code Codification services.

<b>Subscriptions/Memberships</b>	<b>330</b>	<b>1,000</b>	<b>1,000</b>
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This appropriation will provide for memberships including: International Institute of Municipal Clerks, California City Clerk's Association, San Diego County City Clerks Association, and the National Notary Association. These memberships provide current and valuable information through education, support, and communication.

<b>Professional Development</b>	<b>2,771</b>	<b>6,000</b>	<b>6,000</b>
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This account provides for attendance at selected professional association meetings, conferences and seminars. These include New Law & Election Seminar, Southern California City Clerks Association Quarterly Meetings, SD County City Clerks Meetings, SD County Deputy City Clerks Association Meetings, Technical Training for Clerks, and CCAC's Nuts & Bolts Training. Points are earned towards the Certified and Master Municipal Clerk designations with each attendance.

<b>Printing &amp; Duplicating</b>	<b>691</b>	<b>1,500</b>	<b>1,500</b>
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Printing and binding costs incurred in the duplication of City Council/CDC Successor Agency agenda materials and documents, Boards, Commission & 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.

<b>Telephone &amp; Fax</b>	<b>2,738</b>	<b>2,900</b>	<b>3,900</b>
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This appropriation funds the cost of the telephone and fax machine.

<b>Postage</b>	<b>4,138</b>	<b>4,000</b>	<b>4,000</b>
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This account covers the costs of mailing City forms and correspondence, City Council agendas, legal documents, requests for information, Passport applications, policy and organizational materials.

<b>Advertising</b>	<b>3,955</b>	<b>6,000</b>	<b>6,000</b>
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This amount will provide for legal publication of certain Resolutions and Ordinances as required by law, public hearing notices, and advertisements.



# CITY CLERK BUDGET DETAILS

<b>CITY CLERK 1001.00.1301</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Election Expense</b>	<b>\$ 3,778</b>	<b>\$ 34,000</b>	<b>\$ 20,000</b>
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The fiscal years 2022-23 and 2023-24 amounts represent the estimated cost to conduct the City's November 2024 election for Mayor, two Council Member seats and potential Measures. Costs include an Oath of Office ceremony, Candidate Handbooks, forms, printing, the MCA Direct Election Handbook and supplies related to candidate filings and future election planning. This account also covers required printing, translation, publishing, and posting of the ballot pamphlet in five languages, canvassing of votes and providing certified election results.

<b>Rentals/Leases - Buildings</b>	<b>6,592</b>	<b>8,000</b>	<b>10,500</b>
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This appropriation provides the allocation for high security, off-site city-wide storage, retrieval, and destruction of records/boxes.

<b>Rentals/Leases - Office Equipment</b>	<b>2,680</b>	<b>3,000</b>	<b>3,000</b>
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This account includes the postage machine lease.

<b>Materials &amp; Supplies</b>	<b>3,820</b>	<b>4,000</b>	<b>4,000</b>
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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.

<b>Electricity &amp; Gas</b>	<b>4,028</b>	<b>4,300</b>	<b>5,900</b>
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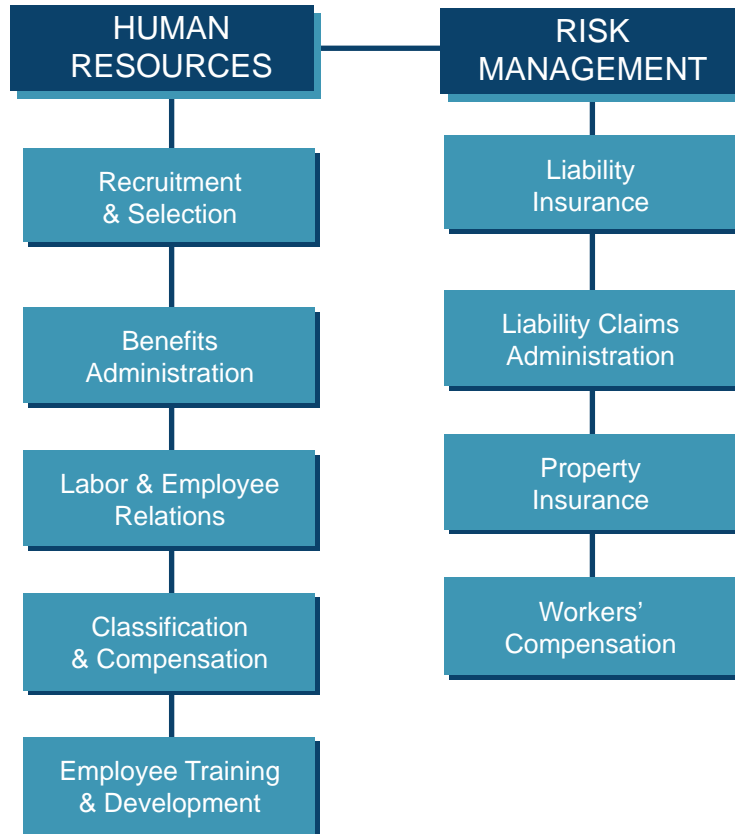
This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.

<b>Repair/Maintenance - Equipment</b>	<b>2,691</b>	<b>13,500</b>	<b>3,500</b>
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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 cost of the annual maintenance agreement for the postage machine and meter.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 83,927</b>	<b>\$ 94,200</b>	<b>\$ 77,300</b>
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# HUMAN RESOURCES & RISK MANAGEMENT





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# HUMAN RESOURCES & RISK MANAGEMENT BUDGET SUMMARY

HUMAN RESOURCES & RISK MANAGEMENT	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Human Resources	\$ 638,690	\$ 670,260	\$ 787,520
Risk Management	<u>588,001</u>	<u>756,600</u>	<u>860,140</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,226,690</u></u>	<u><u>\$ 1,426,860</u></u>	<u><u>\$ 1,647,660</u></u>
<b>SUMMARY OF FUNDED POSITIONS</b>			
Human Resources	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
<b>TOTAL POSITIONS</b>	<u><u>4.00</u></u>	<u><u>4.00</u></u>	<u><u>4.00</u></u>



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# HUMAN RESOURCES & RISK MANAGEMENT

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## MISSION STATEMENT

To recruit and retain talented 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 2022-23 ACCOMPLISHMENTS

- Provided ongoing consultation to departments on policy and employee relations
- Partnered with the City Manager's Office on Diversity, Equity & Inclusion initiatives
- Continued to partner with the City/County Risk Management Association to share best practices
- Continued Employee Wellness Program; the City of Santee was awarded a 2022 Silver Level Healthy Workforce Designation by Cigna
- Partnered with George Hills to increase and receive the amount of monies owed to the City for pending subrogation claims
- Reimplemented the Safety Committee

## FY 2023-24 GOALS AND OBJECTIVES

- Staff upcoming vacancies in a timely manner
- Partner with City departments to innovate recruitment processes
- Partner with City departments to create a new hire onboarding process
- Partner with City departments and outside consultant to begin Americans with Disability Act (ADA) self-evaluation and transition plan for the City
- Create and implement an HR intranet page that will include HR resources, policies and information to all City employees, thereby promoting employee engagement and knowledge
- Provide one monthly in-person wellness event and one virtual event to promote awareness of employee wellness and safety
- Update all HR forms to include new logo and to provide uniformity and consistency
- Provide new supervisor training to employees newly promoted into a supervisor role
- Develop a work flow procedure on the performance evaluation process for all City employees
- Explore technology solutions to transition paper employee files into electronic files



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## HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Personnel	\$ 520,481	\$ 585,470	\$ 670,210
Operations & Maintenance	118,209	84,790	117,310
<b>TOTAL EXPENDITURES</b>	<b>\$ 638,690</b>	<b>\$ 670,260</b>	<b>\$ 787,520</b>

### SUMMARY OF FUNDED POSITIONS

Director of Human Resources	1.00	1.00	1.00
Senior Human Resources Analyst	1.00	1.00	1.00
Human Resources Technician	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



## HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 272,924	\$ 404,730	\$ 445,220
50020 Salaries & Wages - Part Time	41,477	4,970	17,280
50035 Vacation Cash Out	57,231	-	-
50040 Auto Allowance	3,019	4,200	4,200
50050 Retirement - PERS	23,852	34,700	50,030
50052 Retirement - Unfunded Liability	78,090	82,030	72,450
50055 Retirement - Part Time	435	190	650
50060 Medicare	5,433	6,000	6,770
50070 Health Insurance	34,707	45,040	68,640
50071 Dental Insurance	2,278	2,200	3,370
50072 OPEB Health	-	-	-
50075 Life Insurance	285	400	400
50076 Long Term Disability Insurance	751	1,010	1,200
<b>Total Personnel</b>	<b>\$ 520,481</b>	<b>\$ 585,470</b>	<b>\$ 670,210</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51013 Employee Assistance Program	\$ 3,084	\$ 3,770	\$ 4,560
51014 Technical Personnel Services	3,365	3,100	7,300
51015 Tuition Reimbursement	11,500	14,500	20,000
51040 Expert/Consulting Services	65,283	3,866	11,000
51103 Citywide Training/Consulting	-	4,415	12,750
51104 Subscriptions/Memberships	2,886	3,120	4,100
51110 Professional Development	4,460	9,585	11,000
51120 Printing & Duplicating	93	200	200
51121 Telephone & Fax	3,207	3,300	3,800
51122 Postage	87	200	200
51123 Advertising	172	2,000	3,500
51160 Materials & Supplies	3,489	6,850	7,500
51169 Wellness Program	12,152	20,000	20,000
51170 Recognition Program	2,201	3,134	3,400
51180 Electricity & Gas	5,371	5,700	7,500
51211 Repair/Maintenance - Equipment	859	1,050	500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 118,209</b>	<b>\$ 84,790</b>	<b>\$ 117,310</b>
<b>GRAND TOTAL</b>	<b>\$ 638,690</b>	<b>\$ 670,260</b>	<b>\$ 787,520</b>



# HUMAN RESOURCES BUDGET DETAILS

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Employee Assistance Services</b>	<b>\$ 3,084</b>	<b>\$ 3,770</b>	<b>\$ 4,560</b>
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The Employee Assistance Program (EAP) is an employer provided resource for employees to obtain confidential, professional assistance when facing family, financial, legal or personal situations and provides onsite debriefs or counseling following major, critical incidents.

<b>Technical Personnel Services</b>	<b>3,365</b>	<b>3,100</b>	<b>7,300</b>
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This account funds pre-employment background and medical testing.

<b>Tuition Reimbursement</b>	<b>11,500</b>	<b>14,500</b>	<b>20,000</b>
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This program reimburses employees for qualifying expenses to support professional growth through continuing education.

<b>Expert/Consulting Services</b>	<b>65,283</b>	<b>3,866</b>	<b>11,000</b>
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This account funds the City/County Personnel Association (CCPA) Training Consortium, 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.

<b>Citywide Training/Consulting</b>	<b>-</b>	<b>4,415</b>	<b>12,750</b>
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This appropriation provides for expert services in training, organizational/professional development and attendance at professional training and conferences for all City employees.

<b>Subscriptions &amp; Memberships</b>	<b>2,886</b>	<b>3,120</b>	<b>4,100</b>
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This appropriation will provide for memberships in relevant Human Resources and Risk Management professional associations, as well as subscriptions to relevant publications.

<b>Professional Development</b>	<b>4,460</b>	<b>9,585</b>	<b>11,000</b>
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This appropriation will allow for staff attendance at workshops, 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.

<b>Printing &amp; Duplicating</b>	<b>93</b>	<b>200</b>	<b>200</b>
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This account provides for human resources related professional printing services.

<b>Telephone &amp; Fax</b>	<b>3,207</b>	<b>3,300</b>	<b>3,800</b>
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This appropriation will fund the cost of telephone, fax machine, and modem line charges.



# HUMAN RESOURCES BUDGET DETAILS

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Postage</b>	\$ 87	\$ 200	\$ 200
This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.			
<b>Advertising</b>	172	2,000	3,500
This account provides for publishing recruitment bulletins online and in professional publications.			
<b>Materials &amp; Supplies</b>	3,489	6,850	7,500
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.			
<b>Wellness Program</b>	12,152	20,000	20,000
This appropriation is the CIGNA wellness fund to cover employee wellness program expenses such as employee events, educational workshops, incentive items and other related activities.			
<b>Recognition Program</b>	2,201	3,134	3,400
This appropriation funds the annual employee service awards program.			
<b>Electricity &amp; Gas</b>	5,371	5,700	7,500
This appropriation will fund the cost of electricity and gas.			
<b>Repair/Maintenance - Equipment</b>	859	1,050	500
This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 118,209</b>	<b>\$ 84,790</b>	<b>\$ 117,310</b>



# RISK MANAGEMENT BUDGET SUMMARY

RISK MANAGEMENT 1001.01.1701	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 588,001	\$ 756,600	\$ 860,140
<b>TOTAL EXPENDITURES</b>	<b>\$ 588,001</b>	<b>\$ 756,600</b>	<b>\$ 860,140</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51033 Claims Administration	\$ 18,855	\$ 20,000	\$ 22,250
51034 Legal Defense	6,311	50,000	50,000
51040 Expert/Consulting Services	6,973	7,600	10,600
51301 Property Insurance	115,953	144,000	158,790
51305 Public Liability Insurance	412,170	495,000	572,500
51310 Awards & Indemnities	27,738	40,000	40,000
51313 Loss Control	-	-	6,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 588,001</b>	<b>\$ 756,600</b>	<b>\$ 860,140</b>
<b>GRAND TOTAL</b>	<b>\$ 588,001</b>	<b>\$ 756,600</b>	<b>\$ 860,140</b>



# RISK MANAGEMENT BUDGET DETAILS

RISK MANAGEMENT 1001.01.1701	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Claims Administration</b>	<b>\$ 18,855</b>	<b>\$ 20,000</b>	<b>\$ 22,250</b>
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This appropriation funds the third party administrator for liability claims.

<b>Legal Defense</b>	<b>6,311</b>	<b>50,000</b>	<b>50,000</b>
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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>	<b>6,973</b>	<b>7,600</b>	<b>10,600</b>
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This account funds OSHA required programs including Department of Transportation random drug testing, hearing conservation and chemical inventory. This account also funds DMV license medical testing.

<b>Property Insurance</b>	<b>115,953</b>	<b>144,000</b>	<b>158,790</b>
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This appropriation provides insurance coverage for City owned properties and vehicles.

<b>Public Liability Insurance</b>	<b>412,170</b>	<b>495,000</b>	<b>572,500</b>
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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 Santee Lakeside Emergency Medical Services Authority (SLEMSA) budget of the Fire Department as it is reimbursed from SLEMSA. 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 a risk sharing pool of public agencies Public Risk Innovation, Solutions, and Management (PRISM) with an SIR of \$150,000 and excess coverage up to \$50 million.

<b>Awards &amp; Indemnities</b>	<b>27,738</b>	<b>40,000</b>	<b>40,000</b>
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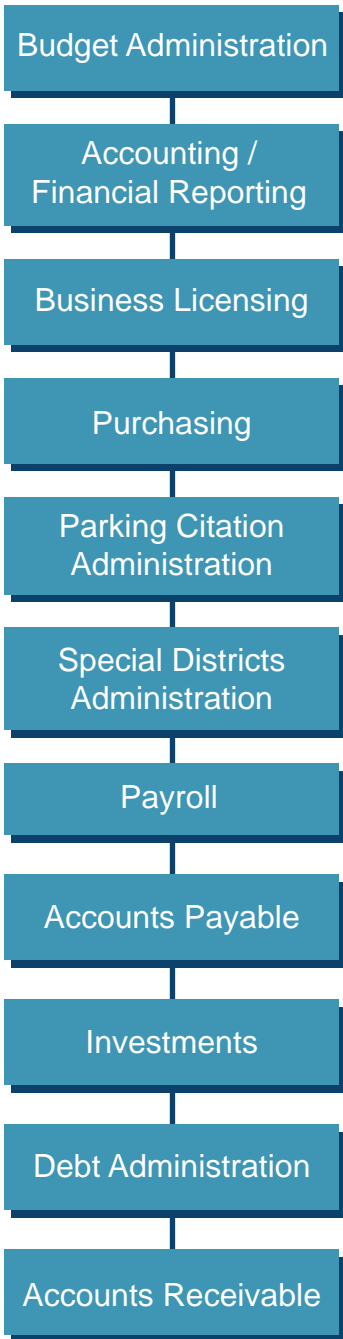
This appropriation provides for awards and claim settlement payments which are estimated.

<b>Loss Control</b>	<b>-</b>	<b>-</b>	<b>6,000</b>
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This appropriation is utilized for training, inspection and expenses related to Loss Prevention, Safety and Ergonomics. Expenses are reimbursed by the Public Risk Innovation, Solutions, and Management (PRISM) and Local Agency Workers' Compensation Excess Joint Powers Authority

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 588,001</b>	<b>\$ 756,600</b>	<b>\$ 860,140</b>
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# 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, grant reporting and fiscal compliance; purchasing, business licensing, parking citation administration, payroll, accounts payable, accounts receivable, and capital asset inventory control.

## FY 2022-23 ACCOMPLISHMENTS

- Submitted the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2022 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program and expect to receive this award for the 19<sup>th</sup> consecutive year
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Made an Additional Discretionary Payment (ADP) to CalPERS to help pay down the City's unfunded liability. This is the second consecutive year in which the City has made this payment
- Successfully led the development of the City's Fiscal Year 2023-24 Operating Budget and five-year Capital Improvement Program for Fiscal Years 2024 – 2028
- Participated in the implementation of the Licensing module of the Tyler Enterprise Permitting and Licensing Land Management System
- Completed the transition of the City's bank accounts from Union Bank to US Bank. This included new payroll and accounts payable check procedures, updating all banking information with entities that use non-check methods of payment, and converting all end users to the new accounts and website
- Selected a consultant to assist the City with a Development Impact Fee study
- Assisted in the dissolution of CSA 69 and the creation of the Santee-Lakeside Emergency Medical Services Authority (SLEMSA) JPA
- Responsible for the accounting, treasury, and budgeting for SLEMSA, which includes: setting up an Interim and Preliminary budget, setting up banking for ambulance billing, coordinating the distribution of funds received from the dissolved CSA 69, overseeing the Special Tax Consulting for the Ambulance Fee Assessment, and providing accounts payable, purchasing, and administrative duties to SLEMSA

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs
- Submit the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program
- Complete the implementation of the Tyler Enterprise Permitting and Licensing Land Management System
- Continue to support SLEMSA
- Identify funding options for the replacement of Fire Station No. 4
- Complete the Development Impact Fee study
- Issue a Request for Proposals for consultant services and complete a User Fee study
- Lead the development of the City's FY 2024-25 Operating Budget
- Develop an enhanced long-range financial planning model to better assist the City in its long-range fiscal planning efforts



# FINANCE BUDGET SUMMARY

FINANCE 1001.00.1501	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,157,896	\$ 1,374,620	\$ 1,259,300
Operations & Maintenance	170,401	220,540	296,930
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,328,297</b>	<b>\$ 1,595,160</b>	<b>\$ 1,556,230</b>

## SUMMARY OF FUNDED POSITIONS

Director of Finance/Treasurer	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Senior Accountant	-	1.00	1.00
Confidential Accountant	1.00	-	-
Confidential Payroll Specialist	1.00	1.00	1.00
Management Analyst	-	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	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>8.00</b>	<b>9.00</b>	<b>9.00</b>



# FINANCE BUDGET SUMMARY

FINANCE 1001.00.1501	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 714,903	\$ 897,800	\$ 829,770
50020 Salaries & Wages - Part Time	-	-	17,330
50021 Temporary Help	61,725	-	-
50025 Overtime	14,093	12,600	15,000
50035 Vacation Cash Out	11,926	56,080	26,620
50040 Auto Allowance	4,200	4,200	4,200
50050 Retirement - PERS	78,471	94,880	89,590
50052 Retirement - Unfunded Liability	176,920	167,200	160,720
50055 Retirement - Part Time	-	-	650
50060 Medicare	10,806	14,070	12,940
50070 Health Insurance	76,790	117,730	93,380
50071 Dental Insurance	5,504	6,690	5,820
50072 OPEB Health	-	-	-
50075 Life Insurance	648	870	870
50076 Long Term Disability Insurance	1,909	2,500	2,410
<b>Total Personnel</b>	<u>\$ 1,157,896</u>	<u>\$ 1,374,620</u>	<u>\$ 1,259,300</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51010 Accounting/Auditing	\$ 41,240	\$ 54,170	\$ 63,230
51040 Expert/Consulting Services	55,350	74,500	131,260
51104 Subscriptions/Memberships	2,068	2,470	2,710
51110 Professional Development	2,125	10,100	10,130
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	4,545	5,400	5,400
51121 Telephone & Fax	8,302	7,200	8,400
51122 Postage	5,237	5,200	5,200
51123 Advertising	487	350	350
51150 Bank Fees	33,045	42,000	47,000
51160 Materials & Supplies	5,669	5,340	6,450
51180 Electricity & Gas	10,741	11,500	14,200
51211 Repair/Maintenance - Equipment	1,592	2,210	2,500
<b>Total Operations &amp; Maintenance</b>	<u>\$ 170,401</u>	<u>\$ 220,540</u>	<u>\$ 296,930</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,328,297</u></u>	<u><u>\$ 1,595,160</u></u>	<u><u>\$ 1,556,230</u></u>



# FINANCE BUDGET DETAILS

<b>FINANCE 1001.00.1501</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE

<b>Accounting/Auditing</b>	<b>\$</b>	<b>41,240</b>	<b>\$</b>	<b>54,170</b>	<b>\$</b>	<b>63,230</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 Annual Comprehensive Financial Report ("ACFR") and the Government Finance Officers Association ACFR award application fee.

<b>Expert/Consulting Services</b>	<b>55,350</b>	<b>74,500</b>	<b>131,260</b>
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This 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 reporting, accounting software updates, special projects, general financial advisory services and a citywide user fee study and cost allocation plan.

<b>Subscriptions/Memberships</b>	<b>2,068</b>	<b>2,470</b>	<b>2,710</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>2,125</b>	<b>10,100</b>	<b>10,130</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, Government Finance Officers Association, the CalPERS Educational Forum, 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>-</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.

<b>Printing &amp; Duplicating</b>	<b>4,545</b>	<b>5,400</b>	<b>5,400</b>
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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>	<b>8,302</b>	<b>7,200</b>	<b>8,400</b>
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This appropriation will fund the cost of telephone and fax line charges for the department.



# FINANCE BUDGET DETAILS

<b>FINANCE 1001.00.1501</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Postage</b>	<b>\$ 5,237</b>	<b>\$ 5,200</b>	<b>\$ 5,200</b>
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This appropriation will fund the cost of mailing vendor payments, business license renewals and certificates and other department correspondence.

<b>Advertising</b>	<b>487</b>	<b>350</b>	<b>350</b>
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This appropriation will provide for advertising of formal bids and other required public notices.

<b>Bank Fees</b>	<b>33,045</b>	<b>42,000</b>	<b>47,000</b>
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This appropriation will fund the fees to process credit card transactions, including online transactions, and the cost of armored car pickup of cash deposits.

<b>Materials &amp; Supplies</b>	<b>5,669</b>	<b>5,340</b>	<b>6,450</b>
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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>	<b>10,741</b>	<b>11,500</b>	<b>14,200</b>
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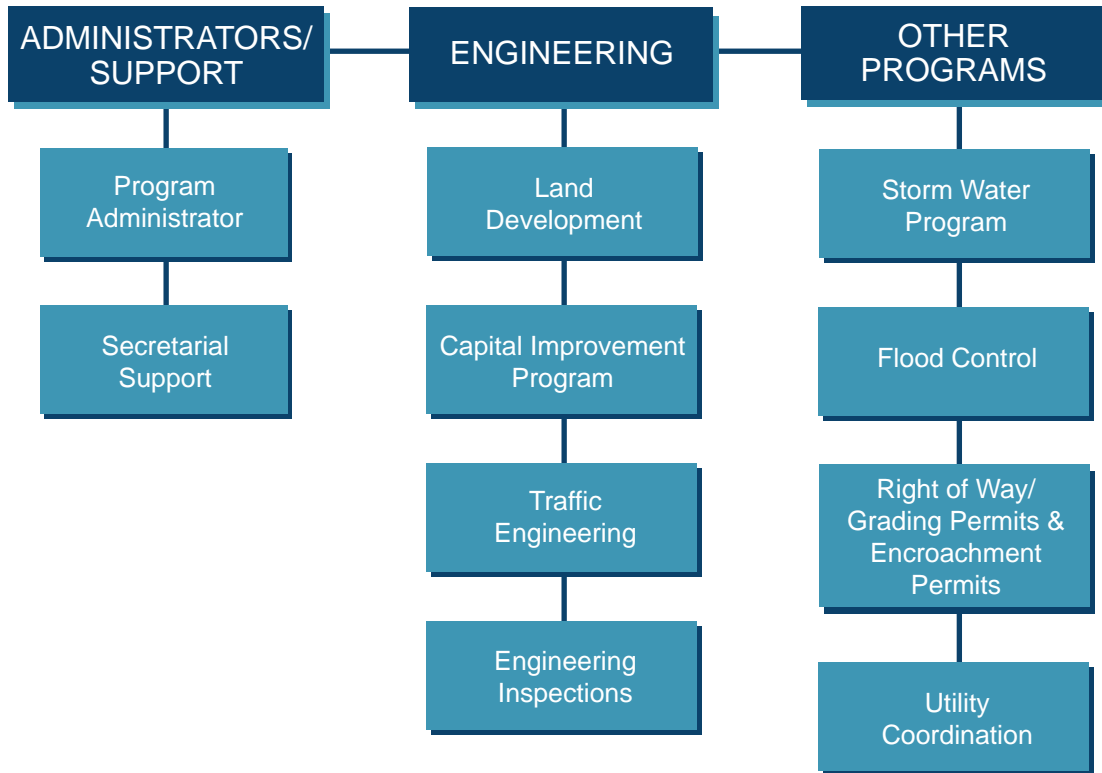
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.

<b>Repair/Maintenance - Equipment</b>	<b>1,592</b>	<b>2,210</b>	<b>2,500</b>
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This appropriation will fund small office equipment repair and maintenance, in addition to the department's share of the copier pooled maintenance agreement.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 170,401</u></b>	<b><u>\$ 220,540</u></b>	<b><u>\$ 296,930</u></b>
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# ENGINEERING





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# ENGINEERING BUDGET SUMMARY

ENGINEERING	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Engineering	\$ 2,508,710	\$ 2,844,490	\$ 2,765,030
Storm Water	23,050	140,370	134,410

<b>TOTAL EXPENDITURES</b>	<b>\$ 2,531,760</b>	<b>\$ 2,984,860</b>	<b>\$ 2,899,440</b>
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## SUMMARY OF FUNDED POSITIONS

Engineering	14.40	13.90	13.75
Storm Water	1.00	1.00	1.00

<b>TOTAL POSITIONS</b>	<b>15.40</b>	<b>14.90</b>	<b>14.75</b>
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## MISSION STATEMENT

Guiding sustainable development through community partnership and excellence in service.

## PROGRAM DESCRIPTION

The Engineering Department 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, bridge repairs, storm drain repair, paving and concrete repairs to roads, repair of 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 Department also provides support for projects and programs of 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 2022-23 ACCOMPLISHMENTS

### Capital Improvement Program (CIP)

- Managed the construction of two street paving projects totaling 458,234 square feet of pavement overlays, 965,059 square feet of slurry and chip sealing, 5,924 square feet of concrete sidewalk, 33 accessible pedestrian ramps, 624 feet of curb and gutter
- Completed a report evaluating the remaining corrugated metal pipe (CMP) locations within the City to allow new priorities and funding needs to be established
- Continued the Caltrans right of way coordination for the SR-67/Woodside Avenue Intersection Improvement project for a proposed round-about

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

### Capital Improvement Program (CIP) (Continued)

- Managed the construction and completion of the Weston Park Playground project.
- Managed the construction of the Town Center Community Park Field 1 Improvements
- Managed the construction and completion for the Citywide Concrete Repairs Citywide project
- Coordinated the development and the configuration of the Permit and Land Management Software with City Departments and consultant staff
- Managed the construction of the Walker Preserve Fence Repairs
- Prepared the design-build RFD and oversaw the bid for the Sports Complex soccer arena at Town Center Community Park

### Land Development

- Provided plan review and construction oversight for grading and improvements required for, including and not limited to the completion of the Mission Gorge Multi-Family project, Summit Avenue Subdivision, Cuyamaca Service Station and Riverview at Town Center
- Completed coordination and plan review for the issuance of over 12 grading permits, 254 encroachment permits, several parcel/final maps, easements boundary adjustments, development permit applications, pre-applications and supported numerous public inquiries/contacts at the community information counter; in addition to responding to storm water complaints and spills
- Completed the close out of the Sky Ranch project, including acceptance of right-of-way for Units 2 and 3 and the Weston development off-site public improvements
- Granted occupancy on the first phase of homes at the Walker Trails subdivision project

### Traffic Engineering

- Completed the construction of the Magnolia Avenue traffic signal and communications upgrade project
- Maintained the City's traffic signals, striping, signage, and street lights
- Investigated and responded to 130 citizen requests on traffic issues including traffic safety in a timely manner
- Conducted a city-wide traffic safety review and implemented improvement measures
- Re-striped approximately 3,000 feet of crosswalks and stop bars, and approximately 20,000 feet of lane lines on arterial, major and collector streets, and 10,000 feet of red curbs
- Reviewed and approved 114 traffic control plans for encroachment permits
- Reviewed 55 development plans

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

### Traffic Engineering (Continued)

- Installed 3 speed feed-back signs for traffic calming
- Issued a purchase order for replacement panels of the clock tower
- Submitted a Federal RAISE (Rebuilding America Infrastructure with Sustainability and Equity) grant application in the amount of \$25 million for SR 52 improvements
- Submitted a grant application for the Federal Nationally Significant Multimodal Freight and Highways Projects grants program in the amount of \$10 million for SR 52 improvements
- Submitted a HSIP (Highway Safety Improvement Program) grant application for installation of missing street lights on Mast Boulevard

## FY 2023-24 GOALS AND OBJECTIVES

### Capital Improvement Program (CIP)

- Plan, coordinate, and manage the construction of the Citywide Pavement Rehabilitation Program for major reconstruction and maintenance projects
- Bid and award the next phase of the CMP storm drain replacement program based on re-prioritized locations
- Complete the construction of the CDBG Pedestrian Ramp Improvements project
- Complete the construction of the following projects: Mesa Road/Prospect Avenue Intersection Improvements, and the Cuyamaca Street Right Turn Pocket
- Complete the construction of the Concrete Repairs Citywide project and the current phase of the Citywide Trash Diversion Project
- Coordinate the design of the Santee Community Center at Town Center Community Park
- Coordinate the construction and inspection of the East County Advanced Water Purification Project pipelines as it relates to restoration of City facilities on Mast Blvd and Fanita Parkway

### Land Development

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects; including The Hotel at Town Center, Parcel 6 at Town Center, the Pure Flo site, Carlton Oaks Golf Course project, Woodspring Suites Hotel, Lantern Crest – Phase 4 and 5, Prospect Estates II, Fanita Drive subdivision, Lake Canyon subdivision; and acceptance of the Weston development on-site public improvements
- Provide plan review and/or construction oversight for grading and improvements required for the Laurel Heights Subdivision, Lantern Crest Ridge II project, Rancho Fanita Villas, Mission Gorge Road Service Station, Walker Trails Subdivision, Laurel Heights Subdivision, Walker Trails Subdivision project, Mission Gorge Road Service Station, and other approved land development projects

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

### Land Development (Continued)

- Implement electronic permit tracking and inspection software
- Complete the LAFCO process for the Weston development to adjust the City boundary between the Cities of San Diego and Santee
- Assist the public and development community by processing 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 address requests on traffic issues including traffic safety in a timely manner
- Continue to pursue grant funding for traffic and safety related projects including smart signals
- Continue to review traffic control and development plans
- Install electronic traffic control devices for traffic calming
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications (Smart System)
- Apply for grants in support of State Route 52 phased improvements
- Complete the Clock Tower Upgrade project
- Complete the ARPA funded communication upgrade project for fire stations and City's Operations Center
- Implement the Traffic Signal LED Replacement project as necessary
- Implement the street lights LED replacement project as necessary



# ENGINEERING BUDGET SUMMARY

ENGINEERING ENGINEERING 1001.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 2,440,370	\$ 2,786,760	\$ 2,702,360
Operations & Maintenance	68,340	53,430	62,670
Capital Outlay	-	4,300	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,508,710</b>	<b>\$ 2,844,490</b>	<b>\$ 2,765,030</b>

## SUMMARY OF FUNDED POSITIONS

Director of Development Services	0.50	-	-
Director of Engineering/City Engineer	-	1.00	1.00
City Engineer	1.00	-	-
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	-
Senior Management Analyst/Grant Writer	-	-	0.30
Senior Civil Engineer	3.00	3.00	2.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	2.00
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
Field Inspector	1.00	1.00	1.00
Administrative Secretary	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>14.40</b>	<b>13.90</b>	<b>13.75</b>



# ENGINEERING BUDGET SUMMARY

ENGINEERING ENGINEERING 1001.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,547,767	\$ 1,841,040	\$ 1,752,660
50020 Salaries & Wages - Part Time	26,970	50,810	52,750
50025 Overtime	6,546	19,200	19,200
50035 Vacation Cash Out	86,219	19,120	25,960
50040 Auto Allowance	3,252	6,300	4,200
50050 Retirement - PERS	192,527	214,350	233,170
50052 Retirement - Unfunded Liability	354,838	355,510	335,030
50055 Retirement - Part Time	1,008	1,910	1,980
50060 Medicare	24,228	28,520	26,900
50070 Health Insurance	180,819	230,100	233,530
50071 Dental Insurance	10,798	11,930	11,220
50072 OPEB Health	-	-	-
50075 Life Insurance	1,171	1,450	1,390
50076 Long Term Disability Insurance	3,942	4,520	4,370
50080 Workers Compensation Insurance	287	2,000	-
50081 Unemployment Insurance	-	-	-
<b>Total Personnel</b>	<b>\$ 2,440,370</b>	<b>\$ 2,786,760</b>	<b>\$ 2,702,360</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 29,905	\$ 1,551	\$ 2,000
51104 Subscriptions/Memberships	1,728	2,500	2,400
51110 Professional Development	52	4,670	5,170
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	552	1,500	1,500
51121 Telephone & Fax	12,034	12,500	14,700
51122 Postage	101	1,000	1,000
51123 Advertising	-	500	500
51160 Materials & Supplies	2,274	5,100	4,000
51165 Wearing Apparel	646	1,100	1,100
51180 Electricity & Gas	17,991	19,200	28,200
51211 Repair/Maintenance - Equipment	3,056	3,709	2,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 68,340</b>	<b>\$ 53,430</b>	<b>\$ 62,670</b>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 500	\$ -
60099 Other Capital Outlay	-	3,800	-
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 4,300</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,508,710</b>	<b>\$ 2,844,490</b>	<b>\$ 2,765,030</b>





# ENGINEERING BUDGET DETAILS

ENGINEERING ENGINEERING 1001.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 29,905</b>	<b>\$ 1,551</b>	<b>\$ 2,000</b>
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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.

