

# Santee

CALIFORNIA



*adopted*

## OPERATING BUDGET

### FISCAL YEAR 2024-25

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# OPERATING BUDGET

## FISCAL YEAR 2024-25

### CITY COUNCIL

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

### 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  
Sandi Sawa | Director of Planning and Building/City Planner  
Justin Matsushita | Director of Fire and Life Safety  
Rida Freeman | Director of Human Resources and Risk Management  
Pamela A. White | Economic Development Manager  
Aldo Hernandez | Sheriff Captain

ADOPTED OPERATING BUDGET FOR FISCAL YEAR 2024-25

Prepared by the City of Santee Finance Department | 10601 Magnolia Avenue | Santee, CA 92071 | [www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

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# 2024 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 budgeted 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 AND SERVICES

- Assist the City in considering options for improvements to Fire Station facilities and services. (City Attorney)
- Engineering staff continues working closely with the Fire Department on reviewing and guiding the City Council awarded consultant design services contract, for the new facilities – which include a third Fire Station #20 and options for a Fleet Maintenance Facility. (Engineering/Fire)
- This Adopted Operating Budget for Fiscal Year 2024-25 includes funding for a one-year trial to hire six limited term EMT's and the staffing of a Squad. (Fire)
- Fire anticipates the awarding of funds from the Hazard Mitigation Grant Program (HMGP) to assist with fire threat mitigation efforts throughout the SD River Corridor. (Fire, Planning, Engineering, CSD)
- Fire anticipates the opening of a temporary fire station located at the PSD Operations Center during calendar year 2024. (Fire, Engineering, Planning)
- The design of a permanent fire station (Station 20) is anticipated to be completed in FY 2024-25, funding for the construction is still TBD (Fire, Engineering).
- Deployment of a grant funded Type 6 fire apparatus to assist with wildland firefighting operations (Fire).
- Deployment of a grant funded, 4-wheel drive, off-road vehicle (REMS) to assist with emergency responses in difficult to access terrain (Fire)
- This Adopted Operating Budget for Fiscal Year 2024-25 includes funding for a Type 3 fire engine through a combination of grant funds and General Funds. (Fire)
- Community Services - Public Services Division 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 at the Public Services Operations Yard to ensure both safety services and general maintenance needs can be met from the same property location. Community Services Department will also assist in the modernization of the Fleet Maintenance Facility. (CSD-PSD)
- Planning will assist the Fire Department in obtaining environmental clearance for the reconstruction of Fire Station No. 4. (Planning, City Attorney)

- Human Resources will recruit and onboard 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 increased retention, boost morale, and enhance overall productivity. (HR-Risk)
- The City Manager's Office will coordinate various department efforts to remain focused on the development of new safety facilities that are effective and allow smooth operations with other City facilities and programs within budgeted limitations. Support will be provided as approved for SLEMSA actions that will improve services. Grant funds will be sought should they be available. (CM, CC, IT, Economic Development & Marketing)
- Finance Department will track and manage funding for development and completion of new facilities and services. Support will be provided for SLEMSA services. (Finance)

## ► CONSIDER ANNEXATION OF WEST HILLS PARKWAY AND SURROUNDING PARCELS

- Assist the City in the annexation process, if desired. (City Attorney)
- Engineering staff have reviewed and provided estimates for the repairs of the neglected Right-of-Way in the annexation, including: storm drain, paving, sidewalk, bridge repairs, lighting costs, signal maintenance, and applicable upgrades. Planning and Engineering Staff along with the City Attorney's office are preparing a workshop for council consideration and guidance moving forward. (Engineering)
- Seek support from neighboring jurisdictions and coordinate research for other methods of funding in support of infrastructure support and as needed repairs should the annexation move forward to the Local Agency Formation Commission (LAFCO). (CM, CC, IT, Economic Development & Marketing, City Attorney)
- Planning staff will assist as appropriate with any required analysis or LAFCO actions, should they be needed. (Planning, City Attorney)

## ► CONTINUE TO FOCUS ON EXPANDED ROAD PAVING AND 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 in anticipation of pavement recommendations to be established in current and future Council priorities. Engineering staff will also conduct an updated Pavement Condition Report in the next 2 years to assess progress and goals. (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 was purchased to help aid in accelerating pothole repairs. (CSD-PSD)
- Administrative staff will utilize a feature of the new Permitting and Land Management software to report service requests from the general public regarding road maintenance, City facility or infrastructure issues as they arise. This enables an opportunity to provide timely responses to the public's concerns and requests. A new mobile app is also being integrated with the new software program, providing a new resource for citizens to suggest repairs or actions to be taken. The software system went live at the end of August 2023. (CSD-PSD, Planning & Building)

- Review of budgets will 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. Timely release of information on construction activities through social media, City website and other outlets. Pursue development of additional public reporting applications for reporting damage or other citizen 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 CANNABIS IMPLEMENTATION

- Assist the City in processing development projects, and implementing the Cannabis regulatory ordinance and processing Cannabis business permit applications. (City Attorney)
- Staff is working on initiating the Cannabis business application process, providing new businesses for City Council consideration, and continuously reviewing policies and activities in other jurisdictions to make the City system as smooth as possible during implementation. (CM, CC, IT, Economic Development & Marketing, Planning)
- Attend the annual ICSC (International Council of Shopping Centers) Conference to explore and expand targeted recruitment strategies for attracting breweries, craft distilleries, wineries, restaurants, and other entertainment and hospitality-related industries to key areas of the City, predominantly 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 input. (CM, CC, IT, Economic Development & Marketing)
- Work with brokers and developers to maximize the potential for dining, entertainment and other hospitality-related uses for both existing and future development areas within the Arts & Entertainment District.
- 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. Boost City Program Sponsorship from KIMCO to increase 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 with the Arts & Entertainment District as a focal area. 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, City Attorney)

▶ **IMPLEMENT AN AUTOMATED PERMIT SYSTEM AND OTHER MANAGED INFORMATION SYSTEM ENHANCEMENTS – INCLUDING A WEBSITE REDESIGN AND A FUTURE FINANCIAL SOFTWARE UPGRADE**

- The Finance department, with the assistance of the Information Technology department, will issue a Request for Proposal for a new financial management software program. Funding has been secured via the 2023-24 Mid-Year Budget. (Finance and IT)
- The permit system is complete and operational, staff will continue to make refinements and improvements moving forward.

▶ **CONTINUE TO FOCUS ON POSITIVE RESOLUTIONS TO HOMELESSNESS AND 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 hazardous mitigation implementation efforts; including efforts to reduce 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, and 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 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.
- In participation of the City of Santee Homeless Working Group, collaborate with the Fire and Sheriff's Departments to focus on risk reduction in the San Diego River Corridor and partner with The San Diego River Foundation and Alpha Project on encampment cleanups. Clear and maintain trails and open space to reduce safety risks to persons and property. (CSD-PSD)
- Hired a Human Services & Open Space Coordinator to collaborate with local law enforcement to lawfully post public notices and proceed with the coordination of encampment removal services through a contracted third-party or to team with the Public Works employees to directly remove property, trash and debris from encampment sites. (CSD/PSD)

- Outfit a Type 6 fire apparatus (obtained through SDRC grant funding) with the necessary equipment for wildland firefighting. (Fire)
- Outfit a REMS unit (obtained through 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. (Planning)

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

- Assist the City in evaluating the options for these improvements. (City Attorney)
- Engineering will continue to aid in estimates, construction exhibits and constructability reviews towards implementing design criteria to aid Santee residents and Mission Trails Park users to enhance facilities and parking. (Engineering)
- 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/Mission Trails Regional Task Force 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 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 seeking grant funding for a complete remodel of the Big Rock Park playground. Additional park improvements were completed in 2024 such as painting and renovating; and other improvements will start when CIP funding is available for larger park restroom improvements. (CSD-PSD)
- Planning will assist the Community Services Department in obtaining proper environmental clearances for any potential Federally-funded improvements to the Mission Trails Regional Park trailhead to ensure that the trails are accessible to a diverse population. (Planning/CSD-PSD)
- Search for any applicable grant funding to assist with improvements, ensure that budgeted projects move forward where possible, and that public information about the improvements is made available. (CM, IT, Economic Development & Marketing)

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

- Assist the City in evaluating options for implementing these improvements. (City Attorney)
- Engineering staff will work closely with Public Services on the implementation of security camera installations and provide guidance on maintenance and improvements of existing trails with regards to fence replacements, irrigation and planting improvements. (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 and update to the Open Space/Conservation/Trails Element. (Planning)
- Ensure efficient and effective communication between law enforcement, code enforcement, 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 Department. Additionally, development more community involvement and trail exposure through events and clean-ups. (CSD-PSD)
- The pilot Park/Trails Camera Surveillance Program is up and running, and the Community Services Department is working with IT and other departments, including law enforcement and the City Attorney, on maintaining the program. (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 CalPERS unfunded liability. (City Attorney)
- The budget continues to include an Additional Discretionary Payment (ADP) to CalPERS. FY 2024-25 will be the fourth consecutive year of ADP contributions, totaling \$2.3 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 AND A COST ALLOCATION/ USER FEE STUDY

- Assist the City in completing the DIF Study. (City Attorney)
- The Development Impact Fee Study is nearing completion. City staff will bring the updated fees to City Council for a workshop and again for City Council adoption. This process is expected to be completed in Fall 2024. The User Fee/Cost Allocation Plan consultant costs are included in the FY 2024-25 Operating Budget. Once the Development Impact Fees are adopted, staff will start the RFP process to award a consulting contract. (Finance)
- Provide comments on the needed improvements in the fee program, including Traffic Signal, Traffic Impact, Drainage Impact, and Park in-lieu fees. (Engineering)

- Work with staff departments to ensure progress on scheduling study activities and presentation to City Council in a timely fashion. (CM)

## Council also strives for immediate action in:

### ▶ CONTINUING AFFORDABLE HOUSING EFFORTS

- Planning staff are working on various project options to encourage affordable housing as approved in the City's Housing Element. (Planning)

### ▶ IMPLEMENTING A GRANT WRITER POSITION

- The grant writer position has been combined with a current Senior Management Analyst position. (Finance)

### ▶ EXPANDING THE HOMETOWN HEROES BANNER PROGRAM

- Assist the City in expanding the Hometown Heroes Banner Program. (City Attorney)
- Continue to expand the Hometown Heroes Banner onto Mast Blvd. from West Hills Parkway to Carlton Hills Blvd. while growing program awareness in the community. (CM, CC, IT, Economic Development & Marketing)

*The City Clerk's office does not have a particular project on the City Council Priorities for the 2024-25 Fiscal Year, but the income brought in through passport services goes into the General Fund to support all of Council's priorities. To date, the Clerk's office has brought in over \$281,000.00 since the program started. (Clerk)*

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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 held 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* in Fiscal Year 2024-25 with the implementation of various activities, events and marketing programs throughout the year that support these adopted Core Community Values.

## ▶ ACCOUNTABILITY

- The City Attorney's office implements comprehensive contract review processes with City staff in contractual roles and responsibilities, implements Municipal Code requirements, including the 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; continually building upon providing excellent customer service to internal and external customers, ensuring a positive work environment and service to the community.
- 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 is presented as easily as possible to be understood; always pursuing a sense of trust from citizens in City actions. Literature and signage reflecting these community values has been placed at all department public counters.

## ► COMMUNITY-MINDED

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.
- Human Resources and Risk Management collaborates with the City County Risk Management Association (CCRMA) to share 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 report any unsafe infrastructure to keep the public safe.
- Through the election process, the City Clerk's office translates the Notice of Election and Notice of Nominees into 4 other languages and publishes the notices in 5 different papers to reach a broader range of candidates and inform a broader community base. They also provide the only Passport service in the City and assist a very large, diverse customer base from all over the County, State and World. In many cases, the City Clerk's office 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 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 ways to make Santee a home community for everyone.
- 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.

## ► RESPECT

- 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 invigorates the recruitment process to ensure we reach a wide pool of diverse applicants through aggressive advertising via multiple media outlets, pursuing all efforts to make the City a place that attracts and retains the most talented workforce.
- In partnership with County of San Diego's Movie in the Park and Hispanic Heritage Month programs, Community Services presented the movie "COCO" in FY 2023-24, and "Encanto" is scheduled for FY 2024-25, promoting Hispanic-related Día De Los Muertos (Day of The Dead). The City will continue to support Diversity, Equity and Inclusion in FY 2024-25 with the implementation of new activities, events and programming.
- The 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.

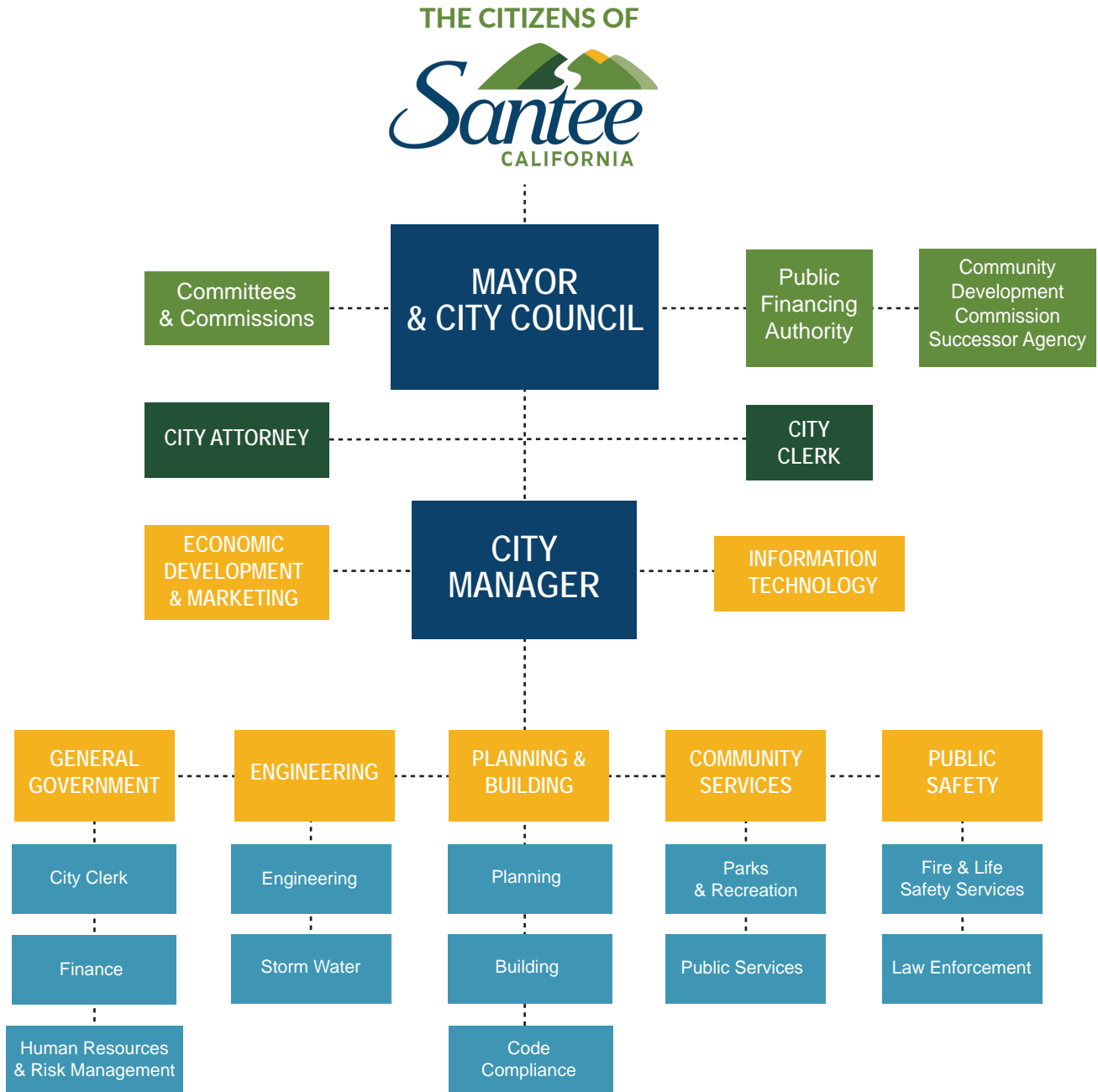
- The City Manager's Office and its divisions continue to:
  - Pursue ADA Transition Plan activities as appropriate.
  - Monitor the redesign of the Engineering/Planning & Building department public counters, taking in account the impact of visual color and language has in City facilities that enhance inclusivity and equity for all our citizens throughout City Hall.
  - Look for ways to provide historical and cultural information and activities to broaden mutual respect throughout the community.
  - The inaugural Santee Community Celebration featured historical, future focused, and multicultural entertainment and activities encouraging an all-inclusive Santee culture.
  - 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.
  - 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.

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# City Organizational Chart



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**ECONOMIC DEVELOPMENT & MARKETING**

Economic Development Manager	1.00
Marketing Manager	1.00
Marketing Specialist	1.00
Marketing Specialist II	1.00
<b>TOTAL DEPT. FTE</b>	<b>4.00</b>

**INFORMATION TECHNOLOGY**

Information Technology Manager	1.00
Information Technology Analyst	1.00
Information Technology/GIS Analyst	0.80
<b>TOTAL DEPT. FTE</b>	<b>2.80</b>

**CITY MANAGER**

City Manager	1.00
*Assistant to the City Mgr.	1.00
Conf. Secretary to the City Mgr./Council Members	0.50
Sr. Management Analyst/Grant Coordinator	1.00
<b>TOTAL DEPT. FTE</b>	<b>3.50</b>

**CITY COUNCIL**

Mayor	1.00
Council Members	4.00
Conf. Secretary to the City Mgr./Council Members	0.50
<b>TOTAL DEPT. FTE</b>	<b>5.50</b>

**CITY CLERK**

City Clerk	1.00
Assistant City Clerk	1.00
Administrative Secretary	1.00
<b>TOTAL DEPT. FTE</b>	<b>3.00</b>

**CITY ATTORNEY**

**HUMAN RESOURCES & RISK MANAGEMENT**

Director of Human Resources	1.00
Senior Human Resources Analyst	1.00
Human Resources Technician	1.00
Conf. Administrative Secretary	1.00
<b>TOTAL DEPT. FTE</b>	<b>4.00</b>

**FINANCE**

Director of Finance	1.00
Finance Manager	1.00
Senior Accountant	1.00
Confidential Payroll Specialist	1.00
Sr. Management Analyst	1.00
Procurement Specialist	1.00
Senior Account Clerk	1.00
Administrative Secretary	1.00
Account Clerk	1.00
<b>TOTAL DEPT. FTE</b>	<b>9.00</b>

**PLANNING & BUILDING**

<b>PLANNING</b>	
Dir. of Planning & Bldg./City Planner	1.00
Principal Planner	1.00
Sr. Management Analyst	0.45
Senior Planner	1.00
Development Services Tech.	1.00
Associate Planner	2.00
Administrative Secretary	0.95
<b>TOTAL FTE</b>	<b>7.40</b>
<b>BUILDING</b>	
Building Official	1.00
Senior Building Inspector	1.00
Building Development Tech. II	1.00
Building Development Tech. I	1.00
<b>TOTAL FTE</b>	<b>4.00</b>
<b>CODE COMPLIANCE</b>	
Code Compliance Officer	1.00
Code Compliance Assistant	0.50
<b>TOTAL FTE</b>	<b>1.50</b>
<b>TOTAL DEPT. FTE</b>	<b>12.90</b>

<b>MOBILE HOME PARK ADMIN. ASSESSMENT</b>	
Sr. Management Analyst	0.10
Administrative Secretary	0.10
<b>TOTAL FUND FTE</b>	<b>0.20</b>

**ENGINEERING**

<b>ENGINEERING</b>	
Dir. of Engineering/City Eng.	1.00
Principal Civil Engineer	2.00
Principal Traffic Engineer	1.00
Sr. Management Analyst	0.45
Senior Civil Engineer	2.00
Senior Traffic Engineer	1.00
Associate Civil Engineer	2.00
Engineering Inspector	1.00
Assistant Engineer	1.00
Field Inspector	1.00
Administrative Secretary	0.95
<b>TOTAL FTE</b>	<b>13.40</b>
<b>STORM WATER</b>	
Storm Water Prgm. Coord.	1.00
<b>TOTAL FTE</b>	<b>1.00</b>
<b>TOTAL DEPT. FTE</b>	<b>14.40</b>

<b>RECREATION REVOLVING</b>	
Recreation Coordinator	0.30
<b>TOTAL FUND FTE</b>	<b>0.30</b>

**COMMUNITY SERVICES**

<b>ADMINISTRATION</b>	
Director of Community Services	1.00
Sr. Management Analyst	0.25
Administrative Secretary	1.00
<b>TOTAL FTE</b>	<b>2.25</b>
<b>PUBLIC SERVICES (MAINTENANCE)</b>	
Public Services Manager	1.00
Sr. Management Analyst	0.60
Park & Landscape Supervisor	1.00
Public Works Supervisor	1.00
Facilities Maint. Supervisor	1.00
Equipment Operator	4.00
Irrigation Specialist	1.00
Landscape/Irrigation Maint. Worker	2.00
Maintenance Worker	1.00
Facilities Maintenance Technician	1.00
Human Svcs. & Open Space Coord.	0.50
Administrative Secretary	1.00
<b>TOTAL FTE</b>	<b>15.10</b>
<b>SOLID WASTE &amp; RECYCLING</b>	
Sr. Management Analyst	0.15
<b>TOTAL FTE</b>	<b>0.15</b>
<b>FACILITIES OPERATIONS</b>	
Recreation Coordinator	0.95
<b>TOTAL FTE</b>	<b>0.95</b>
<b>RECREATION SERVICES</b>	
Recreation Services Manager	1.00
Special Events Supervisor	1.00
Recreation Supervisor	1.00
Recreation Coordinator	1.00
<b>TOTAL FTE</b>	<b>4.00</b>
<b>SPECIAL EVENTS</b>	
Recreation Coordinator	0.75
<b>TOTAL FTE</b>	<b>0.75</b>
<b>TOTAL DEPT. FTE</b>	<b>23.20</b>

**FIRE & LIFE SAFETY**

<b>ADMINISTRATION</b>	
Director of Fire & Life Safety	0.80
Deputy Fire Chief	0.75
Fire Marshal	1.00
Fire Inspector	1.00
Sr. Management Analyst	0.60
Administrative Secretary	0.80
<b>TOTAL FTE</b>	<b>4.95</b>
<b>EMERGENCY OPERATIONS</b>	
Battalion Chief	2.65
Fire Captain	11.90
Fire Engineer	12.00
Firefighter Paramedic	15.00
<b>TOTAL FTE</b>	<b>41.55</b>
<b>EMERGENCY MEDICAL</b>	
Dir. of Fire & Life Safety	0.20
Deputy Fire Chief	0.25
Battalion Chief	1.35
Fire Captain	0.10
Firefighter Paramedic	12.00
Sr. Management Analyst	0.40
Lead Equipment Mechanic	0.25
Equipment Mechanic	0.25
Emergency Medical Tech.	4.00
Emergency Medical Tech.	6.00
Administrative Secretary	0.20
Information Tech/GIS Analyst	0.20
<b>TOTAL FTE</b>	<b>25.20</b>
<b>FLEET OPERATIONS &amp; MAINTENANCE</b>	
Lead Equipment Mechanic	0.75
Equipment Mechanic	0.75
<b>TOTAL FTE</b>	<b>1.50</b>
<b>TOTAL DEPT. FTE</b>	<b>73.20</b>



**Departmental Organizational Chart**

Regular Positions: 156  
FTE = Full-time Equivalents

**Other Funds/Non-General Funded Accounts**

**New positions**

Reclassifications are shown italicized

\*Funding Change: This position will be eliminated after retirement and replaced by the Sr. Management Analyst/Grant Coordinator

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## Part-Time Positions by Department

Part-Time (Non-Benefitted) Positions: 72

Other Funds/Non-General Funded Accounts

CITY CLERK	
Office Assistant	1.00
<b>TOTAL DEPT. PART-TIME</b>	<b>1.00</b>

PLANNING & BUILDING	
PLANNING	
Student Intern	1.00
Technical Professional Expert	1.00
<b>TOTAL DIVISION PART-TIME</b>	<b>2.00</b>
CODE COMPLIANCE	
Code Compliance Assistant	1.00
<b>TOTAL DIVISION PART-TIME</b>	<b>1.00</b>
<b>TOTAL DEPT. PART-TIME</b>	<b>3.00</b>

COMMUNITY SERVICES	
PUBLIC SERVICES (MAINTENANCE)	
Office Assistant	1.00
<b>TOTAL DIVISION PART-TIME</b>	<b>1.00</b>
RECREATION SERVICES	
Recreation Leader	5.00
Recreation Aide	4.00
Student Intern	1.00
Office Assistant	2.00
<b>TOTAL DIVISION PART-TIME</b>	<b>12.00</b>
<b>TOTAL DEPT. PART-TIME</b>	<b>13.00</b>

ECONOMIC DEVELOPMENT & MARKETING	
Marketing Aide	1.00
<b>TOTAL DEPT. PART-TIME</b>	<b>1.00</b>

ENGINEERING	
ENGINEERING	
Student Intern	3.00
<b>TOTAL DEPT. PART-TIME</b>	<b>3.00</b>

RECREATION REVOLVING	
Recreation Leader	6.00
Recreation Aide	12.00
<b>TOTAL FUND PART-TIME</b>	<b>18.00</b>

HUMAN RESOURCES & RISK MANAGEMENT	
Office Assistant	1.00
<b>TOTAL DEPT. PART-TIME</b>	<b>1.00</b>

FINANCE	
Office Assistant	1.00
Retired Annuitant*	1.00
<b>TOTAL DEPT. PART-TIME</b>	<b>2.00</b>

\*or similar to assist in the RFP process and help manage the new financial system implementation

FIRE & LIFE SAFETY	
ADMINISTRATION	
Office Assistant	1.00
Crossing Guards	17.00
<b>TOTAL DIVISION PART-TIME</b>	<b>18.00</b>
EMERGENCY MEDICAL	
Emergency Medical Tech.	12.00
<b>TOTAL DIVISION PART-TIME</b>	<b>12.00</b>
<b>TOTAL DEPT. PART-TIME</b>	<b>30.00</b>

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**INCORPORATED**  
December 1, 1980



**CITY CHARTER**  
*Voter Approved*  
November 4, 2008



**FORM OF GOVERNMENT**  
Council – Manager



**CITY EMPLOYMENT**  
(full-time equivalent funded positions)  
156



**POPULATION**  
(2020 Census)  
60,037



**NUMBER OF REGISTERED VOTERS**  
(as of April 2, 2024)  
38,025



**MEDIAN HOUSEHOLD INCOME**  
\$101,777



**MEDIAN HOUSING PRICE**  
\$837,000



**AREA (SQUARE MILES)**  
16.7



**STREETS (MILES)**  
126.2



**ELEVATION**  
350 FT



# MISSION

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

# VISION

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

# VALUES

## Accountability

Taking responsibility and ownership for actions and their results.

## Visionary

Exemplifying innovation and initiative.

## Integrity

Dedication to honest and ethical actions in public service.

## Professionalism

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

## Commitment

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



# BUDGET OVERVIEW



The Adopted Operating Budget for Fiscal Year 2024-25 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 despite inflation remaining elevated. Due to uncertainty in the job and housing market and concerns about consumer confidence, there is 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 2024-25 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 2024-25

<b>Revenues</b>	<b>\$ 62,465,550</b>
<b>Expenditures</b>	<u><b>(60,701,810)</b></u>
<b>Revenues Over (Under) Expenditures</b>	<b>1,763,740</b>
<b>Other Financing Sources</b>	<b>43,200</b>
<b>Transfers to Other Funds</b>	<b>(460,020)</b>
<b>Transfer to Capital Improvement Program</b>	<b>(300,000)</b>
<b>Unfunded Liabilities (CalPERS)</b>	<b>(600,000)</b>
<b>Set Aside for Turf Replacement</b>	<u><b>(100,000)</b></u>
<b>Use of Supplemental Reserves</b>	<b>346,920</b>
<b>Available Fund Balance, 7/1/23</b>	<u><b>12,740,948</b></u>
<b>Available Fund Balance, 6/30/24</b>	<u><u><b>\$ 13,087,868</b></u></u>

## GENERAL FUND REVENUES

General Fund revenues for FY 2024-25 are projected to total \$62.5 million, a \$2.8 million increase from the current fiscal year estimate. The following is a discussion of key revenues:

**PROPERTY TAXES:** Property Taxes represent 41.9% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 4.3% in FY 2024-25. This is less than in the prior year due to a continued high mortgage environment resulting in fewer home sales due to limited inventory and lack of turnover. Property tax revenues (including real property transfer taxes) are projected to total \$26.2 million in FY 2024-25, an increase of \$0.9 million from the current fiscal year.

# BUDGET OVERVIEW

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**SALES TAX:** Sales Tax represents 31.9% of General Fund revenues and is projected to total \$20.0 million in FY 2024-25, an increase of \$397,740 or 2.0% from the current fiscal year estimate. Modest growth is expected to continue in the City's key Building & Construction category. Other categories are 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 \$4.2 million in FY 2024-25, an increase of \$124,260 or 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 in the Fire and Life Safety Department. The expected reimbursement for the proposed year is \$6.1 million, an increase of \$1.0 million over the prior year. This increase is primarily due to the proposed EMT 24-hour shift trial in the EMS division and the separate EMT12-hour shift implementation.

**BUILDING FEES:** The FY 2024-25 proposed 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, there is an expected decrease in building permit and plan check revenue, which is conservatively estimated to total \$1.3 million, a \$118,280 decrease from the current fiscal year.

**FIRE REIMBURSEMENTS:** As a result of the wildfire season in FY 2023-24, 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 2024-25, an increase of \$55,290 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 the Zone 2 Flood Control fund allows more reimbursement for personnel cost to be available to the General Fund.

## **GENERAL FUND EXPENDITURES**

The adopted budget reflects General Fund operating expenditures totaling \$60.7 million in FY 2024-25, a \$3.6 million or 6.4% 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 \$20.8 million representing 34.3% of the total General Fund expenditures and the Law Enforcement budget totals \$17.8 million representing 29.4% of the total General Fund

# BUDGET OVERVIEW

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expenditures. The Community Services Department expenditures total \$7.0 million representing 11.5% of the total General Fund expenditures. Engineering's budget is \$3.1 million and Planning & Building's budget is \$3.0 million.

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

**PERSONNEL COSTS:** The adopted budget includes an initial increase of one full-time position. One current position will be eliminated in July which will result in a decrease of one position. In addition, the adopted budget includes six limited term part-time employees and other personnel-related adjustments.

A description of the personnel requests are as follows:

- The replacement of the Part-Time GIS Analyst with a full-time GIS Analyst in the Information Technology department. This position will be 80% funded by the General Fund and 20% by the EMS Fund.
- The relocation of the Senior Management Analyst/Grant Coordinator from the Planning/Building and Engineering departments to the City Manager's Office, to replace the Assistant to the City Manager position once that position is vacant in August. The Assistant to the City Manager position will not be filled.
- The Senior Management Analyst position in the Planning Building and Engineering departments will be hired to fill the vacancy left by the relocation of the Senior Management Analyst/Grant Coordinator to the City Manager's office.
- The reclassification of one Management Analyst to a Senior Management Analyst in the Finance Department. This position currently performs high level, complex assignments for both Santee-Lakeside Emergency Medical Services Authority (SLEMSA) and the Finance Department, including budget analysis and forecasting, preparation of audit schedules, coordination and management of SLEMSA budgets, and SLEMSA audits. With the upgrade to Senior Management Analyst, this position would officially handle the supervision of payroll. This position is split 50/50 between the City and SLEMSA.
- The reclassification of one Management Analyst to a Senior Management Analyst in the Fire Department. The duties this position currently performs align with the job description of a Senior Management Analyst. Some of these duties include the development of organizational goals and priorities, developing and monitoring the department's budget, preparation of City Council agenda items, analysis on complex fiscal, personnel and operational matters, and supervision.
- Reclassification of the Administrative Secretary position in Human Resources to a Confidential Administrative Secretary. The Administrative Secretary role in the Human Resources Department should be designated as Confidential, due to the nature of the daily duties of the position within Human Resources. The proposed budget includes a 5% increase for the "Confidential" designation over the standard non-confidential classification.

# BUDGET OVERVIEW

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- The addition of six full-time Emergency Medical Technicians (EMT) to the Emergency Medical Services division of the Fire and Life Safety Department. These positions will support a limited term, one-year trial study. There is more information regarding this trial below.
- Market adjustments due to a comprehensive Compensation Study performed this Spring by the Human Resources Department. The study was performed on non-represented employees and compared the salaries of Santee job classifications with all cities within San Diego County. There were six positions that were found to be below median when compared to the other cities. These positions are:
  - Building Development Tech I
  - Building Development Tech II
  - Facilities Maintenance Supervisor
  - Economic Development Manager
  - Public Works Supervisor
  - Procurement Specialist

The amount of market increases varies between 2.5% and 12.5%, at an estimated cost of \$25,000.

The adopted budget includes merit increases for eligible employees and negotiated salary increases of 4% for SFFA members, salary increases of 4% for non-represented employees, and 4% salary increases for City Council members.

**CALPERS RETIREMENT COSTS:** CalPERS retirement costs continue to have an impact on the City's budget. Costs are expected to total in excess of \$7.0 million in FY 2024-25, a \$848,400 increase from the current fiscal year. Approximately \$4.5 million of the total amount represents required payments against the City's unfunded pension liability. This is \$675,430 more than in the prior year. This increase can be attributed to lower-than-expected returns on investments on June 30, 2022. The FY 2024-25 Adopted Budget includes an Additional Discretionary Payment (ADP) of \$600,000 to be made towards the City's unfunded liability. This will be the City's fourth consecutive year making ADPs. With the \$1.7 million in ADPs the City has made to date, the City is projected to save \$2.1 million in future interest.

## **OTHER EXPENDITURES**

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

**CITY COUNCIL:** Includes continued support of the Hometown Heroes banner program and for adopted military units and other military and veteran activities. This budget also includes increases To memberships including LAFCO, League of CA Cities, SANDAG, and the East County Economic Development Council.

**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



# BUDGET OVERVIEW

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comprehensive strategy to address issues associated with homelessness, assisting the City's efforts 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 \$10,000 for Expert and Consulting services.

**INFORMATION TECHNOLOGY:** Includes a \$55,000 increase in software maintenance and licensing costs, primarily a result of new software to address security.

**ANIMAL CONTROL:** FY 2024-25 will be the second year of a three-year agreement with the Humane Society. This agreement includes two one-year options to extend and can be terminated at any time with one-year advance written notice. The annual cost increases each year is based on CPI. The contract price for the proposed budget is \$464,100 which represents a 5.11% increase.

**CITY CLERK:** Includes an increase to election expense from \$20,000 to \$144,000. 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 24% (\$160,820 increase).

**FINANCE:** Includes amounts for a Retired Annuitant (or similar) to assist in the RFP process and help manage the new financial system implementation.

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

**PLANNING & BUILDING:** This department has an increase of \$156,000 related to the General Plan Update. The total amount of the update is \$1.6 million, but in order to conserve resources while actively moving forward with the update, the Planning Department was able to divide the General Plan Update into segments. The first segment will be the Open Space (Conservation) Element. The remainder of the General Plan Update is segmented out to be completed in five years. The Building Department contract services are increasing due to the number of new (non-legacy) building permits forecasted in the upcoming year. This department also has an additional increase of \$50,000 for expert consulting services to assist with cannabis.

**COMMUNITY SERVICES:** The Public Services Division budget includes additional funding for play surface replacement at Shadow Hill Park (\$109,020), Fire Station 4 updates including bay door replacements and bunk room doors (\$36,100), synthetic turf cool off sprinklers (\$6,990), and funds for outstanding sidewalk repair citywide. Additional budgetary impacts result from consumer price index based adjustments to various maintenance contract renewals.

**LAW ENFORCEMENT:** In accordance with the terms of the current five-year law enforcement services agreement with the County of San Diego, a 3.5% or \$597,300 increase is reflected for contract law enforcement services for FY 2024-25, bringing the total contract amount to \$17.7 million, \$175,000 of

# BUDGET OVERVIEW

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which is paid from State COPS funding in the Supplemental Law Enforcement Fund. Future contract cost increases will be 3.5% each year 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 \$223,980 to fund approximately one-half of the cost of a School Resource Officer.

**FIRE:** The Fire Department is proposing a one-year trial which would add six full-time EMTs to the Emergency Medical Services (EMS) division. This addition would allow for the conversion of the City's existing ambulance staffing model to a one EMT and one FFPM (1&1) configuration. The 1&1 concept is a common staffing model throughout the industry. Additionally, this one-year trial will allow for the movement of two FFPMs per shift onto a Squad, thus alleviating call volume disparity impacting Engine 4 while also increasing the number of available personnel able to respond to critical incidents such as fires and rescues (\$594,000 from EMS revenue). Other items include the transition of a 12-hour nighttime EMT trial to a permanent shift (\$195,980), new Telestaff software (\$19,500), equipment for the new Type 1 Engine (\$13,990), and additional increases 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: Proposed transfers to other funds include \$345,770 to the Vehicle Replacement Fund, \$44,250 to the Highway 52 Coalition Fund, and \$70,000 to the Technology Replacement Fund.
- Transfers to Capital Improvement Program. A transfer to the Capital Projects Fund is proposed in the amount of \$300,000 for ADA improvements at West Hills Park.
- A \$600,000 ADP to CalPERS is proposed. This will be the fourth consecutive ADP made with the intent of reducing the City's unfunded CalPERS pension liability as previously discussed.
- \$100,000 is proposed to be set aside on an annual basis, for future artificial turf replacements.

## **RESERVE POLICY**

On June 26<sup>th</sup>, the City Council adopted a General Fund Reserve Policy which increased the minimum reserve amount from 20% of budgeted operating expenditures to 22%. 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 proposed budget reflects an available reserve balance of \$13.1 million at June 30, 2025, which once one-time costs are removed (EMT one-year trial), represents 21.77% of annual operating expenditures. Because this is the first year of the increase in the minimum reserve policy, from 20% to 22%, the City Council's objective is to meet the 22% within one to three years.

# BUDGET OVERVIEW

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## **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 he 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 proposed for purchase or lease in FY 2024-25.

- The remount of existing body from Medic Unit #187. The remount price is \$200,320 and is funded from the EMS Fund.
- The lease of one Transit-150 Low Roof Cargo Van for Facilities Maintenance. This would be a replacement of an existing vehicle.
- The lease of one Ford F-250 for the Landscape Irrigation Technician. This vehicle would be an addition to the City's current fleet. The Landscape Irrigation Technician position was added to the City's budget in the current year.
- The fund is also responsible for debt service payments made on capital leases used to acquire large vehicles such as fire apparatus and heavy duty public works vehicles. The City is currently making capital lease payments on a Pierce Arrow Tiller Truck and a Pierce Arrow Triple Combo Pumper. Capital lease payments total \$274,880.

## **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. For FY 2024-25 there is also a community enhancement appropriation of \$41,050 proposed for sports court resurfacing and irrigation controller replacement at Town Center Community Park East. Revenues are estimated to total \$325,000 in FY 2024-25 with proposed expenditures of \$362,530.

# BUDGET OVERVIEW

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## TECHNOLOGY REVOLVING FUND

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. The City's FY 2024-25 contribution to the fund is \$70,000. Combined with the prior year contribution of \$188,500, \$40,000 will be used from the current year to replace and upgrade all employee workstations, including computers, monitors, and software.

## 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 proposed FY 2024-25 budget is \$175,000.

## HIGHWAY 52 COALITION FUND

The Highway 52 Coalition Fund is used to account for funds budgeted in support of the Coalition's efforts to secure funding to improve Highway 52 which are used primarily for the cost of a lobbyist assisting in efforts to obtain federal funding, for support costs incurred by the City Attorney's Office and for meetings and outreach efforts with regional, state and federal representatives. The proposed FY 2024-25 budget totals \$62,250.

## PEG FEES FUND

The PEG 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 implementation of Santee TV, the City Council Chamber Upgrade Project, City Hall Fiber Optic Replacement Project, and the Clock Tower Video Display Upgrade Project. In FY 2024-25 PEG fees collected will be used to reimburse for eligible costs incurred in the City Council Chamber Upgrade Project, as well as to reimburse the two other PEG fee eligible capital improvement projects. The estimated PEG fee revenue for FY 2024-25 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. In FY 2024-25, accumulated funds will be used to create a grant program that will award financial assistance to small businesses in the Santee community to upgrade accessibility.

# 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 \$1,571,600 in FY 2024-25, 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 for FY 2024-25 are projected to be relatively flat when compared with the current fiscal year based on statewide fuel consumption and a reduction in the City's allocation based on a decrease in population. 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 proposed budget reflects the full expenditure of all Gas Tax HUTA revenues to be received in FY 2024-25 and includes the following:

- The purchase of traffic calming devices such as speed feedback signs and sign enhancing flashers at a total cost of \$20,000.
- Electrical pedestal replacement and median rehabilitation, \$30,500.

## 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 \$1,452,720 in FY 2023-24. Gas Tax-RMRA revenues are projected to increase by 3.6% 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 proposed 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 \$547,440 in FY 2024-25, 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

# BUDGET OVERVIEW

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expected to total \$350,920 in FY 2024-25 which will be expended on Program Year 2024 activities in accordance with prior City Council action.

## EMERGENCY MEDICAL SERVICES FUND

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated to provide the mechanism for funding, managing and administratively coordinating the emergency 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, formally known as County Service Area 69. 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 which is housed in the Fire and Life Safety Department.

## 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 from the Gas Tax Fund are estimated to total \$350,880 in FY 2024-25 with proposed expenditures of \$338,000.

## SANTEE LANDSCAPE MAINTENANCE DISTRICT ("SLMD") FUNDS

The SLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following ten zones: El Nopal, Country Scenes, Camelot Heights, Silver Country Estates, Mattazaro/Timberlane, The Heights, Prospect Hills, Mitchell Ranch, Dakota Ranch and Allos. Assessment revenues have reached the maximum allowed in seven of the ten zones, and one assessment increase reflecting a CPI adjustment is proposed in FY 2024-25. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues are estimated to total \$117,110 in FY 2024-25 with proposed expenditures of \$131,990.

# BUDGET OVERVIEW

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## 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 streetlights 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 \$497,300 in FY 2024-25 with proposed operating expenditures of \$244,800.

## 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 streetlights of special benefit throughout the City (also referred to as “Zone B” of the Santee Roadway Lighting District). Revenues are estimated to be \$419,030 in FY 2024-25 with proposed expenditures of \$456,480.

## 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 \$42,100 in FY 2024-25 with proposed expenditures of \$53,510.

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. 086-2024

### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING THE OPERATING BUDGET FOR FISCAL YEAR 2024-25 AND TAKING RELATED ACTIONS

**WHEREAS**, on June 12, 2024, and June 26, 2024, public meetings were held by the City Council to review the Proposed Operating Budget for Fiscal Year 2024-25; 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 2024-25 incorporating any and all changes directed by the City Council during the public meeting held on June 26, 2024.

**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 2024-25, 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 2024-25 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 City Manager is authorized to implement salary and benefits adjustments for Elected Officials, General and Management, and Santee Firefighters' Association (SFFA) employee groups as approved and directed by the City Council.
- B. In accordance with the Santee City Charter, the Salary Setting Advisory Committee convened on April 4, 2023 and made a recommendation to increase the Mayor and City Council Member's salary by 5% in fiscal year 2023-24 and 2% in fiscal year 2024-25. After discussion at the April 26, 2023 City Council meeting, a consensus was reached among the City Council for parity with staff increases. The following adjustment is made to the salary and benefit plan for the City's Elected Officials for fiscal year 2024-25.
  - 1) 4.0% salary increase effective July 4, 2024

## RESOLUTION NO. 086-2024

- C. The following adjustment is made to the salary and benefit plan for General and Management employees including Executive Management, the City Clerk, and City Manager.
- 1) 4.0% salary increase effective July 4, 2024
- D. In accordance with the terms of the Memorandum of Understanding with the SFFA approved by the City Council via Resolution No. 103-2023 on August 23, 2023, the following adjustment is made to the salary and benefit plan for SFFA employees for fiscal year 2024-25.
- 1) 4.0% salary increase effective July 4, 2024
- E. The following personnel changes are hereby approved:
- 1) Add one IT/GIS Analyst position with an annual salary band of \$95,727.61 to \$116,357.97
  - 2) Add one Senior Management Analyst with an annual salary band of \$92,830.47 to \$125,321.93
  - 3) Add six Emergency Medical Technicians with a per position annual salary of \$39,352.84 to \$47,833.57
  - 4) Reclassify two Management Analyst positions with a per position annual salary range of \$80,532.54 to \$97,887.80 to two Senior Management Analyst positions with a per position annual salary band of \$92,830.47 to \$125,321.93
  - 5) Reclassify an Administrative Secretary with an annual salary range of \$61,377.31 to \$74,604.72 to a Confidential Administrative Secretary – HR with an annual salary range of \$64,484.70 to \$78,381.57
  - 6) Add a 12.5% salary adjustment to the Building Development Technician I salary range increasing the range to \$58,418.62 to \$71,009.78
  - 7) Add a 7.5% salary adjustment to the Building Development Technician II salary range increasing the range to \$61,377.31 to \$74,604.72
  - 8) Add a 10% salary adjustment to the Facilities Maintenance Supervisor salary range increasing the range to \$72,958.35 to \$88,680.99
  - 9) Add a 2.5% salary adjustment to the Public Works Supervisor salary range increasing the range to \$76,652.01 to \$93,170.81
  - 10) Add a 2.5% salary adjustment to the Procurement Specialist salary range increasing the range to \$67,749.18 to \$82,349.47
  - 11) Add a 2.5% salary adjustment to the Economic Development Manager salary band increasing the band to \$97,587.09 to \$131,743.44
- F. The Salary Schedules effective July 4, 2024, as presented as Exhibit “A” are approved and adopted.
- G. 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.

**RESOLUTION NO. 086-2024**

**SECTION 4**

- A. The City Manager is authorized to adjust operating budget line items during fiscal year 2024-25 as may from time to time be deemed desirable, not to exceed the authorized departmental totals.
- B. Unencumbered balances remaining at June 30, 2024 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 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.
- D. 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, 2024 will be as follows:

1) Monthly Retainer	\$17,877
2) Special Services	
i. Attorney	\$289 per hour
ii. Non-Attorney	\$226 per hour
iii. Pension Consultant	\$265 per hour
3) Third Party Reimbursable Services	
i. Partner/Of Counsel	\$428 per hour
ii. Associate	\$355 per hour
iii. Non-Attorney	\$226 per hour

- E. The City Manager is authorized to execute the following professional service contract renewals provided for in the Operating Budget for Fiscal Year 2024-25 without further Council action:
  - 1) David Turch and Associates (legislative advocacy-federal) \$60,000
- F. 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 2024-25 consistent with the City Council adopted budget.
- G. 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.
- H. 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.

**RESOLUTION NO. 086-2024**

- I. The City Manager is authorized to adjust the Fire Department Emergency Medical Services operating budget to allow for reciprocal staffing charges between Lakeside Fire protection District (LFPD) and the City of Santee for Basic Life Support (BLS) ambulance support services provided in partnership by both agencies.

**SECTION 5**

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 26<sup>th</sup> day of June 2024, 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 4, 2024

# Summary of Funded Positions

	ACTUAL FY 2021-22	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>GENERAL FUND</b>				
City Council	5.50	5.50	5.50	5.50
City Manager	5.50	6.50	6.80	7.50
Information Technology	2.00	2.00	2.00	2.80
City Clerk	3.00	3.00	3.00	3.00
Human Resources	4.00	4.00	4.00	4.00
Finance	8.00	9.00	9.00	9.00
Development Services	23.30	-	-	-
Engineering	-	14.90	14.25	14.40
Planning & Building	-	11.90	12.75	12.90
Community Services	22.50	21.70	23.20	23.20
Fire and Life Safety	62.00	66.00	67.00	73.20
<b>TOTAL GENERAL FUND</b>	<b>135.80</b>	<b>144.50</b>	<b>147.50</b>	<b>155.50</b>
<b>RECREATION REVOLVING FUND</b>	<b>0.50</b>	<b>0.30</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>0.20</b>
<b>TOTAL FUNDED POSITIONS</b>	<b>136.50</b>	<b>145.00</b>	<b>148.00</b>	<b>156.00</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 2024-25 ADOPTED BUDGET

	FY 2023-24 AMENDED BUDGET	FY 2024-25 ADOPTED BUDGET	INCREASE (DECREASE)
Revenues	\$ 59,638,260	\$ 62,465,550	\$ 2,827,290
Expenditures by Dept:			
City Council	530,839	555,170	24,331
City Attorney	908,300	893,530	(14,770)
City Manager (total):	1,583,799	1,451,400	(132,399)
City Manager	889,067	783,610	(105,457)
Economic Development	694,732	667,790	(26,942)
Information Technology	967,118	1,035,060	67,942
Animal Control	441,530	464,100	22,570
City Clerk	555,025	739,860	184,835
Human Resources & Risk Mgmt (total):	1,676,889	1,953,920	277,031
Human Resources	816,749	898,590	81,841
Risk Management	860,140	1,055,330	195,190
Finance	1,694,285	1,791,120	96,835
Planning & Building (total):	2,825,626	3,029,880	204,254
Planning	1,683,767	1,685,490	1,723
Building	910,087	1,140,680	230,593
Code Compliance	231,772	203,710	(28,062)
Engineering (total):	3,010,974	3,125,350	114,376
Engineering	2,869,482	2,974,610	105,128
Stormwater	141,492	150,740	9,248
Community Services (total):	6,433,186	6,987,980	554,794
Administration	441,478	476,200	34,722
Public Svcs - Maintenance	4,604,712	5,007,150	402,438
Stormwater	172,390	183,040	10,650
Solid Waste	32,027	31,460	(567)
Facility Operations	151,816	163,120	11,304
Recreation	675,423	702,910	27,487
Special Events	355,340	424,100	68,760
Law Enforcement	17,232,810	17,843,490	610,680
Fire and Life Safety (total):	19,196,121	20,830,950	1,634,829
Administration	1,252,061	1,333,440	81,379
Emergency Operations	12,236,103	12,724,510	488,407
Emergency Medical	5,130,818	6,131,450	1,000,632
Emergency Preparedness	34,380	53,610	19,230
Fleet Operations and Maintenance	542,759	587,940	45,181
<b>Total Operating Expenditures Proposed</b>	<b>57,056,502</b>	<b>60,701,810</b>	<b>3,645,308</b>
<b>Revenues Over (Under) Expenditures</b>	<b>2,581,760</b>	<b>1,763,740</b>	<b>(818,020)</b>
Other Financing Sources	2,784,660	43,200	(2,741,460)
Other Financing Uses:			
Transfers to Other Funds	(663,430)	(460,020)	203,410
Transfers to CIP	(9,468,810)	(300,000)	9,168,810
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)	-
Set Aside for Turf Replacement	-	(100,000)	(100,000)
<b>Change in Available Fund Balance</b>	<b>\$ (4,765,820)</b>	<b>\$ 346,920</b>	<b>\$ 5,712,740</b>
Available Fund Balance, Beg. of Year	17,006,768	12,740,948	(4,265,820)
<b>Available Fund Balance, End of Year</b>	<b>\$ 12,240,948</b>	<b>\$ 13,087,868</b>	<b>\$ 846,920</b>

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**CITY OF SANTEE**  
**GENERAL FUND REVENUE DETAIL**  
**FY 2024-25 ADOPTED BUDGET**

Account Name	FY 2023-24 Revised Estimates	FY 2024-25 Adopted	Increase (Decrease)
<b>TAXES</b>			
<b>Property Taxes</b>	<b>25,279,760</b>	<b>26,199,230</b>	<b>919,470</b>
Property Tax Secured and Unsecured	13,780,600	14,238,200	457,600
Property Tax - Redev Pass-through	675,000	707,000	32,000
Property Tax - Redev Residual Distrib	2,322,000	2,433,000	111,000
Real Property Transfer	250,000	200,000	(50,000)
Property Tax In Lieu (of VLF)	8,252,160	8,621,030	368,870
<b>Sales and Use Taxes</b>	<b>17,148,090</b>	<b>17,425,830</b>	<b>277,740</b>
Sales and Use Taxes	19,548,090	19,945,830	397,740
Location Agreement Payment	(2,400,000)	(2,520,000)	(120,000)
<b>Transient Occupancy Tax</b>	<b>781,000</b>	<b>796,900</b>	<b>15,900</b>
Transient Occupancy Tax	781,000	796,900	15,900
<b>Franchise Fees</b>	<b>4,051,940</b>	<b>4,176,200</b>	<b>124,260</b>
Franchise Fees	4,051,940	4,176,200	124,260
<b>SPECIAL ASSESSMENTS</b>	<b>1,114,600</b>	<b>1,114,600</b>	<b>-</b>
Assessments - Fire Benefit Fee	1,114,600	1,114,600	-
<b>INTERGOVERNMENTAL</b>	<b>362,720</b>	<b>349,920</b>	<b>(12,800)</b>
Motor Vehicle License Fees	75,000	70,000	(5,000)
SB90 Claims	40,000	40,000	-
Fire Reimbursements - Federal	185,000	160,660	(24,340)
Fire Reimbursements - State	56,120	79,260	23,140
Fire Reimbursements - Local/Other	6,600	-	(6,600)
<b>LICENSES AND PERMITS</b>	<b>1,609,610</b>	<b>1,870,550</b>	<b>260,940</b>
Business Licenses - New	50,000	48,000	(2,000)
Business Licenses - Renewals	63,100	63,000	(100)
Regulatory Permits	2,700	2,700	-
Business Licenses - Other	1,500	1,500	-
Home Occupation Permit - New	6,500	6,500	-
Home Occupation Permit - Renewal	17,400	18,000	600
Alarm Permits	1,000	1,000	-
Fire Department - Permits/Services	45,630	59,850	14,220
Building Fees - Eng Direct City Costs	23,800	21,900	(1,900)
Building Fees - Subject to Split	551,080	500,000	(51,080)
Building Fees - Plng Direct City Costs	9,700	10,000	300
Building Permit Fees	837,200	770,000	(67,200)
Cannabis Application Fee	-	257,100	257,100
Cannabis Annual Renewal Fee	-	111,000	111,000
<b>FINES AND FORFEITURES</b>	<b>158,440</b>	<b>181,050</b>	<b>22,610</b>
Vehicle Code Fines	97,000	100,000	3,000
Other Fines and Forfeitures	1,000	15,000	14,000
Parking Citations	58,140	65,000	6,860
Code Compliance Administrative Citations	800	300	(500)
Storm Water Administrative Citations	1,500	750	(750)
<b>CHARGES FOR SERVICES</b>	<b>7,550,990</b>	<b>8,672,540</b>	<b>1,121,550</b>
Finance - Full Cost Recovery	2,000	2,000	-
Admin Tow Fees	12,000	15,000	3,000

**CITY OF SANTEE**  
**GENERAL FUND REVENUE DETAIL**  
**FY 2024-25 ADOPTED BUDGET**

<b>Account Name</b>	<b>FY 2023-24 Revised Estimates</b>	<b>FY 2024-25 Adopted</b>	<b>Increase (Decrease)</b>
Cost Recovery - Restitution	400	400	-
City Clerk - Misc Fees	250	1,000	750
City Clerk - Passport Services	50,000	50,000	-
Charges to Other Funds	152,640	188,140	35,500
CSD - Full Cost Recovery	2,000	2,000	-
Cost Recovery - Subrogation	25,500	30,000	4,500
Sports Field Lighting	60,000	60,000	-
Disc Golf Fees	40,000	33,000	(7,000)
Electric Vehicle Charging Stations	4,000	6,000	2,000
Teen Programs	5,100	6,000	900
Special Events	113,000	121,000	8,000
Charges to Other Funds	162,420	191,600	29,180
Fire - Full Cost Recovery	1,000	1,000	-
Instructional Services - FTES	27,920	22,320	(5,600)
Paramedic Program	5,130,820	6,131,450	1,000,630
SLEMSA REIMBURSEMENT	101,530	114,730	13,200
Engineering - Fee Based	86,000	91,000	5,000
Engineering - Full Cost Recovery	495,500	520,000	24,500
Street Light Energizing Fee	2,000	2,000	-
Storm Water Inspection	11,600	12,580	980
Planning - Fee Based	23,500	43,500	20,000
Planning - Full Cost Recovery	278,600	274,000	(4,600)
Charges to Other Funds	763,210	753,820	(9,390)
<b>USE OF MONEY AND PROPERTY</b>	<b>1,011,730</b>	<b>1,071,660</b>	<b>59,930</b>
Interest Income	500,000	500,000	-
City Facilities - Sportsplex	253,730	304,660	50,930
Concessions	30,000	30,000	-
Rental - Bldgs 7 & 8	32,000	30,000	(2,000)
Rental - Picnic Shelters	84,000	95,000	11,000
Rental - Ball Fields	105,000	105,000	-
Rent/Lease/Use Income	7,000	7,000	-
<b>OTHER REVENUE</b>	<b>569,380</b>	<b>607,070</b>	<b>37,690</b>
Sycamore Landfill Fees	431,000	465,000	34,000
Miscellaneous Income	13,500	5,000	(8,500)
Hometown Heroes Program	7,200	7,200	-
Taxable Sales	500	500	-
Processing Fees	17,430	36,000	18,570
Miscellaneous Income	50,000	50,000	-
Loss Control Program	6,000	6,000	-
Wellness Program	20,000	20,000	-
Miscellaneous Income	450	500	50
Donations	16,800	10,000	(6,800)
Donations - Memorial Program	1,000	1,000	-
Taxable Sales	50	50	-
Miscellaneous Income	750	840	90
Sale of Real & Personal Property	2,000	2,000	-
Miscellaneous Income	2,200	2,000	(200)
Abandoned Property Registration	500	980	480
<b>TOTAL GENERAL FUND</b>	<b>59,638,260</b>	<b>62,465,550</b>	<b>2,827,290</b>



**GENERAL FUND**  
**DETAIL OF OTHER FINANCING SOURCES AND USES**  
**FY 2024-25 ADOPTED BUDGET**

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	FY 2023-24 AMENDED BUDGET	FY 2024-25 ADOPTED BUDGET
	<u>                    </u>	<u>                    </u>
<b>Other Financing Sources:</b>		
Use of Fund Balances:		
Release of CCA Reserves	\$ 200,000	\$ -
Transfers from other funds		
Transfer in from CIP (ERP Project)	-	43,200
Transfer in from ARPA	2,584,660	-
	<u>                    </u>	<u>                    </u>
Total Other Financing Sources	<u>\$ 2,784,660</u>	<u>\$ 43,200</u>
 <b>Other Financing Uses:</b>		
Transfers to Other Funds		
Vehicle Replacement Fund	\$ (429,680)	\$ (345,770)
Highway 52 Coalition Fund	(45,250)	(44,250)
Technology Replacement Fund	(188,500)	(70,000)
Transfers to Capital Improvement Program	(9,468,810)	(300,000)
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)
Set Aside Turf Replacement	-	(100,000)
	<u>                    </u>	<u>                    </u>
Total Other Financing Uses	<u>\$ (10,732,240)</u>	<u>\$ (1,460,020)</u>