<b>Subscriptions/Memberships</b>	<b>1,728</b>	<b>2,500</b>	<b>2,400</b>
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This appropriation provides for staff professional memberships, licenses, and subscriptions.

<b>Professional Development</b>	<b>52</b>	<b>4,670</b>	<b>5,170</b>
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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.

<b>Mileage Reimbursement</b>	<b>-</b>	<b>100</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>552</b>	<b>1,500</b>	<b>1,500</b>
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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 also charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account as well.

<b>Telephone &amp; Fax</b>	<b>12,034</b>	<b>12,500</b>	<b>14,700</b>
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	<b>101</b>	<b>1,000</b>	<b>1,000</b>
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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.

<b>Advertising</b>	<b>-</b>	<b>500</b>	<b>500</b>
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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



# ENGINEERING BUDGET DETAILS

ENGINEERING ENGINEERING 1001.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Materials &amp; Supplies</b>	\$ 2,274	\$ 5,100	\$ 4,000
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This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, small office equipment, and furniture.

<b>Wearing Apparel</b>	646	1,100	1,100
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This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.

<b>Electricity &amp; Gas</b>	17,991	19,200	28,200
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This appropriation provides for the cost of electricity and gas allocated to the Engineering Division.

<b>Repair/Maintenance - Equipment</b>	3,056	3,709	2,000
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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>	<u>\$ 68,340</u>	<u>\$ 53,430</u>	<u>\$ 62,670</u>
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ -	\$ 500	\$ -
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In FY 2022/23 this appropriation provided for the Engineering Division's share of a new department refrigerator.

<b>Other Capital Outlay</b>		3,800	-
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In FY 2022/23 this appropriation provides for the completion of partition glass installation between staff cubicles and hallways and to replace makeshift barriers.

<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 4,300</u>	<u>\$ -</u>
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## MISSION STATEMENT

To implement programs that protect and enhance surface water quality within the City of Santee. Strive to keep the City in compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Increase cooperation between City Departments/Divisions to achieve compliance expectations and reduce risk. 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 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; municipal, commercial and industrial business facility inspections; structural storm water Treatment Control Best Management Practices (TCBMPs) maintenance verification and inspections; documentation of the 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 2022-23 ACCOMPLISHMENTS

- Collaborated with 21 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 regional strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order and tentative Time Sensitive Order (TSO)
- Implemented program components of the City's Jurisdictional Runoff Management Plan and the San Diego River Water Quality Improvement Plan
- Provided outreach and education via online methods, due to the Covid-19 pandemic
- Worked on phase two implementation of the City's Trash Order compliance plan
- Facilitated multiple contracts to help manage storm water related tasks and duties
- Conducted a special monitoring study to narrow down locations where human contributions of bacteria to the storm drain system are identified within the City

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

- Collaborated with several departments on the application for a Hazard Mitigation Grant to remove invasive and plants and create defensible spaces in the San Diego River

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to review, develop and implement programs which protect Santee's waterways
- Continue implementing educational and outreach programs and materials
- Facilitate storm water-specific training for City employees
- 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 storm water facilities and TCBMPs so that staff can further strategize efforts
- Seek to decrease human-sourced bacteria in our storm drain system by performing additional microbial source tracking, and identifying a suite of structural controls which may be utilized to address "hot spots"
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Continue to collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Implement requirements set forth by the tentative TSO
- Implement new requirements set forth by the new Regional Permit (estimated to be released during this time period)
- Regularly participate in Co-Permittee workgroups and work towards collaboratively addressing common regulatory requirements
- Continue to work collaboratively with the likely hazard mitigation grant approval efforts to reduce hazards in the San Diego River by removing invasive plants in an effort to improve water quality through management of the vegetation



# STORM WATER BUDGET SUMMARY

ENGINEERING STORM WATER 1001.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 23,050	\$ 140,370	\$ 134,410
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 23,050</u></b>	<b><u>\$ 140,370</u></b>	<b><u>\$ 134,410</u></b>

## SUMMARY OF FUNDED POSITIONS

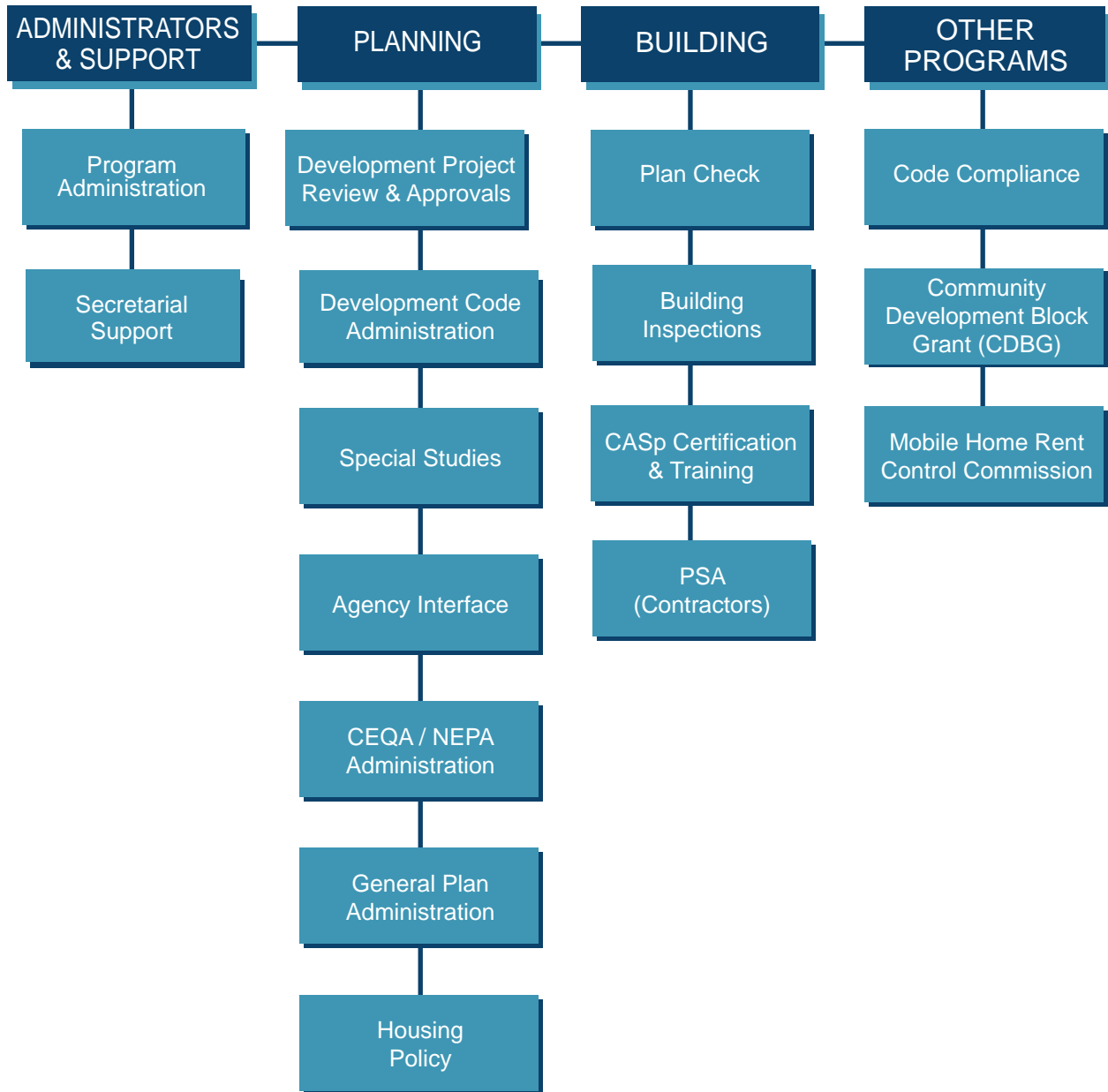
Storm Water Program Manager	1.00	-	-
Storm Water Program Coordinator	<u>-</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL POSITIONS</b>	<b><u>1.00</u></b>	<b><u>1.00</u></b>	<b><u>1.00</u></b>



# STORM WATER BUDGET SUMMARY

ENGINEERING STORM WATER 1001.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ -	\$ 92,420	\$ 97,700
50020 Salaries & Wages - Part Time	-	-	-
50025 Overtime	-	300	300
50050 Retirement - PERS	-	8,450	7,500
50052 Retirement - Unfunded Liability	23,050	18,820	16,550
50055 Retirement - Part Time	-	-	-
50060 Medicare	-	1,350	1,420
50070 Health Insurance	-	17,770	9,980
50071 Dental Insurance	-	870	550
50072 OPEB Health	-	-	-
50075 Life Insurance	-	100	100
50076 Long Term Disability Insurance	-	290	310
50081 Unemployment Insurance	-	-	-
<b>Total Personnel</b>	<b>\$ 23,050</b>	<b>\$ 140,370</b>	<b>\$ 134,410</b>
<b>GRAND TOTAL</b>	<b>\$ 23,050</b>	<b>\$ 140,370</b>	<b>\$ 134,410</b>

# PLANNING & BUILDING





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# PLANNING & BUILDING BUDGET SUMMARY

PLANNING & BUILDING	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Planning	\$ 1,497,669	\$ 1,359,435	\$ 1,551,880
Building	1,145,926	1,152,370	860,620
Code Compliance	150,319	167,970	174,790
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,793,914</b>	<b>\$ 2,679,775</b>	<b>\$ 2,587,290</b>

## SUMMARY OF FUNDED POSITIONS

Planning	6.40	6.90	6.75
Building	-	3.50	3.00
Code Compliance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b>7.90</b>	<b>11.90</b>	<b>11.25</b>



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# PLANNING & BUILDING 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, to include the California Environmental Quality Act, accommodation of housing, measures that protect water quality, and measures that satisfy the State's greenhouse gas emission reduction goals. The Planning Division's budget is based on the continuation of essential, mandated, and City Council directed services related to planning activities.

## FY 2022-23 ACCOMPLISHMENTS

- Adopted and received certification on the sixth update to the Housing Element, an eight-year program outlining goals, policies, and programs to support residential development at all income levels
- Completed the Housing Element Rezones Program, upzoning numerous properties throughout the City, including strategic sites within the Town Center in support of economic development opportunities for the City
- Adopted a By-Right Housing Ordinance, Updated Mixed-Use Ordinance, and Objective Design Standards for ministerial multifamily and mixed-use projects
- Developed and submitted the calendar year 2021 housing report to the City Council and California Department of Housing and Community Development
- Worked in coordination with the City Attorney's Office to craft an Essential Housing Ordinance to streamline housing development
- Prepared and posted conceptual plans of accessory dwelling units on the City website for public use
- Applied for and was awarded a \$150,000 State grant and a \$264,000 SANDAG grant to assist with the Housing Element implementation
- Facilitated municipal code updates to Titles 9 and 13 of the Santee Municipal Code to reduce regulations on accessory dwelling units and junior accessory dwelling units, ministerially

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

approve lot splits in single-family zones without need for discretionary review or public hearing, and allow staff to ministerial approve “essential housing project” applications for housing developments without need for discretionary review or public hearing

- Began working with Tyler Technologies to implement a digital land management system that will manage and report on the vast majority of processes in the department; including, building permits, grading permits, planning discretionary actions, code enforcement, storm water activities, and all related inspections
- Initiated an update to the General Plan and Town Center Specific Plan to develop an Arts & Entertainment overlay that will encourage a concentration of arts, cultural, and entertainment-oriented uses
- Processed a variety of land use applications such as Conditional Use Permits, Tentative Maps, Parcel Maps, and Development Review Permits
- Assisted with department mapping needs and keeping the City’s Development Map up to date
- Remained open to the general public for all services throughout the COVID-19 pandemic; including zoning inquiries and general development questions from the public, site inspections, and public counter service
- Began using a digital dashboard available to the public for tracking Greenhouse Gas emission reductions associated with implementation of the Sustainable Santee Plan (SSP)
- Continued work on the Safety and Environmental Justice Element of the General Plan
- Obtained two SANDAG grants totaling \$664,000 to fund the update the Town Center Specific Plan
- Completed environmental review for Capital Improvement Projects, Community Development Block Grant (CDBG) projects and the Active Santee Plan
- Continued to work with the wildlife agencies to complete Santee’s MSCP Subarea Plan
- Executed contract with Interwest to bring on contract Associate Planner to assist with billable current planning projects
- Recorded the Restrictive Covenant for completed restoration work in Forester Creek
- Assisted with the adoption of the cannabis ordinance and corresponding Mitigated Negative Declaration

## FY 2023-24 GOALS AND OBJECTIVES

- Complete the implementation of the Tyler Enterprise Permitting and Licensing automated land management and permitting system
- Present for adoption the updated Safety and Environmental Justice Element
- Execute a revised professional services agreement with M.W. Steele to commence work on a new Town Center Specific Plan with a focal Arts & Entertainment District

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Hold community workshops in support of the Town Center Specific Plan Update/Arts & Entertainment District
- Finalize the MSCP Subarea Plan and corresponding Program EIR to present to Council for adoption
- Adopt new chapter of the Municipal Code to implement the City's administration of Subarea Plan-related permits
- Continue to seek out grants to assist with Subarea Plan, housing, economic development and general planning efforts
- Hold workshop on City's new housing zones and related ordinances with a focus on highlighting potential housing/economic development opportunities to the building industry.
- Participate in SANDAG's technical working groups to remain informed on grant opportunities and planning matters such as environmental programs, energy conservation/sustainability, and population and housing forecasts (Series 15)
- Facilitate on-going implementation of the Sustainable Santee Plan
- Coordinate with the Building Official/City Engineer to complete improvements to the public service counter
- Coordinate with the Building Official to identify improvements to the plan check process, such as evaluating the responsibility over the Construction and Demolition Debris Recycling Program
- Collaborate with IT and Economic Development to update planning webpages to make them more user friendly and incorporate enhanced maps, informational videos, and handouts with improved graphics
- Ongoing review of the municipal code for compliance with new State laws and the elimination of code discrepancies
- Initiate a comprehensive update to the Zoning Ordinance with an assessment of design and development standards, definitions, land uses, and parking standards
- Work with IT to develop an interactive GIS story map of the City's development and CIP projects
- Continue to keep Active Projects Map up to date
- Assist with the implementation of the cannabis ordinance and with the formulation and processing of corresponding permits
- Initiate an update to the Santee Sustainable Plan
- Scope out a work schedule and budget for an update to the Land Use Element of the General Plan
- Continue to provide guidance and assistance to the development community on local zoning and planning procedures to ensure that we continue to attract high-quality development to the City



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# PLANNING BUDGET SUMMARY

PLANNING & BUILDING PLANNING 1001.04.4106	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,088,367	\$ 1,213,550	\$ 1,247,540
Operations & Maintenance	409,302	145,385	303,140
Capital Outlay	-	500	1,200
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 1,497,669</u></b>	<b><u>\$ 1,359,435</u></b>	<b><u>\$ 1,551,880</u></b>

## SUMMARY OF FUNDED POSITIONS

Director of Development Services	0.50	-	-
Director of Planning and Building/City Planner		1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.45	0.45	-
Senior Management Analyst/Grant Writer	-	-	0.30
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	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b><u>6.40</u></b>	<b><u>6.90</u></b>	<b><u>6.75</u></b>



# PLANNING BUDGET SUMMARY

PLANNING & BUILDING PLANNING 1001.04.4106	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 631,147	\$ 694,170	\$ 708,430
50020 Salaries & Wages - Part Time	95,890	168,130	173,320
50025 Overtime	407	800	5,000
50035 Vacation Cash Out	25,867	2,550	-
50040 Auto Allowance	1,050	2,100	4,200
50050 Retirement - PERS	75,451	81,840	89,500
50052 Retirement - Unfunded Liability	143,810	142,830	126,060
50055 Retirement - Part Time	-	610	690
50060 Medicare	10,941	12,730	12,930
50070 Health Insurance	95,267	99,600	118,340
50071 Dental Insurance	6,042	5,560	6,310
50075 Life Insurance	608	650	680
50076 Long Term Disability Insurance	1,887	1,980	2,080
<b>Total Personnel</b>	<u>\$ 1,088,367</u>	<u>\$ 1,213,550</u>	<u>\$ 1,247,540</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 379,580	\$ 101,230	\$ 255,000
51104 Subscriptions/Memberships	3,573	3,400	4,500
51110 Professional Development	2,088	3,940	4,000
51112 Mileage Reimbursement	-	100	300
51120 Printing & Duplicating	146	6,500	6,500
51121 Telephone & Fax	5,674	5,900	5,700
51122 Postage	1,393	2,500	3,500
51123 Advertising	2,984	6,000	7,500
51160 Materials & Supplies	2,417	3,200	2,500
51180 Electricity & Gas	9,935	10,600	11,500
51211 Repair/Maintenance - Equipment	1,512	2,015	2,140
<b>Total Operations &amp; Maintenance</b>	<u>\$ 409,302</u>	<u>\$ 145,385</u>	<u>\$ 303,140</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 500	\$ 1,200
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 1,200</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,497,669</u></u>	<u><u>\$ 1,359,435</u></u>	<u><u>\$ 1,551,880</u></u>





# PLANNING BUDGET DETAILS

<b>PLANNING &amp; BUILDING</b>			
<b>PLANNING</b>	<b>ACTUAL</b>	<b>AMENDED</b>	<b>ADOPTED</b>
<b>1001.04.4106</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>

## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 379,580</b>	<b>\$ 101,230</b>	<b>\$ 255,000</b>
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This appropriation provides for consultant services for projects that are not covered by deposits or capital projects including \$250,000 to retain a consultant to complete the Multiple Species Conservation Program (MSCP) Subarea Plan.

<b>Subscriptions/Memberships</b>	<b>3,573</b>	<b>3,400</b>	<b>4,500</b>
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This appropriation provides for professional memberships and subscriptions including six memberships in American Planning Association/American Institute of Certified Planners.

<b>Professional Development</b>	<b>2,088</b>	<b>3,940</b>	<b>4,000</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>100</b>	<b>300</b>
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This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties including meetings at SANDAG and trips to the County Clerk's Office.

<b>Printing &amp; Duplicating</b>	<b>146</b>	<b>6,500</b>	<b>6,500</b>
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This appropriation provides for counter handouts, public hearing notices, grant applications and other printed materials. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account as are recording fees, photocopies and blueprints for the public.

<b>Telephone &amp; Fax</b>	<b>5,674</b>	<b>5,900</b>	<b>5,700</b>
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	<b>1,393</b>	<b>2,500</b>	<b>3,500</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.



# PLANNING BUDGET DETAILS

<b>PLANNING &amp; BUILDING</b>	<b>ACTUAL</b>	<b>AMENDED</b>	<b>ADOPTED</b>
<b>PLANNING</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
<b>1001.04.4106</b>			

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Advertising</b>	<b>2,984</b>	<b>6,000</b>	<b>7,500</b>
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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>Materials &amp; Supplies</b>	<b>\$ 2,417</b>	<b>\$ 3,200</b>	<b>\$ 2,500</b>
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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>	<b>9,935</b>	<b>10,600</b>	<b>11,500</b>
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This appropriation provides for the cost of electricity and gas allocated to the Planning Division.

<b>Repair/Maintenance - Equipment</b>	<b>1,512</b>	<b>2,015</b>	<b>2,140</b>
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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>	<b><u>\$ 409,302</u></b>	<b><u>\$ 145,385</u></b>	<b><u>\$ 303,140</u></b>
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## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ -</b>	<b>\$ 500</b>	<b>\$ 1,200</b>
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This appropriation is to fund the Planning Division's purchase of two new legal-sized under desk filing cabinets for the Assistant and Associate Planners.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ -</u></b>	<b><u>\$ 500</u></b>	<b><u>\$ 1,200</u></b>
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## PROGRAM DESCRIPTION

The Building Division disseminates information related to construction codes and ordinances, construction materials and methods, state energy conservation requirements and disabled accessibility regulations. This Division performs 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 performs plan checks, issues building permits and verifies that work is completed in accordance with codes and state regulations. The Building Division is responsible for compliance with California Title 24 and other state-related mandates governing accessibility. The Building Division works collaboratively with the Code Compliance Division to evaluate substandard structures.

Building Division is now staffed by a Building Official, Senior Inspector/Plan Check and two Permit Technicians. This change occurred in response to City Council recommendations to have on site staff that can be responsive and accountable to citizens at the front counter. The onboarding of building staff brings on-site expertise to assist citizens, code compliance matters; and review city projects that include the new Community Center and discretionary land use permits. The Building Division produces weekly, monthly and annual reports that are submitted to the United States Census Bureau, the State Department of Finance and Building Standard Commission, and the County Assessor.

## FY 2022-23 ACCOMPLISHMENTS

- Issued over 1,700 permits with a total value of over \$12 million by end of year for new residential structures; over \$13 million for commercial/industrial structures additions, and alterations and \$16 million for residential building additions and alterations
- Conducted over 8,000 inspections; including final inspections of new buildings; completed tenant improvements, and completed residential additions/alterations
- Plan checking of all Photovoltaic applications are now done on-site
- Rechecks of most projects are being done by City staff
- Provided an increased level of support on code compliance cases and planning reviews
- Provided daily customer service to walk-in customers
- Building permits fees are projected to be \$940,000 – \$990,000 by end of year

## FY 2023-24 GOALS AND OBJECTIVES

- Complete the implementation of the Land Management and Permitting System
- City Staff to perform a majority of plan checks
- Implement policies to be consistent with Regional Standards
- Implement scanning the backlog of permit documents and plans into digital format
- Initiate a Quick Check review process for small projects



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# BUILDING BUDGET SUMMARY

PLANNING & BUILDING BUILDING 1001.04.4108	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ -	\$ 408,720	\$ 482,800
Operations & Maintenance	1,145,926	735,910	377,820
Capital Outlay	-	7,740	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,145,926</b>	<b>\$ 1,152,370</b>	<b>\$ 860,620</b>

## SUMMARY OF FUNDED POSITIONS

Building Official	-	1.00	1.00
Senior Building Inspector	-	1.00	1.00
Building Development Technician II	-	1.00	1.00
Building Development Technician I	-	0.50	-
<b>TOTAL POSITIONS</b>	<b>-</b>	<b>3.50</b>	<b>3.00</b>



# BUILDING BUDGET SUMMARY

PLANNING & BUILDING BUILDING 1001.04.4108	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ -	\$ 314,140	\$ 305,260
50020 Salaries & Wages - Part Time	-	-	22,030
50025 Overtime	-	-	2,000
50040 Auto Allowance	-	4,200	-
50050 Retirement - PERS	-	28,780	33,090
50052 Retirement - Unfunded Liability	-	-	49,060
50055 Retirement - Part Time	-	-	830
50060 Medicare	-	4,030	4,780
50070 Health Insurance	-	53,370	61,310
50071 Dental Insurance	-	3,180	3,180
50075 Life Insurance	-	250	300
50076 Long Term Disability Insurance	-	770	960
<b>Total Personnel</b>	<u>\$ -</u>	<u>\$ 408,720</u>	<u>\$ 482,800</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 1,135,476	\$ 688,950	\$ 350,000
51104 Subscriptions/Memberships	-	2,000	2,000
51110 Professional Development	-	4,419	3,000
51120 Printing & Duplicating	837	3,000	2,000
51121 Telephone & Fax	2,998	9,850	3,100
51122 Postage	1	100	100
51123 Advertising	-	1,500	1,500
51160 Materials & Supplies	546	9,500	6,000
51165 Wearing Apparel	-	-	500
51180 Electricity & Gas	5,371	14,700	6,700
51211 Repair/Maintenance - Equipment	697	1,891	2,920
<b>Total Operations &amp; Maintenance</b>	<u>\$ 1,145,926</u>	<u>\$ 735,910</u>	<u>\$ 377,820</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 2,340	\$ -
60011 Computer Hardware/Software	-	5,400	-
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 7,740</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,145,926</u></u>	<u><u>\$ 1,152,370</u></u>	<u><u>\$ 860,620</u></u>



# BUILDING BUDGET DETAILS

<b>PLANNING &amp; BUILDING</b>	<b>ACTUAL</b>	<b>AMENDED</b>	<b>ADOPTED</b>
<b>BUILDING</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
<b>1001.04.4108</b>			

## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 1,135,476</b>	<b>\$ 688,950</b>	<b>\$ 350,000</b>
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This appropriation provides for contract building plan check and inspection services.

<b>Subscriptions/Memberships</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
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This appropriation provides for professional memberships and subscriptions for new Building Division staff.

<b>Professional Development</b>	<b>-</b>	<b>4,419</b>	<b>3,000</b>
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This appropriation provides for 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>Printing &amp; Duplicating</b>	<b>837</b>	<b>3,000</b>	<b>2,000</b>
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This appropriation provides for printing of forms and records, including permit forms, and informational handouts.

<b>Telephone &amp; Fax</b>	<b>2,998</b>	<b>9,850</b>	<b>3,100</b>
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This appropriation provides for telephone and fax services.

<b>Postage</b>	<b>1</b>	<b>100</b>	<b>100</b>
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This appropriation provides for the mailing of correspondence.

<b>Advertising</b>	<b>-</b>	<b>1,500</b>	<b>1,500</b>
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This appropriation provides for soliciting proposals for services, advertising for proposed ordinances and their revisions, and public meetings and notices, which are not chargeable to deposits or capital accounts.

<b>Materials &amp; Supplies</b>	<b>546</b>	<b>9,500</b>	<b>6,000</b>
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This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.

<b>Wearing Apparel</b>	<b>-</b>	<b>-</b>	<b>500</b>
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This appropriation provides for safety-related clothing for Building Division staff including boots, hard hats, gloves, and high-visibility vests and jackets.

<b>Electricity &amp; Gas</b>	<b>5,371</b>	<b>14,700</b>	<b>6,700</b>
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This appropriation provides for the Building Division's share of electricity and gas costs.



# BUILDING BUDGET DETAILS

<b>PLANNING &amp; BUILDING</b>	<b>ACTUAL</b>	<b>AMENDED</b>	<b>ADOPTED</b>
<b>BUILDING</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>FY 2023-24</b>
<b>1001.04.4108</b>			

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Equipment</b>	<b>697</b>	<b>1,891</b>	<b>2,920</b>
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment. This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 1,145,926</b>	<b>\$ 735,910</b>	<b>\$ 377,820</b>

## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ -</b>	<b>\$ 2,340</b>	<b>\$ -</b>
This appropriation was used to fund the Division's share of office equipment needed for new staff.			
<b>Computer Hardware/Software</b>	<b>\$ -</b>	<b>\$ 5,400</b>	<b>\$ -</b>
This appropriation is to fund the Division's share of office equipment needed for new staff.			
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 7,740</b>	<b>\$ -</b>



# PLANNING & BUILDING 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 assists with illicit discharges into the City's storm drain system. The Abandoned Property and Weed Abatement Programs are administered in this Division; and to accomplish this, the 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 2022-23 ACCOMPLISHMENTS

- Continued to resolve long-standing code compliance cases through receivership and court warrants
- Responded to approximately 2,000 questions and complaints; resolved approximately 800 violations, including non-permitted work, non-permitted uses, property maintenance issues, weed abatement, inoperative vehicles, unpermitted signs, animals, and vacant properties involving approximately 2,200 field inspections
- Processed approximately 890 parking enforcement requests, and issued over 290 parking citations. Increased enforcement in areas with large numbers of complaints, and facilitated the installation of "No Overnight Parking" signs for oversize vehicles in other areas which resulted in less abandoned vehicle (72-hour violation) citations
- Obtained CLETS certification to better assist the Sheriff's Department with enforcement of parking violations
- Continued to liaison with the County Sheriff's Department and the City Attorney's Office
- Involved in tracking and resolving numerous storm water violations

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to implement the City's Code Compliance Program and Weed Abatement Program
- Continue to identify issues facing neighborhoods and communities and deploy necessary resources 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
- Participate in the newly formed Homeless Response Team
- Participate in the California Association of Code Enforcement Officers (CACEO)
- Fully integrate case tracking and online complaint submittals, including in-the-field recording of inspections and issuing notices of violations electronically, as supported by the Tyler Enterprise Permitting and Licensing automated permit system



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# CODE COMPLIANCE BUDGET SUMMARY

PLANNING & BUILDING CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 144,375	\$ 157,920	\$ 161,150
Operations & Maintenance	5,944	9,730	13,640
Capital Outlay	-	320	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 150,319</u></b>	<b><u>\$ 167,970</u></b>	<b><u>\$ 174,790</u></b>

## SUMMARY OF FUNDED POSITIONS

Code Compliance Officer	1.00	1.00	1.00
Code Compliance Assistant	0.50	0.50	0.50
<b>TOTAL POSITIONS</b>	<b><u>1.50</u></b>	<b><u>1.50</u></b>	<b><u>1.50</u></b>



# CODE COMPLIANCE BUDGET SUMMARY

PLANNING & BUILDING CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 90,988	\$ 103,320	\$ 106,370
50020 Salaries & Wages - Part Time	19,630	22,780	23,120
50025 Overtime	-	-	1,000
50035 Vacation Cash Out	3,193	-	-
50050 Retirement - PERS	6,823	7,570	8,170
50052 Retirement - Unfunded Liability	21,550	21,410	18,500
50055 Retirement - Part Time	-	-	870
50060 Medicare	1,650	1,830	1,890
50071 Dental Insurance	175	550	790
50072 OPEB Health	-	-	-
50075 Life Insurance	111	150	110
50076 Long Term Disability Insurance	255	310	330
<b>Total Personnel</b>	<u>\$ 144,375</u>	<u>\$ 157,920</u>	<u>\$ 161,150</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 100	\$ 1,100
51104 Subscriptions/Memberships	90	700	500
51110 Professional Development	-	200	200
51112 Mileage Reimbursement	8	100	100
51120 Printing & Duplicating	432	975	1,000
51121 Telephone & Fax	1,464	1,600	1,900
51122 Postage	944	1,400	1,490
51123 Advertising	-	500	500
51160 Materials & Supplies	700	1,000	1,060
51165 Wearing Apparel	43	400	200
51180 Electricity & Gas	2,014	2,200	5,000
51211 Repair/Maintenance - Equipment	248	555	590
<b>Total Operations &amp; Maintenance</b>	<u>\$ 5,944</u>	<u>\$ 9,730</u>	<u>\$ 13,640</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 320	\$ -
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 320</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 150,319</u></u>	<u><u>\$ 167,970</u></u>	<u><u>\$ 174,790</u></u>



# CODE COMPLIANCE BUDGET DETAILS

PLANNING & BUILDING CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 100	\$ 1,100
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This appropriation provides funding for an as-needed contracted Code Compliance Officer and the preparation of title reports.

<b>Subscriptions/Memberships</b>	90	700	500
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This appropriation provides for annual membership in the California Association of Code Enforcement Officers (CACEO).

<b>Professional Development</b>	-	200	200
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This appropriation provides for registration for professional conferences and training seminars, including the CA Association of Code Enforcement Officers annual conference.

<b>Mileage Reimbursement</b>	8	100	100
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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>	432	975	1,000
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This appropriation provides for production of Division correspondence and forms.

<b>Telephone &amp; Fax</b>	1,464	1,600	1,900
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This appropriation provides for the cost of telephones and fax machine.

<b>Postage</b>	944	1,400	1,490
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This appropriation provides for mailing Division correspondence, including certified mail.

<b>Advertising</b>	-	500	500
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This appropriation provides for notice of nuisance abatement hearings and tax liens.

<b>Materials &amp; Supplies</b>	700	1,000	1,060
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This account provides for the purchase of office supplies, reference books, safety equipment, and other supplies.

<b>Wearing Apparel</b>	43	400	200
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This appropriation provides for safety-related clothing including rain boots, and high-visibility vests and jackets.



# CODE COMPLIANCE BUDGET DETAILS

PLANNING & BUILDING CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>2,014</b>	<b>2,200</b>	<b>5,000</b>
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This appropriation provides for the cost of electricity and gas allocated to the Code Enforcement Division.

<b>Repair/Maintenance - Equipment</b>	<b>\$ 248</b>	<b>\$ 555</b>	<b>\$ 590</b>
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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.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 5,944</u></b>	<b><u>\$ 9,730</u></b>	<b><u>\$ 13,640</u></b>
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## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ -</b>	<b>\$ 320</b>	<b>\$ -</b>
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This appropriation provides for the Code Compliance Division's purchase of office furniture.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ -</u></b>	<b><u>\$ 320</u></b>	<b><u>\$ -</u></b>
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# COMMUNITY SERVICES



City Hall | 10601 Magnolia Avenue | Building 6  
Public Services | 9534 Via Zapador



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# COMMUNITY SERVICES BUDGET SUMMARY

COMMUNITY SERVICES	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Administration	\$ 425,945	\$ 433,040	\$ 434,930
Public Services	3,760,426	4,350,088	4,486,520
Public Services - Storm Water	102,916	148,501	166,690
Solid Waste & Recycling	33,125	33,194	30,120
Facility Operations	86,598	137,110	143,680
Recreation Services	607,979	695,650	660,400
Special Events	204,391	321,080	352,040

<b>TOTAL EXPENDITURES</b>	<b>\$ 5,221,380</b>	<b>\$ 6,118,663</b>	<b>\$ 6,274,380</b>
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## SUMMARY OF FUNDED POSITIONS

Administration	2.85	2.25	2.25
Public Services	13.90	13.60	14.60
Solid Waste & Recycling	0.25	0.15	0.15
Facility Operations	0.85	0.95	0.95
Recreation Services	4.00	4.00	4.00
Special Events	0.65	0.75	0.75

<b>TOTAL POSITIONS</b>	<b>22.50</b>	<b>21.70</b>	<b>22.70</b>
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# 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, Parks & 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 2022-23 ACCOMPLISHMENTS

- Continued facilitating the design and construction documents of the proposed Community Center project
- Conducted a Request for Proposal for concession services at Mast Park and executed a professional services agreement with the Dog Haus Disc Golf Shop
- In partnership with the Engineering Department, submitted two park appropriation requests under Congressional Community Funding Projects: Big Rock Trailhead Enhancement and Electric Vehicle changing station for Parks/City Hall
- Collaborated with The Cameron Family YMCA to identify a plan to refurbish and update the aging aquatic infrastructure
- Executed a professional services agreement for City Hall slope and irrigation rehabilitation and revegetation
- Collaborated with the Engineering Department to ensure Weston Park Playground enhancements stayed on the scheduled construction timeline
- With assistance from the City Manager's Office, proposed new service rates for Waste Management franchise agreement for solid waste services
- With assistance from the Human Resources Department, onboarded two key middle management positions for the Community Services Department

## FY 2023-24 GOALS AND OBJECTIVES

- Continue facilitating the design and construction documents of the proposed Community Center project and identify grant funding
- 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
- Provide the City Council further analysis and options for City street sweeping services

## FY 2022-23 ACCOMPLISHMENTS (CONTINUED)

- Continue to participate and provide community services related expertise to the Homeless Working Group and increase collaborative efforts with local homeless services providers
- Develop a partnership with Mission Trails Regional Park and the County of San Diego to enhance trail access and development near Big Rock Park
- Assist the Cameron Family YMCA to complete the refurbishment of aging aquatic infrastructure
- Expand and create new essential programs and services for families as directed by the City Council; by soliciting input via surveys, outreach efforts, and the Santee Park and Recreation Committee (SPARC)
- Renew the City's Joint Use Agreements with Grossmont Union High School District and the Santee School District
- Promote safety in and around public spaces and trails, create opportunities for social engagement, and instill the value of the Arts and the benefits of technology in the programs and services offered by the Community Services Department
- Collaborate with the Fire Department and Sheriff's Department to monitor and implement the new San Diego River Corridor Ordinance
- Expand grant administration for aging park and facility related infrastructure at Big Rock Park
- Collaborate with the Santee Community Foundation to promote and redefine the brand by establishing a marketing strategy to promote more robust community engagement
- Coordinate with the Planning & Building Department to integrate the goals of the Santee Arts and Entertainment District and advocate the importance of creating meaningful areas for Arts and Entertainment to allow for a more livable/engaging experience in the District



# ADMINISTRATION BUDGET SUMMARY

COMMUNITY SERVICES ADMINISTRATION 1001.02.5101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 398,738	\$ 404,160	\$ 404,100
Operations & Maintenance	<u>27,207</u>	<u>28,880</u>	<u>30,830</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 425,945</u></u></b>	<b><u><u>\$ 433,040</u></u></b>	<b><u><u>\$ 434,930</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Director of Community Services	1.00	1.00	1.00
Senior Management Analyst	-	0.25	0.25
Management Analyst	0.85	-	-
Administrative Secretary	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL POSITIONS</b>	<b><u><u>2.85</u></u></b>	<b><u><u>2.25</u></u></b>	<b><u><u>2.25</u></u></b>



# ADMINISTRATION BUDGET SUMMARY

COMMUNITY SERVICES ADMINISTRATION 1001.02.5101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 238,460	\$ 264,840	\$ 275,290
50025 Overtime	1,108	500	500
50035 Vacation Cash Out	17,864	-	-
50040 Auto Allowance	2,526	4,200	4,200
50050 Retirement - PERS	26,389	24,070	23,040
50052 Retirement - Unfunded Liability	67,855	67,400	47,410
50060 Medicare	3,772	3,910	4,060
50070 Health Insurance	38,028	36,750	46,730
50071 Dental Insurance	1,896	1,640	1,990
50075 Life Insurance	218	230	230
50076 Long Term Disability Insurance	623	620	650
<b>Total Personnel</b>	<b>\$ 398,738</b>	<b>\$ 404,160</b>	<b>\$ 404,100</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 14,203	\$ 13,700	\$ 15,000
51101 Other Governmental Purposes	253	500	500
51104 Subscriptions/Memberships	360	1,500	1,500
51110 Professional Development	1,257	3,300	4,000
51120 Printing & Duplicating	124	273	250
51121 Telephone & Fax	2,587	2,800	2,100
51122 Postage	8	157	130
51130 Santee Park and Recreation Committee	911	1,000	1,500
51134 Banners - Other Agencies	(450)	-	-
51141 Rentals/Leases - Office Equipment	-	-	500
51160 Materials & Supplies	4,128	1,550	1,550
51180 Electricity & Gas	3,827	4,100	3,800
<b>Total Operations &amp; Maintenance</b>	<b>\$ 27,207</b>	<b>\$ 28,880</b>	<b>\$ 30,830</b>
<b>GRAND TOTAL</b>	<b>\$ 425,945</b>	<b>\$ 433,040</b>	<b>\$ 434,930</b>



# ADMINISTRATION BUDGET DETAILS

<b>COMMUNITY SERVICES ADMINISTRATION 1001.02.5101</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 14,203</b>	<b>\$ 13,700</b>	<b>\$ 15,000</b>
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This appropriation provides for contract services to assist with meeting Senate Bill 1383 requirements. SB 1383 establishes statewide targets to reduce the amount of organic waste disposed in landfills. It also sets a goal to rescue a portion of currently disposed edible food and redirect it to people in need.

<b>Other Governmental Purposes</b>	<b>253</b>	<b>500</b>	<b>500</b>
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This appropriation will cover costs incurred in support of various special projects and activities.

<b>Subscriptions/Memberships</b>	<b>360</b>	<b>1,500</b>	<b>1,500</b>
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This appropriation will cover this Division's membership needs such as membership in the National Recreation and Park Association (NRPA) and in the California Parks and Recreation Society (CPRS). It will also fund the annual newspaper, the Apple App for registration of graffiti reporting, and membership in MMASC.

<b>Professional Development</b>	<b>1,257</b>	<b>3,300</b>	<b>4,000</b>
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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.

<b>Printing &amp; Duplicating</b>	<b>124</b>	<b>273</b>	<b>250</b>
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This appropriation will cover routine copying, printing, and purchase of printing materials such as, Council portraits, photo reproductions, informational pieces, flyers, and publications.

<b>Telephone &amp; Fax</b>	<b>2,587</b>	<b>2,800</b>	<b>2,100</b>
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This appropriation will cover basic telephone charges.

<b>Postage</b>	<b>8</b>	<b>157</b>	<b>130</b>
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This appropriation will cover the Division's postage needs and permits as needed.

<b>Santee Park and Recreation Committee</b>	<b>911</b>	<b>1,000</b>	<b>1,500</b>
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This appropriation will fund the Santee Park & Recreation Committee's costs including printing and photocopying expenses, postage, office supplies, training, and meetings with members.



# ADMINISTRATION BUDGET DETAILS

COMMUNITY SERVICES ADMINISTRATION 1001.02.5101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Banners - Other Agencies</b>	\$ (450)	\$ -	\$ -
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This is a pass through account to pay for installation of other agency event banners over Mission Gorge Road or other City locations.

<b>Rentals/Leases - Office Equipment</b>	-	-	500
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This appropriation covers office equipment rental, as needed.

<b>Materials &amp; Supplies</b>	4,128	1,550	1,550
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This appropriation will cover office supplies including paper, graphic supplies, and other essentials. In addition it provides funds for the purchase of resource materials that address relevant municipal issues.

<b>Electricity &amp; Gas</b>	3,827	4,100	3,800
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This appropriation funds the Division's share of electricity and gas charges.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 27,207</b>	<b>\$ 28,880</b>	<b>\$ 30,830</b>
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# COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE)

## PROGRAM DESCRIPTION

The Public Services 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 2022-23 ACCOMPLISHMENTS

- Coordinated with the Finance Department to revise, bid, award and renew maintenance contracts for electrical, pest management and alarm monitoring, inspection and repairs
- 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
- Installed new engineered wood fiber mulch to all our playgrounds
- Proactively addressed vandalism and the abatement of graffiti
- Conducted an asset inventory of all backflows, water meters and water shut offs and entered the data into our GIS system
- Accepted Tree City USA designation for the 21st consecutive year
- Continued to maintain the brush clearing of defensible space and fuel reduction throughout the San Diego River corridor

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to assess and evaluate service delivery methods and make necessary adjustments for the City to become a model for municipal maintenance service delivery
- 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
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Due to high use, add an additional synthetic turf deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East for a total of three annual visits
- Continue to support the Recreation Division special events throughout the year
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups



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# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,558,289	\$ 1,640,900	\$ 1,739,640
Operations & Maintenance	2,193,660	2,709,188	2,746,880
Capital Outlay	8,477	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,760,426</b>	<b>\$ 4,350,088</b>	<b>\$ 4,486,520</b>

## SUMMARY OF FUNDED POSITIONS

Public Services Manager	1.00	1.00	1.00
Senior Management Analyst	0.90	0.60	0.60
Park & Landscape Supervisor	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00
Equipment Operator	4.00	4.00	4.00
Irrigation Technician/Specialist	-	-	1.00
Landscape/Irrigation Maintenance Worker	2.00	2.00	2.00
Maintenance Worker	1.00	1.00	1.00
Facilities Maintenance Technician	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>13.90</b>	<b>13.60</b>	<b>14.60</b>



# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 945,623	\$ 1,023,720	\$ 1,073,620
50020 Salaries & Wages - Part Time	-	16,390	17,820
50025 Overtime	22,943	20,000	21,000
50026 Overtime - Stand-By	36,280	33,100	34,750
50031 Stand-By Pay	11,700	11,700	11,700
50035 Vacation Cash Out	20,285	-	21,930
50050 Retirement - PERS	99,821	106,910	122,010
50052 Retirement - Unfunded Liability	216,052	214,590	183,260
50055 Retirement - Part Time	-	610	670
50060 Medicare	15,082	16,030	17,120
50070 Health Insurance	170,804	178,640	213,900
50071 Dental Insurance	10,420	9,780	10,910
50072 OPEB Health	1,215	-	-
50075 Life Insurance	-	1,370	1,470
50076 Long Term Disability Insurance	3,000	3,060	3,480
50080 Workers' Compensation Insurance	5,063	5,000	6,000
<b>Total Personnel</b>	<b>\$ 1,558,289</b>	<b>\$ 1,640,900</b>	<b>\$ 1,739,640</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ -	\$ 500	\$ 500
51040 Expert/Consulting Services	47,740	-	-
51104 Subscriptions/Memberships	1,525	1,300	1,300
51110 Professional Development	9,710	7,440	7,440
51120 Printing & Duplicating	81	1,021	200
51121 Telephone & Fax	13,617	14,300	14,300
51122 Postage	9	50	50
51123 Advertising	2,261	2,000	4,000
51141 Rentals/Leases - Office Equipment	2,118	-	-
51149 Service Fees	265	210	210
51160 Materials & Supplies	21,361	16,600	34,410
51165 Wearing Apparel	3,102	3,700	3,330
51166 Small Tools	1,300	2,500	2,500
51180 Electricity & Gas	22,365	26,500	28,000
51181 Electricity & Gas - Grounds	58,059	69,400	63,100
51182 Electricity & Gas - Ball Fields	91,442	107,100	112,300
51183 Ball Field Lighting Maintenance	900	7,600	10,000
51185 Water & Sewer	41,023	44,100	48,600
51186 Water & Sewer - Grounds	481,523	518,600	570,500
51190 Signage	2,338	3,000	3,000
51191 Equipment Rental	7,923	3,300	5,000
51210 Custodial Services	22,180	41,580	43,070



# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

51211 Repair/Maintenance - Equipment	\$ -	\$ -	\$ 670
51220 City Hall Maintenance	106,031	107,520	153,750
51221 Repair/Maintenance - Fire Station #4	46,333	37,930	52,760
51222 Repair/Maintenance - Fire Station #5	22,869	45,450	46,250
51230 Repair/Maintenance - Other	26,680	24,475	17,800
51231 Repair/Maintenance - Grounds	1,083,944	1,516,245	1,416,690
51232 Trail Maintenance & Security	9,788	10,000	10,000
51233 Graffiti Removal	3,270	5,500	5,500
51234 Vandalism Repairs	1,935	11,000	8,000
51235 Supplemental Maintenance	-	-	5,000
51236 Synthetic Fields	15,419	16,740	23,240
51239 Pickleball Improvements	-	9,478	-
51242 Contract Svc Dead Animal Disposal	6,110	6,620	7,030
51244 Contract Svc Street Sweeping	4,677	6,929	7,880
51251 Parking Lot Materials	-	500	500
51252 Irrigation Materials	35,763	40,000	40,000
<b>Total Operations and Maintenance</b>	<b>\$ 2,193,660</b>	<b>\$ 2,709,188</b>	<b>\$ 2,746,880</b>

## CAPITAL OUTLAY

60010 Office Equipment	\$ 8,477	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 8,477</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 3,760,426</b>	<b>\$ 4,350,088</b>	<b>\$ 4,486,520</b>



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	\$ -	\$ 500	\$ 500
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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>	47,740	-	-
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The FY 2021-22 actuals was a carry forward from 2020-21 for the Urban Forestry Management Plan.

<b>Subscriptions/Memberships</b>	1,525	1,300	1,300
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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>	9,710	7,440	7,440
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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>	81	1,021	200
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This appropriation covers routine printing costs.

<b>Telephone &amp; Fax</b>	13,617	14,300	14,300
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This appropriation covers long distance phone calls, modems, alarm systems, faxes, and cell phones used by maintenance staff, including the Operations Center phone rental.

<b>Postage</b>	9	50	50
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This appropriation covers the cost of postage.

<b>Advertising</b>	2,261	2,000	4,000
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This appropriation covers the cost of advertising bids.

<b>Rentals/Leases - Office Equipment</b>	2,118	-	-
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This appropriation provides for the Division's share of the copier pooled maintenance agreement.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Service Fees</b>	<b>\$ 265</b>	<b>\$ 210</b>	<b>\$ 210</b>
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This appropriation covers the cost of service fees incurred for City owned electric vehicle charging stations.

<b>Material &amp; Supplies</b>	<b>21,361</b>	<b>16,600</b>	<b>34,410</b>
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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>	<b>3,102</b>	<b>3,700</b>	<b>3,330</b>
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This appropriation covers uniforms for the landscape maintenance crew and staff.

<b>Small Tools</b>	<b>1,300</b>	<b>2,500</b>	<b>2,500</b>
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This appropriation covers the purchase and replacement of small tools and supplies.

<b>Electricity &amp; Gas</b>	<b>22,365</b>	<b>26,500</b>	<b>28,000</b>
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This appropriation covers electricity and gas charges for the division.

<b>Electricity &amp; Gas - Grounds</b>	<b>58,059</b>	<b>69,400</b>	<b>63,100</b>
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This appropriation covers the cost of electricity and gas for Parks: Big Rock, Mast, Shadow Hill, Town Center Community Park, West Hills, Weston, Woodglen Vista, Sky Ranch and TCCP, and Santana Tennis Courts.

<b>Electricity - Ball Fields</b>	<b>91,442</b>	<b>107,100</b>	<b>112,300</b>
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This appropriation covers the cost of electricity for Ball Field Lighting at Town Center Park West, Town Center Park East, West Hills Park Field & Security Lights and Chet F. Harritt field.

<b>Ball Field Lighting Maintenance</b>	<b>900</b>	<b>7,600</b>	<b>10,000</b>
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This appropriation covers the Musco Sports Lighting Safety Audit, inspection, and repairs of ball field lights as required.

<b>Water &amp; Sewer</b>	<b>41,023</b>	<b>44,100</b>	<b>48,600</b>
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This appropriation covers water and sewer costs for all City administrative facilities, including the Public Services Operations Center.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

<b>COMMUNITY SERVICES</b> <b>PUBLIC SERVICES (MAINTENANCE)</b> <b>1001.02.3101</b>	<b>ACTUAL</b> <b>FY 2021-22</b>	<b>AMENDED</b> <b>FY 2022-23</b>	<b>ADOPTED</b> <b>FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Water &amp; Sewer - Grounds</b>	<b>\$ 481,523</b>	<b>\$ 518,600</b>	<b>\$ 570,500</b>
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This appropriation covers water and sewer for Parks: Big Rock, Mast, 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>	<b>2,338</b>	<b>3,000</b>	<b>3,000</b>
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This appropriation covers miscellaneous park and facility signage including barricades and safety cones.

<b>Equipment Rental</b>	<b>7,923</b>	<b>3,300</b>	<b>5,000</b>
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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>	<b>22,180</b>	<b>41,580</b>	<b>43,070</b>
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This appropriation covers the city-wide contracted custodial services including extra work.

<b>Repair/Maintenance - Equipment</b>	<b>-</b>	<b>-</b>	<b>670</b>
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This appropriation provides for the Division's share of the copier pooled maintenance agreement.

<b>City Hall Maintenance</b>	<b>106,031</b>	<b>107,520</b>	<b>153,750</b>
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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 & Upholstery cleaning
- 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
- Operations Center Alarm Panel Upgrade

<b>Repair/Maintenance - Fire Station #4</b>	<b>46,333</b>	<b>37,930</b>	<b>52,760</b>
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This appropriation covers minor repairs in Fire Station No. 4 such as painting, carpet replacement, plumbing and electrical, sewer lateral line services, HVAC system service, and repair of rollup doors.





# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

<b>COMMUNITY SERVICES</b> <b>PUBLIC SERVICES (MAINTENANCE)</b> <b>1001.02.3101</b>	<b>ACTUAL</b> <b>FY 2021-22</b>	<b>AMENDED</b> <b>FY 2022-23</b>	<b>ADOPTED</b> <b>FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Fire Station #5</b>	<b>\$ 22,869</b>	<b>\$ 45,450</b>	<b>\$ 46,250</b>
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This appropriation covers minor repairs in Fire Station No. 5 such as painting, carpet replacement, plumbing and electrical, sewer lateral line services, HVAC system service, repair of rollup doors, and the Alarm Panel Replacement

<b>Repair/Maintenance - Other</b>	<b>26,680</b>	<b>24,475</b>	<b>17,800</b>
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This appropriation covers maintenance and repairs at the Operations Center.

<b>Repair/Maintenance - Grounds</b>	<b>1,083,944</b>	<b>1,516,245</b>	<b>1,416,690</b>
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This appropriation covers the following maintenance costs:

- Area 1 Landscape Maintenance
- Playground resurfacing
- Ballfield maintenance and repairs
- Riverwalk Grill maintenance and repairs
- Painting
- School Fields Joint Use
- Custodial services at park restrooms
- Annual pest control
- Plumbing maintenance and repairs
- Electrical services
- Urban Forestry maintenance
- Playground equipment maintenance/repair
- YMCA/Aquatics Center maintenance
- Mast Park Vault Toilet maintenance
- Landscaping and revegetation at City Hall
- Annual park mulch replacement and replenishment
- Soccer goal and net replacements at Town Center Community Park East.
- Firebreak Maintenance - ongoing maintenance within the San Diego River areas of Santee
- Electrical Pedestal Replacement - location to be determined by staff inspection and prioritization
- Miscellaneous park repairs

<b>Trail Maintenance &amp; Security</b>	<b>9,788</b>	<b>10,000</b>	<b>10,000</b>
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This appropriation covers the maintenance of City trails.

<b>Graffiti Removal</b>	<b>3,270</b>	<b>5,500</b>	<b>5,500</b>
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This appropriation covers the removal of graffiti.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Vandalism Repairs</b>	<b>\$ 1,935</b>	<b>\$ 11,000</b>	<b>\$ 8,000</b>
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This appropriation covers the costs related to vandalism.

<b>Supplemental Maintenance</b>	-	-	<b>5,000</b>
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This appropriation covers unanticipated maintenance issues.

<b>Synthetic Fields</b>	<b>15,419</b>	<b>16,740</b>	<b>23,240</b>
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This appropriation covers annual synthetic turf maintenance.

<b>Pickleball Improvements</b>	-	<b>9,478</b>	-
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This is a pass through account to pay for pickleball court improvements via community donation.

<b>Contract Services Dead Animal Disposal</b>	<b>6,110</b>	<b>6,620</b>	<b>7,030</b>
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This appropriation covers the disposal of dead animals found within City rights-of-ways, parks, and facilities.

<b>Contract Services Street Sweeping</b>	<b>4,677</b>	<b>6,929</b>	<b>7,880</b>
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This appropriation covers monthly parking lot sweeping.

<b>Parking Lot Materials</b>	-	<b>500</b>	<b>500</b>
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This appropriation covers materials (asphalt, rock, sand, sealcoat, crack filler) required for the repairs and maintenance of the City's parking lots.

<b>Irrigation Materials</b>	<b>35,763</b>	<b>40,000</b>	<b>40,000</b>
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This appropriation covers irrigation repair supplies.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 2,193,660</u></b>	<b><u>\$ 2,709,188</u></b>	<b><u>\$ 2,746,880</u></b>
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## CAPITAL OUTLAY COSTS

<b>Office Equipment</b>	<b>\$ 8,477</b>	<b>\$ -</b>	<b>\$ -</b>
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This appropriation covered the purchase of a new Sharp copier in FY 2021-22.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 8,477</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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# COMMUNITY SERVICES PUBLIC SERVICES (STORMWATER)

## PROGRAM DESCRIPTION

The Public Services Division performs maintenance and repairs to City-owned municipal storm drain system.

## FY 2022-23 ACCOMPLISHMENTS

- Contracted and scheduled the cleaning of the hydrodynamic separator at Mast Park
- Cleaned all the concrete lined storm drain channels and underneath the Olive Lane Bridge
- Inspected and identified storm drain inlets and cleaned the ones that needed cleaning
- Inspected and cleaned Morning View, Black Horse and Shoredale detention basins; as needed
- Cleaned up several encampments in the river bottom
- Partnered with the San Diego Riverpark Foundation to remove trash and debris from Forester Creek and the San Diego River

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to schedule the cleaning of the hydrodynamic separator
- Continue to clean all the concrete lined channels and bridge aprons
- Continue to inspect all the City-maintained storm drains and cleaned; as needed
- Continue to inspect and clean all the detention basins
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups



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# PUBLIC SERVICES (STORM WATER) BUDGET SUMMARY

COMMUNITY SERVICES PUBLIC SVCS. (STORM WATER) 1001.02.3102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 102,916	\$ 148,501	\$ 166,690
<b>TOTAL EXPENDITURES</b>	<b>\$ 102,916</b>	<b>\$ 148,501</b>	<b>\$ 166,690</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ -	\$ 3,000	\$ 3,000
51110 Professional Development	1,026	1,500	1,500
51121 Telephone & Fax	2,275	2,400	2,800
51160 Materials & Supplies	12,705	10,007	14,000
51165 Wearing Apparel	2,436	4,000	3,330
51166 Small Tools	588	2,254	2,000
51168 Rock, Asphalt, Concrete & Sand	1,661	2,000	2,000
51186 Water & Sewer - Grounds	9,124	9,500	10,500
51190 Signage	-	-	500
51191 Equipment Rental	5,174	10,000	11,500
51230 Repair/Maintenance - Other	55,497	67,126	64,650
51237 Interceptor Cleaning	10,393	22,279	23,560
51238 Trash Basket Cleaning	-	12,225	24,000
51242 Contract Service Dead Animal Removal	2,037	2,210	2,350
51254 Planting Materials	-	-	1,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 102,916</b>	<b>\$ 148,501</b>	<b>\$ 166,690</b>
<b>GRAND TOTAL</b>	<b>\$ 102,916</b>	<b>\$ 148,501</b>	<b>\$ 166,690</b>



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

COMMUNITY SERVICES PUBLIC SVCS. (STORM WATER) 1001.02.3102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 3,000	\$ 3,000
Mast Park water quality monitoring.			
<b>Professional Development</b>	1,026	1,500	1,500
Storm drain maintenance training as well as legally required safety and pest control training.			
<b>Telephone &amp; Fax</b>	2,275	2,400	2,800
Local and long distance telephone charges, modems, alarm systems, faxes, and cell phones charges.			
<b>Material &amp; Supplies</b>	12,705	10,007	14,000
Miscellaneous materials and supplies required for the Storm Water Program that are not identified elsewhere in this budget. Items include sandbags, odor controlling chemicals, locks, and fencing items.			
<b>Wearing Apparel</b>	2,436	4,000	3,330
Uniforms and rain gear for the City's Storm Water crew, as well as disposable coveralls that meet State requirements for the Weed Abatement Program.			
<b>Small Tools</b>	588	2,254	2,000
Purchase, repair, or replace small tools on an as-needed basis to perform tasks directly related to the Storm Water Program.			
<b>Rock, Asphalt, Concrete &amp; Sand</b>	1,661	2,000	2,000
Materials required for the repair and maintenance of the City's flood control channels.			
<b>Water &amp; Sewer - Grounds</b>	9,124	9,500	10,500
Water expenses for maintained landscaped areas along paths at Forester Creek and Woodglen Vista Creek.			
<b>Signage</b>	-	-	500
Miscellaneous signage for flood control channels.			
<b>Equipment Rental</b>	5,174	10,000	11,500
Rental of specialized equipment required for storm drain maintenance and flood control.			



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

<b>COMMUNITY SERVICES</b> <b>PUBLIC SVCS. (STORM WATER)</b> <b>1001.02.3102</b>	<b>ACTUAL</b> <b>FY 2021-22</b>	<b>AMENDED</b> <b>FY 2022-23</b>	<b>ADOPTED</b> <b>FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Grounds</b>	\$ 55,497	\$ 67,126	\$ 64,650
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On-going maintenance program for all major drainage channels:

- Area 1 & 2 Storm Water landscape maintenance
- Urban Forestry maintenance
- Irrigation repairs
- Materials and supplies related to maintenance

<b>Interceptor Cleaning</b>	10,393	22,279	23,560
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This appropriation covers the cost to perform cleaning and maintenance of the stormwater hydrodynamic separator located at Mast Park as required by the JRUMP.

<b>Trash Basket Cleaning</b>	-	12,225	24,000
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This appropriation covers the cost of a contract to perform storm drain trash basket cleaning and maintenance as required by the JRUMP.

<b>Contract Service Dead Animal Removal</b>	2,037	2,210	2,350
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Contracted services for disposal of dead animals found within City flood channel areas.

<b>Planting Materials</b>	-	-	1,000
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Purchase of native plants and hydroseed mix for flood channels.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	\$ 102,916	\$ 148,501	\$ 166,690
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# COMMUNITY SERVICES SOLID WASTE & RECYCLING

## 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 2022-23 ACCOMPLISHMENTS

- Continued implementing organics recycling citywide to comply with SB 1383 in collaboration with Waste Management
- 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 2021 reporting year disposal rate was at 5.6 l/p/d
- Continued to work with the franchise hauler to implement recycling plans for multi-family and commercial waste generators
- Continued focus on awareness and education of SB 1383
- Secured grant funds for beverage container recycling and public education
- Hosted two (2) citywide community clean-up and shred days with hauler to assist all residents in disposal of large unwanted items totaling nearly 24 tons of debris with approximately 40% of those tons being recycled and diverted from the landfill
- Using State grant funds, contracted with vendor to assist in compliance of SB 1383 regulations

## FY 2023-24 GOALS AND OBJECTIVES

- Continue focusing on fully implementing all requirements of SB 1383
- Continue assisting businesses and commercial generators in Santee to right size services in collaboration with Waste Management
- Host two (2) citywide community clean up and shred day with hauler to assist all residents in disposal of large unwanted items
- 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
- Pursue additional grant funds



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# SOLID WASTE & RECYCLING BUDGET SUMMARY

COMMUNITY SERVICES SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 31,334	\$ 28,150	\$ 24,800
Operations & Maintenance	1,791	5,044	5,320
<b>TOTAL EXPENDITURES</b>	<b>\$ 33,125</b>	<b>\$ 33,194</b>	<b>\$ 30,120</b>

## SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	0.10	0.15	0.15
Management Analyst	0.15	-	-
<b>TOTAL POSITIONS</b>	<b>0.25</b>	<b>0.15</b>	<b>0.15</b>



# SOLID WASTE & RECYCLING BUDGET SUMMARY

COMMUNITY SERVICES SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 17,901	\$ 17,730	\$ 15,620
50025 Overtime	196	-	-
50035 Vacation Cash Out	2,254	-	-
50050 Retirement - PERS	2,301	2,270	2,340
50052 Retirement - Unfunded Liability	5,064	5,030	3,170
50060 Medicare	296	260	230
50070 Health Insurance	3,074	2,670	3,200
50071 Dental Insurance	179	130	170
50075 Life Insurance	14	20	20
50076 Long Term Disability Insurance	57	40	50
<b>Total Personnel</b>	<u>\$ 31,334</u>	<u>\$ 28,150</u>	<u>\$ 24,800</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51121 Telephone & Fax	\$ 133	\$ 100	\$ 200
51122 Postage	54	150	150
51151 Household Hazardous Waste Disposal	1,118	4,124	4,400
51160 Materials & Supplies	150	270	270
51180 Electricity & Gas	336	400	300
<b>Total Operations &amp; Maintenance</b>	<u>\$ 1,791</u>	<u>\$ 5,044</u>	<u>\$ 5,320</u>
<b>GRAND TOTAL</b>	<u><u>\$ 33,125</u></u>	<u><u>\$ 33,194</u></u>	<u><u>\$ 30,120</u></u>



# SOLID WASTE & RECYCLING BUDGET DETAILS

COMMUNITY SERVICES SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Telephone &amp; Fax</b> Telephone, fax machine, and modem line charge.	\$ 133	\$ 100	\$ 200
<b>Postage</b> Mailing costs of annual Exemption Self Hauler Letters, correspondence and renewal of the Business Reply Permit.	54	150	150
<b>Household Hazardous Waste Disposal</b> Provide for Santee residents' hazardous waste disposal costs. Includes hazardous waste items from Public Services Operations Center.	1,118	4,124	4,400
<b>Materials &amp; Supplies</b> Office Supplies.	150	270	270
<b>Electricity &amp; Gas</b> Electricity and gas charges.	336	400	300
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 1,791</b>	<b>\$ 5,044</b>	<b>\$ 5,320</b>



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# COMMUNITY SERVICES FACILITY OPERATIONS

## PROGRAM DESCRIPTION

Facilities Operations of the Parks & Recreation Division of the Community Services Department coordinates the use of Civic Center buildings 7 and 8, picnic shelters, park use, ball fields, courts and other park amenities, such as dog parks and disc golf. The Recreation Coordinator monitors City park operations after business hours and during the weekends. Part-time disc golf course staff/monitor also oversees weekend course compliance and verifies patron payments. Our focus is on customer service, park safety and beautification. Staff interacts with community members to answer questions, verify permit/rule compliance and ensure proper use of park facilities/amenities.