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# DEPARTMENT DETAIL

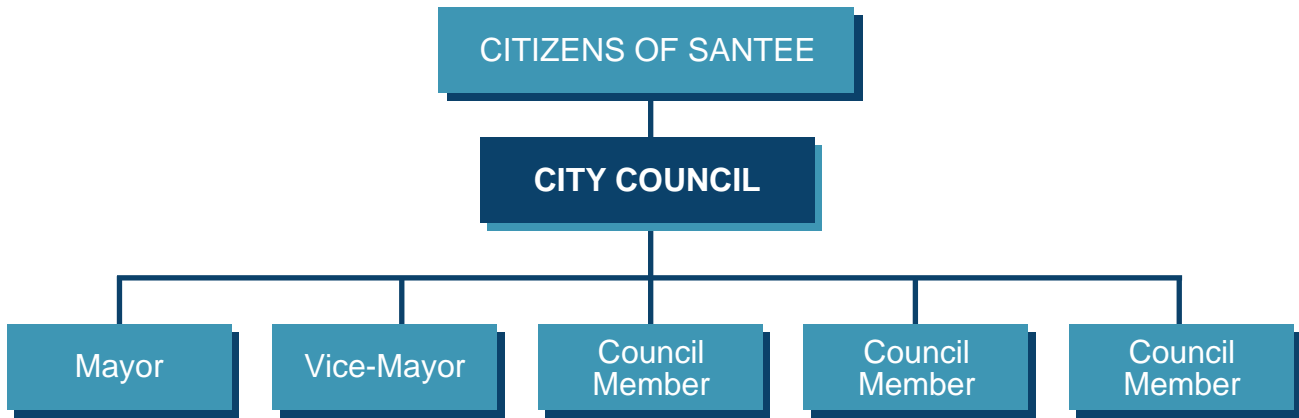


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# CITY COUNCIL



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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 2023-24 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; 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 and Fire infrastructure
- Allocated funds for a new interim fire station and approved a design contract for a new permanent station
- Approved a cannabis business application process
- Expanded the Santee Hometown Heroes Banner program, which recognizes veteran and active duty military with light pole banners
- Continue to foster support for the City's two adopted Marine Units – 2nd Battalion, 1st Marines (Camp Pendleton) and HMH-462 (Miramar)

## FY 2024-25 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
- Continue efforts to increase City revenues through support of balanced economic development initiatives, including residential, commercial and entertainment projects
- Work with staff to implement the cannabis business application process and permit assignments
- Continue work towards implementation of recommendations from the Community Risk Assessment Report for additional fire infrastructure

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Continue to support staff with the implementation of the Arts & Entertainment Neighborhood to diversify economic development
- Continue efforts to increase awareness of river bottom corridor quality of life issues for the community
- 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



# CITY COUNCIL BUDGET SUMMARY

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 326,241	\$ 345,459	\$ 364,020
Operations & Maintenance	<u>159,923</u>	<u>185,380</u>	<u>191,150</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 486,164</u></u></b>	<b><u><u>\$ 530,839</u></u></b>	<b><u><u>\$ 555,170</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Mayor	1.00	1.00	1.00
Council Members	4.00	4.00	4.00
Confidential Secretary to City Manager/Council Members	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>
<b>TOTAL POSITIONS</b>	<b><u><u>5.50</u></u></b>	<b><u><u>5.50</u></u></b>	<b><u><u>5.50</u></u></b>



# CITY COUNCIL BUDGET SUMMARY

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 40,825	\$ 41,520	\$ 45,270
50013 Salaries & Wages - Mayor & City Council	120,101	126,360	131,210
50035 Vacation Cash Out	10,336	-	-
50040 Auto Allowance	24,600	27,450	28,200
50042 Technology Allowance	5,400	5,400	5,400
50050 Retirement - PERS	13,725	15,530	16,500
50052 Retirement - Unfunded Liability	40,266	34,729	33,900
50055 Retirement - Part Time	770	800	870
50060 Medicare	2,918	2,910	3,050
50070 Health Insurance	63,462	86,260	94,880
50071 Dental Insurance	3,668	4,330	4,570
50075 Life Insurance	49	50	50
50076 Long Term Disability Insurance	121	120	120
<b>Total Personnel</b>	<b>\$ 326,241</b>	<b>\$ 345,459</b>	<b>\$ 364,020</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 19,863	\$ 23,000	\$ 23,000
51104 Subscriptions/Memberships	62,016	70,700	79,500
51110 Professional Development	15,314	15,000	15,000
51116 Diversity, Equity and Inclusion	-	5,000	5,000
51120 Printing & Duplicating	79	500	500
51121 Telephone & Fax	2,972	4,900	3,700
51122 Postage	315	100	100
51160 Materials & Supplies	2,482	2,500	2,500
51170 Recognition Program	3,499	6,000	6,000
51180 Electricity & Gas	20,106	23,200	21,300
51211 Repair/Maintenance - Equipment	271	350	350
51350 Contributions	19,855	27,000	27,000
51351 Contributions - Chamber of Commerce	9,390	-	-
51403 Hometown Heroes Program	3,762	7,130	7,200
<b>Total Operations &amp; Maintenance</b>	<b>\$ 159,923</b>	<b>\$ 185,380</b>	<b>\$ 191,150</b>
<b>GRAND TOTAL</b>	<b>\$ 486,164</b>	<b>\$ 530,839</b>	<b>\$ 555,170</b>



# CITY COUNCIL BUDGET DETAILS

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 19,863</b>	<b>\$ 23,000</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>62,016</b>	<b>70,700</b>	<b>79,500</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>15,314</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>-</b>	<b>5,000</b>	<b>5,000</b>
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This appropriation provides funding to support the City's Diversity, Equity and Inclusion (DEI) activities, events and marketing.

<b>Printing &amp; Duplicating</b>	<b>79</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>2,972</b>	<b>4,900</b>	<b>3,700</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>315</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>2,482</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.

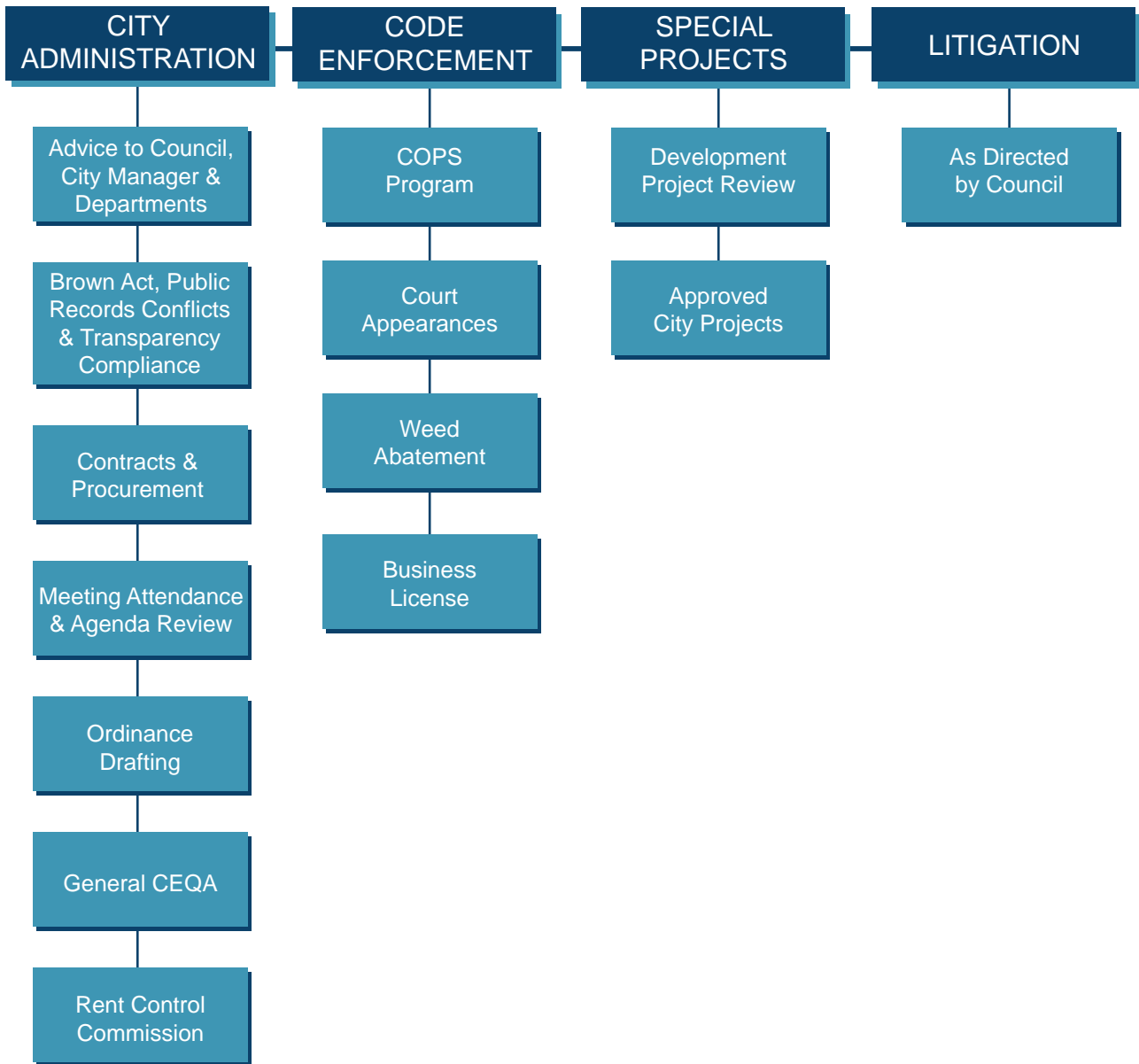


# CITY COUNCIL BUDGET DETAILS

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Recognition Program</b>	\$ 3,499	\$ 6,000	\$ 6,000
This appropriation provides funding to support the City's Employee Holiday Social, an annual employee appreciation event, and the Santee Sheriff's RSVP annual holiday event.			
<b>Electricity &amp; Gas</b>	20,106	23,200	21,300
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>	271	350	350
This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.			
<b>Contributions</b>	19,855	27,000	27,000
This appropriation provides support for community programs and the City's adopted Military units.			
<b>Contributions - Chamber of Commerce</b>	9,390	-	-
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>	3,762	7,130	7,200
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 to offset these expenses.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 159,923</b>	<b>\$ 185,380</b>	<b>\$ 191,150</b>



# CITY ATTORNEY



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## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

The City Attorney is a statutory office filled by City Council appointment. The City Attorney prepares or reviews all general legal documents related to the conduct of the City's business affairs including contracts, leases, property acquisition and disposition documents. The office also oversees the preparation of all ordinances and resolutions, and related regulations. The City Attorney advises City departments regarding compliance with Federal, State and City law. The City Attorney provides legal counsel relating to the legal implementation and enforcement of the City's planning and zoning laws, including compliance with the California Environmental Quality Act. The City Attorney represents the City in all litigation, civil and criminal, code enforcement matters, unless otherwise directed by the City Council. 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 2023-24 ACCOMPLISHMENTS

- Assisted the City in implementing the Santee Lakeside Emergency Medical Services Authority (SLEMSA)
- Resolved the title dispute related to the Hotel parcel
- Assisted the City in implementing the San Diego River Corridor Ordinance, including by successful prosecution of violations
- Assisted the City in the development of the Arts & Entertainment Neighborhood
- Provided City staff with tailored training on governance, transparency and ethical roles and responsibilities
- Assisted the City in the adoption of application procedures for the cannabis regulatory ordinance
- Distributed a comprehensive review of all major City contracts and worked with the City departments responsible for implementing those contracts to ensure that City is obtaining the full benefit of all existing agreements
- Completed the fifth annual Santee Municipal Code update
- Continued to assist the City in the transition of the building services functions, and continued to support the City's processing of land development projects
- Completed the Cuyamaca Right Turn Lane Acquisition
- Continued to support the City's efforts to comply with affordable housing requirements
- Continued to support the City's efforts to develop a Community Center

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

- Continued to implement the Community Oriented Policing Program
- Assisted the City in pursuing the City Council's stated priorities for FY 2023-24

## FY 2024-25 GOALS AND OBJECTIVES

- Provide legal support for the implementation of the procedures to consider the selection of up to four cannabis retail businesses in Santee
- Provide legal support for the processing and consideration of the submitted sales tax initiative, and support its implementation in the event the measure qualifies and is ultimately approved by the voters
- Continue to provide legal support for the Arts & Entertainment District, including the proposed Town Center Specific Plan Amendment process
- Complete updates to all the City's template contracts, implement contract processing efficiency enhancements and provide staff training on the contract process
- In addition to the annual municipal code update, develop with the City Council and then implement a legislative calendar for the year to present ordinance updates to the City Council addressing Council identified policy issues
- Provide an update to the City Council on new legislation effective in January of 2025 and regularly update City Council on new legal decisions or legislation of concern to the City
- Provide legal support to the City regarding regional issues such as potential developments in the City of San Diego, activities of the County of San Diego that impact Santee and regional traffic improvement issues such as improvements to Highway 52
- Provides targeted training and support to City staff in key City governance and operational issues, including, but not limited to, cybersecurity, document management and insurance issues
- Continue to provide support to the City on surplus lands and real property transactions
- Continue to provide legal support to the City regarding the land development and affordable housing process
- Continue to provide legal support to the City regarding development impact fees and related issues
- Continue to provide legal support for the implementation of SLEMSA and continued improvements to the City's fire and life safety operations and infrastructure
- Continue to provide legal support for the City's implementation of its road improvement and maintenance goals
- Continue to implement the Community Oriented Policing Program, with an emphasis on the River Corridor
- Continue to provide legal support for the implementation of City Council's identified priority projects



# CITY ATTORNEY BUDGET SUMMARY

CITY ATTORNEY 1001.00.1201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 817,656</u>	<u>\$ 908,300</u>	<u>\$ 893,530</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 817,656</u></u></b>	<b><u><u>\$ 908,300</u></u></b>	<b><u><u>\$ 893,530</u></u></b>

## OPERATIONS & MAINTENANCE

<b>51020 Legal Services - City Attorney</b>	<b>\$ 817,616</b>	<b>\$ 906,300</b>	<b>\$ 891,530</b>
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This appropriation will fund general retainer legal services at the retainer amount of \$17,877 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>40</b>	<b>2,000</b>	<b>2,000</b>
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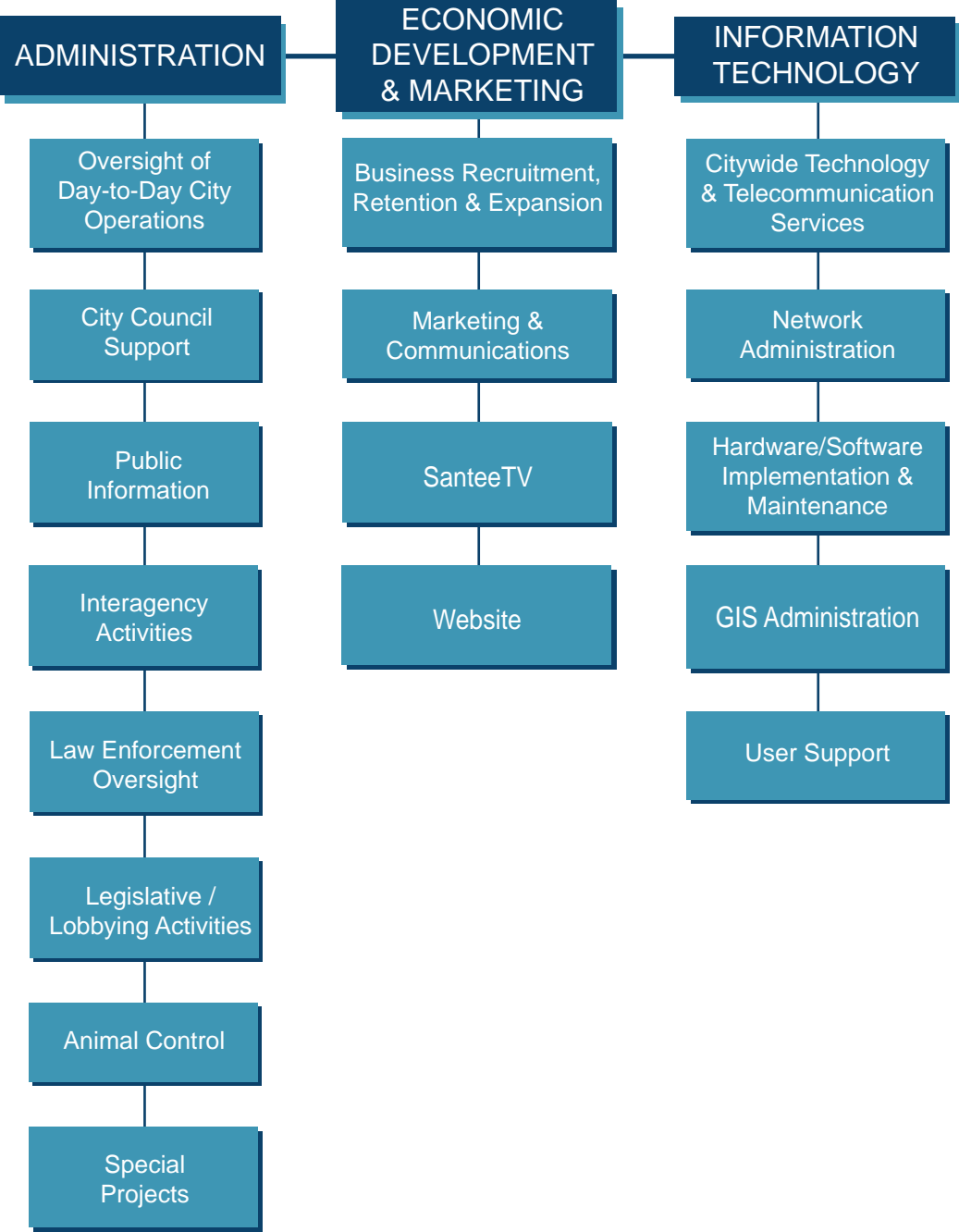
This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u><u>\$ 817,656</u></u></b>	<b><u><u>\$ 908,300</u></u></b>	<b><u><u>\$ 893,530</u></u></b>
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# CITY MANAGER



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# CITY MANAGER BUDGET SUMMARY

CITY MANAGER	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

City Manager	\$ 748,582	\$ 889,067	\$ 783,610
Economic Development & Marketing	465,797	694,732	667,790
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,214,379</b>	<b>\$ 1,583,799</b>	<b>\$ 1,451,400</b>

## SUMMARY OF FUNDED POSITIONS

City Manager	2.50	2.80	3.50
Economic Development & Marketing	4.00	4.00	4.00
<b>TOTAL POSITIONS</b>	<b>6.50</b>	<b>6.80</b>	<b>7.50</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 2023-24 ACCOMPLISHMENTS

- Continued implementation and coordination of executing City Council priorities
- Awaiting approval for federal/FEMA funding to establish a San Diego River Corridor Plan and increase defensible space along the river
- Meet regularly with the homeless working group to bring together the City of Santee and partnering agencies to support homeless related issues and persons experiencing homelessness
- Supported staff in the implementation of the City's new online permitting and licensing system
- Worked with staff and City Council to establish a cannabis business application process

## FY 2024-25 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
- Coordinate efforts with Planning & Building to finalize the Town Center Specific Plan and the Arts & Entertainment implementation
- Assist with implementation of relevant Fire & Life Safety goals as prioritized by the City Council
- Work with staff to provide new cannabis businesses for City Council consideration
- Continue to pursue options to complete funding for a new Fire Station 4 and Community Center
- Work to restructure tasks and duties as current employees pursue planned retirement
- Manage issues that may arise in connection with the November 2024 election

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# CITY MANAGER BUDGET SUMMARY

CITY MANAGER – CITY MANAGER 1001.05.1401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 719,306	\$ 803,817	\$ 751,660
Operations & Maintenance	29,276	85,250	31,950
<b>TOTAL EXPENDITURES</b>	<b>\$ 748,582</b>	<b>\$ 889,067</b>	<b>\$ 783,610</b>

## SUMMARY OF FUNDED POSITIONS

City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
Confidential Secretary to - City Manager/City Council	0.50	0.50	0.50
Senior Management Analyst/Grant Coordinator	-	0.30	1.00
<b>TOTAL POSITIONS</b>	<b>2.50</b>	<b>2.80</b>	<b>3.50</b>



# CITY MANAGER BUDGET SUMMARY

CITY MANAGER – CITY MANAGER 1001.05.1401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 467,445	\$ 536,380	\$ 453,740
50035 Vacation Cash Out	17,116	21,970	63,220
50040 Auto Allowance	11,208	11,210	7,360
50042 Technology Allowance	1,200	1,200	1,200
50050 Retirement - PERS	48,882	63,550	44,680
50052 Retirement - Unfunded Liability	114,222	100,387	108,300
50059 Deferred Compensation	20,000	20,000	20,000
50060 Medicare	7,518	8,590	7,950
50070 Health Insurance	28,441	36,640	41,320
50071 Dental Insurance	1,849	2,290	2,400
50075 Life Insurance	610	660	630
50076 Long Term Disability Insurance	815	940	860
<b>Total Personnel</b>	<u>\$ 719,306</u>	<u>\$ 803,817</u>	<u>\$ 751,660</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 6,167	\$ 50,000	\$ -
51104 Subscriptions/Memberships	6,779	8,800	7,400
51110 Professional Development	5,277	12,000	12,000
51120 Printing & Duplicating	-	100	100
51121 Telephone & Fax	2,913	4,700	3,400
51122 Postage	148	100	100
51160 Materials & Supplies	1,948	2,500	2,500
51180 Electricity & Gas	5,772	6,700	6,100
51211 Repair/Maintenance - Equipment	272	350	350
<b>Total Operations &amp; Maintenance</b>	<u>\$ 29,276</u>	<u>\$ 85,250</u>	<u>\$ 31,950</u>
<b>GRAND TOTAL</b>	<u><u>\$ 748,582</u></u>	<u><u>\$ 889,067</u></u>	<u><u>\$ 783,610</u></u>



# CITY MANAGER BUDGET DETAILS

CITY MANAGER – CITY MANAGER 1001.05.1401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 6,167	\$ 50,000	\$ -
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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 to implement a cannabis business application and approval process.

<b>Subscriptions/Memberships</b>	6,779	8,800	7,400
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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>	5,277	12,000	12,000
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This appropriation provides funds for 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), and International Council of Shopping Centers (ICSC). It also provides funding for an annual Executive Management Team workshop, and other meetings, workshops and trainings for department staff.

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

<b>Telephone &amp; Fax</b>	2,913	4,700	3,400
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This account provides funding for telephone, internet and cellular charges associated with the City Manager's Office.

<b>Postage</b>	148	100	100
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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>	1,948	2,500	2,500
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This account provides for the purchase of office supplies and miscellaneous materials.

<b>Electricity &amp; Gas</b>	5,772	6,700	6,100
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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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Equipment</b>	<b>\$ 272</b>	<b>\$ 350</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>\$ 29,276</u></b>	<b><u>\$ 85,250</u></b>	<b><u>\$ 31,950</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 2023-24 ACCOMPLISHMENTS

- Managed the City's social media presence and engagement through Facebook, Instagram, X, LinkedIn and YouTube; and enhanced communication by creating more content on social media and the new Santee Trolley Square Clocktower LED screens
- Redesigned and implemented a new City website to provide a more modern look and enhance the user interface
- Launched *The Do More > Download* digital newsletter using a new mobile-friendly platform to increase governmental transparency and awareness of available programs. The average open rate for Santee's digital newsletter is 39.53%. The national average open rate for governmental industry email newsletters is 28.77%.
- Expanded the Santee Hometown Heroes Banner Program along Mast Boulevard, honored 60 veterans to date, and launched a Geographic Information System (GIS) map to provide the location of each banner and information about each of the veterans displayed
- Developed new City brochure and marketing materials for retail and commercial attraction efforts
- Completed Surplus Land Act process through State Housing and Community Development Department (HCD) for future disposition of four parcels previously owned by the City of Santee
- Served as a resource for economic development issues with various businesses and staff
- Coordinated information with property owners and businesses in the new Arts & Entertainment District (Neighborhood)
- Partnered with Grossmont Union High School District on two drone academies at Woodglen Vista Park and Santee Trolley Square
- Supported various departments with the development and promotion of new events such as Community Safety Updates and the Santee Community Celebration
- Launched a new Homelessness FAQ page on the City's website to keep the community informed about homelessness efforts
- 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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

- During the past fiscal year, there were 15 new commercial businesses that opened in 67,022 square feet of space. By the end of the year, 13 of 22 shopping centers were 100% leased. Over the past fiscal year, the City also gained six new national retailers: Chuck E. Cheese, Macy's, HOTWORX, Trader Joe's, and Chevrolet, plus a national beauty retailer (to be announced in fall 2024)

## FY 2024-25 GOALS AND OBJECTIVES

- 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
- Finalize and implement an economic development strategic plan while enhancing business support and development through the coordinated use of City communication outlets
- 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 (Neighborhood)
- Promote tourism for the City, highlighting the trail system, Arts & Entertainment District (Neighborhood), Santee Lakes, Sportsplex USA, and shopping venues
- Complete disposition process for four parcels previously owned by the City of Santee and pursue additional surplus land actions needed for other City owned parcels
- Coordinate communication with businesses, the City, and law enforcement regarding homelessness impacts
- Assist in efforts to expand arts and culture programs specifically in the new Arts & Entertainment District (Neighborhood)
- Continue to review demographics and economic statistics used for market comparisons in business retention and expansion
- Renew the Business Visitation Program
- 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
- Develop branded email templates for use in MailChimp to ensure a consistent look and feel for all departments' external communications
- Expand the City's marketing capabilities for in-house design, photography, videography, content-creation, and editing
- Increase metrics for social media and SanteeTV engagement and viewership



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

**CITY MANAGER –  
ECONOMIC DEVELOPMENT & MARKETING  
1001.05.1402**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Personnel	\$ 416,421	\$ 591,682	\$ 584,940
Operations & Maintenance	49,376	103,050	82,850
<b>TOTAL EXPENDITURES</b>	<b>\$ 465,797</b>	<b>\$ 694,732</b>	<b>\$ 667,790</b>

## SUMMARY OF FUNDED POSITIONS

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



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

CITY MANAGER – ECONOMIC DEVELOPMENT & MARKETING 1001.05.1402	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 273,141	\$ 366,880	\$ 382,360
50020 Salaries & Wages - Part Time	15,248	24,750	16,080
50050 Retirement - PERS	32,781	48,300	49,050
50052 Retirement - Unfunded Liability	51,890	79,632	74,070
50055 Retirement - Part Time	572	940	610
50060 Medicare	2,562	3,890	3,870
50070 Health Insurance	33,784	57,270	53,450
50071 Dental Insurance	1,675	2,780	2,570
50075 Life Insurance	236	370	370
50076 Long Term Disability Insurance	810	1,170	1,040
50080 Workers Compensation	3,722	5,700	1,470
<b>Total Personnel</b>	<b>\$ 416,421</b>	<b>\$ 591,682</b>	<b>\$ 584,940</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 20,000	\$ 10,000
51046 Outreach & Education	-	10,000	11,000
51104 Subscriptions/Memberships	1,563	2,800	3,100
51110 Professional Development	5,185	6,000	7,700
51120 Printing & Duplicating	93	250	200
51121 Telephone & Fax	2,477	3,300	1,500
51125 Broadcasting	443	3,800	1,800
51131 Promotional Activities	34,185	42,150	40,000
51160 Materials & Supplies	557	600	600
51180 Electricity & Gas	4,329	5,000	4,600
51211 Repair/Maintenance - Equipment	272	350	350
51361 Minor Equipment	272	8,800	2,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 49,376</b>	<b>\$ 103,050</b>	<b>\$ 82,850</b>
<b>GRAND TOTAL</b>	<b>\$ 465,797</b>	<b>\$ 694,732</b>	<b>\$ 667,790</b>



# ECONOMIC DEVELOPMENT & MARKETING BUDGET DETAILS

**CITY MANAGER –  
ECONOMIC DEVELOPMENT & MARKETING  
1001.05.1402**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE

### Expert/Consulting Services

<b>\$</b>	<b>-</b>	<b>\$</b>	<b>20,000</b>	<b>\$</b>	<b>10,000</b>
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This appropriation previously provided funding for appraisal and surveying services for City properties; the current appropriation provides for as-needed consulting services related to the City's new website.

### Outreach & Education

	<b>-</b>	<b>10,000</b>	<b>11,000</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 provide for City advertisements in the Santee Magazine.

### Subscriptions/Memberships

<b>1,563</b>	<b>2,800</b>	<b>3,100</b>
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This appropriation provides funding for memberships with the International Council of Shopping Centers (ICSC), City-County Communications & Marketing Association (3CMA); Government Social Media Association; an annual survey monkey subscription; and software subscriptions to support SanteeTV.

### Professional Development

<b>5,185</b>	<b>6,000</b>	<b>7,700</b>
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This account provides funds to attend trainings, conferences and meetings that support economic development and marketing activities, including the annual International Council of Shopping Centers (ICSC) conference; the City-County Communications & Marketing Association (3CMA) conference; Government Social Media conference; and Santee Chamber meetings.

### Printing & Duplicating

<b>93</b>	<b>250</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.

### Telephone & Fax

<b>2,477</b>	<b>3,300</b>	<b>1,500</b>
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This account provides funding for telephone, internet and cellular charges associated with economic development and marketing activities.

### Broadcasting

<b>443</b>	<b>3,800</b>	<b>1,800</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 – ECONOMIC DEVELOPMENT &amp; MARKETING 1001.05.1402</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Promotional Activities</b>	<b>\$ 34,185</b>	<b>\$ 42,150</b>	<b>\$ 40,000</b>
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This account provides funding for promotional and marketing activities; events and brochures; purchase of promotional materials and branded merchandise and apparel; purchase and installation of community banners; and as-needed graphic artist services.

<b>Materials &amp; Supplies</b>	<b>557</b>	<b>600</b>	<b>600</b>
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This account provides for the purchase of office supplies and miscellaneous materials.