## FY 2022-23 ACCOMPLISHMENTS

- Updated Community Services forms, including: Civic Center permit application, Park Pavilion permit application, and Park Use permit application
- Developed and implemented comprehensive refund policies for field, picnic shelter and room rentals
- Continued to solicit businesses and renew Mast Park Disc Golf sponsor signs
- Increased field rentals and room rental revenue during non-prime time use hours with support of two new Recreation Coordinators
- Improved the customer experience at picnic shelters by improved cleanliness, community signage and productive communication between permit holders, office and park patrol staff

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to improve Civic Center/City Hall Room rental deposits, policies, and fees
- Develop a security and safety plan for late night reservations or private events serving alcohol
- Continue to identify professional development opportunities for both full time and part-time staff
- Continue to improve indoor facility rentals by: updating the training manual, purchasing cleaning tools for users, and developing a plan for regular equipment replacement
- Continue efforts to offer themed party packages for Civic Room renters to enhance customer experience and generate revenue, with a focus on winter holiday use
- Focus on methods to boost disc golf daily play and monthly pass revenue



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# FACILITY OPERATIONS BUDGET SUMMARY

COMMUNITY SERVICES FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 43,948	\$ 88,090	\$ 88,640
Operations & Maintenance	<u>42,650</u>	<u>49,020</u>	<u>55,040</u>
<b>TOTAL PERSONNEL</b>	<b><u><u>\$ 86,598</u></u></b>	<b><u><u>\$ 137,110</u></u></b>	<b><u><u>\$ 143,680</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.85</u>	<u>0.95</u>	<u>0.95</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.85</u></u></b>	<b><u><u>0.95</u></u></b>	<b><u><u>0.95</u></u></b>



# FACILITY OPERATIONS BUDGET SUMMARY

COMMUNITY SERVICES FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 31,483	\$ 46,710	\$ 50,770
50020 Salaries & Wages - Part Time	7,362	24,920	20,700
50050 Retirement - PERS	2,305	3,550	4,040
50052 Retirement - Unfunded Liability	1,101	8,750	8,360
50055 Retirement - Part Time	274	870	710
50060 Medicare	564	1,050	1,040
50070 Health Insurance	685	1,900	2,000
50071 Dental Insurance	43	110	770
50075 Life Insurance	41	90	90
50076 Long Term Disability Insurance	91	140	160
<b>Total Personnel</b>	<b>\$ 43,948</b>	<b>\$ 88,090</b>	<b>\$ 88,640</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51120 Printing & Duplicating	\$ -	\$ -	\$ 250
51121 Telephone & Fax	620	700	700
51150 Bank Fees	12,518	11,870	12,590
51155 Other Contract Services	-	-	2,400
51160 Materials & Supplies	863	1,500	1,590
51180 Electricity & Gas	14,080	15,600	14,500
51210 Custodial Services	8,780	10,650	14,250
51211 Repair/Maintenance - Equipment	200	1,700	1,700
51215 Repair/Maintenance - Bldg. & Structures	716	1,000	1,060
51306 Public Events Liability Insurance	4,872	6,000	6,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 42,650</b>	<b>\$ 49,020</b>	<b>\$ 55,040</b>
<b>GRAND TOTAL</b>	<b>\$ 86,598</b>	<b>\$ 137,110</b>	<b>\$ 143,680</b>



# FACILITY OPERATIONS BUDGET DETAILS

COMMUNITY SERVICES FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Printing &amp; Duplicating</b>	\$ -	\$ -	\$ 250
Program supplies - on site administration area supplies.			
<b>Telephone &amp; Fax</b>	620	700	700
Telephone and fax charges.			
<b>Bank Fees</b>	12,518	11,870	12,590
ACTIVENet fees and bank charges.			
<b>Other Contract Services</b>	-	-	2,400
Additional security and janitorial services for private rentals			
<b>Materials &amp; Supplies</b>	863	1,500	1,590
Administrative supplies, custodial and maintenance supplies.			
<b>Electricity &amp; Gas</b>	14,080	15,600	14,500
Electricity and gas charges - buildings 7 and 8.			
<b>Custodial Services</b>	8,780	10,650	14,250
Custodial services - buildings 7 and 8.			
<b>Repair &amp; Maintenance - Equipment</b>	200	1,700	1,700
Building 7 and 8 equipment, appliance repairs, and maintenance.			
<b>Repair &amp; Maintenance - Buildings &amp; Structures</b>	716	1,000	1,060
Building 7 and 8 facility repairs and maintenance.			
<b>Public Events Liability Insurance</b>	4,872	6,000	6,000
User required insurance - user fees collected to offset charges.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 42,650</b>	<b>\$ 49,020</b>	<b>\$ 55,040</b>



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# COMMUNITY SERVICES RECREATION SERVICES

## PROGRAM DESCRIPTION

The Parks & Recreation 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, the Santee Skate Park, permitting and use of parks, fields and facilities.

The Santee Seniors 55+ Program hosts programs for ages 55 and over. Activities include socials, workshops, drop-in programs, and local outings.

The Santee Teen Center located at the Community Services Building at Big Rock Park is an after school and summer facility for grades 5-12. Programs include daily indoor and outdoor activities, various table games, educational presentations and homework assistance. Transportation is provided to the center by the Santee School District through a partnership agreement. Summer programs at the center include camps and the junior leader/volunteer program.

The Santee Skate Park allows skate board, scooter, roller blade, bicycle moto-cross (BMX), and all-wheel activities. The Skate Park is open to the public daily and the park hosts workshops, clinics and camps designed to serve all age groups.

This division serves as City liaison to community organizations and other public and non-profit organizations and also supports city and community committees including the Santee Collaborative, COMPOC and SPARC.

The Parks & Recreation Division coordinates the design, publication and marketing of the Recreation Activity Guide and Brochure, other promotional materials and park and trail signage.

## FY 2022-23 ACCOMPLISHMENTS

- Improvements, including fencing modifications, were made to the Big Rock Park to Pickleball courts in response to a growing need in the community. Increased programming elements include: fundraiser tournaments, occasional rentals, beginner and intermediate free clinics open to the public. Signage, rules and procedures have been established.
- Continued senior program partnerships including: the First Wednesday sponsored by the Santee Library; and newly added San Diego County sponsored Feeling Fit free exercise program and Sharp moves exercise program
- Professional development opportunities for both full and part time staff were achieved with attendance at the CPRS Conference at the San Diego Convention Center
- Developed a marketing strategy with the Santee Marketing Team which streamlines the process for public communication
- Continued teen center partnership with SD Nights teen outreach program and Santee Library to offer special activities for all teens including Santee Teen Center participants
- Expanded Teen Center programming to include youth in 5<sup>th</sup> grade to accommodate a growing need for inclusion of this transitional grade and improved center daily attendance

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to grow the Santee Seniors 55+ Program through community partnerships, outreach and trending recreation interests
- Expand senior programming and increase mobile home outreach, active older adult and working adults' activities
- Explore partnering with AARP on the Age-Friendly Communities Initiative
- Continue to improve a comprehensive document detailing the standards, policies and procedures for youth sports and girls' sports equity in Santee
- Continue efforts to install permanent kiosk signage for biannual updates
- Continue to identify professional development opportunities for both full and part time staff
- Continue updating Community Service forms and applications to bring them all in line with the new branding and accurately reflect permit guidelines
- Explore offering additional family programs and outings
- Create and implement park banner policy and procedures



# RECREATION SERVICES BUDGET SUMMARY

COMMUNITY SERVICES RECREATION SERVICES 1001.02.5201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 550,170	\$ 613,060	\$ 569,110
Operations & Maintenance	<u>57,810</u>	<u>82,590</u>	<u>91,290</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 607,979</u></u></b>	<b><u><u>\$ 695,650</u></u></b>	<b><u><u>\$ 660,400</u></u></b>

## 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	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL POSITIONS</b>	<b><u><u>4.00</u></u></b>	<b><u><u>4.00</u></u></b>	<b><u><u>4.00</u></u></b>



# RECREATION SERVICES BUDGET SUMMARY

COMMUNITY SERVICES RECREATION SERVICES 1001.02.5201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 327,312	\$ 356,050	\$ 338,090
50020 Salaries & Wages - Part Time	63,416	87,000	83,540
50025 Overtime	122	-	-
50035 Vacation Cash Out	2,312	3,930	2,480
50050 Retirement - PERS	31,102	33,280	35,450
50052 Retirement - Unfunded Liability	69,927	69,960	63,740
50055 Retirement - Part Time	2,326	3,200	3,130
50060 Medicare	5,701	6,490	6,150
50070 Health Insurance	42,647	49,150	32,730
50071 Dental Insurance	3,197	2,560	2,390
50072 OPEB Health	-	-	-
50075 Life Insurance	390	410	400
50076 Long Term Disability Insurance	1,000	1,030	1,010
50081 Unemployment Insurance	717	-	-
<b>Total Personnel</b>	<b>\$ 550,170</b>	<b>\$ 613,060</b>	<b>\$ 569,110</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 19,575	\$ 31,380	\$ 33,300
51104 Subscriptions/Memberships	250	602	750
51110 Professional Development	1,800	1,898	3,800
51120 Printing & Duplicating	387	720	650
51121 Telephone & Fax	8,897	9,400	10,500
51122 Postage	185	220	200
51131 Promotional Activities	1,490	1,500	1,500
51133 Banners	203	1,000	1,000
51150 Bank Fees	4,808	8,000	6,000
51160 Materials & Supplies	4,998	5,000	5,890
51172 Transportation	186	5,100	3,000
51180 Electricity & Gas	10,813	12,600	18,800
51185 Water & Sewer	1,422	1,500	1,700
51201 Software Maintenance & Licensing	1,020	1,420	1,420
51211 Repair/Maintenance - Equipment	1,777	2,150	2,680
51215 Repair/Maintenance - Bldg. & Structures	-	100	100
<b>Total Operations &amp; Maintenance</b>	<b>\$ 57,810</b>	<b>\$ 82,590</b>	<b>\$ 91,290</b>
<b>GRAND TOTAL</b>	<b>\$ 607,979</b>	<b>\$ 695,650</b>	<b>\$ 660,400</b>





# RECREATION SERVICES BUDGET DETAILS

COMMUNITY SERVICES RECREATION SERVICES 1001.02.5201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 19,575	\$ 31,380	\$ 33,300
Graphic design contract.			
<b>Subscriptions/Memberships</b>	250	602	750
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.			
<b>Professional Development</b>	1,800	1,898	3,800
Staff training, required CPR and First Aid, and recreation programming seminars.			
<b>Printing &amp; Duplicating</b>	387	720	650
This appropriation covers routine printing costs.			
<b>Telephone &amp; Fax</b>	8,897	9,400	10,500
Telephone and fax charges.			
<b>Postage</b>	185	220	200
This appropriation covers the cost of postage.			
<b>Promotional Activities</b>	1,490	1,500	1,500
Program promotions and marketing.			
<b>Banners</b>	203	1,000	1,000
Installing/removing, storing, purchasing/cleaning, and repairing of banners.			
<b>Bank Fees</b>	4,808	8,000	6,000
ACTIVENet transaction and processing fees.			
<b>Materials &amp; Supplies</b>	4,998	5,000	5,890
Office supplies and miscellaneous supplies.			
<b>Transportation</b>	186	5,100	3,000
Transportation services provided by the Santee School District to students in grades 6-8. Expenses offset by revenue.			



# RECREATION SERVICES BUDGET DETAILS

COMMUNITY SERVICES RECREATION SERVICES 1001.02.5201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b> Allocated electricity and gas charges.	<b>\$ 10,813</b>	<b>\$ 12,600</b>	<b>\$ 18,800</b>
<b>Water and Sewer</b> Allocated water and sewer charges.	<b>1,422</b>	<b>1,500</b>	<b>1,700</b>
<b>Software Maintenance &amp; Licensing</b> Annual licensing and subscription fees for disc golf payment machine, and software used to create city wide publicity materials, signs, banners, etc.	<b>1,020</b>	<b>1,420</b>	<b>1,420</b>
<b>Repair/Maintenance - Equipment</b> Repairs and maintenance for computers, copiers, printers, and other office equipment not covered under warranty. This appropriation also provides for the Division's share of the copier pooled maintenance agreement.	<b>1,777</b>	<b>2,150</b>	<b>2,680</b>
<b>Repair/Maintenance - Bldgs. &amp; Structures</b> Fire and security alarm services and inspections, pest control, and necessary repairs.	<b>-</b>	<b>100</b>	<b>100</b>
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 57,810</u></b>	<b><u>\$ 82,590</u></b>	<b><u>\$ 91,290</u></b>

# COMMUNITY SERVICES SPECIAL EVENTS

## PROGRAM DESCRIPTION

The Recreation Services Division – Special Events provides events throughout the year for the Santee community. 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 2022-23 ACCOMPLISHMENTS

- Partnered with Waste Management to host two (2) Community Cleanup Days where residents could dispose of unwanted large items for disposal/recycling and documents for shredding
- Increased Santee Summer Concerts dates from previous year
- Record number attendance at Santee Salutes 4th of July event
- Continued to implement online advanced reserved parking sales for 4th of July event, which was well received by public
- Created and hosted Santee Brews & Bites Festival Fundraiser, an event to support local businesses
- Hosted ribbon cutting events: the Weston Park Playground; and the two (2) new girls softball fields at Town Center Community Park West
- Record number attendance at Holiday Lighting Celebration
- Hosted the annual Employee Holiday Social for City employees
- Supported the annual USATF Race Walk National Championships in January 2023
- Hosted Santee Discovery Month, a self-guided photo challenge to highlight Santee's Neighborhood and Community Parks
- Increased vendor and public participation at the Fido Fest event
- Hosted the Hop Down the Bunny Trail event in partnership with Santee Trolley Square to highlight Santee's Arts and Entertainment District
- Partnership with Santee Trolley Square included corner banner signage for City events hosted on property including: Holiday Lighting Celebration, Friday Nights Live and Hop Down the Bunny Trail
- Continued to integrate Santee's new brand into special events and marketing pieces
- Continued to utilize the Square Point-of-Sale system to create easy purchasing options for vendors, event and program participants
- Developed relationships with local businesses as sponsors and vendors at special events
- Hosted Friday Nights Live, a four-week series of family friendly entertainment and activities at Santee Trolley Square; for a continued focus on Santee's Arts and Entertainment District

## FY 2023-24 GOALS AND OBJECTIVES

- Research opportunities to increase revenue for funding community events
- Continue to build partnerships and sponsorship opportunities with businesses in Santee
- Provide safe, secure, and family friendly events that create lasting memories and traditions

## FY 2023-24 GOALS AND OBJECTIVES (CONTINUED)

- Continue to make efforts to activate Santee Trolley Square as a hub for events and entertainment
- Make efforts to integrate in multi-cultural and DEI elements to existing special events
- Continue to increase our emergency protocol and plans while working with the Fire Department and Sheriff's Department
- Continue utilizing and expand use of Square Point-of-Sale system to create easy process for participants, sponsors, and vendors
- Ensure the success of the Santee Brews & Bites Festival Fundraiser
- Continue to find cost-saving opportunities whenever possible, including in-kind donations, use of volunteers, etc.



# SPECIAL EVENTS BUDGET SUMMARY

COMMUNITY SERVICES SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 75,132	\$ 126,150	\$ 125,860
Operations & Maintenance	<u>129,259</u>	<u>194,930</u>	<u>226,180</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 204,391</u></u></b>	<b><u><u>\$ 321,080</u></u></b>	<b><u><u>\$ 352,040</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.65</u>	<u>0.75</u>	<u>0.75</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.65</u></u></b>	<b><u><u>0.75</u></u></b>	<b><u><u>0.75</u></u></b>



# SPECIAL EVENTS BUDGET SUMMARY

COMMUNITY SERVICES SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 25,704	\$ 38,920	\$ 40,080
50020 Salaries & Wages - Part Time	32,314	65,510	63,700
50050 Retirement - PERS	1,976	2,980	3,210
50052 Retirement - Unfunded Liability	8,257	7,110	6,970
50055 Retirement - Part Time	1,186	2,390	2,320
50060 Medicare	843	1,520	1,500
50070 Health Insurance	4,454	7,130	7,480
50071 Dental Insurance	279	410	410
50075 Life Insurance	46	70	70
50076 Long Term Disability Insurance	74	110	120
<b>Total Personnel</b>	<b>\$ 75,132</b>	<b>\$ 126,150</b>	<b>\$ 125,860</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 200	\$ 200
51041 Permits/Insurance	19,250	23,321	25,460
51104 Subscriptions/Memberships	2,492	3,720	5,030
51110 Professional Development	2,228	3,559	3,600
51121 Telephone & Fax	529	600	500
51122 Postage	6	80	80
51131 Promotional Activities	4,663	9,500	10,080
51133 Banners	2,559	7,000	7,430
51150 Bank Fees	683	500	500
51155 Contract Services	65,438	109,762	125,000
51156 Other Services - SD County Sheriff	10,451	9,238	15,000
51160 Materials & Supplies	8,915	12,250	13,000
51164 Recreational Supplies	2,463	4,000	4,000
51180 Electricity & Gas	-	1,200	1,300
51191 Equipment Rental	9,582	10,000	15,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 129,259</b>	<b>\$194,930.00</b>	<b>\$ 226,180</b>
<b>GRAND TOTAL</b>	<b>\$ 204,391</b>	<b>\$ 321,080</b>	<b>\$ 352,040</b>



# SPECIAL EVENTS BUDGET DETAILS

COMMUNITY SERVICES SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b> CPR and First Aid Training.	\$ -	\$ 200	\$ 200
<b>Permits/Insurance</b> Health fees/permits, ABC fees/permits, Right of Entry fees/permits and additional event insurance.	19,250	23,321	25,460
<b>Subscription/Memberships</b> ASCAP, BMI and SESAC music licensing fees.	2,492	3,720	5,030
<b>Professional Development</b> Membership and conference expenses for special event or sponsorship of specific organizations.	2,228	3,559	3,600
<b>Telephone &amp; Fax</b> Telephone and related expenses.	529	600	500
<b>Postage</b> Mailing sponsorship packages and division mail.	6	80	80
<b>Promotional Activities</b> Printing of promotional materials, such as posters and flyers and the price of ads taken out in local papers and social media to advertise events.	4,663	9,500	10,080
<b>Banners</b> Includes purchasing, installing, removing, storing, cleaning and repairing banners.	2,559	7,000	7,430
<b>Bank Fees</b> Processing fees incurred by Square and ACTIVENet Point of Sale systems.	683	500	500
<b>Other Contract Services</b> Contracts such as: entertainers, lights, sounds, bands for events, rides, service providers, pest control services and 4th of July fireworks.	65,438	109,762	125,000
<b>Other Services - SD County Sheriff</b> Provides for Sheriff services during special events.	10,451	9,238	15,000



# SPECIAL EVENTS BUDGET DETAILS

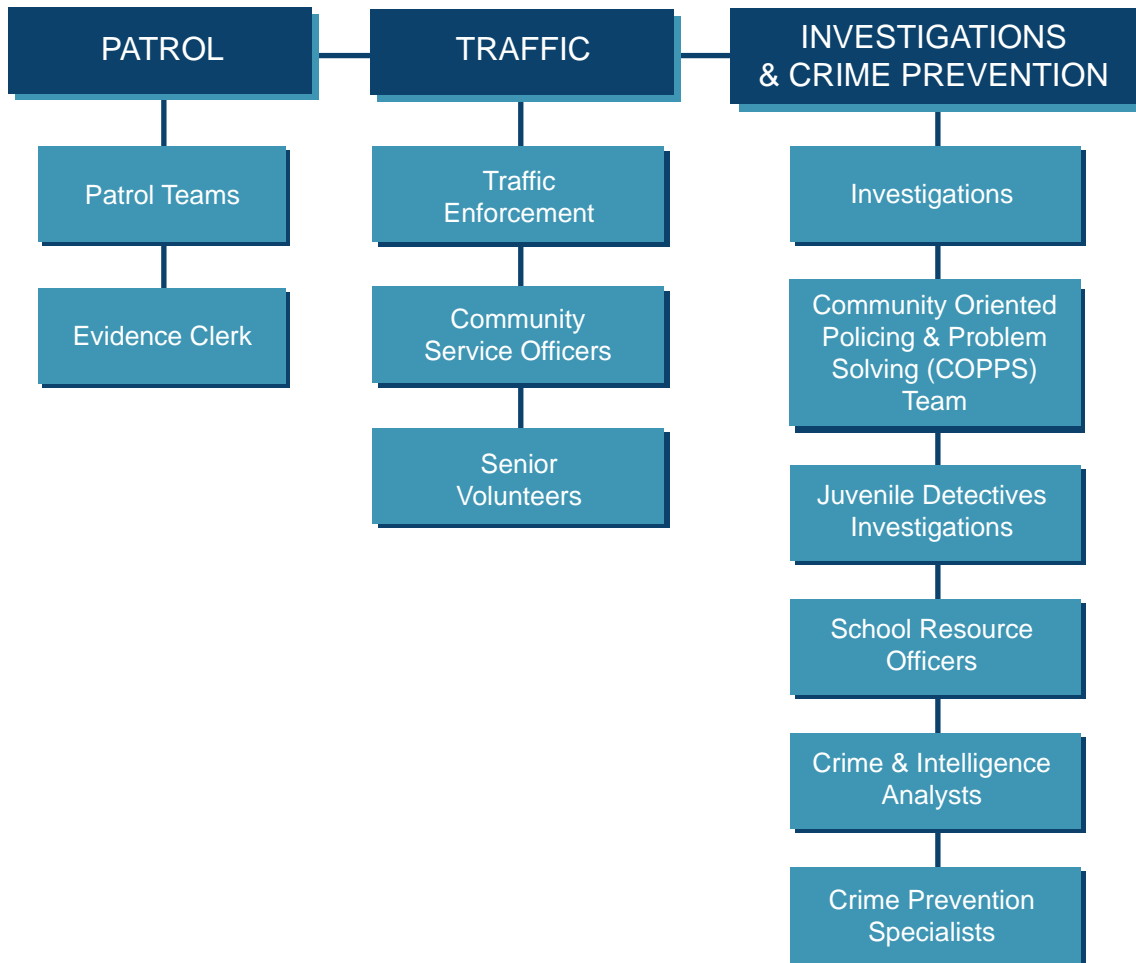
COMMUNITY SERVICES SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Materials &amp; Supplies</b>	<b>\$ 8,915</b>	<b>\$ 12,250</b>	<b>\$ 13,000</b>
Decorations, staff shirts, name tags, water, tape, cords, and other general event supplies.			
<b>Recreational Supplies</b>	<b>2,463</b>	<b>4,000</b>	<b>4,000</b>
Purchase and replacement of items such as canopies, tables and event fences.			
<b>Electricity &amp; Gas</b>	<b>-</b>	<b>1,200</b>	<b>1,300</b>
Allocated electricity and gas charges.			
<b>Equipment Rental</b>	<b>9,582</b>	<b>10,000</b>	<b>15,000</b>
Rental of equipment such as stages, generators, canopies, tables, chairs, trucks, and portable toilets.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 129,259</u></b>	<b><u>\$ 194,930</u></b>	<b><u>\$ 226,180</u></b>



# LAW ENFORCEMENT





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# LAW ENFORCEMENT SERVICES

## 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. Services also include support from the Sheriff's Emergency Services Division to assist with search and rescue, emergency planning, helicopter support, and tactical and bomb/arson support for critical incidents.

## FY 2022-23 ACCOMPLISHMENTS

- Through proactive and information-led policing strategies, achieved the 2nd lowest crime rate of the nine Sheriff's contract cities
- Conducted several traffic enforcement details in areas with higher levels of safety concerns
- Assisted in the development of a river ordinance to help prevent pollution and fires along the San Diego River
- Adopted the Safe Santee project to provide a unique opportunity to partner with residents and businesses to help combat crime and address community safety in real-time
- The Homeless Outreach Program and Engagement (HOPE) team provided resources and outreach for the homeless population in collaboration with community partners
- Conducted Metropolitan Transit System (MTS) and Joint Trolley Task Force details to address and deter criminal activity on and around the trolley platform at Santee Trolley Square
- Continued use of social media platforms to enhance communication with the community
- Conducted active shooter training to be better prepared for critical incidents

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to focus on lowering crime rates in Santee with proactive policing strategies to make Santee the safest city in San Diego County
- Increase traffic services in and around schools to provide juveniles a safe passage to and from school while increasing a presence to reduce crime at local businesses after school hours
- Continue utilizing the Homeless Outreach Program and Engagement (HOPE) team and work with other regional partners to provide resources and services to those in need
- Continue to provide qualified clinicians assigned to the Psychiatric Emergency Response Team to help provide resources to those experiencing a mental health crisis
- Increase community engagement through in-person events such as coffee with the community
- Through partnership with the community, raise fentanyl awareness and reduce fentanyl related crimes and overdoses
- Offer Harm Reduction Kits consisting of two doses of naloxone to people who could benefit
- Continue to provide specially assigned School Resource Officers to local schools



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# LAW ENFORCEMENT SERVICES BUDGET SUMMARY

LAW ENFORCEMENT SERVICES 1001.00.2101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	<u>\$ 16,549,200</u>	<u>\$ 16,983,950</u>	<u>\$ 17,232,810</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 16,549,200</u></u>	<u><u>\$ 16,983,950</u></u>	<u><u>\$ 17,232,810</u></u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 45,548	\$ 50,000	\$ 81,650
51120 Printing & Duplicating	-	2,000	2,000
51152 Contract Services - S.D. County Sheriff	16,307,031	16,726,980	16,897,200
51155 Other Contract Services	142,400	146,420	201,510
51160 Materials & Supplies	238	250	250
51180 Electricity & Gas	6,305	7,200	8,800
51210 Custodial Services	3,218	5,100	5,400
51215 Repair/Maintenance - Bldg & Structures	-	1,000	1,000
51332 Communication Charges	44,460	45,000	35,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 16,549,200</u>	<u>\$ 16,983,950</u>	<u>\$ 17,232,810</u>
<b>GRAND TOTAL</b>	<u><u>\$ 16,549,200</u></u>	<u><u>\$ 16,983,950</u></u>	<u><u>\$ 17,232,810</u></u>



# LAW ENFORCEMENT SERVICES BUDGET DETAILS

LAW ENFORCEMENT SERVICES 1001.00.2101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 45,548</b>	<b>\$ 50,000</b>	<b>\$ 81,650</b>
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This account provides law enforcement support services for the Automated Regional Justice Information System (ARJIS) and the California Identification (Cal-ID) Fingerprint program.

<b>Printing and Duplicating</b>	<b>-</b>	<b>2,000</b>	<b>2,000</b>
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This account provides funding for the printing of courtesy notices, parking citations and towing notices for illegally parked vehicles.

<b>Contract Services - S.D. County Sheriff</b>	<b>16,307,031</b>	<b>16,726,980</b>	<b>16,897,200</b>
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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 current contract amount is partially funded with \$161,300 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2023-24 is:

- Twenty-eight (28) general law enforcement patrol deputies
- Four (4) patrol sergeants
- Five (5) traffic investigation and enforcement deputies
- One (1) traffic sergeant
- One (1) motorcycle deputy
- Four (4) crime suppression COPPS deputies
- Seven (7) detectives
- One (1) detective sergeant
- Two (2) community service officers (CSOs)

<b>Other Contract Services</b>	<b>142,400</b>	<b>146,420</b>	<b>201,510</b>
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This appropriation provides funds to support School Resource Officers with the Grossmont Union High School District, assigned to Santana and West Hills high schools.

<b>Materials &amp; Supplies</b>	<b>238</b>	<b>250</b>	<b>250</b>
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This account provides funds to purchase materials and supplies for law enforcement related functions, including RSVP activities and Community Oriented Policing Committee (COMPOC) meetings.



# LAW ENFORCEMENT SERVICES BUDGET DETAILS

<b>LAW ENFORCEMENT SERVICES</b> 1001.00.2101	<b>ACTUAL</b> FY 2021-22	<b>AMENDED</b> FY 2022-23	<b>ADOPTED</b> FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 6,305</b>	<b>\$ 7,200</b>	<b>\$ 8,800</b>
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This appropriation provides funding for the cost of gas and electricity at the Community Safety Center located in Santee Trolley Square.

<b>Custodial Services</b>	<b>3,218</b>	<b>5,100</b>	<b>5,400</b>
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This appropriation provides for janitorial services at the Community Safety Center located in Santee Trolley Square.

<b>Repair/Maintenance - Building &amp; Structures</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
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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>	<b>44,460</b>	<b>45,000</b>	<b>35,000</b>
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This appropriation provides funding for Sheriff radios supported by the County of San Diego 800MHZ Regional Communication System.