<b>Electricity &amp; Gas</b>	<b>4,329</b>	<b>5,000</b>	<b>4,600</b>
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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>	<b>272</b>	<b>350</b>	<b>350</b>
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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>	<b>272</b>	<b>8,800</b>	<b>2,000</b>
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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>\$ 49,375</b>	<b>\$ 103,050</b>	<b>\$ 82,850</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 & licensing 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 2023-24 ACCOMPLISHMENTS

- Upgraded and reconfigured the City's network switches and firewalls to enhance performance and security, leveraging the recent investment in optical fiber infrastructure
- Provided critical technical support for implementation of the City's new comprehensive online permitting and licensing system
- Supported the City's new redesigned website and implemented Microsoft Azure webhosting to support the organization's digital presence and enhance the launch of the new website
- Continued membership on the San Diego Regional Cyber Lab Technical Steering Committee and participated in conferences to gain insight into the cutting-edge realm of cybercrime prevention through the lens of Artificial Intelligence
- Implemented OneDrive technology, transforming the City's approach to file sharing and collaboration with external partners, and fostering seamless connectivity and synergy across organizational boundaries
- Researched camera solutions tailored for Town Center Community Park East to meet the City's security needs

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to review and implement advanced security measures, including network infrastructure vulnerability testing and segmentation, and employee training on email phishing prevention to improve network and computer security
- Replace and upgrade all employee workstations
- Conduct a Citywide I.T. needs assessment to optimize technology investments, improve operational efficiency, mitigate risks, and improve work processes
- Update the City's I.T. Master Plan to identify possible cost savings, enhance productivity, improve interdepartmental collaboration and mitigate risks
- Update the City's I.T. policies to ensure the City's technology requirements are accurately addressed and documented
- Continue to research additional opportunities to utilize SharePoint to create automated workflows and improve productivity

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Assist the City Clerk with research and implementation of a document management solution
- Assist the Finance Department with research and implementation of a new financial system
- Upgrade the network wiring in all City Hall buildings to improve speed and reliability





# INFORMATION TECHNOLOGY BUDGET SUMMARY

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 384,726	\$ 414,518	\$ 483,260
Operations & Maintenance	<u>254,676</u>	<u>552,600</u>	<u>551,800</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 639,402</u></u></b>	<b><u><u>\$ 967,118</u></u></b>	<b><u><u>\$ 1,035,060</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Information Technology Manager	1.00	1.00	1.00
Information Technology Analyst	1.00	1.00	1.00
Information Technology/GIS Analyst	<u>-</u>	<u>-</u>	<u>0.80</u>
<b>TOTAL POSITIONS</b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.80</u></u></b>



# INFORMATION TECHNOLOGY BUDGET SUMMARY

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 248,391	\$ 252,850	\$ 329,600
50020 Salaries & Wages - Part Time	-	24,750	-
50025 Overtime	277	2,000	2,000
50035 Vacation Cash Out	5,214	5,420	5,640
50036 Sick Leave Buy Back	1,241	-	-
50050 Retirement - PERS	25,825	29,670	38,940
50052 Retirement - Unfunded Liability	58,320	51,918	51,060
50055 Retirement - Part Time	-	930	-
50060 Medicare	3,683	4,140	4,780
50070 Health Insurance	39,418	39,990	47,920
50071 Dental Insurance	1,471	1,940	2,150
50075 Life Insurance	197	200	280
50076 Long Term Disability Insurance	689	710	890
<b>Total Personnel</b>	<b>\$ 384,726</b>	<b>\$ 414,518</b>	<b>\$ 483,260</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 42,000	\$ 3,000
51104 Subscriptions/Memberships	130	200	200
51110 Professional Development	795	2,500	2,500
51121 Telephone & Fax	3,388	5,500	5,000
51160 Materials & Supplies	508	2,000	2,000
51180 Electricity & Gas	2,886	3,400	3,100
51201 Software Maintenance & Licensing	228,417	485,000	528,000
51211 Repair/Maintenance - Equipment	3,143	6,000	5,000
51361 Minor Equipment	15,409	6,000	3,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 254,676</b>	<b>\$ 552,600</b>	<b>\$ 551,800</b>
<b>GRAND TOTAL</b>	<b>\$ 639,402</b>	<b>\$ 967,118</b>	<b>\$ 1,035,060</b>



# INFORMATION TECHNOLOGY BUDGET DETAILS

<b>INFORMATION TECHNOLOGY</b> 1001.00.1801	<b>ACTUAL</b> FY 2022-23	<b>AMENDED</b> FY 2023-24	<b>ADOPTED</b> FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ -</b>	<b>\$ 42,000</b>	<b>\$ 3,000</b>
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This appropriation provides for as-needed software, hardware, and network configuration consulting and troubleshooting services, and also provided as-needed GIS services in the prior year.

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

<b>Professional Development</b>	<b>795</b>	<b>2,500</b>	<b>2,500</b>
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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>	<b>3,388</b>	<b>5,500</b>	<b>5,000</b>
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This account provides funding for telephone and internet charges associated with the I.T. Division.

<b>Materials &amp; Supplies</b>	<b>508</b>	<b>2,000</b>	<b>2,000</b>
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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>	<b>2,886</b>	<b>3,400</b>	<b>3,100</b>
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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>	<b>228,417</b>	<b>485,000</b>	<b>528,000</b>
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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 network security, antivirus and backup software; ArcGIS, AutoCAD, Adobe, and Microsoft Office applications; third party website hosting and maintenance; finance and accounting system; business licensing and permitting system; online/virtual meeting applications; and other systems to support the City Clerk, Human Resources, Finance, Planning, Building, Engineering, Marketing and SanteeTV activities.

<b>Repair/Maintenance - Equipment</b>	<b>3,143</b>	<b>6,000</b>	<b>5,000</b>
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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

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Minor Equipment</b>	<b>\$ 15,409</b>	<b>\$ 6,000</b>	<b>\$ 3,000</b>
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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>	<b><u>\$ 254,676</u></b>	<b><u>\$ 552,600</u></b>	<b><u>\$ 551,800</u></b>
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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 the Project Wildlife program.

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# ANIMAL CONTROL BUDGET SUMMARY

<b>ANIMAL CONTROL 1001.00.2301</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 441,528</u>	<u>\$ 441,530</u>	<u>\$ 464,100</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 441,528</u></u>	<u><u>\$ 441,530</u></u>	<u><u>\$ 464,100</u></u>

## OPERATIONS & MAINTENANCE

<b>51154 Contract Services - Animal Control</b>	<b>\$ 441,528</b>	<b>\$ 441,530</b>	<b>\$ 464,100</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>	<u><u>\$ 441,528</u></u>	<u><u>\$ 441,530</u></u>	<u><u>\$ 464,100</u></u>
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# CITY CLERK



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# CITY CLERK

## 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 2023-24 ACCOMPLISHMENTS

- Began preparations for the November 5, 2024, General Election for Mayor and two Council seats: District 3 and District 4; including the Oath of Office ceremony
- The Passport program remains consistent and in high demand: staff assisted more than 1,000 customers related to Passport services in 2023
- Provided continual training for all Boards, Commissions and Committee staff liaison on the legislative process and the updated AV equipment to effectively run meetings
- Archived more than 111 new boxes for offsite storage of City records
- Administered oaths for new employees
- Continued the work of updating the City's Record Retention Schedule which has not been comprehensively updated since 2007

## FY 2024-25 GOALS AND OBJECTIVES

- Implement new agenda management software to assist with the streamlining of reviewing and issuing the City Council Agenda
- Explore options for getting Laserfiche to replace the City's current document management software
- Conduct the November 5, 2024: General Election for Mayor and two Council seats, District 3 and District 4; including the Oath of Office ceremony

## FY 2024-25 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 438,985	\$ 477,125	\$ 514,060
Operations & Maintenance	63,537	77,900	225,800
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 502,522</u></b>	<b><u>\$ 555,025</u></b>	<b><u>\$ 739,860</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 272,955	\$ 298,070	\$ 317,640
50020 Salaries & Wages - Part Time	21,949	15,690	16,720
50025 Overtime	1,318	1,800	1,800
50035 Vacation Cash Out	1,460	8,700	7,600
50040 Auto Allowance	4,200	4,200	4,200
50042 Technology Allowance	1,800	1,800	1,800
50050 Retirement - PERS	22,480	27,540	29,550
50052 Retirement - Unfunded Liability	63,930	57,835	59,410
50055 Retirement - Part Time	823	590	630
50060 Medicare	4,404	4,690	5,070
50070 Health Insurance	40,585	52,690	65,580
50071 Dental Insurance	2,017	2,420	2,960
50075 Life Insurance	295	300	300
50076 Long Term Disability Insurance	769	800	800
<b>Total Personnel</b>	<b>\$ 438,985</b>	<b>\$ 477,125</b>	<b>\$ 514,060</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 7,292	\$ 8,000	\$ 8,000
51104 Subscriptions/Memberships	1,249	1,000	1,000
51110 Professional Development	3,661	6,000	6,000
51120 Printing & Duplicating	659	1,500	1,500
51121 Telephone & Fax	2,259	3,900	2,900
51122 Postage	2,909	4,000	4,000
51123 Advertising	5,768	6,000	6,000
51124 Election Expense	5,547	20,000	144,000
51140 Rentals/Leases - Buildings	10,012	10,500	10,500
51141 Rentals/Leases - Office Equipment	2,923	3,600	5,100
51160 Materials & Supplies	2,872	4,000	4,000
51180 Electricity & Gas	5,050	5,900	5,400
51201 Software Maintenance & Licensing	-	-	25,000
51211 Repair/Maintenance - Equipment	13,336	3,500	2,400
<b>Total Operations &amp; Maintenance</b>	<b>\$ 63,537</b>	<b>\$ 77,900</b>	<b>\$ 225,800</b>
<b>GRAND TOTAL</b>	<b>\$ 502,522</b>	<b>\$ 555,025</b>	<b>\$ 739,860</b>



# CITY CLERK BUDGET DETAILS

CITY CLERK 1001.00.1301	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 7,292</b>	<b>\$ 8,000</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>1,249</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>3,661</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>659</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>2,259</b>	<b>3,900</b>	<b>2,900</b>
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This appropriation funds the cost of the telephone and fax machine.

<b>Postage</b>	<b>2,909</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>5,768</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

CITY CLERK 1001.00.1301	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Election Expense</b>	\$ 5,547	\$ 20,000	\$ 144,000
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Combined with the FY 2023-24 appropriation, this appropriation will fund 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>	10,012	10,500	10,500
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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>	2,923	3,600	5,100
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This account includes the postage machine lease.

<b>Materials &amp; Supplies</b>	2,872	4,000	4,000
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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>	5,050	5,900	5,400
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This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.

<b>Software Maintenance &amp; Licensing</b>	-	-	25,000
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This appropriation is for Laserfiche Document Management Software to replace Questys. This amount includes the first year licensing, document transfer and staff training.

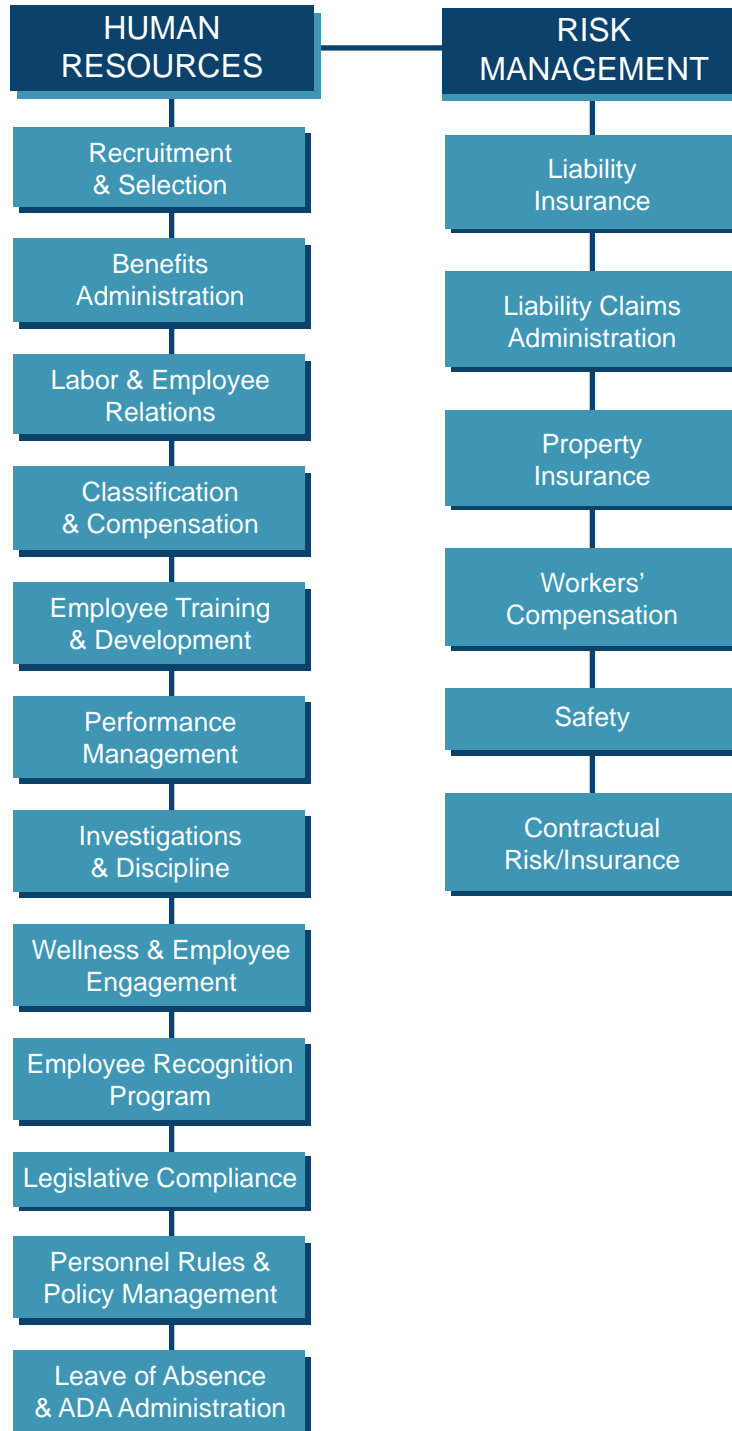
<b>Repair/Maintenance - Equipment</b>	13,336	3,500	2,400
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This amount provides for the Department's share of the City's pooled copier maintenance agreement, repair and maintenance of the department's printers, scanner, reader/printer microfilm machine, fax and date/time stamp machine.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 63,537</b>	<b>\$ 77,900</b>	<b>\$ 225,800</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Human Resources	\$ 652,341	\$ 816,749	\$ 898,590
Risk Management	<u>627,362</u>	<u>860,140</u>	<u>1,055,330</u>

<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,279,703</u></u>	<u><u>\$ 1,676,889</u></u>	<u><u>\$ 1,953,920</u></u>
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## SUMMARY OF FUNDED POSITIONS

Human Resources	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
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<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 (HR) and Risk Management Department is responsible for the City's recruitment and selection process, onboarding, classification and compensation plan, employee engagement and wellness program, open enrollment and benefits administration, safety, labor and employee relations, performance management process, employee training and development and risk management functions including liability and property insurance, workers' compensation, general liability claims, safety and loss control.

## FY 2023-24 ACCOMPLISHMENTS

- Provided ongoing consultation to departments on policy and employee relations
- New HR Team: Director, Sr. HR Analyst, HR Technician, and part-time Office Assistant hired
- Re-centralized all-city recruitment to HR, and trained managers and supervisors on the hiring life cycle
- Coordinated all-city training for compliance and professional development
- Partnered with the City Manager's Office and the City Attorney's Office on legislative updates and personnel rule updates (on-going; to be completed mid FY 24-25)
- Provided training and guidance to managers and supervisors on changes in employment law legislation
- 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 2023 Silver Level Healthy Workforce Designation by Cigna
- Partnered with George Hills to recover funds owed to the City for pending subrogation claims and investigated claims to determine City liability
- Reimplemented the Safety Committee
- Revised the Administrative Policy Memoranda – initial policy review started in FY 23-24
- Completed several salary schedule changes, adopted by Council, for necessary employee compensation adjustments (for safety and non-represented)

## FY 2024-25 GOALS AND OBJECTIVES

- Staff upcoming vacancies in a timely manner
- Continue to partner with City departments to plan ahead for strategic and effective recruitments
- Continue to partner with City departments and outside consultant (DAC) for the Americans with Disability Act (ADA) transition plan for the City

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Work with Marketing to implement an HR intranet page for employees
- Continue to provide multiple monthly employee wellness events
- Complete the production of a comprehensive benefit guide for Open Enrollment
- Provide new supervisor training to employees newly promoted into a supervisor role
- Continue to oversee the performance management process for all City employees, and push for timely and effective evaluations
- Explore technology solutions to transition paper employee files into electronic files
- Implement a contract software program to eliminate delays in processing, reduce the duplicitous review of contract and indemnity language, and the back-and-forth communications between the department, the vendor, Risk and City Attorney's office
- Implement a new hire ergonomic assessment process to get in front of potential issues by applying administrative and engineering controls to reduce the risk of repetitive injury loss
- Increase the number of automated external defibrillator (AED) units in the City Hall complex
- Explore PERMA partnership and apply for membership to centralize workers' comp with a new and effective TPA, manage risk, loss control and seek insurance pool coverage that may reduce premiums; while continuing to be covered by and maintain current business relationships under Alliant, PRISM and LAWCX



# HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 577,214	\$ 698,679	\$ 756,110
Operations & Maintenance	75,127	117,320	141,980
Capital Outlay	-	750	500
<b>TOTAL EXPENDITURES</b>	<b>\$ 652,341</b>	<b>\$ 816,749</b>	<b>\$ 898,590</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	-
Confidential Administrative Secretary	-	-	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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 351,634	\$ 460,780	\$ 480,220
50020 Salaries & Wages - Part Time	36,314	17,280	19,330
50025 Overtime	-	800	1,770
50035 Vacation Cash Out	22,876	-	-
50040 Auto Allowance	3,150	4,200	4,200
50050 Retirement - PERS	28,687	49,640	56,010
50052 Retirement - Unfunded Liability	94,710	84,719	93,490
50055 Retirement - Part Time	119	650	-
50060 Medicare	6,003	7,000	7,330
50070 Health Insurance	31,642	68,640	87,970
50071 Dental Insurance	848	3,370	4,170
50075 Life Insurance	336	400	400
50076 Long Term Disability Insurance	895	1,200	1,220
<b>Total Personnel</b>	<b>\$ 577,214</b>	<b>\$ 698,679</b>	<b>\$ 756,110</b>





# HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
51013 Employee Assistance Program	\$ 3,749	\$ 4,570	\$ 5,010
51014 Technical Personnel Services	5,601	7,300	6,500
51015 Tuition Reimbursement	14,388	20,000	15,900
51040 Expert/Consulting Services	2,479	11,000	17,100
51103 Citywide Training/Consulting	-	12,750	16,000
51104 Subscriptions/Memberships	608	4,100	3,000
51110 Professional Development	9,560	11,000	14,000
51120 Printing & Duplicating	137	600	1,800
51121 Telephone & Fax	2,298	3,800	2,900
51122 Postage	155	200	200
51123 Advertising	1,786	400	1,800
51160 Materials & Supplies	5,050	8,500	8,100
51169 Wellness Program	19,013	20,000	20,000
51170 Recognition Program	3,091	3,400	6,250
51180 Electricity & Gas	6,493	7,500	6,900
51201 Software Maintenance & Licensing	-	-	15,000
51211 Repair/Maintenance - Equipment	719	2,200	1,020
51361 Minor Equipment	-	-	500
<b>Total Operations &amp; Maintenance</b>	<u>\$ 75,127</u>	<u>\$ 117,320</u>	<u>\$ 141,980</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 750	\$ 500
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 750</u>	<u>\$ 500</u>
<b>GRAND TOTAL</b>	<u><u>\$ 652,341</u></u>	<u><u>\$ 816,749</u></u>	<u><u>\$ 898,590</u></u>



# HUMAN RESOURCES BUDGET DETAILS

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Employee Assistance Services</b>	<b>\$ 3,749</b>	<b>\$ 4,570</b>	<b>\$ 5,010</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>5,601</b>	<b>7,300</b>	<b>6,500</b>
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This account funds pre-employment background and medical testing.

<b>Tuition Reimbursement</b>	<b>14,388</b>	<b>20,000</b>	<b>15,900</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>2,479</b>	<b>11,000</b>	<b>17,100</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>12,750</b>	<b>16,000</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>608</b>	<b>4,100</b>	<b>3,000</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>9,560</b>	<b>11,000</b>	<b>14,000</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>137</b>	<b>600</b>	<b>1,800</b>
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This account provides for human resources related professional printing services.

<b>Telephone &amp; Fax</b>	<b>2,298</b>	<b>3,800</b>	<b>2,900</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Postage</b>	\$ 155	\$ 200	\$ 200
This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.			
<b>Advertising</b>	1,786	400	1,800
This account provides for publishing recruitment bulletins online and in professional publications.			
<b>Materials &amp; Supplies</b>	5,050	8,500	8,100
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>	19,013	20,000	20,000
This appropriation is reimbursed by CIGNA and covers employee wellness program expenses such as employee events, educational workshops, incentive items and other related activities.			
<b>Recognition Program</b>	3,091	3,400	6,250
This appropriation funds the annual employee service awards program.			
<b>Electricity &amp; Gas</b>	6,493	7,500	6,900
This appropriation will fund the cost of electricity and gas.			
<b>Software Maintenance &amp; Licensing</b>	-	-	15,000
This appropriation will fund a city-wide contract software program to centralize contract administration. Cost will include implementation, customization, configuration and maintenance for the first year.			
<b>Repair/Maintenance - Equipment</b>	719	2,200	1,020
This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>Minor Equipment</b>	-	-	500
This appropriation will fund copier replacement parts.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u>\$ 75,127</u>	<u>\$ 117,320</u>	<u>\$ 141,980</u>



## HUMAN RESOURCES BUDGET DETAILS

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>CAPITAL OUTLAY</b>			
<b>Office Equipment</b>	\$ -	\$ 750	\$ 500
This appropriation will fund a new locking file cabinet needed for document management.			
<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 750</u>	<u>\$ 500</u>



# RISK MANAGEMENT BUDGET SUMMARY

RISK MANAGEMENT 1001.01.1701	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 627,362	\$ 860,140	\$ 1,055,330
<b>TOTAL EXPENDITURES</b>	<b>\$ 627,362</b>	<b>\$ 860,140</b>	<b>\$ 1,055,330</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51033 Claims Administration	\$ 19,300	\$ 22,250	\$ 24,000
51034 Legal Defense	-	50,000	50,000
51040 Expert/Consulting Services	7,903	37,349	13,600
51201 Software Maintenance & Licensing	-	3,251	-
51301 Property Insurance	132,152	158,790	214,870
51305 Public Liability Insurance	464,170	542,500	625,860
51310 Awards & Indemnities	3,837	40,000	117,000
51313 Loss Control	-	6,000	10,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 627,362</b>	<b>\$ 860,140</b>	<b>\$ 1,055,330</b>
<b>GRAND TOTAL</b>	<b>\$ 627,362</b>	<b>\$ 860,140</b>	<b>\$ 1,055,330</b>



# RISK MANAGEMENT BUDGET DETAILS

RISK MANAGEMENT 1001.01.1701	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Claims Administration</b>	<b>\$ 19,300</b>	<b>\$ 22,250</b>	<b>\$ 24,000</b>
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This appropriation funds the third party administrator for liability claims.

<b>Legal Defense</b>	<b>-</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>7,903</b>	<b>37,349</b>	<b>13,600</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>Software Maintenance &amp; Licensing</b>	<b>-</b>	<b>3,251</b>	<b>-</b>
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The FY 2023-24 appropriation funded a database subscription for hazardous chemical inventory.

<b>Property Insurance</b>	<b>132,152</b>	<b>158,790</b>	<b>214,870</b>
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This appropriation provides insurance coverage for City owned properties and vehicles.

<b>Public Liability Insurance</b>	<b>464,170</b>	<b>542,500</b>	<b>625,860</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>3,837</b>	<b>40,000</b>	<b>117,000</b>
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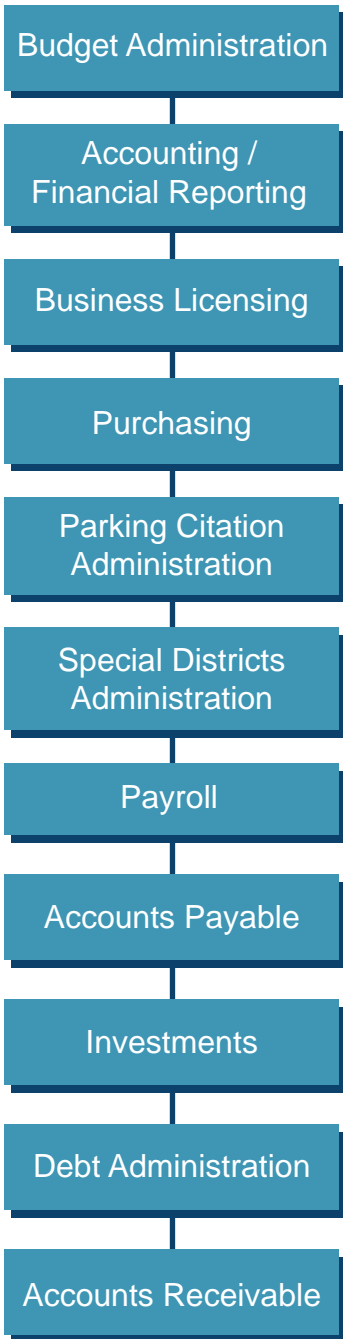
This appropriation provides for awards and claim settlement payments which are estimated.

<b>Loss Control</b>	<b>-</b>	<b>6,000</b>	<b>10,000</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 (LAWCX).

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 627,362</b>	<b>\$ 860,140</b>	<b>\$ 1,055,330</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 2023-24 ACCOMPLISHMENTS

- Submitted 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; and expect to receive this award for the 20<sup>th</sup> consecutive year
- Completed the implementation of the Energov Licensing and Permitting online system
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Close to completing the Development Impact Fee study
- Made an Additional Discretionary Payment (ADP) to CalPERS to help pay down the City's unfunded liability. This is the third consecutive year in which the City has made this payment.
- Implemented a credit card and e-check transaction fee to offset the increased credit card processing costs due to the implementation of Energov
- Formalized a General Fund Reserve Policy
- Responsible for the accounting, treasury, and budgeting for Santee Lakeside Emergency Medical Services Authority (SLEMSA), which includes: setting up an Interim and Preliminary budget, preparing Financial Statements and audit, managing banking services 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 2024-25 GOALS AND OBJECTIVES

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Develop an enhanced long-range financial planning model to better assist the City in its long-range fiscal planning efforts
- Issue a Request for Proposals for consultant services and complete a User Fee study
- Issue a Request for Proposals for a new financial system
- Lead the development of the City's FY 2025-26 Operating Budget and five-year Capital Improvement Program for Fiscal Years 2026-2030
- Submit the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program
- Continue to support SLEMSA
- Identify funding options for Fire Infrastructure needs
- Purchasing training for staff to include instructions for Requests for Proposal, Quick Quotes, etc.
- Purchasing templates created to simplify and standardize procurement documents



# FINANCE BUDGET SUMMARY

FINANCE 1001.00.1501	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,293,197	\$ 1,332,765	\$ 1,498,350
Operations & Maintenance	184,670	361,520	292,770
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,477,867</b>	<b>\$ 1,694,285</b>	<b>\$ 1,791,120</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	1.00
Confidential Payroll Specialist	1.00	1.00	1.00
Senior Management Analyst	-	-	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>9.00</b>	<b>9.00</b>	<b>9.00</b>



# FINANCE BUDGET SUMMARY

FINANCE 1001.00.1501	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 789,386	\$ 862,960	\$ 948,240
50020 Salaries & Wages - Part Time	19,890	25,130	68,880
50021 Temporary Help	7,795	-	-
50025 Overtime	18,419	15,000	10,000
50035 Vacation Cash Out	66,941	27,690	61,990
50040 Auto Allowance	4,340	4,200	4,200
50050 Retirement - PERS	77,681	93,170	103,330
50052 Retirement - Unfunded Liability	193,029	187,935	174,250
50055 Retirement - Part Time	200	650	-
50060 Medicare	13,038	13,550	15,850
50070 Health Insurance	93,789	93,380	102,230
50071 Dental Insurance	5,740	5,820	6,110
50075 Life Insurance	786	870	870
50076 Long Term Disability Insurance	2,163	2,410	2,400
<b>Total Personnel</b>	<b>\$ 1,293,197</b>	<b>\$ 1,332,765</b>	<b>\$ 1,498,350</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51010 Accounting/Auditing	\$ 48,950	\$ 63,230	\$ 66,890
51040 Expert/Consulting Services	52,266	149,760	64,000
51104 Subscriptions/Memberships	1,913	2,710	2,950
51110 Professional Development	3,729	10,130	13,580
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	4,078	5,400	5,400
51121 Telephone & Fax	5,301	8,400	6,900
51122 Postage	5,710	5,200	4,000
51123 Advertising	179	350	700
51150 Bank Fees	42,982	93,090	102,400
51160 Materials & Supplies	5,100	6,450	9,950
51180 Electricity & Gas	12,265	14,200	13,000
51211 Repair/Maintenance - Equipment	2,197	2,500	2,900
<b>Total Operations &amp; Maintenance</b>	<b>\$ 184,670</b>	<b>\$ 361,520</b>	<b>\$ 292,770</b>
<b>GRAND TOTAL</b>	<b>\$ 1,477,867</b>	<b>\$ 1,694,285</b>	<b>\$ 1,791,120</b>



# FINANCE BUDGET DETAILS

FINANCE 1001.00.1501	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Accounting/Auditing</b>	<b>\$ 48,950</b>	<b>\$ 63,230</b>	<b>\$ 66,890</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>52,266</b>	<b>149,760</b>	<b>64,000</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>1,913</b>	<b>2,710</b>	<b>2,950</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>3,729</b>	<b>10,130</b>	<b>13,580</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>4,078</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>5,301</b>	<b>8,400</b>	<b>6,900</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 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Postage</b>	<b>\$ 5,710</b>	<b>\$ 5,200</b>	<b>\$ 4,000</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>179</b>	<b>350</b>	<b>700</b>
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This appropriation will provide for advertising of formal bids and other required public notices.

<b>Bank Fees</b>	<b>42,982</b>	<b>93,090</b>	<b>102,400</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>5,100</b>	<b>6,450</b>	<b>9,950</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>12,265</b>	<b>14,200</b>	<b>13,000</b>
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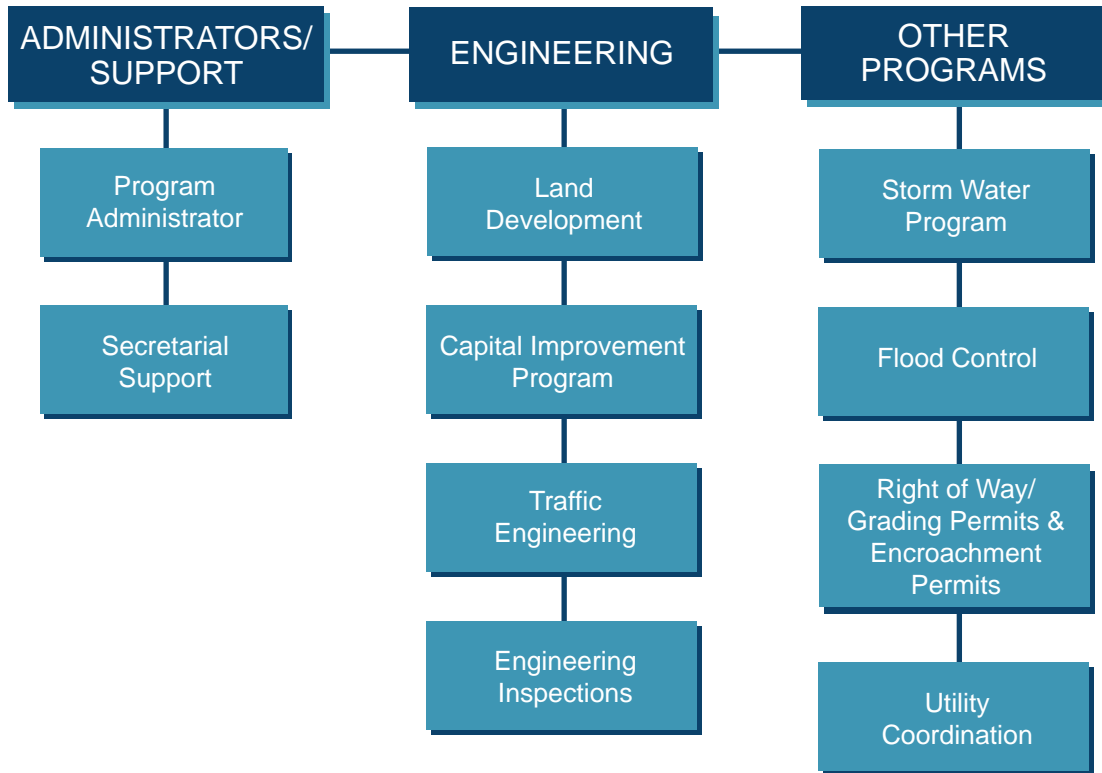
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.

<b>Repair/Maintenance - Equipment</b>	<b>2,197</b>	<b>2,500</b>	<b>2,900</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>\$ 184,670</u></b>	<b><u>\$ 361,520</u></b>	<b><u>\$ 292,770</u></b>
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# ENGINEERING



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# ENGINEERING BUDGET SUMMARY

ENGINEERING	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Engineering	\$ 2,693,893	\$ 2,869,482	\$ 2,974,610
Storm Water	<u>87,149</u>	<u>141,492</u>	<u>150,740</u>

<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,781,042</u></b>	<b><u>\$ 3,010,974</u></b>	<b><u>\$ 3,125,350</u></b>
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## SUMMARY OF FUNDED POSITIONS

Engineering	13.90	13.25	13.40
Storm Water	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

<b>TOTAL POSITIONS</b>	<b><u>14.90</u></b>	<b><u>14.25</u></b>	<b><u>14.40</u></b>
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# ENGINEERING

## 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 2023-24 ACCOMPLISHMENTS

### Capital Improvement Program (CIP)

- Managed the construction of three street paving projects totaling 316,705 square feet of pavement overlays, 2,510,839 square feet of slurry and chip sealing, 3,382 square feet of concrete sidewalk, 58 accessible pedestrian ramps, 283 feet of curb and gutter
- Managed the construction of asphalt patching of Mission Gorge Road between Carlton Hills Boulevard to Olive Lane and Fanita Drive from the southern City limits to Prospect Avenue totaling 56,000 square feet
- Completed the design, bid and construction of the Citywide CMP (Corrugated Metal Pipe) Lining and Rehabilitation Program which repaired, replaced and relined 26 storm drain pipelines across the City

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

- Managed the final construction and completion of Town Center Community Park Field 1 Improvements
- Completed the development and the configuration of the Permit and Land Management Software with City Departments and consultant staff. Coordinated the ongoing updates to the permit system to improve efficiency and operation
- Managed the construction and completion of the City Hall Painting and Wood Repairs project
- Managed the construction and completion of the Prospect Avenue / Mesa Road Intersection Improvements project
- Managed the construction and completion of the Weston Park EV Charging Station
- Managed the design of the Santee Community Center project at Town Center Community Park
- Prepared the design-build RFP's for the Interim Fire Station Living Quarters and Apparatus bay at the City Operations Center
- Continued the coordination of construction and inspection of the East County Advanced Water Purification (ECAWP) program project
- Prepared the RFP for the architectural and engineering services for the Fire Station and Fleet Maintenance Design, an 8-year design services contract to perform the design for Fire Station No. 20 at the City Operations Center, Fleet Maintenance Facility at the City Operations Center, Fire Station No. 4 Replacement and New Fire Station in the northern City limits

### Land Development

- Provided plan review and construction oversight for grading and improvements required for, including, and not limited to the completion of the Prospect Estates II, Woodspring's Suites Hotel, Santee Auto Center, Shell Gas Station, and Lantern Crest Ridge II and Phase IV
- Completed coordination and plan review for the issuance of over 10 grading permits, 141 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 stormwater complaints and spills
- Completed the close-out of the Cuyamaca Service Station, Rancho Fanita Villas and accepted the final map of Prospect Estates II
- Granted occupancy on six units of the third phase of homes at the Walker Trails subdivision project and the second phase of Laurel Heights units are fully occupied
- Completed the LAFCO process for the Weston development to adjust the City boundary between the Cities of San Diego and Santee
- Implemented the electronic permit tracking and inspection software

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

### Traffic Engineering

- Completed testing of a smart signal system on Magnolia Avenue as part of the evaluation and selection of smart signal systems
- Completed the streetlight LED upgrade project of 1,600 streetlights on concrete poles
- Kicked off the smart signal system project for Mission Gorge Road
- Worked with Caltrans and SANDAG to transfer the \$2.5 million Federal earmark to Caltrans to fund the design and environmental work for SR-52 Phase I Improvements
- Maintained the City's traffic signals, striping, signage, and street lights
- Investigated and responded to 125 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 5,400 feet of crosswalks and stop bars, and approximately 50,600 feet of lane lines on arterial, major and collector streets, and 133 roadway legends.
- Reviewed and approved 150 traffic control plans for encroachment permits
- Reviewed 70 development plans
- Installed 3 speed feed-back signs for traffic calming
- Submitted a Federal RAISE (Rebuilding America Infrastructure with Sustainability and Equity) grant application in the amount of \$25 million for SR 52 improvements

## FY 2024-25 GOALS AND OBJECTIVES

### Capital Improvement Program (CIP)

- Plan, coordinate, and manage the construction of the Pavement Repair and Rehabilitation and Pavement Roadway Maintenance programs for major reconstruction and maintenance projects
- Complete the construction of the Cuyamaca Street Right Turn Pocket at Mission Gorge Road
- Complete the construction of the Concrete Repairs Citywide project and the current phase of the Citywide Trash Diversion Project
- Manage the design of the Fire Station No. 20 at the City Operations Center
- Manage the construction of the Operations Center Upgrades project which will install a vector truck decanting and dewatering station at the City's operations center
- Manage the construction of the Building 6 roof replacement at City Hall
- Coordinate the final design and environmental of the Santee Community Center at Town Center Community Park. Bid the project in late Spring 2025 pending project funding
- 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

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

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

- Complete the construction of the Interim Fire Station at the City Operation Center in coordination with the Fire Department

### 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, 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, Prospect Estates II project, Mission Gorge Road Service Station, Walker Trails Subdivision, Laurel Heights Subdivision, Santee Auto Center, and other approved land development projects
- Anticipated future grading permits include the following projects: All Right Storage, Popeye's Chicken, Ukrainian Church, Bunny Bears day care, and Chevy Auto Dealership
- 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
- Apply for grants in support of SR-52 Phase I Improvements
- Complete the Mission Gorge Road smart signal project
- Complete the ARPA funded communication upgrade project for fire stations and City's Operations Center
- Implement the street lights LED replacement project Phase II (brown metal poles)
- Implement the Traffic Signal LED replacement project as necessary



# ENGINEERING BUDGET SUMMARY

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Personnel	\$ 2,645,647	\$ 2,805,562	\$ 2,912,220
Operations & Maintenance	47,754	63,920	62,390
Capital Outlay	492	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,693,893</b>	<b>\$ 2,869,482</b>	<b>\$ 2,974,610</b>

## SUMMARY OF FUNDED POSITIONS

Director of Engineering/City Engineer	1.00	1.00	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 Coordinator	-	0.30	-
Senior Civil Engineer	2.00	2.00	2.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00
Engineering Inspector	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Development Services Technician	0.50	-	-
Field Inspector	1.00	1.00	1.00
Administrative Secretary	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>13.90</b>	<b>13.25</b>	<b>13.40</b>



# ENGINEERING BUDGET SUMMARY

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,713,380	\$ 1,797,870	\$ 1,850,370
50020 Salaries & Wages - Part Time	39,034	52,750	52,470
50025 Overtime	14,460	19,200	15,000
50035 Vacation Cash Out	25,666	27,000	81,000
50040 Auto Allowance	4,200	4,200	4,200
50050 Retirement - PERS	198,769	240,260	245,350
50052 Retirement - Unfunded Liability	410,462	391,762	368,050
50055 Retirement - Part Time	1,478	1,980	1,960
50060 Medicare	26,057	27,560	29,040
50070 Health Insurance	196,553	226,390	247,340
50071 Dental Insurance	10,082	10,960	11,890
50075 Life Insurance	1,335	1,350	1,350
50076 Long Term Disability Insurance	4,171	4,280	4,200
<b>Total Personnel</b>	<b>\$ 2,645,647</b>	<b>\$ 2,805,562</b>	<b>\$ 2,912,220</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 2,000	\$ 2,000
51104 Subscriptions/Memberships	1,902	2,400	2,800
51110 Professional Development	3,581	5,170	6,150
51112 Mileage Reimbursement	125	100	100
51120 Printing & Duplicating	453	1,500	1,500
51121 Telephone & Fax	9,467	14,700	12,100
51122 Postage	62	1,000	1,800
51123 Advertising	-	500	500
51160 Materials & Supplies	3,294	4,000	4,000
51165 Wearing Apparel	768	1,100	1,300
51180 Electricity & Gas	24,387	28,200	25,900
51211 Repair/Maintenance - Equipment	3,715	3,250	4,240
<b>Total Operations &amp; Maintenance</b>	<b>\$ 47,754</b>	<b>\$ 63,920</b>	<b>\$ 62,390</b>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 492	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 492</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,693,893</b>	<b>\$ 2,869,482</b>	<b>\$ 2,974,610</b>





# ENGINEERING BUDGET DETAILS

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 2,000	\$ 2,000
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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>	1,902	2,400	2,800
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This appropriation provides for staff professional memberships, licenses, and subscriptions.

<b>Professional Development</b>	3,581	5,170	6,150
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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>	125	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>	453	1,500	1,500
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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>	9,467	14,700	12,100
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	62	1,000	1,800
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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>	-	500	500
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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 accounts.



# ENGINEERING BUDGET DETAILS

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Materials &amp; Supplies</b>	\$ 3,294	\$ 4,000	\$ 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>	768	1,100	1,300
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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>	24,387	28,200	25,900
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This appropriation provides for the cost of electricity and gas allocated to the Engineering Division.

<b>Repair/Maintenance - Equipment</b>	3,715	3,250	4,240
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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>	\$ 47,754	\$ 63,920	\$ 62,390
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ 492	\$ -	\$ -
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In FY 2022/23 this appropriation provided for the Engineering Division's share of a new department refrigerator.

<b>TOTAL CAPITAL OUTLAY</b>	\$ 492	\$ -	\$ -
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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 2023-24 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 community events
- Continued implementing the City's Trash Order compliance plan and tracking to meet the compliance deadline effective December 2, 2030
- 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 2024-25 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



# STORM WATER BUDGET SUMMARY

ENGINEERING – STORM WATER 1001.04.4102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	<u>\$ 87,149</u>	<u>\$ 141,492</u>	<u>\$ 150,740</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 87,149</u></u>	<u><u>\$ 141,492</u></u>	<u><u>\$ 150,740</u></u>

## SUMMARY OF FUNDED POSITIONS

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



# STORM WATER BUDGET SUMMARY

ENGINEERING – STORM WATER 1001.04.4102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 54,605	\$ 101,620	\$ 107,900
50025 Overtime	-	300	300
50050 Retirement - PERS	4,013	7,800	8,490
50052 Retirement - Unfunded Liability	21,731	19,352	20,520
50060 Medicare	792	1,480	1,560
50070 Health Insurance	5,543	9,980	10,980
50071 Dental Insurance	263	550	580
50075 Life Insurance	49	100	100
50076 Long Term Disability Insurance	153	310	310
<b>Total Personnel</b>	<u>\$ 87,149</u>	<u>\$ 141,492</u>	<u>\$ 150,740</u>
<b>GRAND TOTAL</b>	<u><u>\$ 87,149</u></u>	<u><u>\$ 141,492</u></u>	<u><u>\$ 150,740</u></u>

# PLANNING & BUILDING



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# PLANNING & BUILDING BUDGET SUMMARY

PLANNING & BUILDING	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Planning	\$ 1,250,066	\$ 1,683,767	\$ 1,685,490
Building	909,609	910,087	1,140,680
Code Compliance	165,967	231,772	203,710
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,325,642</u></b>	<b><u>\$ 2,825,626</u></b>	<b><u>\$ 3,029,880</u></b>

## SUMMARY OF FUNDED POSITIONS

Planning	6.90	7.25	7.40
Building	3.50	4.00	4.00
Code Compliance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b><u>11.90</u></b>	<b><u>12.75</u></b>	<b><u>12.90</u></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 is responsible for planning and developing the City's residential communities, commercial and industrial centers, community parks, and open space preserves. Within this framework, the Planning Division has three core functions: long-range, project, and environmental/sustainability. Under its long-range function, the Department focuses on planning and policy analysis through the preparation, maintenance, and administration of the General Plan. Implementation of the long-range function comes through project planning, which supports the development of the physical environment under the guidance of the General Plan and its affiliated documents. Environmental and sustainability planning functions include reviewing projects and long-range documents for their potential impact on the environment and supporting the State's greenhouse gas emission reduction goals. The Planning Division's work is highly coordinated with local, regional, state, and federal regulations and partnerships.

## FY 2023-24 ACCOMPLISHMENTS

- Developed and submitted the 2022 calendar year General Plan and Housing Element Implementation Report to the City Council and State of California Department of Housing and Community Development
- Assisted with update of land uses and development standards to Title 13 of the Santee Municipal Code
- Began accepting, routing, and managing projects through online permitting portal
- Achieved significant progress in updating the Town Center Specific Plan establishing a collection of neighborhoods, including an Arts & Entertainment Neighborhood encouraging a concentration of arts, cultural, and entertainment-oriented uses. Initiated work on a corresponding Program Environmental Impact Report supporting the Specific Plan
- Assisted with department mapping needs and kept the City's Active Projects Map up to date
- Continued work on the Safety and Environmental Justice Element of the General Plan
- Completed environmental review for Capital Improvement Projects, Community Development Block Grant (CDBG) projects.
- Continued to work with the wildlife agencies to complete Santee's Multiple Species Conservation Program (MSCP) Subarea Plan
- Led the process towards the adoption of the Commercial Cannabis Retail Business (CCB) Application Process, including procedures and fees
- Coordinated with the Building Official to identify and implement improvements to the plan check process

## FY 2024-25 GOALS AND OBJECTIVES

- Continue implementation of the Tyler Enterprise Permitting and Licensing automated land management and permitting system
- Present for consideration the updated Safety and Environmental Justice Element
- Continue public outreach in support of the Town Center Specific Plan Update/Arts & Entertainment Neighborhood and present the updated Specific Plan and corresponding Program Environmental Impact Report (EIR) to Council for consideration
- 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
- Initiate an update to the General Plan with a focus on the Land Use Element and ensuring consistency between all General Plan Elements
- Continue to seek out grants to assist with department activities
- 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
- Facilitate on-going implementation of the Sustainable Santee Plan
- Coordinate with the Building Official and City Engineer to complete improvements to the public service counter
- Collaborate with IT, Marketing, Engineering and Economic Development to update planning webpages to make them more user friendly and incorporate enhanced maps, informational videos, and handouts with improved graphics
- Continue to work with City Attorney's Office in the annual update to the Municipal Code to identify and suggest recommended changes to the Zoning Ordinance to ensure land uses and development standards remain current
- Work with IT to develop an interactive GIS story map of the City's active projects
- Maintain the Active Projects Map
- Support the implementation of the cannabis ordinance and processing of Commercial Cannabis Retail Business (CCB) Applications
- Continue to provide guidance and assistance to the development community on local zoning and planning procedures to ensure City continues to attract high-quality development



# PLANNING BUDGET SUMMARY

PLANNING & BUILDING – PLANNING 1001.04.4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,049,064	\$ 1,347,827	\$ 1,404,560
Operations & Maintenance	200,510	333,140	278,780
Capital Outlay	492	2,800	2,150
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,250,066</b>	<b>\$ 1,683,767</b>	<b>\$ 1,685,490</b>

## SUMMARY OF FUNDED POSITIONS

Director of Planning and Building/City Planner	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.45	-	0.45
Senior Management Analyst/Grant Coordinator	-	0.30	-
Senior Planner	1.00	1.00	1.00
Development Services Technician	0.50	1.00	1.00
Associate Planner	2.00	2.00	2.00
Administrative Secretary	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>6.90</b>	<b>7.25</b>	<b>7.40</b>



# PLANNING BUDGET SUMMARY

PLANNING & BUILDING – PLANNING 1001.04.4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 543,763	\$ 761,650	\$ 825,700
50020 Salaries & Wages - Part Time	151,131	173,320	169,550
50025 Overtime	1,070	5,000	800
50035 Vacation Cash Out	15,319	12,740	-
50040 Auto Allowance	-	4,200	4,200
50050 Retirement - PERS	65,474	94,180	96,790
50052 Retirement - Unfunded Liability	164,900	147,407	148,770
50055 Retirement - Part Time	338	690	-
50060 Medicare	10,316	13,700	14,500
50070 Health Insurance	89,776	125,480	134,540
50071 Dental Insurance	4,835	6,570	6,750
50075 Life Insurance	531	720	750
50076 Long Term Disability Insurance	1,611	2,170	2,210
<b>Total Personnel</b>	<u>\$ 1,049,064</u>	<u>\$ 1,347,827</u>	<u>\$ 1,404,560</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 169,299	\$ 285,000	\$ 231,640
51104 Subscriptions/Memberships	3,178	4,500	4,700
51110 Professional Development	627	4,000	4,500
51112 Mileage Reimbursement	17	300	300
51120 Printing & Duplicating	3,734	6,500	6,500
51121 Telephone & Fax	3,468	5,700	4,900
51122 Postage	1,108	3,500	3,500
51123 Advertising	4,888	7,500	7,500
51160 Materials & Supplies	2,218	2,500	2,500
51180 Electricity & Gas	9,957	11,500	10,600
51211 Repair/Maintenance - Equipment	2,016	2,140	2,140
<b>Total Operations &amp; Maintenance</b>	<u>\$ 200,510</u>	<u>\$ 333,140</u>	<u>\$ 278,780</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 492	\$ 1,200	\$ -
60011 Computer Hardware/Software		1,600	2,150
<b>Total Capital Outlay</b>	<u>\$ 492</u>	<u>\$ 2,800</u>	<u>\$ 2,150</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,250,066</u></u>	<u><u>\$ 1,683,767</u></u>	<u><u>\$ 1,685,490</u></u>



# PLANNING BUDGET DETAILS

PLANNING & BUILDING – PLANNING 1001.04.4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 169,299</b>	<b>\$ 285,000</b>	<b>\$ 231,640</b>
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This appropriation provides for consultant services for projects that are not covered by deposits or capital projects including \$156,000 to retain a consultant to update to Open Space (Conservation) Element and \$25,640 to provide an adjunct staff member from Interwest through September 2024, and an additional \$50,000 for a consultant to assist with cannabis.

<b>Subscriptions/Memberships</b>	<b>3,178</b>	<b>4,500</b>	<b>4,700</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>627</b>	<b>4,000</b>	<b>4,500</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>17</b>	<b>300</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>3,734</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>3,468</b>	<b>5,700</b>	<b>4,900</b>
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	<b>1,108</b>	<b>3,500</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

PLANNING & BUILDING – PLANNING 1001.04.4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Advertising</b>	\$ 4,888	\$ 7,500	\$ 7,500
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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>	2,218	2,500	2,500
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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>	9,957	11,500	10,600
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This appropriation provides for the cost of electricity and gas allocated to the Planning Division.

<b>Repair/Maintenance - Equipment</b>	2,016	2,140	2,140
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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>	\$ 200,510	\$ 333,140	\$ 278,780
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ 492	\$ 1,200	\$ -
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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>Computer Hardware/Software</b>	-	1,600	2,150
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Desktop computer, monitor and software for new Associate Planner position.

<b>TOTAL CAPITAL OUTLAY</b>	\$ 492	\$ 2,800	\$ 2,150
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## PROGRAM DESCRIPTION

The Building Division supports the public in interpretation of the California Building Standards Code, the City's Municipal Code, best practices in construction, energy conservation requirements and accessibility regulations. The Division performs technical plan review and field inspection services as well as issues building permits and coordinates permit approvals with City departments. The Building Division works collaboratively with outside agencies like the County of San Diego's Department of Environmental Health and Quality, Padre Dam Municipal Water District, the local School Districts, and the Air Pollution Control District as well as City departments and divisions, including the Code Compliance Division to evaluate substandard structures.

After years of utilizing outside consultants to provide Building Division functions, the City has committed to determining the most cost-efficient way to provide quality customer service, which has included the hiring of full-time staff. The Building Division is currently staffed by a Building Official, Senior Inspector and two Permit Technicians and supported by an outside consultant who provides plan review, inspections, and counter support. 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 of San Diego Assessor's Office.

## FY 2023-24 ACCOMPLISHMENTS

- Issued over 1,500 permits: including valuations of \$23 million for new residential structures, valuations of \$13.5 million for commercial/industrial structures additions/alterations, and valuations of \$28.5 million for residential building additions and alterations
- Conducted over 4,000 inspections: including inspections for new buildings, tenant improvements, and residential additions/alterations
- Staff checked all Photovoltaic plans
- Provided an increased level of support on code compliance cases and planning reviews
- Will collect a projected \$1.1 million in building permit fees

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to improve the online permitting portal experience based on customer feedback to ensure easier submissions and more clear directions
- Continue to increase the number of plan checks done in-house
- Implement Division policies to be consistent with best practices, regional standards and other relevant regulations
- Complete the digital library of scanned permit documents
- Initiate a Quick Check review process for small projects

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# BUILDING BUDGET SUMMARY

PLANNING & BUILDING – BUILDING 1001.04.4108	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 176,570	\$ 554,167	\$ 605,630
Operations & Maintenance	727,578	354,320	535,050
Capital Outlay	5,461	1,600	-
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 909,609</u></b>	<b><u>\$ 910,087</u></b>	<b><u>\$ 1,140,680</u></b>

## SUMMARY OF FUNDED POSITIONS

Building Official	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Building Development Technician II	1.00	1.00	1.00
Building Development Technician I	0.50	1.00	1.00
<b>TOTAL POSITIONS</b>	<b><u>3.50</u></b>	<b><u>4.00</u></b>	<b><u>4.00</u></b>



# BUILDING BUDGET SUMMARY

PLANNING & BUILDING – BUILDING 1001.04.4108	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 138,857	\$ 344,470	\$ 407,280
50020 Salaries & Wages - Part Time	3,253	22,030	-
50025 Overtime	-	2,000	1,000
50050 Retirement - PERS	13,027	36,480	40,340
50052 Retirement - Unfunded Liability	-	57,367	64,100
50055 Retirement - Part Time	-	830	-
50060 Medicare	2,061	5,360	5,920
50070 Health Insurance	17,979	79,970	81,360
50071 Dental Insurance	1,002	4,060	4,200
50075 Life Insurance	84	400	400
50076 Long Term Disability Insurance	307	1,200	1,030
<b>Total Personnel</b>	<u>\$ 176,570</u>	<u>\$ 554,167</u>	<u>\$ 605,630</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 709,257	\$ 300,000	\$ 500,000
51104 Subscriptions/Memberships	586	2,000	2,000
51110 Professional Development	1,255	3,000	3,000
51120 Printing & Duplicating	1,566	28,500	10,000
51121 Telephone & Fax	1,855	3,100	3,200
51122 Postage	64	100	100
51123 Advertising	945	1,500	1,000
51160 Materials & Supplies	4,396	6,000	6,000
51165 Wearing Apparel	-	500	500
51180 Electricity & Gas	5,772	6,700	6,100
51211 Repair/Maintenance - Equipment	1,882	2,920	3,150
<b>Total Operations &amp; Maintenance</b>	<u>\$ 727,578</u>	<u>\$ 354,320</u>	<u>\$ 535,050</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 514	\$ -	\$ -
60011 Computer Hardware/Software	4,947	1,600	-
<b>Total Capital Outlay</b>	<u>\$ 5,461</u>	<u>\$ 1,600</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 909,609</u></u>	<u><u>\$ 910,087</u></u>	<u><u>\$ 1,140,680</u></u>



# BUILDING BUDGET DETAILS

PLANNING & BUILDING – BUILDING 1001.04.4108	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 709,257</b>	<b>\$ 300,000</b>	<b>\$ 500,000</b>
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This appropriation provides for contract building plan check and inspection services.

<b>Subscriptions/Memberships</b>	<b>586</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>1,255</b>	<b>3,000</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>1,566</b>	<b>28,500</b>	<b>10,000</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>1,855</b>	<b>3,100</b>	<b>3,200</b>
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This appropriation provides for telephone and fax services.

<b>Postage</b>	<b>64</b>	<b>100</b>	<b>100</b>
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This appropriation provides for the mailing of correspondence.

<b>Advertising</b>	<b>945</b>	<b>1,500</b>	<b>1,000</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>4,396</b>	<b>6,000</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>500</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>5,772</b>	<b>6,700</b>	<b>6,100</b>
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This appropriation provides for the Building Division's share of electricity and gas costs.



# BUILDING BUDGET DETAILS

PLANNING & BUILDING – BUILDING 1001.04.4108	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Equipment</b>	<b>\$ 1,882</b>	<b>\$ 2,920</b>	<b>\$ 3,150</b>
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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>\$ 727,578</b>	<b>\$ 354,320</b>	<b>\$ 535,050</b>
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## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ 514</b>	<b>\$ -</b>	<b>\$ -</b>
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This appropriation was used to fund the Division's share of office equipment needed for new staff.

<b>Computer Hardware/Software</b>	<b>4,947</b>	<b>1,600</b>	<b>-</b>
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This appropriation is to fund the Division's share of office equipment needed for new staff.

<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 5,461</b>	<b>\$ 1,600</b>	<b>\$ -</b>
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# 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 while preserving and improving the overall quality of life within Santee's neighborhoods. As such, this Division interfaces with the public to resolve complaints related to property maintenance, land uses, construction, animals, signage, inoperable vehicles, junk, and 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 in coordination with other agencies such as the County of San Diego's Sheriff's Department Vector Control, Department of Environmental Health and Quality Department and Animal Services.

## FY 2023-24 ACCOMPLISHMENTS

- Continued to resolve long-standing nuisance code compliance cases through receivership and court warrants, moved forward with the process to demolish a severely damaged by fire dwelling, and proceeded toward obtaining a court appointed receiver for a substandard property with numerous code violations
- Responded to approximately 1,530 questions and complaints, which included conducting field inspections
- Processed approximately 1,000 parking enforcement requests and issued over 310 parking citations
- Routinely patrol in areas with a concentration of complaints and coordinate with the County of San Diego Sheriff's Department on the patrolling of areas where "No Overnight Parking" signs have been installed
- Worked closely with Planning, Building, Engineering and Stormwater Divisions to resolve more complex code compliance cases
- Managed the Weed Abatement Program to help minimize the risk of vegetation fires
- Continued to liaison with the County of San Diego Sheriff's Department, including implementation of the online permitting and licensing system for processing of parking citations issued by Code Compliance staff
- Developed and implemented a workflow process for the online submittal of Code Compliance cases

## FY 2024-25 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 Homeless Working Group

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Continue integrating case tracking and online complaint submittals, including in-the-field recording of inspections and issuing notices of violations electronically, supported by the online permitting and licensing system





# CODE COMPLIANCE BUDGET SUMMARY

PLANNING & BUILDING – CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 156,990	\$ 168,932	\$ 190,270
Operations & Maintenance	8,665	62,840	13,440
Capital Outlay	312	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 165,967</b>	<b>\$ 231,772</b>	<b>\$ 203,710</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>1.50</b>	<b>1.50</b>	<b>1.50</b>



# CODE COMPLIANCE BUDGET SUMMARY

PLANNING & BUILDING – CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 101,000	\$ 110,630	\$ 118,800
50020 Salaries & Wages - Part Time	20,948	23,120	24,050
50025 Overtime	-	1,000	500
50050 Retirement - PERS	7,477	8,500	9,350
50052 Retirement - Unfunded Liability	24,710	21,632	22,340
50055 Retirement - Part Time	-	870	900
50060 Medicare	1,772	1,950	2,080
50070 Health Insurance	-	-	10,980
50071 Dental Insurance	640	790	830
50075 Life Insurance	125	110	110
50076 Long Term Disability Insurance	318	330	330
<b>Total Personnel</b>	<u>\$ 156,990</u>	<u>\$ 168,932</u>	<u>\$ 190,270</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 49,700	\$ 1,100
51104 Subscriptions/Memberships	90	500	500
51110 Professional Development	-	200	200
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	487	1,000	1,000
51121 Telephone & Fax	1,150	2,500	2,000
51122 Postage	1,186	1,490	1,490
51123 Advertising	-	500	500
51160 Materials & Supplies	1,011	1,060	1,100
51165 Wearing Apparel	-	200	200
51180 Electricity & Gas	4,329	5,000	4,600
51211 Repair/Maintenance - Equipment	412	590	650
<b>Total Operations &amp; Maintenance</b>	<u>\$ 8,665</u>	<u>\$ 62,840</u>	<u>\$ 13,440</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 312	\$ -	\$ -
<b>Total Capital Outlay</b>	<u>\$ 312</u>	<u>\$ -</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 165,967</u></u>	<u><u>\$ 231,772</u></u>	<u><u>\$ 203,710</u></u>



# CODE COMPLIANCE BUDGET DETAILS

PLANNING & BUILDING – CODE COMPLIANCE 1001.04.2401	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 49,700	\$ 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	500	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>	-	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>	487	1,000	1,000
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This appropriation provides for production of Division correspondence and forms.