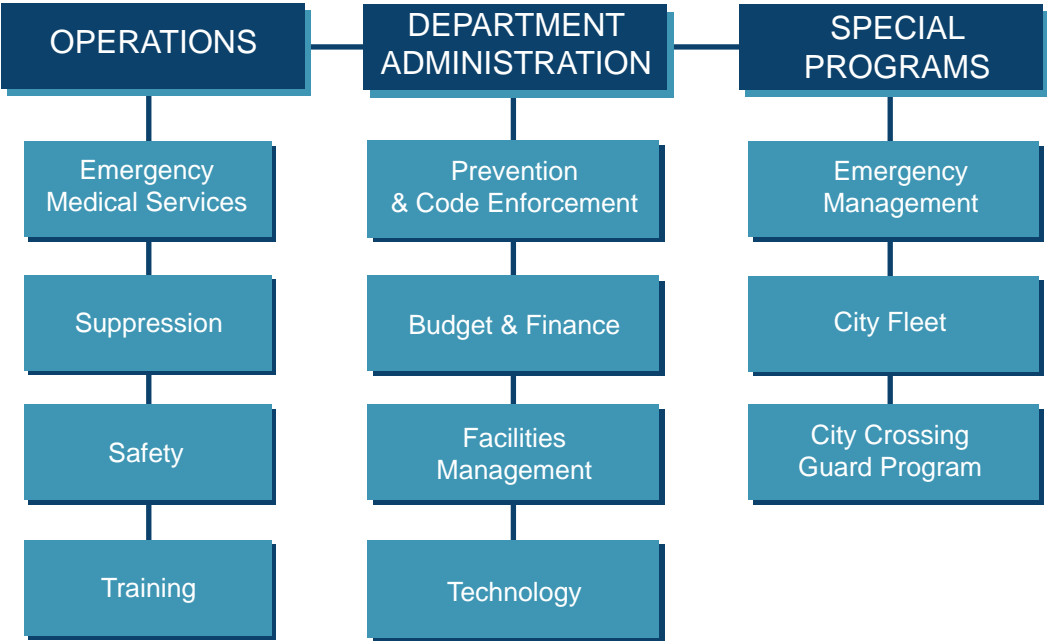
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 16,549,200</u></b>	<b><u>\$ 16,983,950</u></b>	<b><u>\$ 17,232,810</u></b>
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# FIRE & LIFE SAFETY





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# FIRE & LIFE SAFETY BUDGET SUMMARY

FIRE & LIFE SAFETY	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Administration	\$ 1,052,084	\$ 1,245,663	\$ 1,153,890
Emergency Operations	11,203,678	11,332,237	11,449,690
Emergency Medical	3,640,412	4,198,320	4,860,420
Emergency Preparedness	15,522	31,260	34,380
Fleet Operations and Maintenance	386,798	536,390	516,310
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 16,298,494</u></b>	<b><u>\$ 17,343,870</u></b>	<b><u>\$ 18,014,690</u></b>

## SUMMARY OF FUNDED POSITIONS

Administration	5.05	5.05	5.05
Emergency Operations	41.30	41.30	41.55
Emergency Medical	14.15	18.15	18.90
Fleet Operations and Maintenance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b><u>62.00</u></b>	<b><u>66.00</u></b>	<b><u>67.00</u></b>



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# FIRE & LIFE SAFETY ADMINISTRATION

## 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 2022-23 ACCOMPLISHMENTS

- Completed the Dissolution of County Service Area 69 and formation of Joint Powers Authority
- Conducted entry-level Firefighter Paramedic testing and hired four new Firefighter Paramedics
- Conducted promotional testing for the position of Fire Captain
- Complete joint Battalion Chief exam with Heartland Fire and Rescue
- Secured grant funding from San Diego River Conservancy for a Type VI apparatus (small brush engine)
- Completed the Community Risk Assessment and Long-Range Master Plan (Standards of Cover)
- Submitted SAFER Grant for Squad personnel
- Submitted AFG grant for a Light Rescue unit
- Received 2022 SHSP grant award letter
- Implemented temporary administrative captain
- Hired a Nurse Coordinator for SLEMSA
- Developed Mission, Vision, and Values

## FY 2023-24 GOALS AND OBJECTIVES

- Continue wildfire mitigation within the San Diego River corridor
- Develop 5-year strategic plan including fire station and shop replacement
- Reorganize Fleet management
- Expand City vehicle fueling capabilities at the Public Services Operations Center
- Accept the Multi-Jurisdictional Hazardous Mitigation Program Grant
- Complete grant applications for SHSP, AFG, UASI, SDRC



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# ADMINISTRATION BUDGET SUMMARY

FIRE & LIFE SAFETY ADMINISTRATION 1001.03.2201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 999,621	\$ 1,154,990	\$ 1,075,620
Operations & Maintenance	52,463	82,056	78,270
Capital Outlay	-	8,618	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,052,084</b>	<b>\$ 1,245,663</b>	<b>\$ 1,153,890</b>

## SUMMARY OF FUNDED 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
Fire Inspector	1.00	1.00	1.00
Management Analyst	0.70	0.70	0.70
Administrative Secretary	0.80	0.80	0.80
<b>TOTAL POSITIONS</b>	<b>5.05</b>	<b>5.05</b>	<b>5.05</b>



# ADMINISTRATION BUDGET SUMMARY

FIRE & LIFE SAFETY ADMINISTRATION 1001.03.2201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 585,410	\$ 666,900	\$ 653,020
50020 Salaries & Wages - Part Time	28,978	34,740	37,550
50025 Overtime	5,852	4,500	5,000
50035 Vacation Cash Out	6,406	52,840	-
50050 Retirement - PERS	99,272	108,860	122,440
50052 Retirement - Unfunded Liability	186,110	190,810	177,190
50055 Retirement - Part Time	1,074	1,300	1,410
50060 Medicare	9,101	11,010	10,080
50070 Health Insurance	64,197	72,310	63,400
50071 Dental Insurance	3,988	4,090	3,490
50075 Life Insurance	405	510	510
50076 Long Term Disability Insurance	1,383	1,520	1,530
50080 Workers' Compensation	6,969	5,000	-
50081 Unemployment Insurance	476	600	-
<b>Total Personnel</b>	<b>\$ 999,621</b>	<b>\$ 1,154,990</b>	<b>\$ 1,075,620</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 273	\$ 500	\$ 500
51040 Expert/Consulting Services	4,207	12,850	12,300
51104 Subscriptions/Memberships	4,803	5,290	5,170
51110 Professional Development	14,951	20,916	20,050
51120 Printing & Duplicating	622	650	700
51121 Telephone & Fax	7,202	7,100	8,500
51122 Postage	681	1,000	1,000
51160 Materials & Supplies	4,585	11,740	9,200
51161 Materials & Supplies - Crossing Guards	222	600	600
51165 Wearing Apparel	4,070	7,390	5,230
51180 Electricity & Gas	6,780	9,300	10,100
51201 Software Maintenance & Licensing	3,286	3,480	3,470
51211 Repair/Maintenance - Equipment	782	1,240	1,450
<b>Total Operations &amp; Maintenance</b>	<b>\$ 52,463</b>	<b>\$ 82,056</b>	<b>\$ 78,270</b>
<b>CAPITAL OUTLAY</b>			
60050 Communication Equipment	\$ -	\$ 8,618	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 8,618</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,052,084</b>	<b>\$ 1,245,663</b>	<b>\$ 1,153,890</b>





# ADMINISTRATION BUDGET DETAILS

FIRE & LIFE SAFETY ADMINISTRATION 1001.03.2201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	<b>\$ 273</b>	<b>\$ 500</b>	<b>\$ 500</b>
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This account provides funds for required annual respirator physicals for the Fire Chief and Deputy Fire Chief.

<b>Expert/Consulting Services</b>	<b>4,207</b>	<b>12,850</b>	<b>12,300</b>
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This account provides funds for the fire benefit fee consultant, fire inspection billing service, and miscellaneous services.

<b>Subscriptions/Memberships</b>	<b>4,803</b>	<b>5,290</b>	<b>5,170</b>
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This appropriation will provide for professional memberships for Chief Officers, Fire Marshal, and Fire Administration staff.

<b>Professional Development</b>	<b>14,951</b>	<b>20,916</b>	<b>20,050</b>
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This appropriation will allow for attendance at professional conferences, classes and various training seminars by Chief Officers, Fire Marshal, and Fire Inspector. This account also includes the leadership training program for Fire personnel.

<b>Printing &amp; Duplicating</b>	<b>622</b>	<b>650</b>	<b>700</b>
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This account provides funds for the printing of various forms, business cards and other miscellaneous printing needs for Fire Administration.

<b>Telephone &amp; Fax</b>	<b>7,202</b>	<b>7,100</b>	<b>8,500</b>
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This account provides funds for the cost of telephones for Fire Administration staff.

<b>Postage</b>	<b>681</b>	<b>1,000</b>	<b>1,000</b>
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This account provides funds for postage and shipping charges utilized by Fire Administration.

<b>Materials &amp; Supplies</b>	<b>4,585</b>	<b>11,740</b>	<b>9,200</b>
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This account provides funds for the purchase of miscellaneous materials and supplies utilized by Fire Administration and Fire Prevention.

<b>Materials &amp; Supplies - Crossing Guards</b>	<b>222</b>	<b>600</b>	<b>600</b>
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This account provides funds for the School Crossing Guard Program for safety apparel, stop signs, and other related items.

<b>Wearing Apparel</b>	<b>4,070</b>	<b>7,390</b>	<b>5,230</b>
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This account provides for uniforms for the Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector.



# ADMINISTRATION BUDGET DETAILS

FIRE & LIFE SAFETY ADMINISTRATION 1001.03.2201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 6,780</b>	<b>\$ 9,300</b>	<b>\$ 10,100</b>
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This appropriation provides for Fire Administration's share of gas and electricity at City Hall.

<b>Software Maintenance &amp; Licensing</b>	<b>3,286</b>	<b>3,480</b>	<b>3,470</b>
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This account provides funds for the fire inspection software program.

<b>Repair/Maintenance - Equipment</b>	<b>782</b>	<b>1,240</b>	<b>1,450</b>
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This account provides funds for AED service agreement on defibrillators in City facilities, Fire Administration's share of the pooled copier maintenance agreement, and as-needed repair of small office equipment.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 52,463</u></b>	<b><u>\$ 82,056</u></b>	<b><u>\$ 78,270</u></b>
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## CAPITAL OUTLAY

<b>Communication Equipment</b>	<b>\$ -</b>	<b>\$ 8,618</b>	<b>\$ -</b>
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This appropriation funded the FY 22-23 purchase of (1) portable radio for the Fire Inspector.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ -</u></b>	<b><u>\$ 8,618</u></b>	<b><u>\$ -</u></b>
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# FIRE & 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 2022-23 ACCOMPLISHMENTS

- Delivered several newly required State fire training courses in-house
- Conducted Two Fire Academies for four new Firefighter Paramedics
- Updated the Multijurisdictional Hazard Mitigation Plan
- Implemented a two-person response policy (squad)
- Created new annual training plan and calendar
- Responded to multiple wildland fires within the City boundaries

## FY 2023-24 GOALS AND OBJECTIVES

- Complete another Joint Fire academy with Central zone agencies
- Place a full time two-person Squad in service
- Implement determinant dispatching and Call triage
- Determine Turnout Time standard and improve response times
- Complete an Engineer exam
- Replace 4202 with a larger vehicle
- Improve operational competence through timed evolutions and manipulative training
- Purchase a Type VI apparatus (small brush engine) with substantial funding provided by a grant from the San Diego River Conservancy



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# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 10,383,980	\$ 10,475,490	\$ 10,453,910
Operations & Maintenance	675,293	845,330	909,930
Capital Outlay	144,405	11,417	85,850
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,203,678</b>	<b>\$ 11,332,237</b>	<b>\$ 11,449,690</b>

## SUMMARY OF FUNDED POSITIONS

Battalion Chief	2.40	2.40	2.65
Fire Captain	11.90	11.90	11.90
Fire Engineer	12.00	12.00	12.00
Firefighter Paramedic	15.00	15.00	15.00
<b>TOTAL POSITIONS</b>	<b>41.30</b>	<b>41.30</b>	<b>41.55</b>



# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 4,169,225	\$ 4,634,050	\$ 4,501,940
50011 Acting Pay	22,741	20,000	20,000
50012 FLSA	105,619	111,630	106,270
50025 Overtime	1,166,622	1,038,420	1,138,200
50027 Overtime - Acting Pay	198,592	216,320	216,320
50028 Overtime - Reimbursable	623,113	187,500	187,500
50033 Preceptor/Mentor Pay	1,523	8,000	10,000
50034 Longevity Certification Pay	40,418	43,140	44,200
50035 Vacation Cash Out	34,586	3,010	-
50036 Sick Leave Buy Back	4,809	7,340	3,910
50041 Clothing Allowance	22,945	25,620	25,160
50045 2% RHSA	77,763	83,240	81,770
50050 Retirement - PERS	861,930	924,670	987,370
50052 Retirement - Unfunded Liability	1,746,312	1,741,620	1,684,220
50059 Deferred Compensation	591	-	-
50060 Medicare	90,883	91,960	90,710
50070 Health Insurance	752,637	780,500	823,460
50071 Dental Insurance	37,362	35,440	35,730
50072 OPEB Health	-	-	-
50075 Life Insurance	4,023	4,170	4,210
50076 Long Term Disability Insurance	14,105	14,860	14,440
50080 Workers' Compensation Insurance	407,569	500,000	478,500
50081 Unemployment Insurance	612	4,000	-
<b>Total Personnel</b>	<b><u>\$ 10,383,980</u></b>	<b><u>\$ 10,475,490</u></b>	<b><u>\$ 10,453,910</u></b>



# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 8,168	\$ 16,840	\$ 20,520
51040 Expert/Consulting Services	25,229	36,880	26,870
51101 Other Governmental Purposes	13,763	17,500	17,500
51110 Professional Development	479	3,260	11,060
51114 Training & Developments - FTES	11,803	15,000	17,920
51121 Telephone & Fax	13,669	14,400	16,520
51141 Rentals/Leases - Office Equipment	1,635	-	-
51160 Materials & Supplies	84,321	126,000	86,020
51165 Wearing Apparel	78,509	131,870	226,950
51180 Electricity & Gas	52,749	59,700	51,750
51185 Water & Sewer	14,980	16,200	11,950
51201 Software Maintenance & Licensing	13,318	16,490	12,370
51211 Repair/Maintenance - Equipment	11,894	20,020	23,420
51330 Heartland Communications Facility Authority	195,041	214,470	235,000
51331 Heartland Training Authority	48,792	48,800	49,560
51332 Communication Charges	23,071	28,320	29,490
51335 Agency Reimbursements	57,079	57,080	50,530
51360 Fitness Equipment/Education	20,793	22,500	22,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 675,293</b>	<b>\$ 845,330</b>	<b>\$ 909,930</b>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 12,715	\$ -	\$ -
60050 Communication Equipment	26,451	1,367	47,850
60099 Other Capital Outlay	105,239	10,050	38,000
<b>Total Capital Outlay</b>	<b>\$ 144,405</b>	<b>\$ 11,417</b>	<b>\$ 85,850</b>
<b>GRAND TOTAL</b>	<b>\$ 11,203,678</b>	<b>\$ 11,332,237</b>	<b>\$ 11,449,690</b>



# EMERGENCY OPERATIONS BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	<b>\$ 8,168</b>	<b>\$ 16,840</b>	<b>\$ 20,520</b>
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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>	<b>25,229</b>	<b>36,880</b>	<b>26,870</b>
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This account provides funds for various contracts and services including TIP (Trauma Intervention Program), OSHA-required ladder testing, fire hose testing, peer support program, annual County hazardous materials permits, and miscellaneous contracts associated with testing and service on highly technical equipment.

<b>Other Governmental Purposes</b>	<b>13,763</b>	<b>17,500</b>	<b>17,500</b>
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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>	<b>479</b>	<b>3,260</b>	<b>11,060</b>
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This account will fund department-wide training activities, registration fees, travel and lodging associated with attendance of professional conferences and various training seminars.

<b>Training &amp; Development - FTEs</b>	<b>11,803</b>	<b>15,000</b>	<b>17,920</b>
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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>	<b>13,669</b>	<b>14,400</b>	<b>16,520</b>
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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>	<b>1,635</b>	<b>-</b>	<b>-</b>
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This account previously funded the leased copiers at Fire Stations 4 and 5, leases expired in FY 21-22.

<b>Materials &amp; Supplies</b>	<b>84,321</b>	<b>126,000</b>	<b>86,020</b>
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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.





# EMERGENCY OPERATIONS BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Wearing Apparel</b>	<b>\$ 78,509</b>	<b>\$ 131,870</b>	<b>\$ 226,950</b>
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This account provides funds for the purchase and maintenance of protective clothing, safety equipment and firefighter uniforms.

<b>Electricity &amp; Gas</b>	<b>52,749</b>	<b>59,700</b>	<b>51,750</b>
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This account provides funds for the cost of electricity and gas allocated for Fire Stations 4 and 5.

<b>Water &amp; Sewer</b>	<b>14,980</b>	<b>16,200</b>	<b>11,950</b>
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This account provides funds for the cost of water and sewer allocated for Fire Stations 4 and 5.

<b>Software Maintenance &amp; Licensing</b>	<b>13,318</b>	<b>16,490</b>	<b>12,370</b>
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This account provides funds for software maintenance agreements and support services.

<b>Repair/Maintenance - Equipment</b>	<b>11,894</b>	<b>20,020</b>	<b>23,420</b>
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This account provides funds for repair and maintenance of equipment at Fire Stations 4 and 5, as well as radio maintenance and repair services.

<b>Heartland Communications Facility Authority</b>	<b>195,041</b>	<b>214,470</b>	<b>235,000</b>
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This account provides funds for the Heartland Communication Facility Authority operational costs and required CIP contribution. 45% of this amount is budgeted in the Emergency Medical budget.

<b>Heartland Training Authority</b>	<b>48,792</b>	<b>48,800</b>	<b>49,560</b>
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This account provides funds for Heartland Training Facility operational and lease costs.

<b>Communication Charges</b>	<b>23,071</b>	<b>28,320</b>	<b>29,490</b>
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This account provides funds for the Regional Communication System radio user charges, pager service, and data service for Tablet Command equipment.

<b>Agency Reimbursements</b>	<b>57,079</b>	<b>57,080</b>	<b>50,530</b>
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This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program. 25% of this amount is budgeted in the Emergency Medical budget.

<b>Fitness Equipment/Education</b>	<b>20,793</b>	<b>22,500</b>	<b>22,500</b>
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This account provides funds for fitness equipment and education as dictated by the Santee Firefighters Association MOU.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 675,293</u></b>	<b><u>\$ 845,330</u></b>	<b><u>\$ 909,930</u></b>
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# EMERGENCY OPERATIONS BUDGET DETAILS

FIRE & LIFE SAFETY EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ 12,715</b>	<b>\$ -</b>	<b>\$ -</b>
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This account provided funds for the replacement copiers purchased for Fire Stations 4 & 5 (75%) in FY 2021-22.

<b>Communication Equipment</b>	<b>26,451</b>	<b>1,367</b>	<b>47,850</b>
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This account provides funds for the purchase of one (1) First In Alerting Box for Station 4, three (3) VHF NX-5700 Mobile Radios, three (3) BKR 5000 VHF Portable Radios, and three (3) APX 8000 Portable Radios.

<b>Other Capital Outlay</b>	<b>105,239</b>	<b>10,050</b>	<b>38,000</b>
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This account provides funds for the purchase of one (1) set Holmatro High Pressure Lifting Bags, one (1) SCBA Backpack Assembly with Cylinder, and Equipment for the Type 6 Fire Engine.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 144,405</u></b>	<b><u>\$ 11,417</u></b>	<b><u>\$ 85,850</u></b>
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# FIRE & 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 both Advanced Life Support (ALS) and Basic Life Support (BLS) patient care in the treatment and transport of individuals suffering medical illness or traumatic injury. This budget provides funding for all EMS services including, but not limited to: ALS and BLS training consistent with State and local laws, as well as County of San Diego policies; ambulance maintenance and repair, medical supplies, employee health, safety and wellness programs; ALS and BLS equipment maintenance and repair, community education and public relations programs; and personnel costs associated with the delivery of EMS provided by the Santee Fire Department. Ambulance procurement is budgeted through the separate Vehicle Acquisition & Replacement Fund. The program is funded through the Santee Lakeside Emergency Medical Services Authority (SLEMSA) Joint Powers Authority (JPA).

## FY 2022-23 ACCOMPLISHMENTS

- Dissolution of CSA-69 and the formation of the SLEMSA JPA
- Hiring of a full-time nurse coordinator for SLEMSA
- Transitioned the quality assurance program and EMS training to the new nurse coordinator
- Partnered with Central Zone departments to contract for a zone-wide medical director
- Established a BLS transport program and hired non-safety Emergency Medical Technicians (EMT's)
- Deployed LUCAS mechanical compression devices on both front-line medic units
- Remounted reserve ambulance V-187

## FY 2023-24 GOALS AND OBJECTIVES

- Purchase an additional ambulance
- Add patient transport ventilators to both medic units
- Expand the EMS internship program
- Replace one aging Autopulse with a LUCAS mechanical compression device
- Provide emotional intelligence training to all personnel
- Evaluate the effectiveness of the BLS ambulance and determine the need for additional system enhancements



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# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 2,897,101	\$ 3,100,130	\$ 3,520,320
Operations & Maintenance	675,508	981,540	1,193,100
Capital Outlay	67,802	116,650	147,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,640,412</b>	<b>\$ 4,198,320</b>	<b>\$ 4,860,420</b>

## SUMMARY OF FUNDED POSITIONS

Director of Fire & Life Safety	0.20	0.20	0.20
Deputy Fire Chief	0.25	0.25	0.25
Battalion Chief	0.60	0.60	1.35
Fire Captain	0.10	0.10	0.10
Firefighter Paramedic	12.00	12.00	12.00
Management Analyst	0.30	0.30	0.30
Lead Equipment Mechanic	0.25	0.25	0.25
Equipment Mechanic	0.25	0.25	0.25
Emergency Medical Technicians	-	4.00	4.00
Administrative Secretary	0.20	0.20	0.20
<b>TOTAL POSITIONS</b>	<b>14.15</b>	<b>18.15</b>	<b>18.90</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,347,196	\$ 1,481,020	\$ 1,722,690
50012 FLSA	29,486	31,640	33,190
50020 Salaries & Wages - Part Time	-	4,200	46,260
50025 Overtime	308,383	301,520	283,870
50028 Overtime - Reimbursable	-	-	-
50029 Overtime - Surge	4,265	-	-
50033 Preceptor/Mentor Pay	3,970	8,000	10,000
50034 Longevity Certification Pay	302	4,260	1,550
50035 Vacation Cash Out	1,602	13,650	-
50036 Sick Leave Buy Back	-	1,880	1,610
50041 Clothing Allowance	8,230	8,260	8,740
50045 2% RHSA	21,855	23,620	23,960
50050 Retirement - PERS	232,625	246,490	314,720
50052 Retirement - Unfunded Liability	543,041	533,840	521,680
50055 Retirement - Part Time	-	-	1,730
50059 Deferred Compensation	1,905	-	-
50060 Medicare	25,979	26,240	30,580
50070 Health Insurance	186,359	198,580	297,680
50071 Dental Insurance	11,367	10,480	15,330
50075 Life Insurance	1,397	1,440	1,910
50076 Long Term Disability Insurance	4,906	5,010	6,220
50080 Workers' Compensation Insurance	164,234	200,000	198,600
<b>Total Personnel</b>	<b>\$ 2,897,101</b>	<b>\$ 3,100,130</b>	<b>\$ 3,520,320</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 2,050	\$ 9,390	\$ 16,460
51020 Legal Services - City Attorney	22,102	-	-
51040 Expert/Consulting Services	33,398	144,200	141,160
51046 Outreach & Education	768	5,000	5,000
51102 Laundry/Cleaning Services	2,003	2,720	210
51104 Subscriptions & Memberships	651	850	800
51110 Professional Development	6,853	19,460	12,430
51114 Training & Development - FTES	-	-	2,740
51121 Telephone & Fax	10,080	10,000	12,100
51122 Postage	160	250	250
51141 Rentals/Leases - Office Equipment	545	-	-
51160 Materials & Supplies	214,213	251,990	328,370
51165 Wearing Apparel	17,647	36,580	100,550
51171 Fuel & Oil	75,305	118,620	117,460
51180 Electricity & Gas	19,762	22,400	51,750
51185 Water & Sewer	4,993	5,400	11,950
51201 Software Maintenance & Licensing	13,389	13,800	12,960
51211 Repair/Maintenance - Equipment	2,079	5,400	5,670
51212 Repair/Maintenance - Automotive Equipment	14,700	38,600	35,230
51230 Repair/Maintenance - Other	727	23,780	26,430
51301 Property Insurance	13,013	16,270	18,710
51305 Public Liability Insurance	42,746	53,440	61,460
51330 Heartland Communications Facility Authority	159,579	175,480	192,280
51332 Communication Charges	7,930	7,800	9,690
51335 Agency Reimbursements	-	-	16,840
51360 Fitness Equipment/Education	6,931	7,500	7,500
51361 Minor Equipment	3,886	12,610	5,100
<b>Total Operations &amp; Maintenance</b>	<b>\$ 675,508</b>	<b>\$ 981,540</b>	<b>\$ 1,193,100</b>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 4,238	\$ -	\$ -
60030 Medical Equipment	55,481	75,992	110,400
60050 Communication Equipment	8,083	8,618	19,640
60099 Other Capital Outlay	-	32,040	16,960
60199 Trade-In Credit on Equipment	-	-	-
<b>Total Capital Outlay</b>	<b>\$ 67,802</b>	<b>\$ 116,650</b>	<b>\$ 147,000</b>
<b>GRAND TOTAL</b>	<b>\$ 3,640,412</b>	<b>\$ 4,198,320</b>	<b>\$ 4,860,420</b>



# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	<b>\$ 2,050</b>	<b>\$ 9,390</b>	<b>\$ 16,460</b>
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This account provides funds for required annual respirator physicals, DMV physicals, vaccinations, first aid claims, and pre-placement physicals for new firefighter/paramedics & emergency medical technicians.

<b>Legal Services - City Attorney</b>	<b>22,102</b>	<b>-</b>	<b>-</b>
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This account funded the legal services associated with the dissolution of County Service Area 69 (CSA-69).

<b>Expert/Consulting Services</b>	<b>33,398</b>	<b>144,200</b>	<b>141,160</b>
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This account provides funds for various fees and costs associated with ALS and BLS certification and licensing. Costs include, but are not limited to the following: 1) Fees for state associations & licensure; 2) ACLS training; 3) Biohazardous waste disposal; 4) Reverse distribution of controlled substances; 5) Trauma Intervention Program (TIP); and 6) Peer support services. This account also provides funds for the City of Santee's share of the expenses associated with the SLEMSA JPA's Nurse Coordinator, and the HCFA's Medical Director.

<b>Outreach and Education</b>	<b>768</b>	<b>5,000</b>	<b>5,000</b>
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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>	<b>2,003</b>	<b>2,720</b>	<b>210</b>
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This account provides funds for a portion of the rental cost associated with uniforms, floor mats, shop towels and dust mops for the fleet maintenance shop and mechanics.

<b>Subscriptions/Memberships</b>	<b>651</b>	<b>850</b>	<b>800</b>
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This appropriation provides for subscriptions, memberships and professional publications utilized by EMS personnel.

<b>Professional Development</b>	<b>6,853</b>	<b>19,460</b>	<b>12,430</b>
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This account provides funds for purchase of EMS-related training materials and supplies, as well as registration fees, travel expenses and meals for attendance at professional development seminars, classes and conferences related to emergency medical care.

<b>Training &amp; Development - FTES</b>	<b>-</b>	<b>-</b>	<b>2,740</b>
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This account provides funding for ongoing Fire and EMS related training activities, and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.

<b>Telephone &amp; Fax</b>	<b>10,080</b>	<b>10,000</b>	<b>12,100</b>
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This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.





# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Postage</b>	<b>\$ 160</b>	<b>\$ 250</b>	<b>\$ 250</b>
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This account is for EMS-associated postage and shipping charges.

<b>Rentals/Leases - Office Equipment</b>	<b>545</b>	<b>-</b>	<b>-</b>
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This account previously funded the leased copiers at Fire Stations 4 and 5. Leases expired in FY 2021-22.

<b>Materials &amp; Supplies</b>	<b>214,213</b>	<b>251,990</b>	<b>328,370</b>
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This account provides funds to purchase miscellaneous medical supplies, pharmaceuticals, office supplies and other supplies related to the EMS program.

<b>Wearing Apparel</b>	<b>17,647</b>	<b>36,580</b>	<b>100,550</b>
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This account provides funds to purchase safety gear for firefighter/paramedics, including turnouts, boots and protective eye wear. This account also provides funds for EMT uniforms.

<b>Fuel &amp; Oil</b>	<b>75,305</b>	<b>118,620</b>	<b>117,460</b>
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This account provides funds for fuel, oil, transmission fluid and lubricants for ambulance units.

<b>Electricity &amp; Gas</b>	<b>19,762</b>	<b>22,400</b>	<b>51,750</b>
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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>	<b>4,993</b>	<b>5,400</b>	<b>11,950</b>
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This account provides funds for water and sewer allocated for Fire Stations 4 and 5 as associated with the EMS program.

<b>Software Maintenance &amp; Licensing</b>	<b>13,389</b>	<b>13,800</b>	<b>12,960</b>
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This account provides funds for EMS-related software maintenance agreements and support services.

<b>Repair/Maintenance - Equipment</b>	<b>2,079</b>	<b>5,400</b>	<b>5,670</b>
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This account provides funds for repair and maintenance of equipment, as well as radio maintenance and repair services associated with the EMS program.

<b>Repair/Maintenance - Automotive Equipment</b>	<b>14,700</b>	<b>38,600</b>	<b>35,230</b>
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This account provides funds for normal repair and maintenance of all ambulance units.



# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Other</b>	<b>\$ 727</b>	<b>\$ 23,780</b>	<b>\$ 26,430</b>
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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>	<b>13,013</b>	<b>16,270</b>	<b>18,710</b>
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This account provides funds for the estimated cost to insure the ambulance units.

<b>Public Liability Insurance</b>	<b>42,746</b>	<b>53,440</b>	<b>61,460</b>
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This account provides funds for the EMS portion of public liability/paramedic malpractice insurance.

<b>Heartland Communications Facility Authority</b>	<b>159,579</b>	<b>175,480</b>	<b>192,280</b>
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This account provides funds for the 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.

<b>Communication Charges</b>	<b>7,930</b>	<b>7,800</b>	<b>9,690</b>
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This account provides funds for the Regional Communication System radio user charges, pager service, and data service for Tablet Command equipment.

<b>Agency Reimbursements</b>	<b>-</b>	<b>-</b>	<b>16,840</b>
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This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program. 75% of this amount is budgeted in the Emergency Operations budget.

<b>Fitness Equipment/Education</b>	<b>6,931</b>	<b>7,500</b>	<b>7,500</b>
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This account provides funds for fitness equipment and education as dictated by the Santee Firefighters Association MOU.

<b>Minor Equipment</b>	<b>3,886</b>	<b>12,610</b>	<b>5,100</b>
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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.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 675,508</b>	<b>\$ 981,540</b>	<b>\$ 1,193,100</b>
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# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ 4,238	\$ -	\$ -
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This account provided funds for the replacement copiers purchased for Fire Stations 4 and 5 (25%) in FY 2021-22.

<b>Medical Equipment</b>	55,481	75,992	110,400
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This account will fund the purchase of one (1) monitor/defibrillator, one (1) mechanical CPR board, one (1) gurney, one (1) SPO2 Monitor, and two (2) automatic transport ventilators.

<b>Communication Equipment</b>	8,083	8,618	19,640
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This account will fund the purchase of (1) First-In Alerting Box for Station 4, and two (2) APX 8000 Portable Radios.

<b>Other Capital Outlay</b>	-	32,040	16,960
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This account will fund the purchase of equipment to outfit the Squad 4 Vehicle and the Polaris Off-Road Vehicle.

<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 67,802</b>	<b>\$ 116,650</b>	<b>\$ 147,000</b>
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# FIRE & LIFE SAFETY EMERGENCY PREPAREDNESS

## 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 2022-23 ACCOMPLISHMENTS

- Continued COVID-19 mitigations efforts through the end of the Federal, State, and Local Disaster Declarations
- Hosted an in-person community CPR class at Fire Station 4
- Hosted a regional CERT drill at the Santee Operations Center with CA-TF8 Urban Search and Rescue (USAR) canine teams
- Provided public education and first aid staffing for multiple city events including: Santee Salutes, Fido Fest, and the Chamber of Commerce Street Fair

## FY 2023-24 GOALS AND OBJECTIVES

- Replace the aging publication education trailer with a more versatile van to support City events
- Develop an outreach program with local high schools to educate students on career opportunities in fire and emergency medical services
- Upgrade two automatic external defibrillators at City facilities
- Host quarterly CPR classes for City staff and residents
- Work with the marketing team to promote fire safety and public education through social media



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# EMERGENCY PREPAREDNESS BUDGET SUMMARY

<b>FIRE &amp; LIFE SAFETY EMERGENCY PREPAREDNESS 1001.03.2204</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 15,522	\$ 31,260	\$ 34,380
<b>TOTAL EXPENDITURES</b>	<b>\$ 15,522</b>	<b>\$ 31,260</b>	<b>\$ 34,380</b>

## OPERATIONS & MAINTENANCE

51046 Outreach & Education	\$ 3,946	\$ 7,150	\$ 6,000
51104 Subscriptions/Memberships	-	620	620
51110 Professional Development	1,779	5,100	8,740
51113 Training & Development	248	3,000	3,000
51121 Telephone & Fax	2,368	5,290	6,400
51160 Materials & Supplies	4,827	7,310	6,720
51332 Communication Charges	598	1,030	1,030
51335 Agency Reimbursements	1,756	1,760	1,870
<b>Total Operations &amp; Maintenance</b>	<b>\$ 15,522</b>	<b>\$ 31,260</b>	<b>\$ 34,380</b>
<b>GRAND TOTAL</b>	<b>\$ 15,522</b>	<b>\$ 31,260</b>	<b>\$ 34,380</b>



# EMERGENCY PREPAREDNESS BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY EMERGENCY PREPAREDNESS 1001.03.2204</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE

<b>Outreach &amp; Education</b>	<b>\$ 3,946</b>	<b>\$ 7,150</b>	<b>\$ 6,000</b>
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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 school assembly presentations, station tours and community events promoting fire

<b>Subscription/ Memberships</b>	-	620	620
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This appropriation provides for professional memberships associated with disaster preparedness.