<b>Telephone &amp; Fax</b>	1,150	2,500	2,000
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This appropriation provides for the cost of telephones and fax machine.

<b>Postage</b>	1,186	1,490	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>	1,011	1,060	1,100
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This account provides for the purchase of office supplies, reference books, safety equipment, and other supplies.

<b>Wearing Apparel</b>	-	200	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

<b>PLANNING &amp; BUILDING – CODE COMPLIANCE 1001.04.2401</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 4,329</b>	<b>\$ 5,000</b>	<b>\$ 4,600</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>412</b>	<b>590</b>	<b>650</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>\$ 8,665</u></b>	<b><u>\$ 62,840</u></b>	<b><u>\$ 13,440</u></b>
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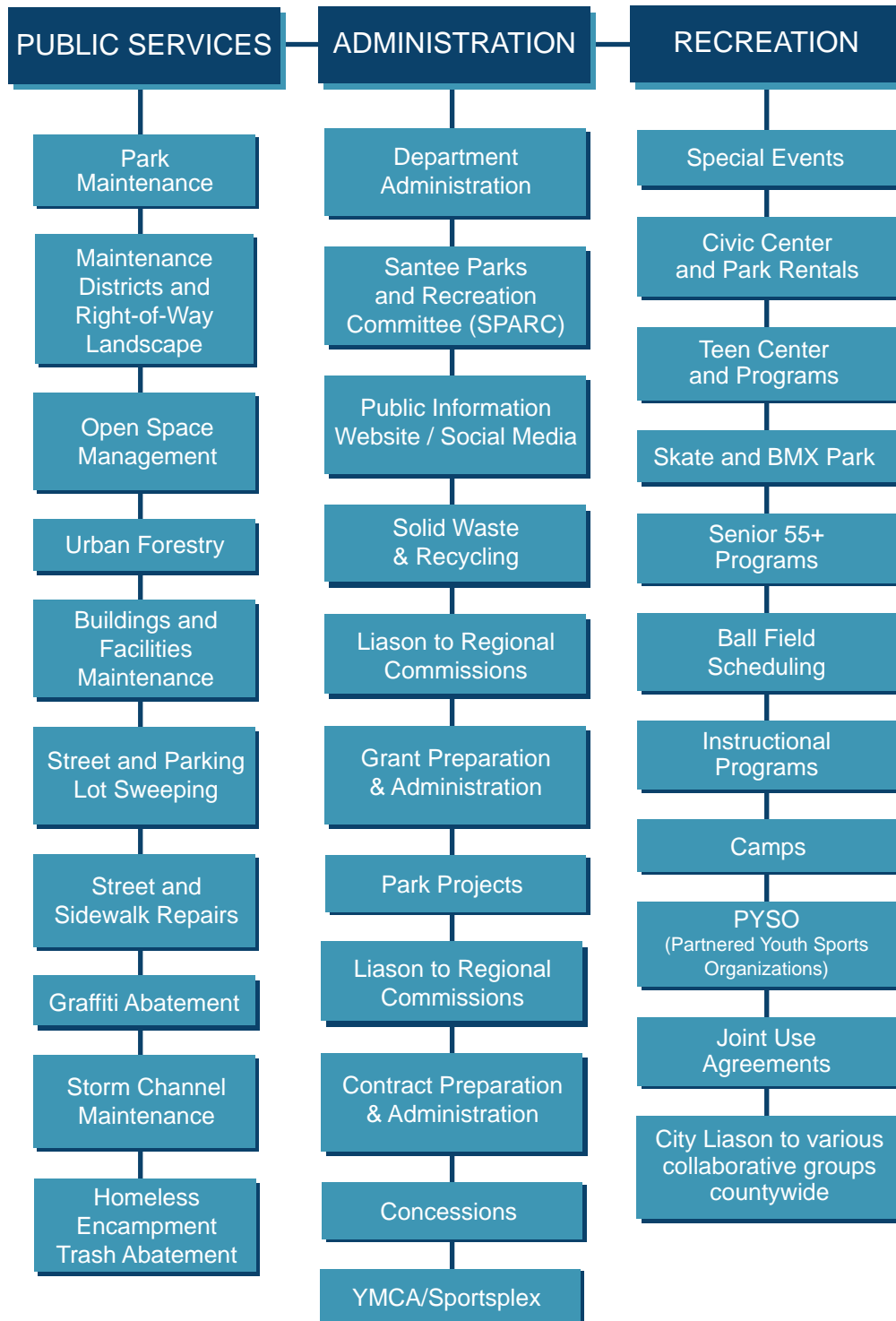
## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ 312</b>	<b>\$ -</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>\$ 312</u></b>	<b><u>\$ -</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Administration	\$ 430,406	\$ 441,478	\$ 476,200
Public Services	4,104,565	4,604,712	5,007,150
Public Services - Storm Water	117,245	172,390	183,040
Solid Waste & Recycling	29,924	32,027	31,460
Facility Operations	116,486	151,816	163,120
Recreation Services	600,897	675,423	702,910
Special Events	296,898	355,340	424,100

<b>TOTAL EXPENDITURES</b>	<b>\$ 5,696,421</b>	<b>\$ 6,433,186</b>	<b>\$ 6,987,980</b>
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## SUMMARY OF FUNDED POSITIONS

Administration	2.25	2.25	2.25
Public Services	13.60	15.10	15.10
Solid Waste & Recycling	0.15	0.15	0.15
Facility Operations	0.95	0.95	0.95
Recreation Services	4.00	4.00	4.00
Special Events	0.75	0.75	0.75

<b>TOTAL POSITIONS</b>	<b>21.70</b>	<b>23.20</b>	<b>23.20</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. The 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 2023-24 ACCOMPLISHMENTS

- Continued facilitating the design and construction documents of the proposed Community Center project
- Submitted two Community Services appropriation requests under Congressional Community Funding Projects: Seeking additional funding for the Santee Community Center and for a Decanting Station at the Public Services yard
- Collaborated with The Cameron Family YMCA to fully refurbish the aquatic slide and worked in conjunction with planning staff to reconfigure the restroom layout
- Worked collaboratively with the Finance Department to revise, bid, award and renew various maintenance contracts
- Completed the City Hall slope and irrigation rehabilitation/revegetation project
- The synthetic turf replacement project started at Town Center Community Park East. This project was made possible by several community donations, District 2 County Supervisor's grant, inner-fund transfers, and a mid-year appropriation
- Deferred maintenance improvements to Big Rock Park which include re-surfacing the pickleball courts, refurbishing the pergolas, painting the restroom building, and new restroom fixtures
- Renegotiated the Joint-Use agreement with the Grossmont Union High School District (GUHSD) for use of school property for Partnered Youth Sports Organizations (PYSO) and City recreational use. Staff also collaborated with GUHSD to improve the Santana High School Tennis Courts by means of a resurfacing project
- Submitted proposed legislation to the Office of Congressman Darrell Issa (CA-48) under the Water Resources Development Act (WRDA). This request is for a feasibility study focusing on the San Diego River corridor through the City of Santee and surrounding communities for the development of recreational trails, ecosystem restoration, flood damage reduction and flood risk management.

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

- With assistance from the City Manager's Office, proposed new service rates for the Waste Management (WM) franchise agreement for solid waste services
- Hosted more River Clean-ups due to a strengthened relationship with the River Park Foundation
- Received conceptual approval for the City's Big Rock Park trailhead project from the Community Advisory Committee (CAC) and Mission Trails Regional Park Task Force
- Joined the Age Friendly Regional Roundtable collaborative to cultivate resources to the City's aging demographic
- Hired a new city position; Human Services and Open Space Coordinator to assist the Public Services Department post and abate abandoned encampments
- Installed video equipment for a pilot video surveillance program at Town Center Community Park East. There are a few outstanding items to complete before it is operational
- In partnership with the Big Rock Pickleball group, hosted several fundraising tournaments in efforts to fund Big Rock Park improvements
- Received 3 awards from the California Parks & Recreation District 12 (CPRS D12):
  - Part-Time Most Valuable Player – Amanda DiBenedetto, Recreation Leader
  - Justice Equity Diversity Inclusion (JEDI) Award – Anne Morrison, Recreation Manager
  - Parks Make Life Better Spotlight Award: Facility – Town Center Community Park West: Park Equity Improvement Project
- Collaborated with IMPACT Melanoma to strategically place several sunscreen dispensers for community use in City Parks, Santee Lakes, and the Cameron Family YMCA
- Partnered with Santee Kiwanis to offer several community events and offerings
- Revived the Santee Community Foundation and installed new board members
- Collaborated with the County of San Diego Homeless Solutions and Equitable Communities, Path, and the San Diego River Park Foundation to host several homeless solution outreach events within city boundaries

## FY 2024-25 GOALS AND OBJECTIVES

- Continue facilitating the design and construction documents of the proposed Community Center project and identify grant funding
- Work on developing a deferred maintenance schedule for all city park-related infrastructure, including establishing a fund for future synthetic turf replacement
- 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

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Seek grant funding for the City's trail head project near Big Rock Park, continue to collaborate with Mission Trails Regional Task force and the County of San Diego
- 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 Agreement with the Santee School District
- Participate in the San Diego River Conservancy grant process to identify park projects and methods to keep the City of Santee's portion of the San Diego River clean and accessible
- Work with neighboring municipalities to limit the amount of waste and debris that runs off into Forrester creek and other river systems in the City of Santee
- 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 enforce the San Diego River Corridor Ordinance
- Continue to collaborate with the Santee Fire Department regarding Fire infrastructure development at the Public Services Yard
- Expand grant administration for aging parks and facilities
- Continue to work 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 & Entertainment Neighborhood and advocate the importance of creating meaningful areas for Arts & Entertainment to allow for a more livable/engaging experience in the Neighborhood

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# ADMINISTRATION BUDGET SUMMARY

COMMUNITY SERVICES – ADMINISTRATION 1001.02.5101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 414,674	\$ 425,648	\$ 442,120
Operations & Maintenance	<u>15,732</u>	<u>15,830</u>	<u>34,080</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 430,406</u></u>	<u><u>\$ 441,478</u></u>	<u><u>\$ 476,200</u></u>

## SUMMARY OF FUNDED POSITIONS

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



# ADMINISTRATION BUDGET SUMMARY

COMMUNITY SERVICES – ADMINISTRATION 1001.02.5101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 260,377	\$ 286,670	\$ 291,930
50025 Overtime	169	500	500
50035 Vacation Cash Out	-	1,020	4,140
50040 Auto Allowance	4,200	4,200	4,200
50050 Retirement - PERS	20,419	23,990	24,950
50052 Retirement - Unfunded Liability	77,812	55,438	57,810
50060 Medicare	3,839	4,230	4,360
50070 Health Insurance	45,010	46,730	50,920
50071 Dental Insurance	2,001	1,990	2,430
50075 Life Insurance	221	230	230
50076 Long Term Disability Insurance	626	650	650
<b>Total Personnel</b>	<b>\$ 414,674</b>	<b>\$ 425,648</b>	<b>\$ 442,120</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 4,037	\$ -	\$ 17,000
51101 Other Governmental Purposes	178	500	500
51104 Subscriptions/Memberships	1,375	1,500	1,500
51110 Professional Development	3,099	4,000	6,000
51120 Printing & Duplicating	273	250	250
51121 Telephone & Fax	1,272	2,100	1,800
51122 Postage	2	130	80
51130 Santee Park and Recreation Committee	798	1,500	1,500
51160 Materials & Supplies	1,451	2,050	2,050
51180 Electricity & Gas	3,247	3,800	3,400
<b>Total Operations &amp; Maintenance</b>	<b>\$ 15,732</b>	<b>\$ 15,830</b>	<b>\$ 34,080</b>
<b>GRAND TOTAL</b>	<b>\$ 430,406</b>	<b>\$ 441,478</b>	<b>\$ 476,200</b>



# ADMINISTRATION BUDGET DETAILS

COMMUNITY SERVICES – ADMINISTRATION 1001.02.5101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 4,037</b>	<b>\$ -</b>	<b>\$ 17,000</b>
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This appropriation will provide for contract services to conduct study(ies)/design for future park enhancements.

<b>Other Governmental Purposes</b>	<b>178</b>	<b>500</b>	<b>500</b>
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This appropriation will provide for misc. costs for special projects and activities.

<b>Subscriptions/Memberships</b>	<b>1,375</b>	<b>1,500</b>	<b>1,500</b>
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This appropriation provides for the following memberships: California Parks and Recreation Society, National Recreation and Park Association, Municipal Management Association of Southern California, California Organics Recycling Council, Solid Waste Association of North America, and ICMA.

<b>Professional Development</b>	<b>3,099</b>	<b>4,000</b>	<b>6,000</b>
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This appropriation provides for attendance and travel to professional association meetings, conferences, seminars, workshops and trainings that enable staff to effectively incorporate new strategies and remain current in the areas of department responsibility, and provide professional growth opportunities.

<b>Printing &amp; Duplicating</b>	<b>273</b>	<b>250</b>	<b>250</b>
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This appropriation will provide for routine printing costs and supplies.

<b>Telephone &amp; Fax</b>	<b>1,272</b>	<b>2,100</b>	<b>1,800</b>
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This appropriation will fund the cost of telephone and related expenses for this department/division.

<b>Postage</b>	<b>2</b>	<b>130</b>	<b>80</b>
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This appropriation will fund the cost of mailing of correspondence, certified letters, or packages.

<b>Santee Park and Recreation Committee</b>	<b>798</b>	<b>1,500</b>	<b>1,500</b>
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This appropriation will provide for Santee Park & Recreation Committee's preparation costs including printing and copying expenses, postage, office & meeting supplies, training, and meetings with members.



# ADMINISTRATION BUDGET DETAILS

COMMUNITY SERVICES – ADMINISTRATION 1001.02.5101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Materials &amp; Supplies</b>	\$ 1,451	\$ 2,050	\$ 2,050
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>	3,247	3,800	3,400
This appropriation funds the Division's share of electricity and gas charges.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u>\$ 15,732</u>	<u>\$ 15,830</u>	<u>\$ 34,080</u>



# 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 2023-24 ACCOMPLISHMENTS

- 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
- Installed 11 new drinking/dog/bottle filler fountains
- 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 22nd consecutive year
- Continued to maintain the brush clearing of defensible space and fuel reduction throughout the San Diego River corridor
- Planted 1350 ft. of Pollinator Garden utilizing locally grown native vegetation. Woodglen Vista Park wagon-wheel garden; 1100 sq. ft. Public Services Operations Center Garden; 250 sq. ft.
- Received certification from [www.monarchwatch.org](http://www.monarchwatch.org) as an official Monarch Weigh Station location for Operations Center garden

### FY 2024-25 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
- Schedule two (2) synthetic turf deep cleaning, grooming and disinfection to the synthetic fields at Town Center Community Park East, along with one (1) annual GMAX test; this is in addition to regular grooming and maintenance by staff
- Continue to support the Recreation Division special events throughout the year
- Obtain Certification from monarchwatch.org for Woodglen Vista Park wagon-wheel garden as official Monarch Weigh Station
- 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,667,855	\$ 1,882,732	\$ 1,983,190
Operations & Maintenance	2,436,710	2,720,200	3,023,960
Capital Outlay	-	1,780	-

## TOTAL EXPENDITURES

<b>\$ 4,104,565</b>	<b>\$ 4,604,712</b>	<b>\$ 5,007,150</b>
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## SUMMARY OF FUNDED POSITIONS

Public Services Manager	1.00	1.00	1.00
Senior Management Analyst	0.60	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	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
Human Services & Open Space Coordinator	-	0.50	0.50
Administrative Secretary	1.00	1.00	1.00

## TOTAL POSITIONS

<b>13.60</b>	<b>15.10</b>	<b>15.10</b>
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# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,001,200	\$ 1,134,770	\$ 1,191,700
50020 Salaries & Wages - Part Time	11,663	17,820	19,040
50025 Overtime	33,003	21,000	36,000
50026 Overtime - Stand-By	41,210	34,750	42,000
50031 Stand-By Pay	11,700	11,700	11,700
50035 Vacation Cash Out	8,096	25,250	-
50050 Retirement - PERS	102,618	129,010	125,940
50052 Retirement - Unfunded Liability	247,756	214,292	225,450
50055 Retirement - Part Time	454	670	710
50060 Medicare	16,051	18,020	18,860
50070 Health Insurance	174,051	219,130	249,200
50071 Dental Insurance	9,410	11,190	11,910
50075 Life Insurance	1,322	1,520	1,570
50076 Long Term Disability Insurance	3,048	3,610	3,580
50080 Workers' Compensation Insurance	6,273	40,000	45,530
<b>Total Personnel</b>	<b>\$ 1,667,855</b>	<b>\$ 1,882,732</b>	<b>\$ 1,983,190</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ -	\$ 500	\$ 500
51104 Subscriptions/Memberships	1,219	1,845	3,930
51110 Professional Development	5,695	8,240	8,760
51120 Printing & Duplicating	759	200	200
51121 Telephone & Fax	12,235	14,720	12,900
51122 Postage	46	50	50
51123 Advertising	2,097	955	2,000
51149 Service Fees	499	210	630
51160 Materials & Supplies	35,754	34,410	31,130
51165 Wearing Apparel	3,968	4,930	5,030
51166 Small Tools	778	2,500	2,500
51180 Electricity & Gas	23,818	28,000	31,200
51181 Electricity & Gas - Grounds	55,214	63,100	66,400
51182 Electricity & Gas - Ball Fields	99,829	126,800	136,300
51183 Ball Field Lighting Maintenance	5,100	10,000	10,000
51185 Water & Sewer	45,959	48,600	49,060
51186 Water & Sewer - Grounds	503,842	570,500	557,920
51190 Signage	2,487	3,000	3,000
51191 Equipment Rental	1,187	5,625	5,000
51210 Custodial Services	36,100	42,270	44,830



# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
51211 Repair/Maintenance - Equipment	\$ -	\$ 670	\$ 780
51220 City Hall Maintenance	100,380	150,750	171,580
51221 Repair/Maintenance - Fire Station #4	22,492	50,790	90,280
51222 Repair/Maintenance - Fire Station #5	35,930	59,300	55,850
51230 Repair/Maintenance - Other	39,750	17,800	6,000
51231 Repair/Maintenance - Grounds	1,314,282	1,381,690	1,619,330
51232 Trail Maintenance & Security	-	-	18,000
51233 Graffiti Removal	2,855	3,875	5,500
51234 Vandalism Repairs	19,451	8,000	8,000
51235 Supplemental Maintenance	-	-	5,000
51236 Synthetic Fields	12,197	8,660	16,060
51239 Pickleball Improvements	5,283	16,800	-
51242 Contract Svc Dead Animal Disposal	5,197	7,030	7,730
51244 Contract Svc Street Sweeping	5,380	7,880	8,010
51251 Parking Lot Materials	-	500	500
51252 Irrigation Materials	36,927	40,000	40,000
<b>Total Operations and Maintenance</b>	<u>\$ 2,436,710</u>	<u>\$ 2,720,200</u>	<u>\$ 3,023,960</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	<u>\$ -</u>	<u>\$ 1,780</u>	<u>\$ -</u>
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 1,780</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 4,104,565</u></u>	<u><u>\$ 4,604,712</u></u>	<u><u>\$ 5,007,150</u></u>



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

<b>COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	\$ -	\$ 500	\$ 500
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This appropriation will provide for medical exams including random alcohol and drug tests, DMV medical exams, and respirator clearance exams.

<b>Subscriptions/Memberships</b>	1,219	1,845	3,930
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This appropriation will provide for the following memberships: Maintenance Superintendent Association, International Society of Arboriculture, Western Chapter of ISA, Pesticide Applicator Professional Association, Pacific Training Center, National Association of Landscape Professionals, and backflow related memberships and licenses.

<b>Professional Development</b>	5,695	8,240	8,760
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This appropriation provides for attendance and travel to professional association meetings, conferences and seminars, and allows for continuing educational needs of the maintenance staff. Included costs are related to the Maintenance Superintendents Association annual conference, ISA Urban Forestry annual conference, Pesticide Applicators training/certificate renewal, OSHA mandated fork lift certification, and other misc. professional development opportunities.

<b>Printing &amp; Duplicating</b>	759	200	200
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This appropriation will provide for routine printing costs and supplies.

<b>Telephone &amp; Fax</b>	12,235	14,720	12,900
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This appropriation will fund the cost of telephone and related expenses for this department/division.

<b>Postage</b>	46	50	50
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This appropriation will fund the cost of mailing of correspondence, certified letters, or packages.

<b>Advertising</b>	2,097	955	2,000
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This appropriation will fund the cost of advertising bids and proposals for new contracts.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

**COMMUNITY SERVICES –  
PUBLIC SERVICES (MAINTENANCE)  
1001.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Service Fees</b>	<b>\$ 499</b>	<b>\$ 210</b>	<b>\$ 630</b>
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This appropriation will fund the cost of service fees incurred for City owned electric vehicle charging stations.

<b>Material &amp; Supplies</b>	<b>35,754</b>	<b>34,410</b>	<b>31,130</b>
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This appropriation will provide for office supplies, janitorial supplies for City facilities and parks (not covered by contract), dog bags for City parks, drinking water, and other miscellaneous repair materials for City parks and facilities. Liftgate for V217 to assist with large item pickups.

<b>Wearing Apparel</b>	<b>3,968</b>	<b>4,930</b>	<b>5,030</b>
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This appropriation will provide uniforms for the public services staff, 30% of the cost.

<b>Small Tools</b>	<b>778</b>	<b>2,500</b>	<b>2,500</b>
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This appropriation will fund the cost of purchase and replacement of small tools and supplies.

<b>Electricity &amp; Gas</b>	<b>23,818</b>	<b>28,000</b>	<b>31,200</b>
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This appropriation will fund the cost of electricity and gas charges allocated to this department/division.

<b>Electricity &amp; Gas - Grounds</b>	<b>55,214</b>	<b>63,100</b>	<b>66,400</b>
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This appropriation will fund the cost of electricity 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>99,829</b>	<b>126,800</b>	<b>136,300</b>
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This appropriation will fund 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 fields.

<b>Ball Field Lighting Maintenance</b>	<b>5,100</b>	<b>10,000</b>	<b>10,000</b>
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This appropriation provides for Musco Sports Lighting Safety Audit, inspection, and repairs of ball field lights as required.

<b>Water &amp; Sewer</b>	<b>45,959</b>	<b>48,600</b>	<b>49,060</b>
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This appropriation will fund the water and sewer costs for all City administrative facilities, including the Public Services Operations Center.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

**COMMUNITY SERVICES –  
PUBLIC SERVICES (MAINTENANCE)  
1001.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

**Water & Sewer - Grounds** **\$ 503,842** **\$ 570,500** **\$ 557,920**

This appropriation will fund the 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.

**Signage** **2,487** **3,000** **3,000**

This appropriation provides for miscellaneous park and facility signage including barricades and safety cones.

**Equipment Rental** **1,187** **5,625** **5,000**

This appropriation provides for equipment rentals for facility cleanup and maintenance programs. Examples include cement mixers, mowers, tractors, trenchers, excavator, augers, rollers, aerator, and miscellaneous construction equipment.

**Custodial Services** **36,100** **42,270** **44,830**

This appropriation provides for the city-wide contracted custodial services including extra work.

**Repair/Maintenance - Equipment** **-** **670** **780**

This appropriation provides for the Division's share of the copier pooled maintenance agreement.

**City Hall Maintenance** **100,380** **150,750** **171,580**

This appropriation provides for the following maintenance costs:

- HVAC maintenance and repair
- Alarm system monitoring, maintenance, and repair
- Fire extinguisher maintenance
- Pest control services
- City Hall painting
- City Hall duct 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
- Building 4 sewer repairs

**Repair/Maintenance - Fire Station #4** **22,492** **50,790** **90,280**

This appropriation provides for minor repairs in Fire Station No. 4 such as painting, carpet replacement, plumbing and electrical, sewer lateral line services, HVAC system service, and repair/replacement of rollup doors, purchase and installation of bunk room doors.





# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

<b>COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Fire Station #5</b>	<b>\$ 35,930</b>	<b>\$ 59,300</b>	<b>\$ 55,850</b>
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This appropriation provides for 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>39,750</b>	<b>17,800</b>	<b>6,000</b>
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This appropriation provides for maintenance and repairs at the Operations Center.

<b>Repair/Maintenance - Grounds</b>	<b>1,314,282</b>	<b>1,381,690</b>	<b>1,619,330</b>
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This appropriation will fund the cost of the following maintenance items:

- Area 1 Landscape Maintenance
- Playground repair and 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
- 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
- Synthetic turf cool down sprinklers
- Walker Trails maintenance
- Sidewalk maintenance repairs
- Park monument sign replacements

<b>Trail Maintenance &amp; Security</b>	<b>-</b>	<b>-</b>	<b>18,000</b>
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This appropriation will fund the maintenance of City trails and continued implementation of security cameras in parks and along trails.



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

<b>COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Graffiti Removal</b>	\$ 2,855	\$ 3,875	\$ 5,500
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This appropriation will fund the removal of graffiti.

<b>Vandalism Repairs</b>	19,451	8,000	8,000
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This appropriation will fund the cost of repairs related to vandalism.

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

<b>Synthetic Fields</b>	12,197	8,660	16,060
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This appropriation will provide for annual synthetic turf maintenance.

<b>Pickleball Improvements</b>	5,283	16,800	-
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This was a pass through account to pay for pickleball court improvements via community donation.

<b>Contract Services Dead Animal Disposal</b>	5,197	7,030	7,730
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This appropriation will fund the cost of disposal of dead animals found within City rights-of-ways, parks, and facilities.

<b>Contract Services Street Sweeping</b>	5,380	7,880	8,010
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This appropriation will fund the cost of monthly parking lot sweeping.

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

<b>Irrigation Materials</b>	36,927	40,000	40,000
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This appropriation will provide for irrigation repair supplies.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u>\$ 2,436,710</u>	<u>\$ 2,720,200</u>	<u>\$ 3,023,960</u>
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ -	\$ 1,780	\$ -
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This appropriation will fund office equipment.

<b>TOTAL CAPITAL OUTLAY</b>	<u>\$ -</u>	<u>\$ 1,780</u>	<u>\$ -</u>
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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 2023-24 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 2024-25 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 clean 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 117,245</u>	<u>\$ 172,390</u>	<u>\$ 183,040</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 117,245</u></u>	<u><u>\$ 172,390</u></u>	<u><u>\$ 183,040</u></u>

## OPERATIONS & MAINTENANCE

51110 Professional Development	\$ 976	\$ 1,500	\$ 5,000
51121 Telephone & Fax	2,276	2,800	2,600
51160 Materials & Supplies	10,084	14,000	14,000
51165 Wearing Apparel	2,918	3,660	5,030
51166 Small Tools	2,254	2,000	2,000
51168 Rock, Asphalt, Concrete & Sand	1,268	2,000	2,000
51186 Water & Sewer - Grounds	6,910	10,500	9,680
51190 Signage	-	500	500
51191 Equipment Rental	6,322	32,200	11,500
51231 Repair/Maintenance - Grounds	59,457	64,570	66,740
51237 Interceptor Cleaning	11,048	23,640	24,410
51238 Trash Basket Cleaning	-	-	24,000
51242 Contract Service Dead Animal Removal	1,732	2,350	2,580
51254 Planting Materials	-	670	1,000
55045 San Diego River Park Foundation	12,000	12,000	12,000
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 117,245</u></u>	<u><u>\$ 172,390</u></u>	<u><u>\$ 183,040</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 117,245</u></u>	<u><u>\$ 172,390</u></u>	<u><u>\$ 183,040</u></u>



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

<b>COMMUNITY SERVICES – PUBLIC SVCS. (STORM WATER) 1001.02.3102</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Professional Development</b>	<b>\$ 976</b>	<b>\$ 1,500</b>	<b>\$ 5,000</b>
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This appropriation will fund the cost of storm drain maintenance training as well as legally required safety and pest control training. Other misc. professional development opportunities.

<b>Telephone &amp; Fax</b>	<b>2,276</b>	<b>2,800</b>	<b>2,600</b>
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This appropriation will fund the cost of telephone and related expenses for this department/division.

<b>Material &amp; Supplies</b>	<b>10,084</b>	<b>14,000</b>	<b>14,000</b>
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This appropriation will provide for 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>	<b>2,918</b>	<b>3,660</b>	<b>5,030</b>
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This appropriation will provide uniforms for the public services staff, 30% of the cost. As well as rain gear for the City's Storm Water crew, and disposable coveralls that meet State requirements for the Weed Abatement Program.

<b>Small Tools</b>	<b>2,254</b>	<b>2,000</b>	<b>2,000</b>
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This appropriation will fund the cost of purchase and replacement of small tools and supplies on an as-needed basis to perform tasks directly related to the Storm Water Program.

<b>Rock, Asphalt, Concrete &amp; Sand</b>	<b>1,268</b>	<b>2,000</b>	<b>2,000</b>
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This appropriation provides for materials required for the repair and maintenance of the City's flood control channels.

<b>Water &amp; Sewer - Grounds</b>	<b>6,910</b>	<b>10,500</b>	<b>9,680</b>
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This appropriation will fund the cost of water expenses for maintained landscaped areas along paths at Forester Creek and Woodglen Vista Creek.

<b>Signage</b>	<b>-</b>	<b>500</b>	<b>500</b>
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This appropriation will fund the cost of miscellaneous signage for flood control channels.

<b>Equipment Rental</b>	<b>6,322</b>	<b>32,200</b>	<b>11,500</b>
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This appropriation will fund the rental cost of specialized equipment required for storm drain maintenance and flood control.



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

<b>COMMUNITY SERVICES – PUBLIC SVCS. (STORM WATER) 1001.02.3102</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Grounds</b>	<b>\$ 59,457</b>	<b>\$ 64,570</b>	<b>\$ 66,740</b>
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This appropriation will fund the cost of an 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>	<b>11,048</b>	<b>23,640</b>	<b>24,410</b>
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This appropriation will fund the cost of cleaning and maintenance of the stormwater hydrodynamic separator located at Mast Park as required by the City's Jurisdictional Runoff Urban Management Program (JRUMP).