<b>Professional Development</b>	1,779	5,100	8,740
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Funds to be used for disaster preparedness training seminars and conferences, CPR instructor certification, and Emergency Operation Center (EOC) training exercises.

<b>Training &amp; Development</b>	248	3,000	3,000
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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.

<b>Telephone &amp; Fax</b>	2,368	5,290	6,400
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This account provides funds for (21) EOC cell phones, (2) EOC tablets, one (1) satellite phone, and telephone service for the City's Emergency Operations Center.

<b>Materials &amp; Supplies</b>	4,827	7,310	6,720
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This account provides funds to purchase miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.

<b>Communication Charges</b>	598	1,030	1,030
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This account provides funds for the Regional Communication System radio user charges.

<b>Agency Reimbursements</b>	1,756	1,760	1,870
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This account provides funds for the City's participation in the San Diego County Unified Disaster Council.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 15,522</b>	<b>\$ 31,260</b>	<b>\$ 34,380</b>
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# FIRE & LIFE SAFETY FLEET OPERATIONS & MAINTENANCE

## 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 2022-23 ACCOMPLISHMENTS

- Supported Equipment Mechanics in obtaining new State of California Emergency Vehicle Technician certification
- Continued to use the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet
- New fueling program with WEX
- Purchased the following new vehicles and equipment:
  - Remount of a Fire paramedic ambulance on a Ford E-450 Chassis
  - Purchase of a Type VI fire apparatus using grant funds
  - Purchase of a Type I fire apparatus to replace an engine
- Leased the following vehicles from Enterprise Fleet Management:
  - Ford Ranger for Community Services Department Park Patrol
  - Ford F-250 Spray Truck for Public Services Division
  - Ford Police Interceptor for Fire Inspector
  - Ford F-150 for Public Services Department Parks and Landscape Supervisor
  - Nissan Rogue for Building Division

## FY 2023-24 GOALS AND OBJECTIVES

- Support Equipment Mechanics in obtaining new State of California Emergency Vehicle Technician certification
- Continue to use the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet
- The vehicle acquisitions for FY 2022-23 will include the following new vehicles and equipment:
  - Purchase of a Fire paramedic ambulance on a Ford E-450 Chassis
  - Purchase of a Type I fire apparatus to replace V-166
  - Purchase of a Trailer for a SHSPG FY 23 grant funded Polaris Ranger
  - Purchase a Chevy Tahoe for the Deputy Fire Chief
  - Purchase a Utility/Tow Ford F-350 with SHSGP FY 23 Funding
- Lease the following vehicles from Enterprise Fleet Management:
  - Ford Transit Crew 150 shared between Fire and Community Services
  - One (1) 2023 Ford F-150 to replace V-156 in Development Services
  - One (1) 2023 Ford F-150 to replace V-167 in Public Services
  - Chrysler Pacifica to replace V-186 in the City Manager's Office



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# FLEET OPERATIONS & MAINTENANCE BUDGET SUMMARY

FIRE & LIFE SAFETY FLEET OPERATIONS & MAINTENANCE 1001.03.2206	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 160,937	\$ 193,430	\$ 197,930
Operations & Maintenance	214,801	317,310	318,380
Capital Outlay	11,060	25,650	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 386,798</b>	<b>\$ 536,390</b>	<b>\$ 516,310</b>

## SUMMARY OF FUNDED POSITIONS

Lead Equipment Mechanic	0.75	0.75	0.75
Equipment Mechanic	0.75	0.75	0.75
<b>TOTAL POSITIONS</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>



# FLEET OPERATIONS & MAINTENANCE BUDGET SUMMARY

FIRE & LIFE SAFETY FLEET OPERATIONS & MAINTENANCE 1001.03.2206	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 98,705	\$ 121,380	\$ 127,370
50025 Overtime	488	-	-
50036 Sick Leave Buy Back	-	820	-
50050 Retirement - PERS	11,150	12,860	14,970
50052 Retirement - Unfunded Liability	25,750	25,570	21,730
50055 Retirement - Part Time	-	-	-
50060 Medicare	1,441	1,770	1,850
50070 Health Insurance	21,611	27,140	29,990
50071 Dental Insurance	1,235	1,380	1,460
50072 OPEB Health	-	-	-
50075 Life Insurance	114	140	150
50076 Long Term Disability Insurance	311	370	410
50080 Workers' Compensation	133	2,000	-
50081 Unemployment Insurance	-	-	-
<b>Total Personnel</b>	<b>\$ 160,937</b>	<b>\$ 193,430</b>	<b>\$ 197,930</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ -	\$ 300	\$ 300
51102 Laundry/Cleaning Services	1,094	1,210	1,220
51104 Subscriptions/Memberships	-	60	80
51110 Professional Development	2,579	6,430	5,030
51121 Telephone & Fax	4	50	820
51160 Materials & Supplies	7,243	6,320	3,760
51165 Wearing Apparel	351	420	430
51171 Fuel & Oil	124,853	156,820	175,740
51201 Software Maintenance & Licensing	6,849	6,350	9,880
51212 Repair/Maint. - Automotive Equipment	71,829	139,350	121,120
<b>Total Operations &amp; Maintenance</b>	<b>\$ 214,801</b>	<b>\$ 317,310</b>	<b>\$ 318,380</b>
<b>CAPITAL OUTLAY</b>			
60099 Other Capital Outlay	\$ 11,060	\$ 25,650	\$ -
<b>Total Capital Outlay</b>	<b>\$ 11,060</b>	<b>\$ 25,650</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 386,798</b>	<b>\$ 536,390</b>	<b>\$ 516,310</b>



# FLEET OPERATIONS & MAINTENANCE BUDGET DETAILS

FIRE & LIFE SAFETY FLEET OPERATIONS & MAINTENANCE 1001.03.2206	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	\$ -	\$ 300	\$ 300
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This account provides funds for DMV physicals and first aid for Lead Equipment Mechanic and Equipment Mechanic.

<b>Laundry/Cleaning Services</b>	1,094	1,210	1,220
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This account provides a portion of the rental cost associated with uniforms for the mechanics, as well as floor mats, shop towels and dust mops for the fleet maintenance shop.

<b>Subscription/ Memberships</b>	-	60	80
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This account provides funds for the annual membership dues to the Southern California Fire Mechanics Association for the Mechanics.

<b>Professional Development</b>	2,579	6,430	5,030
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This account funds training activities and related-costs associated with Mechanics' attendance at professional conferences and various training seminars.

<b>Telephone &amp; Fax</b>	4	50	820
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This account provides funding for the Mechanics' cellular phones and Shop WIFI service.

<b>Materials &amp; Supplies</b>	7,243	6,320	3,760
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This account provides funds for the purchase of miscellaneous materials and supplies such as small tools, safety equipment and hardware for stock.

<b>Wearing Apparel</b>	351	420	430
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This account provides funds for the purchase of fleet maintenance t-shirts and boot allowance reimbursement for the mechanics.

<b>Fuel &amp; Oil</b>	124,853	156,820	175,740
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This account provides funds for all fuel, oil and lubrication used by the City fleet, with the exception of the ambulance units. This account also funds the fuel pump and fuel tank maintenance, inspections, repairs and certifications.

<b>Software Maintenance &amp; Licensing</b>	6,849	6,350	9,880
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This account provides funds for fleet software maintenance agreements and support services.



# FLEET OPERATIONS & MAINTENANCE BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY FLEET OPERATIONS &amp; MAINTENANCE 1001.03.2206</b>	<b>ACTUAL FY 2021-22</b>	<b>AMENDED FY 2022-23</b>	<b>ADOPTED FY 2023-24</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Automotive Equipment</b>	<b>\$ 71,829</b>	<b>\$ 139,350</b>	<b>\$ 121,120</b>
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This account provides funds for contract services, outside repair services, and parts that are required to maintain vehicles and specialized equipment assigned to the City fleet.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 214,801</u></b>	<b><u>\$ 317,310</u></b>	<b><u>\$ 318,380</u></b>
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## CAPITAL OUTLAY

<b>Other Capital Outlay</b>	<b>\$ 11,060</b>	<b>\$ 25,650</b>	<b>\$ -</b>
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This appropriation funded the FY 2022/23 purchase of the 30,000 lb. Shop Lift.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 11,060</u></b>	<b><u>\$ 25,650</u></b>	<b><u>\$ -</u></b>
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## OTHER USES BUDGET SUMMARY

OTHER USES 1001. * .1901.	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operating Transfers Out	\$ 8,279,116	\$ 1,864,927	\$ 1,125,070
Other Governmental Purposes	500,000	600,000	600,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,779,116</b>	<b>\$ 2,464,927</b>	<b>\$ 1,725,070</b>

### OPERATING TRANSFERS OUT

<b>90001 Operating Transfers Out</b>	<b>\$ 8,279,116</b>	<b>\$ 1,864,927</b>	<b>\$ 1,125,070</b>
To Vehicle Replacement Fund	603,611	506,097	323,570
To Highway 52 Coalition Fund	52,600	38,440	45,250
To Worker's Compensation Fund	200,000	175,000	-
To Capital Projects Fund	7,422,905	1,019,670	567,750
To Emergency Medical Services	-	125,720	-
To Technology Replacement	-	-	188,500
<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>\$ 8,279,116</b>	<b>\$ 1,864,927</b>	<b>\$ 1,125,070</b>

### OTHER GOVERNMENTAL PURPOSES

<b>51101 Other Governmental Purposes</b>	<b>\$ 500,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>
To Unfunded Liabilities (OPEB/CalPERS)			
<b>TOTAL OTHER GOVERNMENTAL PURPOSES</b>	<b>\$ 500,000</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>



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# OTHER FUNDS





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**SUMMARY OF OTHER FUNDS  
FY 2023-24 ADOPTED BUDGET**

Fund	Estimated Balances 07/01/23	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/24
<b>OTHER FUNDS</b>						
Risk Management Reserve	\$ 268,260	\$ 2,000	\$ -	\$ -	\$ -	270,260
Workers' Comp. Reserve	1,204,490	8,700	-	-	-	1,213,190
Vehicle Acq. & Replacement	823,040	496,050	(927,270)	323,570	-	715,390
Recreation Revolving	266,230	286,500	(313,400)	-	-	239,330
Technology Replacement	-	-	(188,500)	188,500	-	-
Supplemental Law Enforcement	60,900	100,400	(161,300)	-	-	-
Highway 52 Coalition	-	18,000	(63,250)	45,250	-	-
PEG Fees	-	145,000	-	-	(145,000)	-
CASp Certification and Training	57,910	11,000	(17,300)	-	-	51,610
Gas Tax	253,580	1,622,200	(1,588,210)	(25,820)	(196,700)	65,050
SAFE Program	25,680	200	(10,000)	-	-	15,880
Gas Tax-RMRA (SB1)	453,330	1,395,050	-	-	(1,306,000)	542,380
Zone 2 Flood Control District	141,760	482,910	(610,790)	-	-	13,880
Emergency Medical Services	5,595,120	4,846,460	(5,319,780)	-	-	5,121,800
Community Dev. Block Grant	-	321,990	(113,680)	-	(208,310)	-
Community Facilities Districts:						
CFD No. 2015-1	7,370	1,960	(2,270)	-	-	7,060
CFD No. 2017-2	70,040	148,880	(126,460)	-	-	92,460
Town Center Landscape Maint. Dist:						
Zone A - Town Center	216,400	143,270	(185,000)	25,820	-	200,490
Zone B - The Lakes	24,960	7,520	(7,240)	-	-	25,240
Zone C - San Remo	35,990	8,110	(10,160)	-	-	33,940
Zone D - Mission Creek	136,530	165,540	(175,370)	-	-	126,700
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	6,410	11,270	(10,480)	-	-	7,200
Zone 3 - Country Scenes	4,160	2,100	(2,440)	-	-	3,820
Zone 4 - Camelot Heights	870	1,400	(1,650)	-	-	620
Zone 8 - Silver Country	100,310	76,480	(82,250)	-	-	94,540
Zone 9 - Mattazaro/Timberlane	1,370	1,540	(2,210)	-	-	700
Zone 12 - The Heights	21,520	8,940	(10,600)	-	-	19,860
Zone 13 - Prospect Hills	6,660	3,290	(4,900)	-	-	5,050
Zone 14 - Mitchell Ranch	8,070	2,740	(3,710)	-	-	7,100
Zone 17 - Dakota Ranch	21,910	4,980	(7,240)	-	-	19,650
Zone 18 - Allos	10,040	3,980	(4,950)	-	-	9,070
Roadway Lighting District (Zone A)	1,914,030	392,850	(250,000)	-	(1,136,000)	920,880
Roadway Lighting District (Zone B)	622,030	415,960	(482,760)	-	-	555,230
Mobile Home Park Admin.	152,600	41,100	(52,470)	-	-	141,230
<b>TOTAL OTHER FUNDS</b>	<b>\$ 12,511,570</b>	<b>\$ 11,178,370</b>	<b>\$ (10,735,640)</b>	<b>\$ 557,320</b>	<b>\$ (2,992,010)</b>	<b>\$ 10,519,610</b>

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET**

ACCT NO	1003 Risk Management Reserve	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4701	Interest Income	1,824	1,800	1,800	2,000
4702	Unrealized Gain (Loss)	(6,046)	-	-	-
<b>Total Risk Management Reserve Fund</b>		<b>(4,222)</b>	<b>1,800</b>	<b>1,800</b>	<b>2,000</b>

ACCT NO	1004 Workers Comp Reserve	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4701	Interest Income	6,763	8,700	8,700	8,700
4702	Unrealized Gain (Loss)	(22,639)	-	-	-
<b>Total Risk Management Reserve Fund</b>		<b>(15,876)</b>	<b>8,700</b>	<b>8,700</b>	<b>8,700</b>

ACCT NO	1005 Vehicle Replacement	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4230	Grants-State	-	246,700	246,700	-
4690	Reimbursement Agreements	197,690	201,820	100,910	-
4693	Paramedic Program JPA	-	-	-	459,350
4701	Interest Income	6,921	6,200	5,000	6,200
4702	Unrealized Gain (Loss)	(22,786)	-	-	-
4821	Sale of Property	48,845	30,500	160,495	30,500
<b>Total Vehicle Replacement Fund</b>		<b>230,670</b>	<b>485,220</b>	<b>513,105</b>	<b>496,050</b>

ACCT NO	1006 Recreation Revolving	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4671	Instructional Classes	68,512	65,000	77,860	85,000
4672	Senior Trips	8,930	10,000	9,050	10,000
4674	Day Camps	71,087	70,000	61,680	75,000
4675	Contractual Camps	19,309	18,000	14,320	20,000
4676	Teen Programs	48	-	-	-
4677	Skate Park	2,480	4,000	750	2,000
4678	Rec Activity Donations	2,381	-	10	-
4679	Non-resident Fees	3,344	3,000	3,800	4,500
4680	Special Events	21,325	90,000	88,160	90,000
4801	Miscellaneous	60	-	-	-
<b>Total Recreation Revolving Fund</b>		<b>197,476</b>	<b>260,000</b>	<b>255,630</b>	<b>286,500</b>

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET**

ACCT NO	2101 Supplemental Law Enforcement	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4201	Allocations	161,285	100,000	162,270	100,000
4701	Interest Income	618	400	700	400
4702	Unrealized Gain (Loss)	(1,973)	-	-	-
Total Supplemental Law Enforce. Fund		159,930	100,400	162,970	100,400

ACCT NO	2104 Highway 52 Coalition	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4802	Donations	18,000	18,000	18,000	18,000
Total Highway 52 Coalition Fund		18,000	18,000	18,000	18,000

ACCT NO	2105 PEG Fees	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4032	PEG Fees	141,454	135,000	145,000	145,000
Total PEG Fees Fund		141,454	135,000	145,000	145,000

ACCT NO	2106 CASp Certification and Training	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4308	AB 1379 Surcharge	9,882	10,000	10,940	11,000
Total CASp Certification and Training Fund		9,882	10,000	10,940	11,000

ACCT NO	2201 Gas Tax	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4040	Section 2103	443,676	531,500	491,240	558,600
4041	Section 2105	316,216	348,100	343,460	369,900
4042	Section 2106	207,709	220,500	228,640	241,200
4043	Section 2107	378,163	475,600	464,590	444,300
4044	Section 2107.5	7,500	7,500	7,500	7,500
4701	Interest Income	358	700	700	700
4702	Unrealized Gain (Loss)	(661)	-	-	-
4645	Cost Recovery - Subrogation	1,157	-	-	-
Total Gas Tax Fund		1,354,118	1,583,900	1,536,130	1,622,200

CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET

ACCT NO	2202 SAFE Program	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4701	Interest Income	269	200	300	200
4702	Unrealized Gain (Loss)	(837)	-	-	-
Total SAFE Program Fund		(568)	200	300	200

ACCT NO	2203 Road Maint. Rehab Acct. Fund	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4046	Gas Tax - Road Maint. and Rehab	1,157,376	1,230,000	1,261,240	1,393,550
4701	Interest Income	3,124	1,500	1,500	1,500
4702	Unrealized Gain (Loss)	(6,849)	-	-	-
Total Road Maint. Rehab. Acct. Fund		1,153,651	1,231,500	1,262,740	1,395,050

ACCT NO	2302 Zone 2 Flood Control District	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4001	Property Taxes	442,203	463,300	463,300	482,110
4701	Interest Income	1,296	800	510	800
4702	Unrealized Gain (Loss)	(4,464)	-	-	-
4801	Miscellaneous Income	35			
Total Zone 2 Flood Control Dist. Fund		439,070	464,100	463,810	482,910

ACCT NO	2303 Emergency Medical Services	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4693	Paramedic Program JPA	-	-	2,342,190	4,831,460
4701	Interest Income	-	-	10,000	15,000
4833	CSA 69 Reserve Balance Dist	-	-	5,697,500	-
Total Emergency Medical Services Fund		-	-	8,049,690	4,846,460

ACCT NO	2401 CDBG	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4220	Grants - Federal	354,202	696,680	320,590	321,990
4701	Interest Income	3	-	-	-
Total CDBG Fund		354,205	696,680	320,590	321,990

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET**

ACCT NO	2510 thru 2572 CFDs	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
2510.4050	Special Tax - CFD No. 2015-1	1,684	1,790	1,790	1,900
2510.4701	Interest Income	40	40	40	60
2510.4702	Unrealized Gain (Loss)	(139)	-	-	-
2572.4050	Special Tax - CFD No. 2017-2	129,861	138,020	138,020	148,080
2572.4701	Interest Income	702	480	480	800
2572.4702	Unrealized Gain (Loss)	(3,382)	-	-	-
<b>Total CFD Funds</b>		<b>128,766</b>	<b>140,330</b>	<b>140,330</b>	<b>150,840</b>

ACCT NO	2601 thru 2604 Town Center LMD	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
2601.4101	Assessments - Zone A	141,814	141,820	141,820	141,820
2601.4701	Interest Income - Zone A	1,292	1,450	1,450	1,450
2601.4702	Unrealized Gain (Loss)	(4,826)	-	-	-
2602.4101	Assessments - Zone B	7,605	7,520	7,520	7,520
2602.4701	Interest Income - Zone B	212	240	240	-
2602.4702	Unrealized Gain (Loss)	(714)	-	-	-
2603.4101	Assessments - Zone C	7,852	7,860	7,860	7,860
2603.4701	Interest Income - Zone C	230	250	250	250
2603.4702	Unrealized Gain (Loss)	(794)	-	-	-
2604.4101	Assessments - Zone D	164,109	164,580	164,580	164,580
2604.4701	Interest Income - Zone D	881	960	960	960
2604.4702	Unrealized Gain (Loss)	(3,231)	-	-	-
<b>Total Town Center LMD Funds</b>		<b>314,431</b>	<b>324,680</b>	<b>324,680</b>	<b>324,440</b>

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET**

ACCT NO	2701 thru 2710 Santee LMD	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
2701.4101	Assessments - Zones 1 & 2	10,467	10,840	10,840	11,220
2701.4701	Interest Income - Zones 1 & 2	47	50	50	50
2701.4702	Unrealized Gain (Loss)	(125)	-	-	-
2702.4101	Assessments - Zone 3	2,066	2,070	2,070	2,070
2702.4701	Interest Income - Zone 3	28	30	30	30
2702.4702	Unrealized Gain (Loss)	(96)	-	-	-
2703.4101	Assessments - Zone 4	1,384	1,390	1,390	1,390
2703.4701	Interest Income - Zone 4	6	10	10	10
2703.4702	Unrealized Gain (Loss)	(20)	-	-	-
2704.4101	Assessments - Zone 8	75,472	75,740	75,740	75,740
2704.4701	Interest Income - Zone 8	675	740	740	740
2704.4702	Unrealized Gain (Loss)	(2,324)	-	-	-
2705.4101	Assessments - Zone 9	1,526	1,530	1,530	1,530
2705.4701	Interest Income - Zone 9	14	10	10	10
2705.4702	Unrealized Gain (Loss)	(48)	-	-	-
2706.4101	Assessments - Zone 12	8,750	8,760	8,760	8,760
2706.4701	Interest Income - Zone 12	166	180	180	180
2706.4702	Unrealized Gain (Loss)	(554)	-	-	-
2707.4101	Assessments - Zone 13	3,258	3,230	3,230	3,230
2707.4701	Interest Income - Zone 13	58	60	60	60
2707.4702	Unrealized Gain (Loss)	(185)	-	-	-
2708.4101	Assessments - Zone 14	2,689	2,690	2,690	2,690
2708.4701	Interest Income - Zone 14	52	50	50	50
2708.4702	Unrealized Gain (Loss)	(178)	-	-	-
2709.4101	Assessments - Zone 17	4,824	4,830	4,830	4,830
2709.4701	Interest Income - Zone 17	148	150	150	150
2709.4702	Unrealized Gain (Loss)	(503)	-	-	-
2710.4101	Assessments - Zone 18	3,919	3,920	3,920	3,920
2710.4701	Interest Income - Zone 18	61	60	60	60
2710.4702	Unrealized Gain (Loss)	(216)	-	-	-
<b>Total Santee LMD Funds</b>		<b>111,362</b>	<b>116,340</b>	<b>116,340</b>	<b>116,720</b>

ACCT NO	2801 Roadway Lighting Dist Zone A	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4001	Property Tax	378,301	384,100	384,100	384,100
4645	Cost Recovery/Subrogation	21,859	900	900	-
4701	Interest Income	11,979	8,750	8,940	8,750
4702	Unrealized Gain (Loss)	(40,502)	-	-	-
<b>Total Street Lighting Tax Zone A Fund</b>		<b>371,637</b>	<b>393,750</b>	<b>393,940</b>	<b>392,850</b>



CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2023-24 ADOPTED BUDGET

ACCT NO	2802 Roadway Lighting Dist Zone B	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4101	Assessments	356,694	381,620	381,620	411,530
4645	Cost Recovery/Subrogation	9,687	300	300	-
4701	Interest Income	4,854	4,430	4,430	4,430
4702	Unrealized Gain (Loss)	(15,821)	-	-	-
4801	Miscellaneous	285	-	-	-
Total Road Lighting Dist Zone B Fund		355,699	386,350	386,350	415,960

ACCT NO	2901 Mobile Home Park Admin	FY 2021-22 Actual	2022-23 Adopted	2022-23 Revised	FY 2023-24 Estimate
4101	Assessments	37,641	40,000	40,000	40,000
4701	Interest Income	1,147	1,100	1,100	1,100
4702	Unrealized Gain (Loss)	(3,804)	-	-	-
4801	Miscellaneous	(1)	-	-	-
Total Mobile Home Park Admin Fund		34,983	41,100	41,100	41,100



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# VEHICLE ACQUISITION & REPLACEMENT

## 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 replacement vehicle schedules to ensure future years' funding for the replacement of vehicles and mobile equipment.

## FY 2022-23 ACCOMPLISHMENTS

- Continued to manage the City's pool vehicle program to maximize the utilization of current city vehicles
- Continued to examine fleet resources to identify opportunities to share vehicles within individual departments
- Continued to find ways to navigate the unique supply issues of the automotive market, such as finding vehicles available for purchase / lease on a dealer lot.
- Continued to manage and evaluate the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet, thereby reducing maintenance time and costs while maintaining a modern, safe, and fuel-efficient fleet
- Took delivery of the following vehicles:
  - V-209: Ford Ranger for Community Services Department Park Patrol
  - V-210: Ford F-250 Spray Truck for Public Services Division
  - V-211: Ford Police Interceptor for Fire Inspector
  - V-212: Ford F-150 for Public Services Dept. Parks and Landscape Supervisor
  - V-213: Nissan Rogue for Building Division

## FY 2023-24 GOALS AND OBJECTIVES

- 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
- Continue to find ways to navigate the unique supply issues of the automotive market, such as finding vehicles available for purchase / lease on a dealer lot
- Continue to manage and evaluate the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet, thereby reducing maintenance time and costs while maintaining a modern, safe, and fuel-efficient fleet
- The vehicle acquisitions for FY 2023-24 will include the following new vehicles and equipment:
  - Fire Paramedic Ambulance Ford E-450
  - Purchase of a Trailer for a SHSPG FY 23 grant funded Polaris Ranger
  - Purchase a Chevy Tahoe for the Deputy Fire Chief
  - Purchase a Utility/Tow Ford F-350 with SHSPG FY 23 funding
  - Ford Transit Crew 150 to be shared between Fire and Community Services
  - One (1) 2023 Ford F-150 to replace V-156 in former Development Services
  - One (1) 2023 Ford F-150 to replace V-167 in Public Services



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# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

VEHICLE ACQUISITION & REPLACEMENT 1005	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 6,918	\$ 101,560	\$ 115,540
Capital Outlay	279,459	1,500	520,540
Debt Service	258,497	258,500	291,190

<b>TOTAL EXPENDITURES</b>	<b>\$ 544,875</b>	<b>\$ 361,560</b>	<b>\$ 927,270</b>
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## OPERATIONS & MAINTENANCE

<b>Community Services - Public Services</b>			
51142 Rentals/Leases - Vehicles	\$ 2,355	\$ 57,070	\$ 46,800
<b>Community Services - Recreation</b>			
51142 Rentals/Leases - Vehicles	-	6,300	7,800
<b>Fire &amp; Life Safety</b>			
51142 Rentals/Leases - Vehicles	3,428	20,580	26,630
<b>Engineering - Engineering</b>			
51142 Rentals/Leases - Vehicles	1,135	14,160	27,310
<b>Planning &amp; Building - Building</b>			
51142 Rentals/Leases - Vehicles	-	3,450	7,000
<b>Total Operations and Maintenance</b>	<b>\$ 6,918</b>	<b>\$ 101,560</b>	<b>\$ 115,540</b>

## CAPITAL OUTLAY

<b>Community Services - Public Services</b>			
60040 Automotive Equipment	\$ 3,528	\$ 153,960	\$ 5,610
60041 Leases - Vehicles	-	-	-
<b>Fire &amp; Life Safety</b>			
60040 Automotive Equipment	271,719	530,367	511,190
60041 Leases - Vehicles	-	-	-
<b>Engineering - Engineering</b>			
60040 Automotive Equipment	4,212	9,170	3,740
60041 Leases - Vehicles	-	-	-



# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

VEHICLE ACQUISITION & REPLACEMENT 1005	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>CAPITAL OUTLAY (CONTINUED)</b>			
<b>Building &amp; Planning - Building</b>			
60040 Automotive Equipment	-	1,500	-
<b>Total Capital Outlay</b>	<b>\$ 279,459</b>	<b>\$ 1,500</b>	<b>\$ 520,540</b>
<b>DEBT SERVICE</b>			
<b>Community Services - Public Services</b>			
80020 Long Term Debt - Principal	\$ 30,466	\$ 31,400	\$ 16,060
80030 Interest Expense	2,146	1,210	250
<b>Fire &amp; Life Safety</b>			
80020 Long Term Debt - Principal	200,653	207,080	230,130
80030 Interest Expense	25,232	18,810	44,750
<b>Total Debt Service</b>	<b>\$ 258,497</b>	<b>\$ 258,500</b>	<b>\$ 291,190</b>
<b>GRAND TOTAL</b>	<b>\$ 544,875</b>	<b>\$ 361,560</b>	<b>\$ 927,270</b>

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# RECREATION REVOLVING

## PROGRAM DESCRIPTION

The Recreation Revolving Fund represents fees collected from participants, and 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, special activities, BMX/skateboard and scooter classes and camps, and the Santee Parks and Recreation Committee (SPARC) special event fundraiser, Twilight Brews & Bites Festival, to assist with park improvements, recreation financial assistance and enhanced programming for seniors and youth.

The Parks & Recreation Division seasonally produces a Recreation Activity Guide and Brochure; and distributes them to Santee area schools, various community locations, City parks, outreach events; and electronically.

## FY 2022-23 ACCOMPLISHMENTS

- \$10,000 recommended allocation from SPARC special event fundraiser to provide enhanced senior programming at a reduced cost to the participants
- \$5,000 recommended allocation from SPARC special event fundraiser to provide replacement equipment and supplies for the Santee Teen Center @ Big Rock Park
- \$3,500 recommended allocation from SPARC special event fundraiser to support the Special Events program
- \$1,200 recommended allocation from SPARC special event fundraiser to provide financial assistance to participants in need for the Veterans Memorial Banner programs
- Began offering multiple sessions per season for many performing arts and tiny tot enrichment classes, which have increased participation and revenue
- Increased skate park camps and classes throughout the year
- Recruited additional contract instructors to host instructional classes and expanded program offerings from current instructors
- Developed refund program policy

## FY 2023-24 GOALS AND OBJECTIVES

- Track community trends in recreation to provide new activities to participants
- Explore partnering with AARP on the Age-Friendly Communities Initiative
- Expand senior programming and increase mobile home outreach
- Identify new locations both within San Diego County and beyond for senior trips
- Explore new and engaging field trip locations and new programming element for Santee Summer Camp
- Continue to identify new contract instructors to provide weekly summer specialty camps, active older adult and working adults and family programs
- Research new fundraising strategies for the Santee Brews & Bites Festival Fundraiser
- Identify new contract instructors to provide weekly summer specialty camps



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## RECREATION REVOLVING BUDGET SUMMARY

**RECREATION REVOLVING  
1006.02.5301 - 5312**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

### SUMMARY OF EXPENDITURES

Personnel	\$ 76,274	\$ 91,440	\$ 94,600
Operations & Maintenance	<u>125,127</u>	<u>184,910</u>	<u>218,800</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 201,402</u></u></b>	<b><u><u>\$ 276,350</u></u></b>	<b><u><u>\$ 313,400</u></u></b>

### SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.02</u>	<u>0.50</u>	<u>0.30</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.02</u></u></b>	<b><u><u>0.50</u></u></b>	<b><u><u>0.30</u></u></b>



# RECREATION REVOLVING BUDGET SUMMARY

RECREATION REVOLVING 1006.02.5301 - 5312	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 24,415	\$ 17,400	\$ 16,110
50020 Salaries & Wages - Part Time	37,632	59,530	63,310
50050 Retirement - PERS	1,801	1,620	1,310
50052 Retirement - Unfunded Liability	1,894	5,750	3,120
50055 Retirement - Part Time	1,441	1,580	2,360
50060 Medicare	900	950	1,140
50070 Health Insurance	1,713	480	2,990
50071 Dental Insurance	218	30	170
50075 Life Insurance	43	40	40
50076 Long Term Disability Insurance	75	60	50
50080 Workers Compensation Insurance	6,143	4,000	4,000
<b>Total Personnel</b>	<b>\$ 76,274</b>	<b>\$ 91,440</b>	<b>\$ 94,600</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 45,490	\$ 56,880	\$ 70,400
51041 Permits/Insurance	1,093	3,000	3,520
51104 Subscriptions/Memberships	200	400	300
51110 Professional Development	817	630	1,360
51120 Printing & Duplicating	2,628	4,500	3,950
51122 Postage	209	800	600
51131 Promotional Activities	1,057	2,100	1,850
51132 Voucher Incentive Program	2,244	4,500	4,500
51133 Banners	442	1,900	1,900
51150 Bank Fees	5,640	7,500	6,750
51150 Contract Services	8,395	7,500	24,280
51156 Other Services - SD County Sheriff	-	4,000	4,250
51160 Materials & Supplies	26,576	35,100	37,650
51164 Recreational Supplies	49	50	50
51172 Transportation	1,975	4,000	4,500
51191 Equipment Rental	6,984	16,800	18,040
51210 Custodial	3,139	3,550	3,900
51370 Community Enhancement	18,191	31,700	31,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 125,127</b>	<b>\$ 184,910</b>	<b>\$ 218,800</b>
<b>GRAND TOTAL</b>	<b>\$ 201,402</b>	<b>\$ 276,350</b>	<b>\$ 313,400</b>



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.5301 - 5312

**ACTUAL**  
FY 2021-22

**AMENDED**  
FY 2022-23

**ADOPTED**  
FY 2023-24

## OPERATIONS & MAINTENANCE

**Expert/Consulting Services** **\$ 45,490** **\$ 56,880** **\$ 70,400**

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]	37,036	39,500	50,000
Day Camps [5305]	-	200	200
Contract Camps [5306]	8,454	17,000	20,000
Recreation Revolving Support [5311]	-	180	200

**Permits/Insurance** **1,093** **3,000** **3,520**

Required permits and insurance for Special Events [5309].

**Subscriptions/Memberships** **200** **400** **300**

Subscriptions and professional memberships for staff Recreation Revolving Support [5311].

**Professional Development** **817** **630** **1,360**

Conferences, workshops, and team building activities.

Day Camp [5305]	446	330	430
Special Events [5309]	-	-	430
Recreation Revolving Support [5311]	371	300	500

**Printing & Duplicating** **2,628** **4,500** **3,950**

This appropriation covers routine printing costs.

Senior Trips [5303]	-	200	200
Special Events [5309]	630	1,300	750
Recreation Revolving Support [5311]	1,998	3,000	3,000

**Postage** **209** **800** **600**

Mail charges for marketing materials.

Senior Trips [5303]	54	100	100
Special Events [5309]	155	500	300
Recreation Revolving Support [5311]	-	200	200



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.5301 - 5312

**ACTUAL**  
FY 2021-22

**AMENDED**  
FY 2022-23

**ADOPTED**  
FY 2023-24

## OPERATIONS & MAINTENANCE (CONTINUED)

	\$ 1,057	\$ 2,100	\$ 1,850
<b>Promotional Activities</b>			
Event and program marketing and promotions.			
Special Events [5309]	247	600	350
Recreation Revolving Support [5311]	810	1,500	1,500
<b>Voucher Incentive Program</b>	<b>2,244</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 Fall Festival proceeds.			
Special Events [5309]	2,244	4,500	4,500
<b>Banners</b>	<b>442</b>	<b>1,900</b>	<b>1,900</b>
Installing/removing, storing, purchasing, cleaning and repairing new and existing banners.			
Special Events [5309]	-	1,000	1,000
Recreation Revolving Support [5311]	442	900	900
<b>Bank Fees</b>	<b>5,640</b>	<b>7,500</b>	<b>6,750</b>
ACTIVENet and bank charges.			
Special Events [5309]	1,720	3,000	2,250
Recreation Revolving Support [5311]	3,920	4,500	4,500
<b>Other Contract Services</b>	<b>8,395</b>	<b>7,500</b>	<b>24,280</b>
Entertainment, light, sound and other vendor contracts for Special Events [5309].			
<b>Other Services - SD County Sheriff</b>	<b>-</b>	<b>4,000</b>	<b>4,250</b>
Provides for Sheriff services during Special Events [5309].			
<b>Materials &amp; Supplies</b>	<b>26,576</b>	<b>35,100</b>	<b>37,650</b>
Supplies, equipment, computer upgrades and incidental furnishings for Recreation Programs.			
Instructional Classes [5302]	5	200	400
Senior Trips [5303]	8,346	8,300	8,300
Day Camps [5305]	5,749	11,500	13,000
Skate Park [5308]	100	100	100
Special Events [5309]	12,301	14,000	14,850
Recreation Revolving Support [5311]	75	1,000	1,000



## RECREATION REVOLVING BUDGET DETAILS

RECREATION REVOLVING 1006.02.5301 - 5312	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Recreational Supplies</b>	<b>\$ 49</b>	<b>\$ 50</b>	<b>\$ 50</b>
Miscellaneous supplies for Day Camps. Day Camps [5305]	49	50	50
<b>Transportation</b>	<b>1,975</b>	<b>4,000</b>	<b>4,500</b>
Bus and Transportation fees. Senior Trips [5303] Day Camps [5305]	475 1,500	1,000 3,000	1,000 3,500
<b>Equipment Rental</b>	<b>6,984</b>	<b>16,800</b>	<b>18,040</b>
Rental equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events. [5309]			
<b>Custodial Services</b>	<b>3,139</b>	<b>3,550</b>	<b>3,900</b>
Custodial services for the Teen Center at Big Rock Park. [5311]			
<b>Community Enhancement</b>	<b>18,191</b>	<b>31,700</b>	<b>31,000</b>
Special projects funded with proceeds from the Santee Bluegrass Festival. [5309]			
<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 125,127</u></b>	<b><u>\$ 184,910</u></b>	<b><u>\$ 218,800</u></b>



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# TECHNOLOGY REPLACEMENT

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## PROGRAM DESCRIPTION

This program sets aside funds each year to ensure maintenance of the City's Information Technology infrastructure with a planned replacement schedule every five to seven years; or as needed depending on the equipment. The replacement, upgrade and/or modernization of equipment is essential to keep up to date with technological changes and advances, ensure proper support of the infrastructure, ensure continuity of the City's day-to-day business activities, and ensure the highest security of the City's network. I.T. infrastructure under this program includes: network servers, storage area network (SAN) units, firewalls, network switches, computer workstations, laptops, monitors, printers, software, and other peripheral devices.

## FY 2022-23 ACCOMPLISHMENTS

- Upgraded the City's network firewalls and switches to improve cybersecurity protection and enhance network speed and performance, funded with American Rescue Plan Act (ARPA) funding
- Replaced three wireless access points at City Hall to maintain and enhance WiFi coverage

## FY 2023-24 GOALS AND OBJECTIVES

- Replace and upgrade all City employee workstations, including computers, monitors and software



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# TECHNOLOGY REPLACEMENT BUDGET SUMMARY

TECHNOLOGY REPLACEMENT 1009	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ -	\$ 188,500
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,500</b>

## OPERATIONS & MAINTENANCE

<b>60012 Tech Replacement Program</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,500</b>
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This program sets aside funds each year to ensure maintenance of the City's information technology infrastructure with a planned replacement schedule. The current appropriation will provide for the replacement and upgrade of all employee workstations, including computers, monitors and software, which are currently seven years old.

<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 188,500</b>
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# SUPPLEMENTAL LAW ENFORCEMENT

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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.



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# SUPPLEMENTAL LAW ENFORCEMENT BUDGET SUMMARY

SUPPLEMENTAL LAW ENFORCEMENT COUNTY OF SAN DIEGO 2101.00.2101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 159,510	\$ 161,300	\$ 161,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 159,510</b>	<b>\$ 161,300</b>	<b>\$ 161,300</b>

## OPERATIONS & MAINTENANCE

<b>51152 Contract Services - SD County Sheriff</b>	<b>\$ 159,510</b>	<b>\$ 161,300</b>	<b>\$ 161,300</b>
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>	<b>\$ 159,510</b>	<b>\$ 161,300</b>	<b>\$ 161,300</b>



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# HIGHWAY 52 COALITION

## 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 State Route 52 and the surrounding corridors. These improvements will reduce congestion, promote multi-modal and shared transportation opportunities, and make State Route 52 into an economic goods movement and mobility corridor that enhances the vitality of the region.

## FY 2022-23 ACCOMPLISHMENTS

- Continued communication with federal lobbyists and state legislators to support the Coalition's efforts and to educate officials on funding needed to improve the State Route 52 corridor for the benefit of the entire region

## FY 2023-24 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
- Apply for additional grant opportunities as appropriate



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# HIGHWAY 52 COALITION BUDGET SUMMARY

**HIGHWAY 52 COALITION  
2104.00.1901**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 60,842</u>	<u>\$ 66,000</u>	<u>\$ 63,250</u>
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<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 60,842</u></u></b>	<b><u><u>\$ 66,000</u></u></b>	<b><u><u>\$ 63,250</u></u></b>
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## OPERATIONS & MAINTENANCE

51020 Legal Services - City Attorney	\$ 802	\$ 3,000	\$ 2,000
51040 Expert/Consulting Services	60,000	60,000	60,000
51118 Meetings and Outreach	-	2,500	1,000
51150 Bank Fees	-	100	-
51160 Materials and Supplies	-	200	-
51210 Software Maintenance and Licensing	<u>40</u>	<u>200</u>	<u>250</u>

<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 60,842</u></u></b>	<b><u><u>\$ 66,000</u></u></b>	<b><u><u>\$ 63,250</u></u></b>
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# HIGHWAY 52 COALITION BUDGET DETAILS

HIGHWAY 52 COALITION 2104.00.1901	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Legal Services</b>	<b>\$ 802</b>	<b>\$ 3,000</b>	<b>\$ 2,000</b>
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This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.

<b>Expert/Consulting Services</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
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This appropriation provides funding for the federal lobbyist hired in support of the Highway 52 Coalition and for efforts related to obtaining federal funding for improvements to State Route 52.

<b>Meetings and Outreach</b>	<b>-</b>	<b>2,500</b>	<b>1,000</b>
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This appropriation provides funding 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>	<b>-</b>	<b>100</b>	<b>-</b>
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The appropriation covers credit card processing charges incurred with the receipt of donations to the Highway 52 Coalition.

<b>Materials &amp; Supplies</b>	<b>-</b>	<b>200</b>	<b>-</b>
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The appropriation provides funding for promotional materials and other supplies incurred in support of the Highway 52 Coalition.

<b>Software Maintenance &amp; Licensing</b>	<b>40</b>	<b>200</b>	<b>250</b>
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This appropriation covers the cost of the website domain licensing for the Highway 52 Coalition.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 60,842</u></b>	<b><u>\$ 66,000</u></b>	<b><u>\$ 63,250</u></b>
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## PROGRAM DESCRIPTION

Public, Educational and Governmental (PEG) fees are received from cable television providers, in addition to their franchise fee, 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. 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. Funds can be used for equipment and improvements directly related to PEG programming, including livestreaming and public access broadcasting services. PEG fees may also be used to make upgrades to the City's website, public Wi-Fi, or other technology related improvements to provide residents with access to local government.

## FY 2022-23 ACCOMPLISHMENTS

- Continued to successfully livestream and broadcast City Council meetings and other public meetings, including SPARC and COMPOC, along with community based programming 24 hours a day, seven days per week on SanteeTV and the City's webpage
- Provided government and community information 24 hours a day, seven days per week on SanteeTV, including: City news and information, community and special events, seasonal activities, local highlights, park overviews, and information regarding City partners who provide services to Santee residents, including Padre Dam Municipal Water District and the San Diego Humane Society
- Received a Marketing & Communications Award from the City-County Communications and Marketing Association (3CMA) for SanteeTV

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to offer important civic programming and government news and updates to the community through SanteeTV, Facebook Live and other social media outlets
- Utilize PEG Fees collected to repay the advance from the General Fund, which was required to complete the City Council Chamber Upgrade Project
- Identify other uses of PEG fees for communicating public, educational and governmental information to residents, visitors and businesses, including use of the Santee Trolley Square Clock Tower video display



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## PEG FEES BUDGET SUMMARY

PEG FEES 2105.50.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 143,157	\$ 135,000	\$ 145,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 143,157</b>	<b>\$ 135,000</b>	<b>\$ 145,000</b>

### OPERATIONS & MAINTENANCE

<b>90001 Operating Transfer Out</b>	<b>\$ 143,157</b>	<b>\$ 135,000</b>	<b>\$ 145,000</b>
<p>This account provides for the transfer of funding for the Council Chamber Audio/Visual Upgrade project, initial set up of SanteeTV, and the City Hall Fiber Optic Cable Replacement project.</p>			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 143,157</b>	<b>\$ 135,000</b>	<b>\$ 145,000</b>



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# CASp CERTIFICATION & TRAINING

## PROGRAM DESCRIPTION

In 2008 legislation, SB 1608 (Corbett) required at least one building inspector in each local jurisdiction be a Certified Access Specialist (CASp). A CASp is a consultant/inspector who has been tested and certified by the State of California Division of State Architect as an expert in disability access laws. SB 1608 set up a process whereby business owners can voluntarily hire a CASp specialist to inspect their buildings to ensure compliance with disability access standards and obtain an inspection report. CASp Building Inspectors play a crucial role in preventing accessibility violations as they provide permitting and plan check services for new construction, as well as renovations requiring permits. These activities ensure people with disabilities are not denied equal access to places of public accommodations and can fully participate in society. SB 1608 also required each local jurisdiction to have a sufficient number of local building inspectors, but no less than one certified CASp.

AB 1379 allows local jurisdictions to retain 90% of a \$4 fee collected for a business license. This bill has repealed the provision reducing the fee to \$1 commencing January 1, 2024; thereby extending the operation of this fee at the amount of \$4 indefinitely. Local jurisdictions are required to use the funds to increase certified access specialist (CASp) services and compliance with construction-related accessibility requirements. The bill has also prioritized the use of these funds for:

- 1. Training and Retention of CASp**

The first priority is to spend the funds on the training and retention of CASp in order to meet the needs of the public in the jurisdiction.

- 2. Activities or Programs That Facilitate Accessibility Compliance**

Remaining funds are to be spent on activities or programs that facilitate accessibility compliance, and includes providing financial assistance to small business for construction of physical accessibility improvements to remove of architectural barrier to business.

## FY 2023-24 GOALS AND OBJECTIVES

- Maintain and certify new staff and continue to provide outreach to the community
- Create a grant program to award financial assistance to small business from the City's CASp fund
- City staff to attend townhall and chamber meetings to reach out to citizen and businesses interested in accessible requirements for multifamily unit and commercial accommodations for persons with disabilities
- City Staff will be engaged at initial application level for projects to assist applicants with compliance with State and Federal access requirements



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# CASp CERTIFICATION & TRAINING BUDGET SUMMARY

CASp CERTIFICATION & TRAINING 2106.04.4108	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ 13,300	\$ 17,300
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 13,300</b>	<b>\$ 17,300</b>

## OPERATIONS & MAINTENANCE

<b>51104 Subscriptions/Memberships</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000</b>
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This appropriation is for maintaining a Certified Access Specialist (CASp) including renewal certifications and memberships. Pursuant to California Law, building departments must have one staff member certified as a CASp dedicated to performing accessible plan reviews and inspections.

<b>51110 Professional Development</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
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This funding will be used for the training of new building staff members and to maintain training and certifications for existing staff pursuant to California Law.

<b>51372 AB 1379 Disabled Access</b>	<b>-</b>	<b>13,300</b>	<b>-</b>
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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.

<b>52012 Business Assistance Program</b>	<b>-</b>	<b>-</b>	<b>13,300</b>
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Appropriation and an existing balance of "Accessibility Compliance Funds" will be used for a grant program for Santee small business applicants for the removal of architectural barriers that limit or prevent persons with disabilities from obtaining goods and services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ 13,300</b>	<b>\$ 17,300</b>
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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 Engineering 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 Engineering 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 2022-23 ACCOMPLISHMENTS

- Re-striped approximately 3,000 feet of crosswalks and stop bars, approximately 20,000 feet of lane lines on arterial, major and collector streets and 10,000 feet of red curb
- Maintained and repaired the 62 City-owned traffic signals and related communication system, as needed
- Replaced and installed traffic signs as necessary
- Installed three speed feed-back signs for traffic calming
- Repaired and replaced damaged and lifted sidewalks, performed curb and gutter repairs and performed horizontal sidewalk cutting to eliminate tripping hazards citywide
- Provided monthly street sweeping services for all public streets and intersections
- Maintained right-of-way landscaping, planted trees and replaced landscaping on medians and parkways
- Performed pothole repairs and asphalt patching citywide

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to re-stripe City streets to provide clear delineation of street markings
- Continue to maintain City-owned traffic signals and related communication system
- Continue to maintain traffic signs
- Install speed feedback signs and other electronic traffic control devices at select locations for traffic calming
- 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 and intersections
- Continue weed abatement program along City rights-of-way
- Continue safety meetings and training for all Public Services Staff



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# GAS TAX BUDGET SUMMARY

GAS TAX	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 943,027	\$ 1,171,800	\$ 1,231,530
Engineering	<u>306,036</u>	<u>529,700</u>	<u>579,200</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,249,063</u></u>	<u><u>\$ 1,701,500</u></u>	<u><u>\$ 1,810,730</u></u>



# GAS TAX BUDGET SUMMARY

GAS TAX COMMUNITY SERVICES 2201.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 925,579	\$ 1,171,800	\$ 1,231,530
Capital Outlay	17,449	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 943,027</b>	<b>\$ 1,171,800</b>	<b>\$ 1,231,530</b>

## OPERATIONS & MAINTENANCE

51010 Accounting/Auditing	\$ 2,963	\$ 3,200	\$ 3,200
51110 Professional Development	2,034	2,100	2,100
51121 Telephone & Fax	3,645	3,900	4,400
51160 Materials & Supplies	5,233	24,000	24,000
51165 Wearing Apparel	2,624	3,000	4,440
51166 Small Tools	816	1,500	1,500
51181 Electricity & Gas - Grounds	2,707	2,900	800
51186 Water and Sewer - Grounds	204,649	221,000	243,100
51190 Signage	12,763	34,500	12,500
51191 Equipment Rental	2,771	5,470	5,470
51231 Repair/Maintenance - Grounds	317,968	388,050	403,840
51240 Contract Svc Road Maintenance	1,710	5,000	5,000
51241 Contract Svc Concrete Replacement	37,435	40,980	43,440
51242 Contract Svc Dead Animal Removal	10,490	13,240	14,050
51244 Contract Svc Street Sweeping	188,811	334,280	356,050
51252 Irrigation Materials	15,407	20,000	20,000
51253 Asphalt Materials	4,628	16,100	16,000
51399 Internal Service Charges	85,700	26,760	45,820
90001 Operating Transfer Out	23,224	25,820	25,820
<b>Total Operations &amp; Maintenance</b>	<b>\$ 925,579</b>	<b>\$ 1,171,800</b>	<b>\$ 1,231,530</b>

## CAPITAL OUTLAY

60099 Other Capital Outlay	\$ 17,449	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 17,449</b>	<b>\$ -</b>	<b>\$ -</b>

<b>GRAND TOTAL</b>	<b>\$ 943,027</b>	<b>\$ 1,171,800</b>	<b>\$ 1,231,530</b>
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# GAS TAX BUDGET DETAILS

GAS TAX COMMUNITY SERVICES 2201.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Accounting/Auditing</b>	<b>\$ 2,963</b>	<b>\$ 3,200</b>	<b>\$ 3,200</b>
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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>	<b>2,034</b>	<b>2,100</b>	<b>2,100</b>
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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>	<b>3,645</b>	<b>3,900</b>	<b>4,400</b>
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This appropriation will cover telephones, modems, alarm systems, faxes and cell phones.

<b>Materials &amp; Supplies</b>	<b>5,233</b>	<b>24,000</b>	<b>24,000</b>
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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. Will also fund a walk-behind asphalt roller.

<b>Wearing Apparel</b>	<b>2,624</b>	<b>3,000</b>	<b>4,440</b>
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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>	<b>816</b>	<b>1,500</b>	<b>1,500</b>
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This appropriation will fund the purchase and replacement of small tools.

<b>Electricity &amp; Gas - Grounds</b>	<b>2,707</b>	<b>2,900</b>	<b>800</b>
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This appropriation funds the cost of electricity to irrigation controllers in rights-of-way and medians.

<b>Water &amp; Sewer - Grounds</b>	<b>204,649</b>	<b>221,000</b>	<b>243,100</b>
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This appropriation covers the cost of water within the City's rights-of-way and medians.

<b>Signage</b>	<b>12,763</b>	<b>34,500</b>	<b>12,500</b>
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This appropriation is required to cover the cost of miscellaneous traffic and street name signage replacements.



# GAS TAX BUDGET DETAILS

GAS TAX COMMUNITY SERVICES 2201.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Equipment Rental</b>	<b>\$ 2,771</b>	<b>\$ 5,470</b>	<b>\$ 5,470</b>
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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.

<b>Repair/Maintenance - Grounds</b>	<b>317,968</b>	<b>388,050</b>	<b>403,840</b>
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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 the street tree planting and replacement program:

- Area 2 Landscape Maintenance
- Urban Forestry Maintenance
- Annual Pest Control
- Plumbing Maintenance & Repairs
- Electrical Services

Median Rehabilitation Projects - Cuyamaca from Riverwalk to Mast Blvd., and Magnolia Ave. from Alphonse to Princess Joann Rd.

<b>Contract Service Road Maintenance</b>	<b>1,710</b>	<b>5,000</b>	<b>5,000</b>
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This appropriation will be used to provide contractual roadway repairs such as minor asphalt patching.

<b>Contract Service Concrete Replacement</b>	<b>37,435</b>	<b>40,980</b>	<b>43,440</b>
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This appropriation will fund the City's ongoing concrete curb, gutter and sidewalk replacement program. This also includes the sidewalk cutting and grinding program.

<b>Contract Service Dead Animal Removal</b>	<b>10,490</b>	<b>13,240</b>	<b>14,050</b>
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The appropriation will enable utilization of contracted services for disposal of dead animals found within City rights-of-way.

<b>Contract Service Street Sweeping</b>	<b>188,811</b>	<b>334,280</b>	<b>356,050</b>
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This appropriation will fund the street sweeping contract for commercial and residential streets, medians and intersections. Costs have increased significantly due to the decreased supply of vendors. This appropriation also provides funds for additional emergency sweeping as required.





# GAS TAX BUDGET DETAILS

GAS TAX COMMUNITY SERVICES 2201.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Irrigation Materials</b>	<b>\$ 15,407</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
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This appropriation will cover the cost of purchasing irrigation repair supplies.

<b>Asphalt Materials</b>	<b>4,628</b>	<b>16,100</b>	<b>16,000</b>
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This appropriation will cover the cost of cold patch asphalt repair supplies.

<b>Internal Service Charges</b>	<b>85,700</b>	<b>26,760</b>	<b>45,820</b>
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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.

<b>Operating Transfer Out</b>	<b>23,224</b>	<b>25,820</b>	<b>25,820</b>
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Transfer to Town Center Landscape Maintenance District for median landscape maintenance costs.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 925,579</u></b>	<b><u>\$ 1,171,800</u></b>	<b><u>\$ 1,231,530</u></b>
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## CAPITAL OUTLAY

<b>Other Capital Outlay</b>	<b>\$ 17,449</b>	<b>\$ -</b>	<b>\$ -</b>
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This appropriation will cover the cost of a Traffic Message Board and related registration fees.

<b>Total Capital Outlay</b>	<b><u>\$ 17,449</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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# GAS TAX BUDGET SUMMARY

GAS TAX ENGINEERING GAS TAX 2201.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 278,385	\$ 509,700	\$ 559,200
Capital Outlay	27,651	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 306,036</b>	<b>\$ 529,700</b>	<b>\$ 579,200</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 1,121	\$ 2,600	\$ 2,600
51180 Electricity & Gas	72,000	78,100	77,900
51201 Software Maintenance & Licensing	2,855	-	-
51214 Repair/Maintenance - Traffic Signals	85,097	130,000	150,000
51243 Contract Services Street Striping/Painting	90,083	110,000	110,000
51256 Traffic Signal Materials	-	2,000	2,000
51399 Internal Service Charges	27,228	20,000	20,000
90001 Operating Transfer Out	-	167,000	196,700
<b>Total Operations &amp; Maintenance</b>	<b>\$ 278,385</b>	<b>\$ 509,700</b>	<b>\$ 559,200</b>

## CAPITAL OUTLAY

60099 Other Capital Outlay	\$ 27,651	\$ -	\$ -
60080 Traffic Calming Safety Equipment	-	20,000	20,000
<b>Total Capital Outlay</b>	<b>\$ 27,651</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

<b>GRAND TOTAL</b>	<b>\$ 306,036</b>	<b>\$ 529,700</b>	<b>\$ 579,200</b>
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# GAS TAX BUDGET DETAILS

GAS TAX ENGINEERING GAS TAX 2201.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 1,121	\$ 2,600	\$ 2,600
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This appropriation provides funds for the execution of special traffic studies requested by Council or not funded elsewhere. Also included in this appropriation is funding for services provided by Underground Service Alert for notices of potential conflicts with City owned underground electrical facilities.

<b>Electricity &amp; Gas</b>	72,000	78,100	77,900
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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.

<b>Software Maintenance &amp; Licensing</b>	2,855	-	-
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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.

<b>Repair/Maintenance - Traffic Signals</b>	85,097	130,000	150,000
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This appropriation funds contract services to provide routine and emergency maintenance and repairs to the City's traffic signals and intersection safety lighting.

<b>Contract Services Street Striping/Painting</b>	90,083	110,000	110,000
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This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing streets and legends.

<b>Traffic Signal Materials</b>	-	2,000	2,000
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This appropriation funds the purchase of traffic signal materials such as count-down timers, push buttons, detector cards, etc.

<b>Internal Service Charges</b>	27,228	20,000	20,000
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This appropriation will reimburse the General Fund for the cost of personnel expenses used for right-of-way program work.

<b>Operating Transfer Out</b>	-	167,000	196,700
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This appropriation funds the transfer to the Capital Improvement fund for the Traffic Signal LED Replacement project.

<b>Total Operations &amp; Maintenance</b>	<u>\$ 278,385</u>	<u>\$ 509,700</u>	<u>\$ 559,200</u>
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## GAS TAX BUDGET DETAILS

GAS TAX ENGINEERING GAS TAX 2201.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### CAPITAL OUTLAY

<b>Other Capital Outlay</b>	\$ 27,651	\$ -	\$ -
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Prior to establishing the Traffic Calming Safety Equipment account this account was used to fund the installation of traffic calming devices such as speed feedback signs, sign enhancing flashers, etc.

<b>Traffic Calming Safety Equipment</b>	-	20,000	20,000
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This appropriation funds the installation of traffic calming devices such as speed feedback signs, sign enhancing flashers, etc.

<b>Total Operations &amp; Maintenance</b>	<u>\$ 27,651</u>	<u>\$ 20,000</u>	<u>\$ 20,000</u>
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# SAFE PROGRAM

## 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 of San Diego in accordance with Assembly Bill (AB) 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 Fiscal Year 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 2022-23 ACCOMPLISHMENTS

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

## FY 2023-24 GOALS AND OBJECTIVES

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



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# SAFE PROGRAM BUDGET SUMMARY

**SAFE PROGRAM  
2202.04.4101**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 9,346</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 9,346</u></u></b>	<b><u><u>\$ 10,000</u></u></b>	<b><u><u>\$ 10,000</u></u></b>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ 9,346</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<p>This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.</p>			
<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 9,346</u></u></b>	<b><u><u>\$ 10,000</u></u></b>	<b><u><u>\$ 10,000</u></u></b>



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# GAS TAX – RMRA (SB 1)

## PROGRAM DESCRIPTION

The Road Repair and Accountability Act of 2017 (SB 1) represents a significantly 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 2022-23 ACCOMPLISHMENTS

- Completed the Citywide Pavement Repair & Rehabilitation Program 2022 Project utilizing RMRA funding combined with Transnet funding and the General fund
- Completed the Citywide Pavement Roadway Maintenance 2022 Project utilizing RMRA funding combined with Transnet funding and the General fund

## FY 2023-24 GOALS AND OBJECTIVES

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



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## GAS TAX - RMRA (SB1) BUDGET SUMMARY

GAS TAX - RMRA (SB1) 2203.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 2,716,681</u>	<u>\$ 1,472,527</u>	<u>\$ 1,306,000</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 2,716,681</u></u>	<u><u>\$ 1,472,527</u></u>	<u><u>\$ 1,306,000</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.

### OPERATIONS & MAINTENANCE

<b>90001 Operating Transfer Out</b>	<b>\$ 2,716,681</b>	<b>\$ 1,472,527</b>	<b>\$ 1,306,000</b>
This appropriation provides funding for certain projects in the Capital Improvement Program.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 2,716,681</u></u>	<u><u>\$ 1,472,527</u></u>	<u><u>\$ 1,306,000</u></u>



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# ZONE 2 FLOOD CONTROL DISTRICT

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## MISSION STATEMENT

To implement programs that protect and enhance surface water quality within the City of Santee to keep the City in compliance with the Regional Storm Water Permit and coordinate on regional program implementation toward overall water quality in Santee and the San Diego River.

## 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 water quality system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. Program components include; documentation of the routine maintenance of the City's storm water conveyance systems, complaint/hotline response, water quality monitoring (sampling), water quality improvement projects and residential area program implementation.

## FY 2022-23 ACCOMPLISHMENTS

- Developed a regional strategy, implementation plan, correspondence, and report addressing requirements under the Bacteria Investigative Order and pending Time Sensitive Order (TSO)
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Continued the implementation of the City's Trash Order Compliance Plan
- Utilized multiple contracts to manage storm water related tasks and duties
- Provided for a special monitoring study to narrow down locations where human contributions of bacteria to the storm drain system are identified within the City

## FY 2023-24 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
- Engage in process improvements for existing efforts and infrastructure maintenance programs
- Seek to decrease human sourced bacteria in our storm drain system by performing additional microbial source tracking, and identifying a suite of structural controls which may be utilized to address "hot spots"
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Continue to collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order



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# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

ZONE 2 FLOOD CONTROL DISTRICT	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 100,000	\$ -	\$ 100,000
Engineering	<u>361,144</u>	<u>489,860</u>	<u>510,790</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 461,144</u></u>	<u><u>\$ 489,860</u></u>	<u><u>\$ 610,790</u></u>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

ZONE 2 FLOOD CONTROL DISTRICT COMMUNITY SERVICES 2302.02.3102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 100,000	\$ -	\$ 100,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
This account is used to reimburse the General Fund for costs incurred by the Public Services Division in Storm Water activities.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>





# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

ZONE 2 FLOOD CONTROL DISTRICT ENGINEERING 2302.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 361,144	\$ 489,860	\$ 510,790
<b>TOTAL EXPENDITURES</b>	<b>\$ 361,144</b>	<b>\$ 489,860</b>	<b>\$ 510,790</b>

Note: Engineering Storm Water Program personnel costs are reflected in the General Fund.

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 126,460	\$ 114,000	\$ 160,250
51042 State Permit Renewal Fee	27,306	28,000	29,000
51044 Regional Coordination	81,431	142,530	143,680
51045 Water Quality Monitoring	63,797	73,550	34,510
51046 Outreach & Education	70	200	200
51104 Subscriptions/Memberships	-	400	400
51110 Professional Development	50	1,988	2,000
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	295	1,000	1,000
51121 Telephone & Fax	1,364	1,400	700
51122 Postage	67	700	1,000
51160 Materials & Supplies	617	1,000	1,000
51165 Wearing Apparel	-	300	300
51180 Electricity & Gas	1,343	1,400	1,700
51211 Repair/Maintenance - Equipment	229	512	540
51399 Internal Service Charges	58,115	122,780	134,410
<b>Total Operations &amp; Maintenance</b>	<b>\$ 361,144</b>	<b>\$ 489,860</b>	<b>\$ 510,790</b>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

ZONE 2 FLOOD CONTROL DISTRICT ENGINEERING 2302.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 126,460</b>	<b>\$ 114,000</b>	<b>\$ 160,250</b>
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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 including general Storm Water assistance and treatment control best management practices (TCBMP) inspections.

<b>State Permit Renewal Fee</b>	<b>27,306</b>	<b>28,000</b>	<b>29,000</b>
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This appropriation provides for the annual renewal of the City's National Pollutant Discharge Elimination System (NPDES) permit administered by the State of California.

<b>Regional Coordination</b>	<b>81,431</b>	<b>142,530</b>	<b>143,680</b>
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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.

<b>Water Quality Monitoring</b>	<b>63,797</b>	<b>73,550</b>	<b>34,510</b>
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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 the monitoring of compliance with the San Diego River Water Quality Improvement Plan.

<b>Outreach &amp; Education</b>	<b>70</b>	<b>200</b>	<b>200</b>
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This appropriation provides for booth displays, demonstration models and incentive items.

<b>Subscriptions/Memberships</b>	<b>-</b>	<b>400</b>	<b>400</b>
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This appropriation provides for membership in the California Storm Water Quality Association. Also included are subscriptions to industry BMP (best management practice) handbooks.

<b>Professional Development</b>	<b>50</b>	<b>1,988</b>	<b>2,000</b>
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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.



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

ZONE 2 FLOOD CONTROL DISTRICT ENGINEERING 2302.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Mileage Reimbursement</b>	\$ -	\$ 100	\$ 100
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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>	295	1,000	1,000
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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 &amp; Fax</b>	1,364	1,400	700
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This appropriation provides for the cost of telephone, fax machine, monthly hot spot and modem line charges.

<b>Postage</b>	67	700	1,000
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This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.

<b>Materials &amp; Supplies</b>	617	1,000	1,000
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This appropriation provides for office and field supplies.