<b>Trash Basket Cleaning</b>	<b>-</b>	<b>-</b>	<b>24,000</b>
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This appropriation will fund the cost of storm drain trash basket cleaning and maintenance as required by the JRUMP.

<b>Contract Service Dead Animal Removal</b>	<b>1,732</b>	<b>2,350</b>	<b>2,580</b>
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This appropriation will fund the cost of contracted services for disposal of dead animals found within City flood channel areas.

<b>Planting Materials</b>	<b>-</b>	<b>670</b>	<b>1,000</b>
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This appropriation provides for the purchase of native plants and hydroseed mix for flood channels.

<b>San Diego River Park Foundation</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
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This appropriation provides for an annual grant for San Diego River clean-up and mitigation efforts.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 117,245</u></b>	<b><u>\$ 172,390</u></b>	<b><u>\$ 183,040</u></b>
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# COMMUNITY SERVICES SOLID WASTE & RECYCLING

## PROGRAM DESCRIPTION

Ensure compliance with State solid 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 2023-24 ACCOMPLISHMENTS

- Hosted two (2) Community Clean-Up & Shred events with Waste Management where residents could dispose of large unwanted household items and documents for shredding
- Continued implementation of all aspects of Senate Bill 1383 (SB 1383) in partnership with Waste Management, Zero Foodprint and similar consultants that specialize in assisting local jurisdictions with meeting the State regulations of SB 1383
- Conducted site visits and inspections of Tier 1 and 2 food generators and Food Recovery Organizations in Santee, for compliance with SB 1383 regulations
- 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 2022 reporting year disposal rate was at 4.2 l/p/d, a decrease from prior reporting year
- Continued to work with the City's franchise hauler to implement recycling plans for multi-family and commercial waste generators
- Secured grant funds for beverage container recycling and public education, which were used towards the purchase and installation of water bottle filler stations in parks and along trails to encourage use of refillable beverage containers
- Secured additional SB 1383 Local Assistance Grant funds from CalRecycle, to be used towards meeting the state mandated requirements of SB 1383

## FY 2024-25 GOALS AND OBJECTIVES

- Maintain compliance with 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) Community Clean-Up & Shred events with hauler to assist all residents in disposal of large unwanted household items and provide document shredding services
- Maintain compliance with State regulations pertaining to solid waste disposal
- Increase residential & 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 City's marketing team, franchise hauler educational opportunities, and direct outreach
- 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
- Pursue additional grant funds

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# SOLID WASTE & RECYCLING BUDGET SUMMARY

COMMUNITY SERVICES – SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 25,271	\$ 26,707	\$ 26,340
Operations & Maintenance	<u>4,653</u>	<u>5,320</u>	<u>5,120</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 29,924</u></u></b>	<b><u><u>\$ 32,027</u></u></b>	<b><u><u>\$ 31,460</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	<u>0.15</u>	<u>0.15</u>	<u>0.15</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.15</u></u></b>	<b><u><u>0.15</u></u></b>	<b><u><u>0.15</u></u></b>



# SOLID WASTE & RECYCLING BUDGET SUMMARY

COMMUNITY SERVICES – SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 14,542	\$ 16,270	\$ 16,560
50035 Vacation Cash Out	-	610	-
50050 Retirement - PERS	1,865	2,440	2,490
50052 Retirement - Unfunded Liability	5,804	3,707	3,280
50060 Medicare	211	240	240
50070 Health Insurance	2,641	3,200	3,520
50071 Dental Insurance	148	170	180
50075 Life Insurance	15	20	20
50076 Long Term Disability Insurance	45	50	50
<b>Total Personnel</b>	<u>\$ 25,271</u>	<u>\$ 26,707</u>	<u>\$ 26,340</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51121 Telephone & Fax	\$ 63	\$ 200	\$ 100
51122 Postage	1	150	150
51151 Household Hazardous Waste Disposal	4,124	4,400	4,400
51160 Materials & Supplies	249	270	270
51180 Electricity & Gas	216	300	200
<b>Total Operations &amp; Maintenance</b>	<u>\$ 4,653</u>	<u>\$ 5,320</u>	<u>\$ 5,120</u>
<b>GRAND TOTAL</b>	<u><u>\$ 29,924</u></u>	<u><u>\$ 32,027</u></u>	<u><u>\$ 31,460</u></u>



# SOLID WASTE & RECYCLING BUDGET DETAILS

COMMUNITY SERVICES – SOLID WASTE & RECYCLING 1001.02.3201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Telephone &amp; Fax</b>	\$ 63	\$ 200	\$ 100
This appropriation will fund the cost of telephone and related expenses for this department/division.			
<b>Postage</b>	1	150	150
This appropriation funds mailing costs of annual Exemption Self Hauler Letters, correspondence and renewal of the Business Reply Permit.			
<b>Household Hazardous Waste Disposal</b>	4,124	4,400	4,400
This appropriation provides funding for Santee residents' hazardous waste disposal costs. Includes hazardous waste items from Public Services Operations Center.			
<b>Materials &amp; Supplies</b>	249	270	270
This appropriation provides funds for office & misc. supplies.			
<b>Electricity &amp; Gas</b>	216	300	200
This appropriation will fund the cost of electricity and gas charges allocated to this department/division.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 4,653</b>	<b>\$ 5,320</b>	<b>\$ 5,120</b>

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# COMMUNITY SERVICES FACILITY OPERATIONS

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## 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 like dog parks and disc golf. The Recreation Coordinator monitors city park operations after-business hours and weekends. Focus is on customer service, park safety and beautification. Staff interact with community members to answer questions, verify permit/rule compliance, and ensure proper use of parks, fields, facilities and amenities.

## FY 2023-24 ACCOMPLISHMENTS

- Developed a park banner program and policies for Big Rock pickleball courts and youth sports fields to generate revenue
- Updated Community Services application form for field and court reservations to include new park banner policy
- Revised the Mast Park Disc Golf Tee Sponsorship program to a 2-year program and renewed our solicited new tee sponsors for current year
- Increased revenue at Town Center Community Park East and West by focusing on hosting tournaments, increasing private rentals, and assuring non-recreational travel teams are permitted
- Improved the customer experience at picnic shelters by improved cleanliness, community signage and productive communication between permit holders, office staff and park patrol weekend staff
- Developed a security guard and safety plan for late night reservations or private events serving alcohol held at our Civic Center buildings

## FY 2024-25 GOALS AND OBJECTIVES

- Improve Civic Center/City Hall Room rental deposits, policies and procedures
- Identify professional development opportunities in the facility management/maintenance realm. In the recreation industry, facility management practices often change. Training could include topics such as how to maximize programmatic space and to also include how to market space to maximize earning potential.
- Develop an plan to replace indoor facility rental equipment on a rotational basis
- Focus on methods to boost revenue at all indoor and outdoor facilities

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# FACILITY OPERATIONS BUDGET SUMMARY

COMMUNITY SERVICES – FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 73,904	\$ 92,276	\$ 93,470
Operations & Maintenance	<u>42,582</u>	<u>59,540</u>	<u>69,650</u>
<b>TOTAL PERSONNEL</b>	<u><u>\$ 116,486</u></u>	<u><u>\$ 151,816</u></u>	<u><u>\$ 163,120</u></u>

## SUMMARY OF FUNDED POSITIONS

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



# FACILITY OPERATIONS BUDGET SUMMARY

COMMUNITY SERVICES – FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 50,408	\$ 52,800	\$ 57,580
50020 Salaries & Wages - Part Time	6,015	20,700	15,710
50025 Overtime	111	-	-
50050 Retirement - PERS	3,699	4,200	4,670
50052 Retirement - Unfunded Liability	10,104	9,776	10,660
50055 Retirement - Part Time	226	710	520
50060 Medicare	820	1,070	1,070
50070 Health Insurance	1,864	2,000	2,200
50071 Dental Insurance	419	770	810
50075 Life Insurance	88	90	90
50076 Long Term Disability Insurance	150	160	160
<b>Total Personnel</b>	<b>\$ 73,904</b>	<b>\$ 92,276</b>	<b>\$ 93,470</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51120 Printing & Duplicating	\$ -	\$ 250	\$ 250
51121 Telephone & Fax	381	700	800
51150 Bank Fees	12,669	12,590	16,000
51155 Other Contract Services	-	2,400	2,500
51160 Materials & Supplies	882	1,590	2,500
51180 Electricity & Gas	12,729	19,000	21,200
51210 Custodial Services	10,320	14,250	14,800
51211 Repair/Maintenance - Equipment	889	1,700	1,700
51215 Repair/Maintenance - Bldg. & Structures	849	1,060	1,100
51306 Public Events Liability Insurance	3,863	6,000	8,800
<b>Total Operations &amp; Maintenance</b>	<b>\$ 42,582</b>	<b>\$ 59,540</b>	<b>\$ 69,650</b>
<b>GRAND TOTAL</b>	<b>\$ 116,486</b>	<b>\$ 151,816</b>	<b>\$ 163,120</b>



# FACILITY OPERATIONS BUDGET DETAILS

COMMUNITY SERVICES – FACILITY OPERATIONS 1001.02.5204	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Printing &amp; Duplicating</b>	\$ -	\$ 250	\$ 250
This appropriation will provide for routine printing costs and supplies.			
<b>Telephone &amp; Fax</b>	381	700	800
This appropriation will fund the cost of telephone and related expenses.			
<b>Bank Fees</b>	12,669	12,590	16,000
This appropriation will fund the cost of ACTIVENet fees and bank charges.			
<b>Other Contract Services</b>	-	2,400	2,500
This appropriation provides funds for additional security and janitorial services for private rentals.			
<b>Materials &amp; Supplies</b>	882	1,590	2,500
This appropriation provides for office, custodial, maintenance & misc. supplies.			
<b>Electricity &amp; Gas</b>	12,729	19,000	21,200
This appropriation will fund the cost of electricity and gas charges - buildings 7 and 8.			
<b>Custodial Services</b>	10,320	14,250	14,800
This appropriation provides for contracted custodial services - buildings 7 and 8.			
<b>Repair &amp; Maintenance - Equipment</b>	889	1,700	1,700
This appropriation will provide funds for building 7 and 8 equipment, appliance repairs, and maintenance.			
<b>Repair &amp; Maintenance - Buildings &amp; Structures</b>	849	1,060	1,100
This appropriation will provide funds for building 7 and 8 facility repairs and maintenance.			
<b>Public Events Liability Insurance</b>	3,863	6,000	8,800
This appropriation provides funding for user required insurance - user fees collected to offset charges.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 42,582</b>	<b>\$ 59,540</b>	<b>\$ 69,650</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 55+ Programs, Teen Center, Santee Skate Park, and permitting use and coordination of parks, fields and facilities.

The Santee Seniors 55+ Program hosts programs for ages 55 and over. Activities include bus trips, socials, workshops, fitness and exercise opportunities, and local outings.

The Santee Teen Center located at Big Rock Park is a weekday after school and summer facility and program for grades 5-12. Programs include daily indoor and outdoor activities, various 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 also include camps and the junior leader program.

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

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

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

## FY 2023-24 ACCOMPLISHMENTS

- Established a park banner policy for both youth sports group fields and pickleball court sponsorship
- Attended AARP and San Diego County sponsored Age Friendly Roundtables to explore the possibility of becoming an Age Friendly Community in the future as well as research for senior resources and programming ideas
- Established biannual Santee Partnered Youth Sports Organization (PYSO) and youth field user meetings to assure continuity of field use priorities, policies, and procedures within the City of Santee including joint use at Santee School District and local Grossmont Union High School District (GUHSD) high schools
- Increased outreach to senior mobile home parks which bring programming to those who may not be able to attend regularly scheduled programming due to transportation issues as well provide information about the Senior 55+ Programs offered by the city
- Continued to offer additional free senior programs with partnerships with Santee County library for monthly educational and social program at Santee City Hall

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

- Continued to offer the San Diego County free Feeling Fit older adult exercise program twice weekly at Santee City Hall
- Updated park kiosk signs to include general city information as well as specifics regarding park amenities and parks, recreation and special event information
- Disc Golf hole sponsorship updated to a 2-year sponsorship; renewals completed this year
- Completed AB2404 (gender equity in municipal sports) compliance settlement reporting and additional requirements; and opened 2 new girls softball fields at Town Center Community Park West
- Awarded California Parks & Recreation Society District 12 Community Spotlight award for Town Center Community Park West renovation and equity efforts
- Full-time recreation staff attended professional development at the California Parks and Recreation Society Conference annual conference and regional CPRS and WILS (Women in Leisure services) regional conference
- Maintained established partnerships with San Diego County SD Nights teen outreach program and Santee Library to offer specialty activities for all teens including Santee Teen Center participants, summer day camp participants and special events

## FY 2024-25 GOALS AND OBJECTIVES

- Establish a new inclusion intake form and procedures to help children with special needs in all aspects of youth programming
- Integrate in AARP no cost older adult seminars and presentations into Santee Seniors 55+ programming
- Increase senior mobile home outreach by direct marketing to Homeowner Associations (HOA) and park managers
- Establish a PYSO new board president orientation meeting
- Continue to identify professional development opportunities for both full and part-time staff
- Offer additional off-site teen center activities to city or local destinations



# RECREATION SERVICES BUDGET SUMMARY

COMMUNITY SERVICES – RECREATION SERVICES 1001.02.5201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 539,567	\$ 595,133	\$ 612,880
Operations & Maintenance	61,330	80,290	90,030
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,897</b>	<b>\$ 675,423</b>	<b>\$ 702,910</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	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



# RECREATION SERVICES BUDGET SUMMARY

COMMUNITY SERVICES – RECREATION SERVICES 1001.02.5201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 303,860	\$ 351,610	\$ 372,740
50020 Salaries & Wages - Part Time	65,320	83,540	77,110
50025 Overtime	513	-	-
50035 Vacation Cash Out	19,458	2,580	2,680
50050 Retirement - PERS	29,456	36,860	39,400
50052 Retirement - Unfunded Liability	80,774	74,533	71,000
50055 Retirement - Part Time	2,421	3,130	2,890
50060 Medicare	5,644	6,350	6,560
50070 Health Insurance	29,042	32,730	36,000
50071 Dental Insurance	1,839	2,390	3,090
50075 Life Insurance	349	400	400
50076 Long Term Disability Insurance	891	1,010	1,010
<b>Total Personnel</b>	<u>\$ 539,567</u>	<u>\$ 595,133</u>	<u>\$ 612,880</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 17,250	\$ 22,300	\$ 34,500
51104 Subscriptions/Memberships	602	750	880
51110 Professional Development	1,871	3,800	4,400
51120 Printing & Duplicating	358	650	350
51121 Telephone & Fax	7,639	10,500	8,300
51122 Postage	168	200	200
51131 Promotional Activities	336	1,500	1,600
51133 Banners	573	1,000	1,000
51150 Bank Fees	4,145	6,000	4,000
51160 Materials & Supplies	4,967	5,890	6,100
51172 Transportation	1,902	3,000	2,000
51180 Electricity & Gas	15,644	18,800	17,600
51185 Water & Sewer	2,171	1,700	1,650
51201 Software Maintenance & Licensing	1,572	1,420	1,500
51211 Repair/Maintenance - Equipment	2,132	2,680	5,850
51215 Repair/Maintenance - Bldg. & Structures	-	100	100
<b>Total Operations &amp; Maintenance</b>	<u>\$ 61,330</u>	<u>\$ 80,290</u>	<u>\$ 90,030</u>
<b>GRAND TOTAL</b>	<u><u>\$ 600,897</u></u>	<u><u>\$ 675,423</u></u>	<u><u>\$ 702,910</u></u>





# RECREATION SERVICES BUDGET DETAILS

COMMUNITY SERVICES – RECREATION SERVICES 1001.02.5201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 17,250</b>	<b>\$ 22,300</b>	<b>\$ 34,500</b>
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This appropriation provides funding for the graphic design contract.

<b>Subscriptions/Memberships</b>	<b>602</b>	<b>750</b>	<b>880</b>
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This appropriation provides funds for the following memberships: California 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>	<b>1,871</b>	<b>3,800</b>	<b>4,400</b>
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This appropriation provides funds for staff training, conferences - including travel, required CPR and First Aid, and recreation programming seminars.

<b>Printing &amp; Duplicating</b>	<b>358</b>	<b>650</b>	<b>350</b>
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This appropriation will provide for routine printing costs and supplies.

<b>Telephone &amp; Fax</b>	<b>7,639</b>	<b>10,500</b>	<b>8,300</b>
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This appropriation will fund the cost of telephone and related expenses.

<b>Postage</b>	<b>168</b>	<b>200</b>	<b>200</b>
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This appropriation will fund the cost of mailing of correspondence, certified letters, or packages.

<b>Promotional Activities</b>	<b>336</b>	<b>1,500</b>	<b>1,600</b>
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This appropriation will fund the cost of program promotions and marketing.

<b>Banners</b>	<b>573</b>	<b>1,000</b>	<b>1,000</b>
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This appropriation provides funds for purchasing, installing, removing, storing, cleaning and repairing banners.

<b>Bank Fees</b>	<b>4,145</b>	<b>6,000</b>	<b>4,000</b>
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This appropriation provides funds for ACTIVENet transactions and processing fees.

<b>Materials &amp; Supplies</b>	<b>4,967</b>	<b>5,890</b>	<b>6,100</b>
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This appropriation provides funds for office & misc. supplies.

<b>Transportation</b>	<b>1,902</b>	<b>3,000</b>	<b>2,000</b>
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This appropriation provides funds for 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 15,644</b>	<b>\$ 18,800</b>	<b>\$ 17,600</b>
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This appropriation will fund the cost of electricity and gas charges allocated to this department/division.

<b>Water and Sewer</b>	<b>2,171</b>	<b>1,700</b>	<b>1,650</b>
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This appropriation will fund the cost of allocated water and sewer charges.

<b>Software Maintenance &amp; Licensing</b>	<b>1,572</b>	<b>1,420</b>	<b>1,500</b>
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This appropriation will provide funds for annual licensing and subscription fees for disc golf payment machine, and software used to create city wide publicity materials, signs, banners, etc.

<b>Repair/Maintenance - Equipment</b>	<b>2,132</b>	<b>2,680</b>	<b>5,850</b>
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This appropriation provides funds for purchase, repair and maintenance for computers, 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>Repair/Maintenance - Bldgs. &amp; Structures</b>	<b>-</b>	<b>100</b>	<b>100</b>
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This appropriation provides funds for fire and security alarm services and inspections, pest control, and necessary repairs.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 61,330</u></b>	<b><u>\$ 80,290</u></b>	<b><u>\$ 90,030</u></b>
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# COMMUNITY SERVICES SPECIAL EVENTS

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## PROGRAM DESCRIPTION

The Recreation Services Division – Special Events provides events throughout the year for the Santee community. 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, employee recognition and social events.

## FY 2023-24 ACCOMPLISHMENTS

- Provided additional free activities for families and kids at Santee Salutes, including backyard games, corn hole and jump houses
- Hosted two Community Blood Drives with American Red Cross
- Hosted the first-ever Movie in the Park event in September 2023 with additional activities to celebrate Hispanic Heritage month
- Hosted a record number of attendees at the Holiday Lighting Celebration
- Supported the annual USA Track & Field (USATF) Race Walk National Championships in January 2024
- Hosted Santee Discovery Day – a new nature-themed event in January 2024 with partner outdoor and environmental organizations
- 25% increased vendor and public participation at the annual Fido Fest event
- Hosted Santee’s Bunny Trail event with record participation and in partnership with Santee Trolley Square to highlight Santee’s Arts & Entertainment Neighborhood
- Hosted a new event Santee Community Celebration at the Santee Historical Society to illustrate the Core Community Values of the COMPOC/Diversity, Equity and Inclusion (DEI) initiative
- Partnered with Santee Trolley Square to advertise City programs and events in their Directory Boards, in addition to the Mission Gorge and Cuyamaca banner
- Integrated electronic tickets for Brews & Bites and Santee Salutes to improve customer experience
- Transitioned to online applications for businesses to register to attend community events, resulting in an increase in vendor participation across all events
- Developed new 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 to provide continued focus on Santee’s Arts & Entertainment Neighborhood

## FY 2024-25 GOALS AND OBJECTIVES

- Seek opportunities to increase sponsorship revenue for community events by attending Santee Chamber and East County Chamber events

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Provide safe, secure, and well attended family friendly events that create lasting memories and traditions
- Integrate community values and DEI efforts into existing community special events
- Continue to make efforts to activate Santee Trolley Square as a hub for events and entertainment
- Increase emergency protocols and plans for city events by working with the Fire Department and Sheriff's Department
- Continue utilizing and expanding use of Square Point-of-Sale, Event Brite, Event Hub, and jot form systems to increase efficiency for event participants, sponsors, and vendors
- Find cost-saving opportunities whenever possible, including utilizing in-kind donations, volunteers, and sponsorships



# SPECIAL EVENTS BUDGET SUMMARY

COMMUNITY SERVICES – SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 107,970	\$ 129,160	\$ 142,440
Operations & Maintenance	<u>188,928</u>	<u>226,180</u>	<u>281,660</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 296,898</u></u></b>	<b><u><u>\$ 355,340</u></u></b>	<b><u><u>\$ 424,100</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Recreation Coordinator	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.75</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 39,228	\$ 41,680	\$ 45,450
50020 Salaries & Wages - Part Time	47,056	64,070	64,950
50025 Overtime	25	-	-
50050 Retirement - PERS	2,864	3,330	3,720
50052 Retirement - Unfunded Liability	8,202	8,150	8,420
50055 Retirement - Part Time	1,772	2,330	9,440
50060 Medicare	1,251	1,520	1,600
50070 Health Insurance	6,990	7,480	8,230
50071 Dental Insurance	395	410	440
50075 Life Insurance	69	70	70
50076 Long Term Disability Insurance	118	120	120
<b>Total Personnel</b>	<b>\$ 107,970</b>	<b>\$ 129,160</b>	<b>\$ 142,440</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 200	\$ 200
51041 Permits/Insurance	16,120	25,460	25,460
51104 Subscriptions/Memberships	3,720	5,030	5,470
51110 Professional Development	2,885	3,600	3,730
51121 Telephone & Fax	302	500	400
51122 Postage	1	80	80
51131 Promotional Activities	8,501	9,080	10,080
51133 Banners	2,897	4,930	5,100
51150 Bank Fees	514	500	600
51155 Contract Services	118,487	125,000	171,000
51156 Other Services - SD County Sheriff	14,394	18,500	25,000
51160 Materials & Supplies	9,741	13,000	13,000
51164 Recreational Supplies	3,226	4,000	4,000
51180 Electricity & Gas	1,118	1,300	1,200
51191 Equipment Rental	7,022	15,000	16,340
<b>Total Operations &amp; Maintenance</b>	<b>\$ 188,928</b>	<b>\$ 226,180</b>	<b>\$ 281,660</b>
<b>GRAND TOTAL</b>	<b>\$ 296,898</b>	<b>\$ 355,340</b>	<b>\$ 424,100</b>



# SPECIAL EVENTS BUDGET DETAILS

COMMUNITY SERVICES – SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ -	\$ 200	\$ 200
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This appropriation provides for staff CPR and First Aid Training.

<b>Permits/Insurance</b>	16,120	25,460	25,460
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This appropriation provides funds for health fees/permits, ABC fees/permits, Right of Entry fees/permits and additional event insurance.

<b>Subscription/Memberships</b>	3,720	5,030	5,470
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This appropriation will provide funds for ASCAP, BMI, SESAC, and other music licensing fees. Supervisor, and Coordinator; 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>	2,885	3,600	3,730
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This appropriation provides for conference expenses for special event staff.

<b>Telephone &amp; Fax</b>	302	500	400
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This appropriation will fund the cost of telephone and related expenses for this department/division.

<b>Postage</b>	1	80	80
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This appropriation will fund the cost of mailing of correspondence, sponsorship packages and division mail.

<b>Promotional Activities</b>	8,501	9,080	10,080
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This appropriation provides funds for advertising, domain hosting services, promotional flyers, branded promotional items.

<b>Banners</b>	2,897	4,930	5,100
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This appropriation provides funds for purchasing, installing, removing, storing, cleaning and repairing banners.

<b>Bank Fees</b>	514	500	600
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This appropriation will fund the cost of processing fees incurred by Square and ACTIVENet transactions and processing fees.

<b>Other Contract Services</b>	118,487	125,000	171,000
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This appropriation provides funding for contracts such as: sound & lighting, bands, carnival rides for special events, other entertainment, event security, pest control services and 4th of July fireworks.

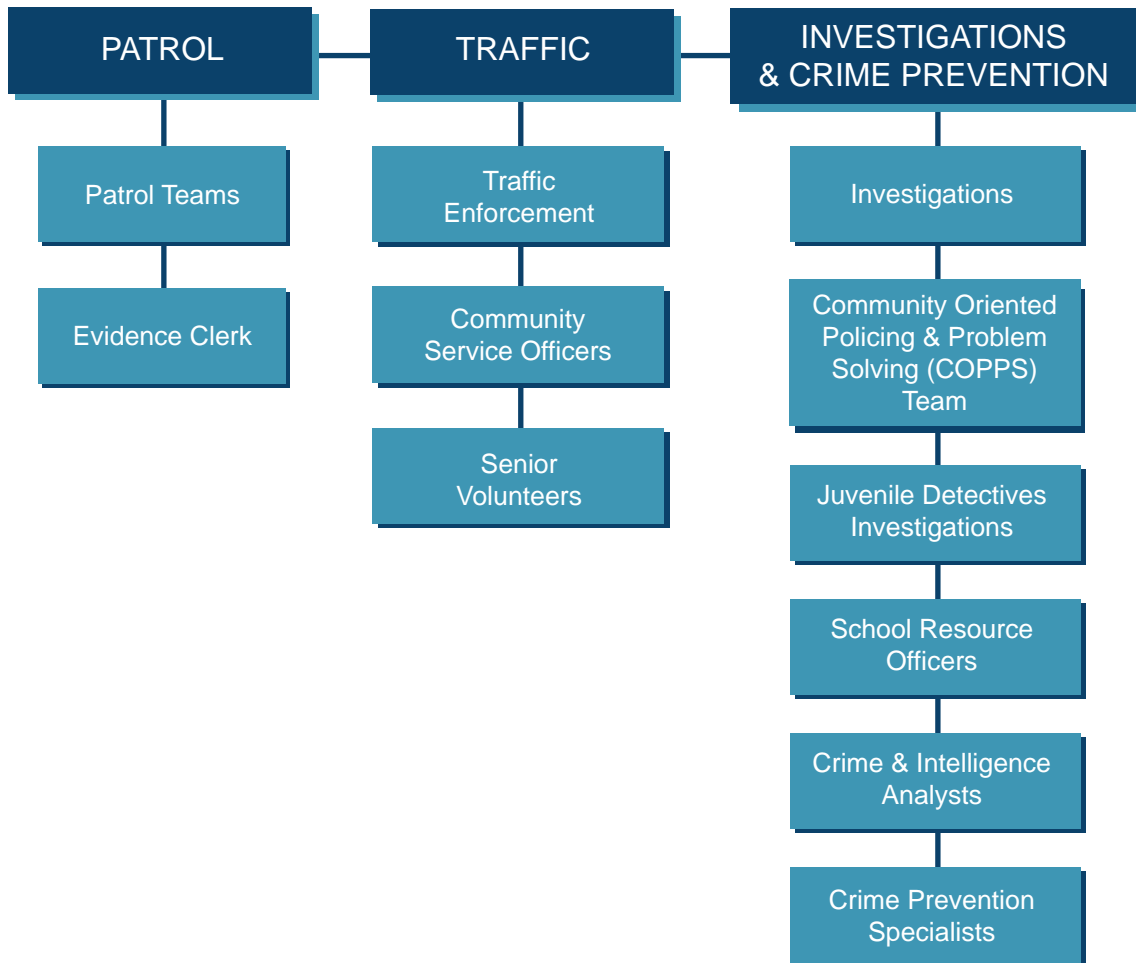


# SPECIAL EVENTS BUDGET DETAILS

COMMUNITY SERVICES – SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Other Services - SD County Sheriff</b>	<b>\$ 14,394</b>	<b>\$ 18,500</b>	<b>\$ 25,000</b>
This appropriation provides funds for Sheriff services during special events.			
<b>Materials &amp; Supplies</b>	<b>9,741</b>	<b>13,000</b>	<b>13,000</b>
This appropriation provides funds for general consumable supplies for special events, and office supplies.			
<b>Recreational Supplies</b>	<b>3,226</b>	<b>4,000</b>	<b>4,000</b>
This appropriation provides funds for purchase and replacement of items such as canopies, tables and event fences.			
<b>Electricity &amp; Gas</b>	<b>1,118</b>	<b>1,300</b>	<b>1,200</b>
This appropriation will fund the cost of electricity and gas charges allocated to this department/division.			
<b>Equipment Rental</b>	<b>7,022</b>	<b>15,000</b>	<b>16,340</b>
This appropriation provides funding for the rental of equipment such as walkie talkies & iPads, entertainment/attraction rentals, portable sinks & toilets, generators, canopies, tables, and chairs.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 188,928</u></b>	<b><u>\$ 226,180</u></b>	<b><u>\$ 281,660</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 2023-24 ACCOMPLISHMENTS

- Through proactive and information-led policing strategies, continued to maintain one of the lowest crime rates of the nine Sheriff's contract cities; Santee is currently ranked 2nd safest in San Diego County and 11th safest overall in California
- Conducted routine traffic enforcement details in areas with higher levels of safety concerns
- Implemented enforcement of the City of Santee's San Diego River Corridor Ordinance to help reduce pollution and prevent fires along the San Diego River
- Continued collaboration through the Safe Santee project, which provides a unique opportunity to partner with residents and businesses to help combat crime and address community safety in real-time
- Facilitated Santee as the first city partner in the Blue Envelope Program, which aims to enhance communication and awareness with community members who might require additional accommodations or awareness during a law enforcement interaction
- 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 joint active shooter training and evacuation and re-population training with the Santee Fire Department to be better prepared for critical incidents

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to focus on maintaining low crime rates with proactive policing strategies to make Santee the safest city in San Diego County
- Collaborate with the City's new Human Services and Open Space Coordinator on projects throughout the community to resolve homeless encampments
- Work with the City to implement the Blue Envelope Program in Santee
- Work with City officials to implement Flock Cameras throughout Santee to enhance enforcement tools and safety

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- 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 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, and continue to offer Harm Reduction Kits



# LAW ENFORCEMENT SERVICES BUDGET SUMMARY

LAW ENFORCEMENT SERVICES 1001.00.2101-2102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	<u>\$ 16,732,914</u>	<u>\$ 17,232,810</u>	<u>\$ 17,843,490</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 16,732,914</u></u>	<u><u>\$ 17,232,810</u></u>	<u><u>\$ 17,843,490</u></u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 45,576	\$ 81,650	\$ 88,300
51120 Printing & Duplicating	2,453	2,000	3,000
51152 Contract Services - S.D. County Sheriff	16,495,583	16,897,200	17,479,160
51155 Other Contract Services	146,420	201,510	223,980
51160 Materials & Supplies	-	250	250
51180 Electricity & Gas	7,356	8,800	8,200
51210 Custodial Services	4,746	5,400	5,600
51215 Repair/Maintenance - Bldg & Structures	-	1,000	1,000
51332 Communication Charges	<u>30,780</u>	<u>35,000</u>	<u>34,000</u>
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 16,732,914</u></u>	<u><u>\$ 17,232,810</u></u>	<u><u>\$ 17,843,490</u></u>
<b>GRAND TOTAL</b>	<u><u>\$ 16,732,914</u></u>	<u><u>\$ 17,232,810</u></u>	<u><u>\$ 17,843,490</u></u>



# LAW ENFORCEMENT SERVICES BUDGET DETAILS

<b>LAW ENFORCEMENT SERVICES</b> 1001.00.2101-2102	<b>ACTUAL</b> FY 2022-23	<b>AMENDED</b> FY 2023-24	<b>ADOPTED</b> FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 45,576	\$ 81,650	\$ 88,300
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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>	2,453	2,000	3,000
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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>	16,495,583	16,897,200	17,479,160
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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 \$175,000 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2024-25 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>	146,420	201,510	223,980
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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>	-	250	250
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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

LAW ENFORCEMENT SERVICES 1001.00.2101-2102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 7,356</b>	<b>\$ 8,800</b>	<b>\$ 8,200</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>4,746</b>	<b>5,400</b>	<b>5,600</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>30,780</b>	<b>35,000</b>	<b>34,000</b>
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This appropriation provides funding for Sheriff radios supported by the County of San Diego 800MHZ Regional Communication System.