<b>Wearing Apparel</b>	-	300	300
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This appropriation provides for the purchase of apparel, including safety vests/jackets, work boots, hard hats and rain gear.

<b>Electricity &amp; Gas</b>	1,343	1,400	1,700
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This appropriation provides for cost of electricity and gas allocated to the Flood Control/Storm Water Division.

<b>Repair/Maintenance - Equipment</b>	229	512	540
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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.



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

ZONE 2 FLOOD CONTROL DISTRICT ENGINEERING 2302.04.4102	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Internal Service Charges</b>	<b>\$ 58,115</b>	<b>\$ 122,780</b>	<b>\$ 134,410</b>
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This account is used to reimburse the General Fund for personnel costs incurred in Storm Water activities.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 361,144</b>	<b>\$ 489,860</b>	<b>\$ 510,790</b>
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# EMERGENCY MEDICAL SERVICES

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## PROGRAM DESCRIPTION

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated this year to provide emergency ambulance services and transportation for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia. This fund represents the City of Santee's share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program.



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# EMERGENCY MEDICAL SERVICES BUDGET SUMMARY

EMERGENCY MEDICAL SERVICES 2303.03.2203	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ 2,171,500	\$ 5,319,780
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 2,171,500</b>	<b>\$ 5,319,780</b>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ -</b>	<b>\$ 2,171,500</b>	<b>\$ 5,319,780</b>
<p>This account is used to reimburse the General Fund. Reimbursements are for the cost of personnel and operational expenses within the Emergency Medical Services program.</p>			
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ 2,171,500</b>	<b>\$ 5,319,780</b>



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# COMMUNITY DEVELOPMENT BLOCK GRANT

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## PROGRAM DESCRIPTION

The Engineering Department and Planning & Building Department serve 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 2022-23 ACCOMPLISHMENTS

- Administered the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of seven program activities
- Continued the administration of \$543,106 in CARES Act CDBG-CV monies allocated for programs to support COVID-19 impacted persons, businesses and organizations
- Completed the Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to HUD

## FY 2023-24 GOALS AND OBJECTIVES

- Complete the expenditure of CARES Act CDBG-CV funds for programs to support COVID-19 impacted persons, businesses and organizations
- Administer the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of seven program activities
- Complete Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER)
- Complete the CDBG funded first phase of the Citywide ADA Pedestrian Ramp project to install forty new ADA compliant pedestrian ramps in two neighborhoods of Santee



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# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

**CDBG**  
**2401.04.4201**

**ACTUAL**  
**FY 2021-22**

**AMENDED**  
**FY 2022-23**

**ADOPTED**  
**FY 2023-24**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 47,640	\$ 59,030	\$ 65,400
Special Programs	45,240	44,270	48,280
Public Facility Projects	161,952	419,550	208,310
<b>TOTAL EXPENDITURES</b>	<b>\$ 254,831</b>	<b>\$ 522,850</b>	<b>\$ 321,990</b>

## OPERATIONS & MAINTENANCE

51010 Accounting/Auditing	\$ -	\$ 2,000	\$ 2,000
51040 Expert/Consulting Services	-	3,000	3,000
51110 Professional Development	46	200	200
51112 Mile Reimbursement	-	100	100
51120 Printing & Duplicating	186	100	100
51122 Postage	-	100	100
51123 Advertising	1,029	1,200	1,200
51160 Materials & Supplies	26	300	300
51211 Repair/Maintenance - Equipment	-	100	100
51399 Internal Service Charge	30,853	36,430	37,800
51401 CSA San Diego County	15,500	15,500	20,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 47,640</b>	<b>\$ 59,030</b>	<b>\$ 65,400</b>

## SPECIAL PROGRAMS

52001 Santee Boys & Girls Club	\$ -	\$ -	\$ -
52002 Crisis House	6,660	5,270	5,530
52003 Cameron Family YMCA	2,770	3,960	-
52004 Elderhelp	3,880	6,860	5,530
52005 Meals on Wheels	4,920	5,270	5,530
52006 Santee Food Bank	16,650	17,640	20,630
52007 Santee Santas	7,030	-	5,530
51010 Voices for Children	3,330	5,270	5,530
<b>Total Special Programs</b>	<b>\$ 45,240</b>	<b>\$ 44,270</b>	<b>\$ 48,280</b>



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

CDBG 2401.04.4201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PUBLIC FACILITY PROJECTS</b>			
53003 Microenterprise Assistance	\$ 20,160	\$ -	\$ -
80020 Debt Service (Section 108 Loan)	141,792	-	-
90001 Operating Transfers Out	-	419,550	208,310
	<hr/>	<hr/>	<hr/>
<b>Total Public Facility Projects</b>	<b>\$ 161,952</b>	<b>\$ 419,550</b>	<b>\$ 208,310</b>
	<hr/>	<hr/>	<hr/>
<b>GRAND TOTAL</b>	<b>\$ 254,831</b>	<b>\$ 522,850</b>	<b>\$ 321,990</b>
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# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET DETAILS

CDBG 2401.04.4201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Administrative Activities</b>	<b>\$ 32,140</b>	<b>\$ 43,530</b>	<b>\$ 44,900</b>
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Identified below are the estimated program administration costs:

Accounting/Auditing	-	2,000	2,000
Expert/Consulting Services	-	3,000	3,000
Professional Development	46	200	200
Mileage Reimbursement	-	100	100
Printing & Duplicating	186	100	100
Postage	-	100	100
Advertising	1,029	1,200	1,200
Materials & Supplies	26	300	300
Repair/Maintenance - Equipment	-	100	100
Internal Service Charges	30,853	36,430	37,800

<b>CSA San Diego County</b>	<b>15,500</b>	<b>15,500</b>	<b>20,500</b>
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Provides Fair Housing Services and landlord/tenant counseling services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 47,640</b>	<b>\$ 59,030</b>	<b>\$ 65,400</b>
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## SPECIAL PROGRAMS

<b>Crisis House</b>	<b>\$ 6,660</b>	<b>\$ 5,270</b>	<b>\$ 5,530</b>
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Provides emergency assistance, housing and supportive services to promote self-sufficiency and prevent homelessness.

<b>Cameron Family YMCA</b>	<b>2,770</b>	<b>3,960</b>	<b>-</b>
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Provides funding support to subsidize swim, gymnastics and other recreation program fees for disadvantaged youth.

<b>Elderhelp</b>	<b>3,880</b>	<b>6,860</b>	<b>5,530</b>
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Provides assistance, case management and transportation services to homebound seniors who need assistance to live independently in their own homes.



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET DETAILS

CDBG 2401.04.4201	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SPECIAL PROGRAMS (CONTINUED)

<b>Meals on Wheels</b>	\$ 4,920	\$ 5,270	\$ 5,530
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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.

<b>Santee Food Bank</b>	16,650	17,640	20,630
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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.

<b>Santee Santas</b>	7,030	-	5,530
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Provides funding support to assist with non-persishable food and meals for low and moderate income Santee residents during the holiday season.

<b>Voices for Children</b>	3,330	5,270	5,530
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Provides volunteer Court Appointed Special Advocates (CASAs) for Santee based foster children.

<b>Total Special Programs</b>	\$ 45,240	\$ 44,270	\$ 48,280
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## PUBLIC FACILITY PROJECTS

<b>Microenterprise Assistance</b>	\$ 20,160	\$ -	\$ -
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Provides assistance to low- and moderate-income Santee business owners that have suffered financial losses as a result of the Coronavirus Pandemic.

<b>Debt Service (Section 108 Loan)</b>	141,792	-	-
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Provided funding for debt service payments for a \$1.5 million Section 108 loan for the rehabilitation of infrastructure along Buena Vista Avenue and Railroad Avenue. The final debt service payment was made in August 2021 (funded with an FY 2020-21 allocation) and the loan is now paid in full.

<b>Operating Transfers Out</b>	-	419,550	208,310
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To fund the pending Citywide ADA Pedestrian Ramp Installation project phases.

<b>Total Public Facility Projects</b>	\$ 161,952	\$ 419,550	\$ 208,310
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# 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; and 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 2022-23 ACCOMPLISHMENTS

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

## FY 2023-24 GOALS AND OBJECTIVES

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



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# CFD NO. 2015-1 BUDGET SUMMARY

CFD NO. 2015-1 2510.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 492	\$ 1,730	\$ 2,270
<b>TOTAL EXPENDITURES</b>	<b>\$ 492</b>	<b>\$ 1,730</b>	<b>\$ 2,270</b>

## OPERATIONS & MAINTENANCE

51020 Legal Services - City Attorney	\$ -	\$ 100	\$ 100
51231 Repair/Maintenance - Grounds	492	1,533	2,070
51399 Internal Service Charges	-	97	100
<b>Total Operations &amp; Maintenance</b>	<b>\$ 492</b>	<b>\$ 1,730</b>	<b>\$ 2,270</b>



## CFD NO. 2015-1 BUDGET DETAILS

CFD NO. 2015-1 2510.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Legal Services - City Attorney</b>	\$ -	\$ 100	\$ 100
This appropriation is to cover as-needed legal services.			
<b>Repair/Maintenance - Grounds</b>	492	1,533	2,070
This appropriation is to cover the cost of storm water facilities maintenance.			
<b>Internal Services Charges</b>	-	97	100
This appropriation is to cover the cost of staff time related to storm water facilities maintenance.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 492</b>	<b>\$ 1,730</b>	<b>\$ 2,270</b>



## CFD NO. 2017-2 BUDGET SUMMARY

CFD NO. 2017-2  
2572.00.1901

ACTUAL  
FY 2021-22

AMENDED  
FY 2022-23

ADOPTED  
FY 2023-24

### SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 110,798</u>	<u>\$ 117,870</u>	<u>\$ 126,460</u>
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<b>TOTAL EXPENDITURES</b>	<u><u>\$ 110,798</u></u>	<u><u>\$ 117,870</u></u>	<u><u>\$ 126,460</u></u>
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### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,768	\$ 2,820	\$ 4,780
51399 Internal Service Charges	<u>108,030</u>	<u>115,050</u>	<u>121,680</u>

<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 110,798</u></u>	<u><u>\$ 117,870</u></u>	<u><u>\$ 126,460</u></u>
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## CFD NO. 2017-2 BUDGET DETAILS

CFD NO. 2017-2 2572.00.1901	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 2,768</b>	<b>\$ 2,820</b>	<b>\$ 4,780</b>
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This appropriation is to cover the cost of contract special district administration services.

<b>Internal Services Charges</b>	<b>108,030</b>	<b>115,050</b>	<b>121,680</b>
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This appropriation is to reimburse the City for costs incurred in providing public safety, maintenance and other public services within the District and staff costs related to the administration of the District.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 110,798</u></b>	<b><u>\$ 117,870</u></b>	<b><u>\$ 126,460</u></b>
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# TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

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## PROGRAM DESCRIPTION

Property owner assessments enable the Community Services Department Public Services Division to provide landscape maintenance services, primarily utilizing contract forces, within the Town Center Landscape Maintenance District that is comprised of four separate zones that are assessed: Town Center, The Lakes, San Remo and Mission Creek.

## FY 2022-23 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
- Repaired and maintained three fountains within the District
- Completed the transition of maintenance responsibilities for The Lakes Landscape Maintenance District to the Magnolia Lakes Homeowners Association (HOA) pursuant to a request from the HOA

## FY 2023-24 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
- Continue to maintain three fountains
- 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



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# TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT BUDGET SUMMARY

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT (TCLMD)	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Zone A - Town Center	\$ 154,550	\$ 171,820	\$ 185,000
Zone B - The Lakes	6,772	6,100	7,240
Zone C - San Remo	5,038	10,520	10,160
Zone D - Mission Creek	140,128	179,550	175,370
<b>TOTAL EXPENDITURES</b>	<b>\$ 306,489</b>	<b>\$ 367,990</b>	<b>\$ 377,770</b>



# TCLMD ZONE A – TOWN CENTER BUDGET SUMMARY

**TCLMD ZONE A – TOWN CENTER  
2601.02.3101**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 154,550	\$ 171,820	\$ 185,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 154,550</b>	<b>\$ 171,820</b>	<b>\$ 185,000</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,658	\$ 2,720	\$ 2,770
51123 Advertising	-	210	210
51181 Electricity & Gas - Grounds	27,347	32,380	32,380
51186 Water & Sewer - Grounds	45,172	49,250	49,250
51231 Repair/Maintenance - Grounds	74,450	78,260	91,390
51399 Internal Service Charge	4,923	9,000	9,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 154,550</b>	<b>\$ 171,820</b>	<b>\$ 185,000</b>





# TCLMD ZONE B – THE LAKES BUDGET SUMMARY

TCLMD ZONE B – THE LAKES 2602.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 6,772	\$ 6,100	\$ 7,240
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,772</b>	<b>\$ 6,100</b>	<b>\$ 7,240</b>

## OPERATIONS & MAINTENANCE

51020 Legal Services - City Attorney	\$ 1,409	\$ -	\$ -
51040 Expert/Consulting Services	141	140	150
51123 Advertising	-	20	20
51186 Water & Sewer - Grounds	3,220	4,600	4,600
51231 Repair/Maintenance - Grounds	1,820	1,070	2,200
51399 Internal Service Charge	182	270	270
<b>Total Operations &amp; Maintenance</b>	<b>\$ 6,772</b>	<b>\$ 6,100</b>	<b>\$ 7,240</b>



## TCLMD ZONE C – SAN REMO BUDGET SUMMARY

**TCLMD ZONE C – SAN REMO  
2603.02.3101**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 5,038	\$ 10,520	\$ 10,160
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,038</b>	<b>\$ 10,520</b>	<b>\$ 10,160</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 151	\$ 150	\$ 160
51123 Advertising	-	20	20
51186 Water & Sewer - Grounds	3,105	3,890	4,180
51231 Repair/Maintenance - Grounds	1,483	6,230	5,570
51399 Internal Service Charge	299	230	230
<b>Total Operations &amp; Maintenance</b>	<b>\$ 5,038</b>	<b>\$ 10,520</b>	<b>\$ 10,160</b>



# TCLMD ZONE D – MISSION CREEK BUDGET SUMMARY

TCLMD ZONE D – MISSION CREEK 2604.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 140,128	\$ 179,550	\$ 175,370
<b>TOTAL EXPENDITURES</b>	<b>\$ 140,128</b>	<b>\$ 179,550</b>	<b>\$ 175,370</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 3,090	\$ 3,150	\$ 3,220
51123 Advertising	-	250	250
51181 Electricity & Gas	26,197	26,886	29,800
51186 Water & Sewer - Grounds	67,666	78,500	78,500
51231 Repair/Maintenance - Grounds	40,195	60,764	53,600
51399 Internal Service Charge	2,979	10,000	10,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 140,128</b>	<b>\$ 179,550</b>	<b>\$ 175,370</b>



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# SANTEE LANDSCAPE MAINTENANCE DISTRICT

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## PROGRAM DESCRIPTION

Property owner assessments enable the Community Services Department Public Services Division to provide landscape maintenance services, primarily utilizing contract forces, within the Santee Landscape Maintenance District which is comprised of ten separate zones that are assessed: El Nopal, Country Scenes, Camelot Heights, Silver Country, Timberlane, The Heights, Prospect Hills, Allos, Mitchell Ranch and Dakota Ranch.

## FY 2022-23 ACCOMPLISHMENTS

- Maintained the landscaping of the all the zones within the District at a responsible budgetary level
- Performed small landscaping projects within the District
- Repaired and maintained seven fountains within the District

## FY 2023-24 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
- Continue to maintain seven fountains
- 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



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# SANTEE LANDSCAPE MAINTENANCE DISTRICT BUDGET SUMMARY

## SANTEE LANDSCAPE MAINTENANCE DISTRICT (SLMD)

ACTUAL  
FY 2021-22

AMENDED  
FY 2022-23

ADOPTED  
FY 2023-24

### SUMMARY OF EXPENDITURES

Zones 1 & 2 - El Nopal	\$ 10,140	\$ 9,790	\$ 10,480
Zone 3 - Country Scenes	1,556	1,990	2,440
Zone 4 - Camelot Heights	2,273	1,370	1,650
Zone 8 - Silver Country	72,602	77,380	82,250
Zone 9 - Timberlane	1,637	2,000	2,210
Zone 12 - The Heights	8,017	9,330	10,600
Zone 13 - Prospect Hills	4,031	3,790	4,900
Zone 14 - Mitchell Ranch	1,965	3,620	3,710
Zone 17 - Dakota Ranch	3,652	6,390	7,240
Zone 18 - Allos	4,103	4,380	4,950
<b>TOTAL EXPENDITURES</b>	<b>\$ 109,977</b>	<b>\$ 120,040</b>	<b>\$ 130,430</b>



# SLMD ZONES 1 & 2 – EL NOPAL BUDGET SUMMARY

SLMD ZONES 1 & 2 – EL NOPAL 2701.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 5,948	\$ 9,790	\$ 10,480
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,948</b>	<b>\$ 9,790</b>	<b>\$ 10,480</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 345	\$ 690	\$ 720
51123 Advertising	-	50	50
51181 Electricity & Gas - Grounds	139	140	140
51186 Water & Sewer - Grounds	1,580	1,710	1,710
51231 Repair/Maintenance - Grounds	3,726	4,336	4,690
51399 Internal Service Charge	159	94	400
80020 Long Terms Dept - Principal	-	2,770	2,770
<b>Total Operations &amp; Maintenance</b>	<b>\$ 5,948</b>	<b>\$ 9,790</b>	<b>\$ 10,480</b>





## SLMD ZONE 3 – COUNTRY SCENES BUDGET SUMMARY

**SLMD ZONE 3 – COUNTRY SCENES  
2702.02.3101**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,556	\$ 1,990	\$ 2,440
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,556</b>	<b>\$ 1,990</b>	<b>\$ 2,440</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 101	\$ 210	\$ 210
51123 Advertising	-	10	10
51181 Electricity & Gas - Grounds	183	190	190
51186 Water & Sewer - Grounds	714	820	1,010
51231 Repair/Maintenance - Grounds	557	700	960
51399 Internal Service Charge	-	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,556</b>	<b>\$ 1,990</b>	<b>\$ 2,440</b>



## SLMD ZONE 4 – CAMELOT HEIGHTS BUDGET SUMMARY

SLMD ZONE 4 – CAMELOT HEIGHTS 2703.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 2,273	\$ 1,370	\$ 1,650
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,273</b>	<b>\$ 1,370</b>	<b>\$ 1,650</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 81	\$ 150	\$ 170
51123 Advertising	-	10	10
51181 Electricity & Gas - Grounds	157	74	160
51186 Water & Sewer - Grounds	1,149	630	840
51231 Repair/Maintenance - Grounds	886	506	470
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,273</b>	<b>\$ 1,370</b>	<b>\$ 1,650</b>



# SLMD ZONE 8 – SILVER COUNTRY BUDGET SUMMARY

SLMD ZONE 8 – SILVER COUNTRY 2704.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 72,602	\$ 77,380	\$ 82,250
<b>TOTAL EXPENDITURES</b>	<b>\$ 72,602</b>	<b>\$ 77,380</b>	<b>\$ 82,250</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 1,155	\$ 2,350	\$ 2,390
51123 Advertising	-	320	320
51181 Electricity & Gas - Grounds	1,398	1,490	1,540
51186 Water & Sewer - Grounds	24,106	22,220	22,220
51231 Repair/Maintenance - Grounds	45,943	49,500	54,280
51399 Internal Service Charge	-	1,500	1,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 72,602</b>	<b>\$ 77,380</b>	<b>\$ 82,250</b>



## SLMD ZONE 9 – TIMBERLANE BUDGET SUMMARY

SLMD ZONE 9 – TIMBERLANE 2705.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,637	\$ 2,000	\$ 2,210
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,637</b>	<b>\$ 2,000</b>	<b>\$ 2,210</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 263	\$ 520	\$ 550
51123 Advertising	-	10	10
51186 Water & Sewer - Grounds	817	862	1,080
51231 Repair/Maintenance - Grounds	557	608	570
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,637</b>	<b>\$ 2,000</b>	<b>\$ 2,210</b>



## SLMD ZONE 12 – THE HEIGHTS BUDGET SUMMARY

SLMD ZONE 12 – THE HEIGHTS 2706.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 8,017	\$ 9,330	\$ 10,600
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,017</b>	<b>\$ 9,330</b>	<b>\$ 10,600</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 446	\$ 920	\$ 930
51123 Advertising	-	40	40
51186 Water & Sewer - Grounds	5,646	5,630	6,800
51231 Repair/Maintenance - Grounds	1,925	2,142	2,220
51399 Internal Service Charge	-	598	610
<b>Total Operations &amp; Maintenance</b>	<b>\$ 8,017</b>	<b>\$ 9,330</b>	<b>\$ 10,600</b>



# SLMD ZONE 13 – PROSPECT HILLS BUDGET SUMMARY

SLMD ZONE 13 – PROSPECT HILLS 2707.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 4,031	\$ 3,790	\$ 4,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,031</b>	<b>\$ 3,790</b>	<b>\$ 4,900</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 324	\$ 660	\$ 680
51123 Advertising	-	20	20
51186 Water & Sewer - Grounds	2,355	1,680	2,400
51231 Repair/Maintenance - Grounds	1,352	1,370	1,740
51399 Internal Service Charge	-	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 4,031</b>	<b>\$ 3,790</b>	<b>\$ 4,900</b>



# SLMD ZONE 14 – MITCHELL RANCH BUDGET SUMMARY

SLMD ZONE 14 – MITCHELL RANCH 2708.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,965	\$ 3,620	\$ 3,710
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,965</b>	<b>\$ 3,620</b>	<b>\$ 3,710</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 122	\$ 240	\$ 260
51123 Advertising	-	20	20
51186 Water & Sewer - Grounds	766	830	830
51231 Repair/Maintenance - Grounds	1,077	2,070	2,140
51399 Internal Service Charge	-	460	460
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,965</b>	<b>\$ 3,620</b>	<b>\$ 3,710</b>



## SLMD ZONE 17 – DAKOTA RANCH BUDGET SUMMARY

SLMD ZONE 17 – DAKOTA RANCH 2709.02.3101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 3,652	\$ 6,390	\$ 7,240
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,652</b>	<b>\$ 6,390</b>	<b>\$ 7,240</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 162	\$ 310	\$ 340
51123 Advertising	-	20	20
51181 Electricity & Gas - Grounds	147	150	150
51186 Water & Sewer - Grounds	2,083	2,340	2,990
51231 Repair/Maintenance - Grounds	1,260	3,570	3,740
<b>Total Operations &amp; Maintenance</b>	<b>\$ 3,652</b>	<b>\$ 6,390</b>	<b>\$ 7,240</b>





## SLMD ZONE 18 – ALLOS BUDGET SUMMARY

**SLMD ZONE 18 – ALLOS  
2710.02.3101**

**ACTUAL  
FY 2021-22**

**AMENDED  
FY 2022-23**

**ADOPTED  
FY 2023-24**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 4,103	\$ 4,380	\$ 4,950
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,103</b>	<b>\$ 4,380</b>	<b>\$ 4,950</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 41	\$ 90	\$ 90
51123 Advertising	-	20	20
51181 Electricity & Gas - Grounds	132	140	140
51186 Water & Sewer - Grounds	2,171	2,360	1,860
51231 Repair/Maintenance - Grounds	1,760	1,570	2,640
51399 Internal Service Charge	-	200	200
<b>Total Operations &amp; Maintenance</b>	<b>\$ 4,103</b>	<b>\$ 4,380</b>	<b>\$ 4,950</b>



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# ROADWAY LIGHTING DISTRICT ZONE A

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## PROGRAM DESCRIPTION

Utilizing property tax proceeds directed 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 3,342 streetlights within the City. The City owns 2,166 (2,088 LS2 and 78 metered) of the total number of streetlights and SDG&E owns 1,176 (LS1). Zone A funds a portion of each streetlight's energy and maintenance cost based on an updated Street Lighting Traffic Study completed in 2020.

## FY 2022-23 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,176 total streetlights)
- Managed payment for the energy and maintenance cost to SDG&E. Zone A funds 27.5% of the total LS1 energy cost, which includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (2,088) and metered (78)
  - Managed the City owned streetlight maintenance contract
  - Responded to 206 burnouts or other streetlight maintenance needs
  - Responded to 156 utility mark-out requests
  - Replaced three knocked-down street light poles
- Performed an audit of existing LS1, LS2 and Metered streetlights
- Updated the streetlight inventory for new streetlights

## FY 2023-24 GOALS AND OBJECTIVES

- Continue to maintain city-owned street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal streetlight poles as necessary
- Install new street lights in areas where there are currently none, as funding becomes available



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# ROADWAY LIGHTING DISTRICT ZONE A BUDGET SUMMARY

ROADWAY LIGHTING DISTRICT ZONE A 2801.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 197,296	\$ 1,565,600	\$ 1,386,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 197,296</b>	<b>\$ 1,565,600</b>	<b>\$ 1,386,000</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 1,793	\$ 3,000	\$ 3,000
51180 Electricity & Gas	132,546	155,600	167,000
51213 Repair/Maintenance - Street Lights	47,825	60,000	60,000
51399 Internal Service Charges	15,131	20,000	20,000
90001 Operating Transfers Out	-	1,327,000	1,136,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 197,296</b>	<b>\$ 1,565,600</b>	<b>\$ 1,386,000</b>



# ROADWAY LIGHTING DISTRICT ZONE A BUDGET DETAILS

ROADWAY LIGHTING DISTRICT ZONE A 2801.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 1,793</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
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This appropriation provides funding for dig alert services related to the street light system as required by State law.

<b>Electricity &amp; Gas</b>	<b>132,546</b>	<b>155,600</b>	<b>167,000</b>
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This appropriation funds Zone A's share of the estimated total cost of electricity for all street lights within the City.

<b>Repair/Maintenance - Street Lights</b>	<b>47,825</b>	<b>60,000</b>	<b>60,000</b>
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This appropriation funds maintenance and repair costs for street lights located in Zone A.

<b>Internal Service Charges</b>	<b>15,131</b>	<b>20,000</b>	<b>20,000</b>
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This appropriation reimburses the General Fund for staff time associated with administration of Zone A.

<b>Operating Transfers Out</b>	<b>-</b>	<b>1,327,000</b>	<b>1,136,000</b>
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This operating transfer to the Capital Improvement Program will fund the replacement of existing street light fixtures on arterial and residential streets, as well as walkway lights along roadways, with more energy efficient LED lighting.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 197,296</u></b>	<b><u>\$ 1,565,600</u></b>	<b><u>\$ 1,386,000</u></b>
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# ROADWAY LIGHTING DISTRICT

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## ZONE B

### PROGRAM DESCRIPTION

Utilizing assessment proceeds received 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 3,342 streetlights within the City. The City owns 2,166 (2,088 LS2 and 78 metered) of the total number of streetlights and SDG&E owns 1,176 (LS1). Zone B funds a portion of each streetlight's energy and maintenance cost based on an updated Street Light Traffic Study completed in 2020.

### FY 2022-23 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,176 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone B funds 72.5% of the total LS1 energy cost, which includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (2,088) and metered (78)
  - Managed the City owned streetlight maintenance contract
  - Responded to 206 burnouts or other streetlight maintenance needs
  - Responded to 156 utility mark-out requests
  - Replaced three knocked-down street light poles
- Performed an audit of existing LS1, LS2 and Metered streetlights
- 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 2023-24 GOALS AND OBJECTIVES

- Continue to maintain city-owned 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



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# ROADWAY LIGHTING DISTRICT ZONE B BUDGET SUMMARY

ROADWAY LIGHTING DISTRICT ZONE B 2802.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 390,307	\$ 453,130	\$ 482,760
<b>TOTAL EXPENDITURES</b>	<b>\$ 390,307</b>	<b>\$ 453,130</b>	<b>\$ 482,760</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 6,040	\$ 6,160	\$ 6,290
51123 Advertising	-	470	470
51180 Electricity & Gas	346,245	406,500	436,000
51213 Repair/Maintenance - Street Lights	34,164	40,000	40,000
51399 Internal Service Charges	3,857	-	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 390,307</b>	<b>\$ 453,130</b>	<b>\$ 482,760</b>



# ROADWAY LIGHTING DISTRICT ZONE B BUDGET SUMMARY

ROADWAY LIGHTING DISTRICT ZONE B 2802.04.4101	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 6,040</b>	<b>\$ 6,160</b>	<b>6,290</b>
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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>	<b>-</b>	<b>470</b>	<b>470</b>
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This appropriation funds the cost of publishing public hearing notices for the annual levy of assessments.

<b>Electricity &amp; Gas</b>	<b>346,245</b>	<b>406,500</b>	<b>436,000</b>
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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>	<b>34,164</b>	<b>40,000</b>	<b>40,000</b>
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This appropriation provides funds for maintenance and repair costs for street lights located in Zone B.

<b>Internal Service Charges</b>	<b>3,857</b>	<b>-</b>	<b>-</b>
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This appropriation reimburses the General Fund for staff time associated with administration of Zone B.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 390,307</b>	<b>\$ 453,130</b>	<b>\$ 482,760</b>
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# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

## 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 Engineering Department and Planning & Building Department provides support and technical assistance to the Santee Mobile Home Fair Practices Commission which is appointed by the City Council.



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# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET SUMMARY

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 & 4106	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## SUMMARY OF EXPENDITURES

Personnel	\$ 27,109	\$ 28,290	\$ 28,430
Operations & Maintenance	<u>18,815</u>	<u>22,210</u>	<u>24,040</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 45,923</u></u></b>	<b><u><u>\$ 50,500</u></u></b>	<b><u><u>\$ 52,470</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	0.10	0.10	-
Senior Management Analyst/Grant Writer	-	-	0.10
Administrative Secretary	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.20</u></u></b>	<b><u><u>0.20</u></u></b>	<b><u><u>0.20</u></u></b>



# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET SUMMARY

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 & 4106	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 17,797	\$ 18,810	\$ 19,060
50050 Retirement - PERS	1,334	1,380	1,460
50052 Retirement - Unfunded Liability	3,786	3,770	3,370
50060 Medicare	258	270	280
50070 Health Insurance	3,628	3,770	3,960
50071 Dental Insurance	229	210	220
50075 Life Insurance	20	20	20
50076 Long Term Disability Insurance	56	60	60
<b>Total Personnel</b>	<b>\$ 27,109</b>	<b>\$ 28,290</b>	<b>\$ 28,430</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51020 Legal Services	\$ 12,369	\$ 12,000	\$ 12,000
51040 Expert/Consultant Services	933	3,500	3,500
51120 Printing & Duplicating	-	100	100
51121 Telephone & Fax	138	100	200
51122 Postage	98	200	200
51123 Advertising	-	100	100
51160 Materials & Supplies	49	160	160
51180 Electricity & Gas	269	300	400
51345 Rental Assistance	4,959	5,750	7,380
<b>Total Operations &amp; Maintenance</b>	<b>\$ 18,815</b>	<b>\$ 22,210</b>	<b>\$ 24,040</b>
<b>GRAND TOTAL</b>	<b>\$ 45,923</b>	<b>\$ 50,500</b>	<b>\$ 52,470</b>



# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET DETAILS

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 & 4106	ACTUAL FY 2021-22	AMENDED FY 2022-23	ADOPTED FY 2023-24
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## OPERATIONS & MAINTENANCE

<b>Legal Services</b>	\$ 12,369	\$ 12,000	\$ 12,000
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This appropriation provides for legal services in support of commission activities and mobile home rent control matters.

<b>Expert/Consulting Services</b>	933	3,500	3,500
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This appropriation provides for as-needed economic analysis and other consulting support related to mobile home rent control issues. It also provides commissioners with a \$50 stipend per meeting.

<b>Printing &amp; Duplicating</b>	-	100	100
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This appropriation funds printing and copying of agendas and related materials.

<b>Telephone &amp; Fax</b>	138	100	200
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This appropriation funds a proportionate cost of telephone and fax charges allocated to MHFP activities.

<b>Postage</b>	98	200	200
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This appropriation funds the cost of postage related to staff administration of the MHFP Ordinance and Commission activities.

<b>Advertising</b>	-	100	100
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This appropriation funds the costs for mandatory public noticing.

<b>Materials &amp; Supplies</b>	49	160	160
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This appropriation provides for office supplies and for publications used by staff and the Commission.

<b>Electricity &amp; Gas</b>	269	300	400
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This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP activities.

<b>Rental Assistance</b>	4,959	5,750	7,380
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Monthly rental assistance payment to eligible low-income participants in the Meadowbrook (mobile home park) Hardship Program. This program was created as a result of the September 2013 Settlement and is funded by Meadowbrook.

<b>Total Operations &amp; Maintenance</b>	\$ 18,815	\$ 22,210	\$ 24,040
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