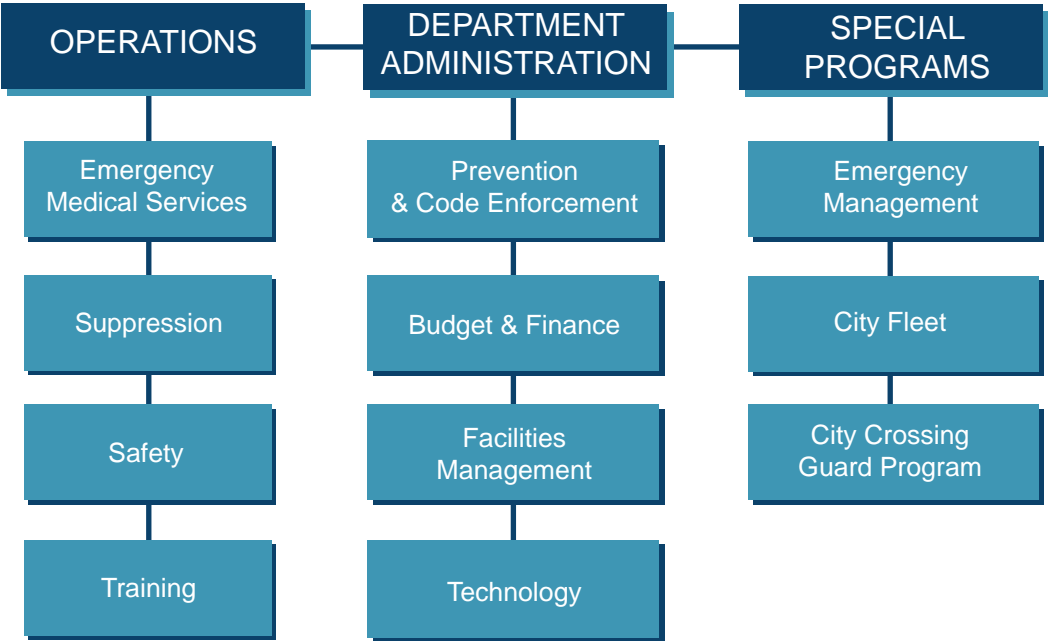
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 16,732,914</b>	<b>\$ 17,232,810</b>	<b>\$ 17,843,490</b>
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# FIRE & LIFE SAFETY



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# FIRE & LIFE SAFETY BUDGET SUMMARY

FIRE & LIFE SAFETY	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Administration	\$ 1,215,754	\$ 1,252,061	\$ 1,333,440
Emergency Operations	11,284,711	12,236,103	12,724,510
Emergency Medical	3,927,239	5,130,818	6,131,450
Emergency Preparedness	22,543	34,380	53,610
Fleet Operations and Maintenance	503,295	542,759	587,940
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,953,542</b>	<b>\$ 19,196,121</b>	<b>\$ 20,830,950</b>

## SUMMARY OF FUNDED POSITIONS

Administration	5.05	5.05	4.95
Emergency Operations	41.30	41.55	41.55
Emergency Medical	18.15	18.90	25.20
Fleet Operations and Maintenance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b>66.00</b>	<b>67.00</b>	<b>73.20</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 2023-24 ACCOMPLISHMENTS

- Continued the implementation of numerous Santee-Lakeside Emergency Medical Services Authority (SLEMSA) system improvements
- Secured a grant from the San Diego Regional Fire Foundation for a Type 3 Fire Engine
- Secured a grant from San Diego River Conservancy for Firefighter equipment, PPE, and Training
- Secured a grant from San Diego River Conservancy for matching funds for a FEMA Hazardous Mitigation Grant Program (HMGP)
- Received 2023 State Homeland Security Program (SHSP) grant award letter
- Implemented administrative Battalion Chief position
- Completed the RFP process and awarding of contract for Fire Station 20 design
- Awarded the contract for the construction of a temporary fire station at the Operations Facility

## FY 2024-25 GOALS AND OBJECTIVES

- Continue wildfire mitigation within the San Diego River corridor
- Complete construction of the temporary Fire Station at the City Operations Yard
- Implement an EMT / Paramedic ambulance system trial
- Implement a Firefighter Squad response vehicle trial
- Complete Fire Station 20 design and begin construction planning
- Accept the Multi-Jurisdictional Hazardous Mitigation Program Grant
- Complete grant applications for SHSP, Assistance to Firefighters Grant (AFG), Urban Areas Security Initiative (UASI)

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# ADMINISTRATION BUDGET SUMMARY

FIRE & LIFE SAFETY – ADMINISTRATION 1001.03.2201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 1,144,875	\$ 1,140,791	\$ 1,243,560
Operations & Maintenance	62,261	111,270	89,880
Capital Outlay	8,618	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,215,754</b>	<b>\$ 1,252,061</b>	<b>\$ 1,333,440</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
Senior Management Analyst	-	-	0.60
Management Analyst	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>4.95</b>



# ADMINISTRATION BUDGET SUMMARY

FIRE & LIFE SAFETY – ADMINISTRATION 1001.03.2201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 648,294	\$ 683,140	\$ 708,820
50020 Salaries & Wages - Part Time	38,151	38,180	38,740
50025 Overtime	6,178	5,000	1,000
50035 Vacation Cash Out	47,738	-	39,830
50050 Retirement - PERS	105,673	128,370	135,750
50052 Retirement - Unfunded Liability	218,815	205,211	204,820
50055 Retirement - Part Time	1,330	1,430	1,450
50060 Medicare	10,741	10,530	11,430
50070 Health Insurance	60,107	63,400	93,940
50071 Dental Insurance	3,393	3,490	4,620
50075 Life Insurance	484	510	500
50076 Long Term Disability Insurance	1,453	1,530	1,500
50080 Workers' Compensation	2,481	-	1,160
50081 Unemployment Insurance	37	-	-
<b>Total Personnel</b>	<b>\$ 1,144,875</b>	<b>\$ 1,140,791</b>	<b>\$ 1,243,560</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 273	\$ 1,262	\$ 1,270
51040 Expert/Consulting Services	8,901	50,300	20,430
51104 Subscriptions/Memberships	3,087	5,170	5,370
51110 Professional Development	14,902	14,288	21,510
51120 Printing & Duplicating	632	752	840
51121 Telephone & Fax	6,109	8,500	7,200
51122 Postage	529	1,000	1,200
51160 Materials & Supplies	9,245	9,148	10,060
51161 Materials & Supplies - Crossing Guards	328	600	600
51165 Wearing Apparel	4,974	5,230	7,130
51180 Electricity & Gas	8,730	10,100	9,300
51201 Software Maintenance & Licensing	3,478	3,470	3,470
51211 Repair/Maintenance - Equipment	1,073	1,450	1,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 62,261</b>	<b>\$ 111,270</b>	<b>\$ 89,880</b>
<b>CAPITAL OUTLAY</b>			
60050 Communication Equipment	\$ 8,618	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 8,618</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 1,215,754</b>	<b>\$ 1,252,061</b>	<b>\$ 1,333,440</b>





# ADMINISTRATION BUDGET DETAILS

FIRE & LIFE SAFETY – ADMINISTRATION 1001.03.2201	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	\$ 273	\$ 1,262	\$ 1,270
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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>	8,901	50,300	20,430
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This account provides funds for the fire benefit fee consultant, contracted fire inspection services, fire inspection billing service, and other miscellaneous services.

<b>Subscriptions/Memberships</b>	3,087	5,170	5,370
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This appropriation will provide for professional memberships for Chief Officers, Fire Marshal, Fire Inspector, and Fire Administration staff.

<b>Professional Development</b>	14,902	14,288	21,510
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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>	632	752	840
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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>	6,109	8,500	7,200
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This account provides funds for the cost of telephones for Fire Administration staff.

<b>Postage</b>	529	1,000	1,200
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This account provides funds for postage and shipping charges utilized by Fire Administration.

<b>Materials &amp; Supplies</b>	9,245	9,148	10,060
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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>	328	600	600
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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>	4,974	5,230	7,130
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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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Electricity &amp; Gas</b>	<b>\$ 8,730</b>	<b>\$ 10,100</b>	<b>\$ 9,300</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>3,478</b>	<b>3,470</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>1,073</b>	<b>1,450</b>	<b>1,500</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>\$ 62,261</u></b>	<b><u>\$ 111,270</u></b>	<b><u>\$ 89,880</u></b>
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## CAPITAL OUTLAY

<b>Communication Equipment</b>	<b>\$ 8,618</b>	<b>\$ -</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>\$ 8,618</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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# FIRE & LIFE SAFETY EMERGENCY OPERATIONS

## 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 2023-24 ACCOMPLISHMENTS

- Purchased a Type VI apparatus (small brush engine) with substantial funding provided by a grant from the San Diego River Conservancy
- Completed 2023 Fire Engineer exam
- Implemented determinant dispatching and call triage for emergency responses
- Improved operational competence through timed evolutions training standards
- Complete joint Fire Academy with Central Zone agencies
- Placed new low-pressure nozzles into service
- Purchased two Rapid Intervention Crew (RIC) bags
- Purchased and coordinated training for an off-road vehicle and trailer for open space rescue responses
- Coordinated new on-site physical program with On Duty Health
- Completed 2024 Battalion Chief Exam

## FY 2024-25 GOALS AND OBJECTIVES

- Deploy a two-person Squad for trail study
- Deploy the Type VI apparatus (Patrol 4)
- Deploy the Polaris off-road vehicle (REMS)
- Complete all necessary items to operate a temporary fire station at the Operations Yard
- Conduct two joint fire academies with Central Zone agencies
- Conduct 2024 Fire Captain Promotional Recruitment Exam
- Purchase new Decision Making Thermal Imaging Camera (TIC)

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# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 10,563,322	\$ 11,235,693	\$ 11,738,930
Operations & Maintenance	704,966	881,620	962,620
Capital Outlay	16,423	118,790	22,960
<b>TOTAL EXPENDITURES</b>	<b>\$ 11,284,711</b>	<b>\$ 12,236,103</b>	<b>\$ 12,724,510</b>

## SUMMARY OF FUNDED POSITIONS

Battalion Chief	2.40	2.65	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>41.55</b>	<b>41.55</b>



# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 4,093,194	\$ 4,850,870	\$ 5,245,440
50011 Acting Pay	28,996	20,000	20,000
50012 FLSA	99,726	118,160	128,420
50025 Overtime	1,616,517	1,138,200	1,160,540
50027 Overtime - Acting Pay	237,564	216,320	224,970
50028 Overtime - Reimbursable	134,703	187,500	187,500
50033 Preceptor/Mentor Pay	2,758	25,000	17,500
50034 Longevity Certification Pay	37,472	21,160	-
50035 Vacation Cash Out	34,721	-	-
50036 Sick Leave Buy Back	5,030	3,910	5,900
50041 Clothing Allowance	22,495	25,160	24,510
50045 2% RHSA	73,331	88,420	95,900
50050 Retirement - PERS	813,364	1,060,730	1,137,350
50052 Retirement - Unfunded Liability	1,989,336	1,940,103	1,934,630
50055 Retirement - Part Time	49	-	-
50059 Deferred Compensation	12,903	-	-
50060 Medicare	88,955	95,720	101,700
50070 Health Insurance	741,471	823,460	867,220
50071 Dental Insurance	32,284	35,730	37,700
50075 Life Insurance	3,764	4,210	4,190
50076 Long Term Disability Insurance	13,247	14,440	14,950
50080 Workers' Compensation Insurance	480,338	566,600	530,510
50081 Unemployment Insurance	1,104	-	-
<b>Total Personnel</b>	<b>\$ 10,563,322</b>	<b>\$ 11,235,693</b>	<b>\$ 11,738,930</b>



# EMERGENCY OPERATIONS BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 13,157	\$ 17,210	\$ 45,000
51040 Expert/Consulting Services	23,557	26,830	27,680
51101 Other Governmental Purposes	2,467	17,500	17,500
51110 Professional Development	2,548	6,020	7,750
51114 Training & Developments - FTES	14,347	11,810	17,940
51121 Telephone & Fax	10,577	16,520	11,990
51160 Materials & Supplies	68,262	86,020	103,920
51165 Wearing Apparel	76,528	176,720	161,390
51180 Electricity & Gas	65,542	76,500	107,780
51185 Water & Sewer	13,737	17,460	19,910
51201 Software Maintenance & Licensing	18,950	12,370	25,470
51211 Repair/Maintenance - Equipment	23,347	29,590	30,210
51330 Heartland Communications Facility Authority	214,469	235,000	247,330
51331 Heartland Training Authority	48,804	49,560	52,140
51332 Communication Charges	27,705	29,480	28,360
51335 Agency Reimbursements	57,079	50,530	54,500
51360 Fitness Equipment/Education	23,890	22,500	3,750
<b>Total Operations &amp; Maintenance</b>	<b>\$ 704,966</b>	<b>\$ 881,620</b>	<b>\$ 962,620</b>
<b>CAPITAL OUTLAY</b>			
60050 Communication Equipment	\$ 1,950	\$ 80,790	\$ 22,960
60099 Other Capital Outlay	14,473	38,000	-
<b>Total Capital Outlay</b>	<b>\$ 16,423</b>	<b>\$ 118,790</b>	<b>\$ 22,960</b>
<b>GRAND TOTAL</b>	<b>\$ 11,284,711</b>	<b>\$ 12,236,103</b>	<b>\$ 12,724,510</b>



# EMERGENCY OPERATIONS BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	<b>\$ 13,157</b>	<b>\$ 17,210</b>	<b>\$ 45,000</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>23,557</b>	<b>26,830</b>	<b>27,680</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>2,467</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>2,548</b>	<b>6,020</b>	<b>7,750</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>14,347</b>	<b>11,810</b>	<b>17,940</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>10,577</b>	<b>16,520</b>	<b>11,990</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, 5 and 20.

<b>Materials &amp; Supplies</b>	<b>68,262</b>	<b>86,020</b>	<b>103,920</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

FIRE & LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Wearing Apparel</b>	<b>\$ 76,528</b>	<b>\$ 176,720</b>	<b>\$ 161,390</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>65,542</b>	<b>76,500</b>	<b>107,780</b>
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This account provides funds for the cost of electricity and gas allocated for Fire Stations 4, 5 and 20.

<b>Water &amp; Sewer</b>	<b>13,737</b>	<b>17,460</b>	<b>19,910</b>
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This account provides funds for the cost of water and sewer allocated for Fire Stations 4, 5 and 20.

<b>Software Maintenance &amp; Licensing</b>	<b>18,950</b>	<b>12,370</b>	<b>25,470</b>
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This account provides funds for software maintenance agreements and support services.

<b>Repair/Maintenance - Equipment</b>	<b>23,347</b>	<b>29,590</b>	<b>30,210</b>
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This account provides funds for repair and maintenance of equipment at Fire Stations 4, 5 and 20, as well as radio maintenance and repair services.

<b>Heartland Communications Facility Authority</b>	<b>214,469</b>	<b>235,000</b>	<b>247,330</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>48,804</b>	<b>49,560</b>	<b>52,140</b>
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This account provides funds for Heartland Training Facility operational and lease costs.

<b>Communication Charges</b>	<b>27,705</b>	<b>29,480</b>	<b>28,360</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>50,530</b>	<b>54,500</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>23,890</b>	<b>22,500</b>	<b>3,750</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>\$ 704,966</b>	<b>\$ 881,620</b>	<b>\$ 962,620</b>
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# EMERGENCY OPERATIONS BUDGET DETAILS

FIRE & LIFE SAFETY – EMERGENCY OPERATIONS 1001.03.2202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## CAPITAL OUTLAY

<b>Communication Equipment</b>	\$ 1,950	\$ 80,790	\$ 22,960
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This account provides funds for the purchase of one (1) APX 8500 dual VHF/800 Mhz Mobile Radio and one (1) David Clark System for the new Type 1 Engine, as well as matching funds for six (6) VHF Radios to be purchased through a San Diego Fire Foundation Grant.

<b>Other Capital Outlay</b>	14,473	38,000	-
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This appropriation funded the FY 23/24 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>	\$ 16,423	\$ 118,790	\$ 22,960
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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 2023-24 ACCOMPLISHMENTS

- Added 12-Hour EMT ambulance to reduce SLEMSA ALS ambulance Unit Hour Utilization (UHU)
- Significantly reduced the reliance on outside mutual aid for patient transportation
- Conducted a 12-Hour EMT ambulance trial to evaluate effectiveness of additional BLS capacity
- Implemented determinant dispatching to utilize BLS ambulance for lower-acuity incidents
- Ordered an additional ambulance (expected delivery Spring 2025)
- Provided high-quality EMS training to all Paramedics and EMTs through Nurse Coordinator

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to assess the needs for additional SLEMSA transport units
- Conduct trial program staffing M4 and M5 with 1 EMT and 1 FFPM
- Deploy a two-person Squad for trail study
- Implement approved alternate dispatch plan
- Participate in Central Zone Nurse Navigator trial program
- Replace one aging Autopulse with a LUCAS mechanical compression device
- Remount one reserve ambulance

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# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 3,081,978	\$ 3,775,538	\$ 4,743,060
Operations & Maintenance	738,068	1,194,100	1,272,040
Capital Outlay	107,193	161,180	116,350
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,927,239</b>	<b>\$ 5,130,818</b>	<b>\$ 6,131,450</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	1.35	1.35
Fire Captain	0.10	0.10	0.10
Firefighter Paramedic	12.00	12.00	12.00
Senior Management Analyst	-	-	0.40
Management Analyst	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	10.00
Administrative Secretary	0.20	0.20	0.20
Information Technology/GIS Analyst	-	-	0.20
<b>TOTAL POSITIONS</b>	<b>18.15</b>	<b>18.90</b>	<b>25.20</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,393,430	\$ 1,827,660	\$ 2,260,320
50012 FLSA	29,380	34,100	37,330
50020 Salaries & Wages - Part Time	11,072	78,570	215,810
50025 Overtime	369,544	283,870	472,730
50029 Overtime - Surge	2,664	-	-
50033 Preceptor/Mentor Pay	4,046	25,000	17,500
50034 Longevity Certification Pay	1,244	160	-
50035 Vacation Cash Out	12,494	-	13,280
50036 Sick Leave Buy Back	-	1,610	1,870
50041 Clothing Allowance	8,205	8,740	8,740
50045 2% RHSA	22,632	25,610	27,860
50050 Retirement - PERS	240,612	333,520	393,230
50052 Retirement - Unfunded Liability	609,987	601,218	687,070
50055 Retirement - Part Time	290	2,950	6,070
50060 Medicare	28,653	32,790	43,980
50070 Health Insurance	188,015	297,680	406,930
50071 Dental Insurance	10,396	15,330	19,830
50075 Life Insurance	1,397	1,910	2,470
50076 Long Term Disability Insurance	4,835	6,220	7,640
50080 Workers' Compensation Insurance	143,082	198,600	120,400
<b>Total Personnel</b>	<b>\$ 3,081,978</b>	<b>\$ 3,775,538</b>	<b>\$ 4,743,060</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 8,090	\$ 16,460	\$ 29,070
51040 Expert/Consulting Services	57,107	165,340	145,580
51046 Outreach & Education	2,345	5,000	6,000
51102 Laundry/Cleaning Services	186	360	330
51104 Subscriptions & Memberships	459	800	970
51110 Professional Development	14,369	19,710	14,960
51114 Training & Development - FTES	-	2,740	2,850
51121 Telephone & Fax	7,476	12,100	8,300
51122 Postage	372	250	580
51160 Materials & Supplies	213,630	326,260	371,650
51165 Wearing Apparel	24,490	103,550	65,910
51171 Fuel & Oil	81,383	117,460	123,360
51180 Electricity & Gas	23,122	27,000	37,880
51185 Water & Sewer	4,579	6,440	7,320
51201 Software Maintenance & Licensing	13,048	11,720	16,090
51211 Repair/Maintenance - Equipment	2,611	5,670	9,610
51212 Repair/Maintenance - Automotive Equipment	19,060	35,230	40,070
51230 Repair/Maintenance - Other	3,457	26,430	26,430
51301 Property Insurance	14,326	18,710	22,130
51305 Public Liability Insurance	48,158	61,460	77,740
51330 Heartland Communications Facility Authority	175,474	192,280	213,620
51332 Communication Charges	8,209	9,690	18,350
51335 Agency Reimbursements	-	16,840	18,170
51360 Fitness Equipment/Education	7,952	7,500	1,250
51361 Minor Equipment	8,165	5,100	13,820
<b>Total Operations &amp; Maintenance</b>	<b>\$ 738,068</b>	<b>\$ 1,194,100</b>	<b>\$ 1,272,040</b>
<b>CAPITAL OUTLAY</b>			
60030 Medical Equipment	67,694	110,400	95,230
60050 Communication Equipment	8,618	31,120	21,120
60099 Other Capital Outlay	30,881	19,660	-
<b>Total Capital Outlay</b>	<b>\$ 107,193</b>	<b>\$ 161,180</b>	<b>\$ 116,350</b>
<b>GRAND TOTAL</b>	<b>\$ 3,927,239</b>	<b>\$ 5,130,818</b>	<b>\$ 6,131,450</b>



# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	<b>\$ 8,090</b>	<b>\$ 16,460</b>	<b>\$ 29,070</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>Expert/Consulting Services</b>	<b>57,107</b>	<b>165,340</b>	<b>145,580</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>2,345</b>	<b>5,000</b>	<b>6,000</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>186</b>	<b>360</b>	<b>330</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>459</b>	<b>800</b>	<b>970</b>
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This appropriation provides for professional memberships for EMS personnel.

<b>Professional Development</b>	<b>14,369</b>	<b>19,710</b>	<b>14,960</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>Trainig &amp; Development - FTES</b>	<b>-</b>	<b>2,740</b>	<b>2,850</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>7,476</b>	<b>12,100</b>	<b>8,300</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, 5 and 20.





# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Postage</b>	\$ 372	\$ 250	\$ 580
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This account is for EMS-associated postage and shipping charges.

<b>Materials &amp; Supplies</b>	213,630	326,260	371,650
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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>	24,490	103,550	65,910
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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>	81,383	117,460	123,360
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This account provides funds for fuel, oil, transmission fluid and lubricants for ambulance units.

<b>Electricity &amp; Gas</b>	23,122	27,000	37,880
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This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4, 5 and 20 as associated with the EMS program.

<b>Water &amp; Sewer</b>	4,579	6,440	7,320
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This account provides funds for water and sewer allocated for Fire Stations 4, 5 and 20 as associated with the EMS program.

<b>Software Maintenance &amp; Licensing</b>	13,048	11,720	16,090
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This account provides funds for EMS-related software maintenance agreements and support services.

<b>Repair/Maintenance - Equipment</b>	2,611	5,670	9,610
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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>	19,060	35,230	40,070
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This account provides funds for normal repair and maintenance of all ambulance units.



# EMERGENCY MEDICAL BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Other</b>	<b>\$ 3,457</b>	<b>\$ 26,430</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>14,326</b>	<b>18,710</b>	<b>22,130</b>
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This account provides funds for the estimated cost to insure the ambulance units.

<b>Public Liability Insurance</b>	<b>48,158</b>	<b>61,460</b>	<b>77,740</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>175,474</b>	<b>192,280</b>	<b>213,620</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>8,209</b>	<b>9,690</b>	<b>18,350</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>16,840</b>	<b>18,170</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>7,952</b>	<b>7,500</b>	<b>1,250</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>8,165</b>	<b>5,100</b>	<b>13,820</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>\$ 738,068</b>	<b>\$ 1,194,100</b>	<b>\$ 1,272,040</b>
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# EMERGENCY MEDICAL BUDGET DETAILS

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## CAPITAL OUTLAY

<b>Medical Equipment</b>	<b>\$ 67,694</b>	<b>\$ 110,400</b>	<b>\$ 95,230</b>
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This account will fund the purchase of one (1) monitor/defibrillator, one (1) mechanical CPR board, and one (1) gurney.

<b>Communication Equipment</b>	<b>8,618</b>	<b>31,120</b>	<b>21,120</b>
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This account will fund the purchase of one (1) APX 8500 dual VHF/800 Mhz Mobile Radio for the Squad Vehicle, and two (2) APX 6000 Portable Radios for the additional BLS Unit.

<b>Other Capital Outlay</b>	<b>30,881</b>	<b>19,660</b>	<b>-</b>
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This appropriation funded the FY 23/24 fund the purchase of equipment to outfit the Squad 4 Vehicle and the Polaris Off-Road Vehicle.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 107,193</u></b>	<b><u>\$ 161,180</u></b>	<b><u>\$ 116,350</u></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 2023-24 ACCOMPLISHMENTS

- Provided public education and first aid staffing for multiple City events including: Santee Salutes, Fido Fest, Open House, and the Chamber of Commerce Street Fair
- Replaced the aging publication education trailer with a more versatile van to support City events
- Upgraded two automatic external defibrillators at City facilities
- Worked with the marketing team to provide public education through social media
- Attended two college job recruitment fairs
- Hosted multiple Community Safety Update Presentations at population centers and local businesses

## FY 2024-25 GOALS AND OBJECTIVES

- Develop a fire department familiarization program to provide hands-on training for those interested in a fire service career
- Continue to provide public education and first aid staffing at City events
- Improve emergency preparedness messaging on city website
- Place Automated Emergency Defibrillators (AED) at all City facilities to comply with mandates
- Host bi-annual Emergency Operations Center (EOC) drill for City staff
- Continue efforts to mitigate fire and flood hazards in the San Diego River Corridor

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# EMERGENCY PREPAREDNESS BUDGET SUMMARY

**FIRE & LIFE SAFETY –  
EMERGENCY PREPAREDNESS  
1001.03.2204**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 22,543</u>	<u>\$ 34,380</u>	<u>\$ 53,610</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 22,543</u></u>	<u><u>\$ 34,380</u></u>	<u><u>\$ 53,610</u></u>

## OPERATIONS & MAINTENANCE

51046 Outreach & Education	\$ 7,073	\$ 6,000	\$ 6,220
51104 Subscriptions/Memberships	329	620	1,480
51110 Professional Development	5,073	8,740	7,130
51113 Training & Development	228	3,234	3,110
51121 Telephone & Fax	4,973	6,400	5,900
51160 Materials & Supplies	2,087	6,540	23,310
51332 Communication Charges	1,026	1,030	3,570
51335 Agency Reimbursements	<u>1,754</u>	<u>1,816</u>	<u>2,890</u>
<b>Total Operations &amp; Maintenance</b>	<u>\$ 22,543</u>	<u>\$ 34,380</u>	<u>\$ 53,610</u>
<b>GRAND TOTAL</b>	<u><u>\$ 22,543</u></u>	<u><u>\$ 34,380</u></u>	<u><u>\$ 53,610</u></u>



# EMERGENCY PREPAREDNESS BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY – EMERGENCY PREPAREDNESS 1001.03.2204</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Outreach &amp; Education</b>	<b>\$ 7,073</b>	<b>\$ 6,000</b>	<b>\$ 6,220</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 and life safety.

<b>Subscription/ Memberships</b>	<b>329</b>	<b>620</b>	<b>1,480</b>
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This appropriation provides for professional memberships associated with disaster preparedness.

<b>Professional Development</b>	<b>5,073</b>	<b>8,740</b>	<b>7,130</b>
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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>	<b>228</b>	<b>3,234</b>	<b>3,110</b>
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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>	<b>4,973</b>	<b>6,400</b>	<b>5,900</b>
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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>	<b>2,087</b>	<b>6,540</b>	<b>23,310</b>
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This account provides funds to purchase AED Units for City facilities, miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.

<b>Communication Charges</b>	<b>1,026</b>	<b>1,030</b>	<b>3,570</b>
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This account provides funds for the Regional Communication System radio user charges.

<b>Agency Reimbursements</b>	<b>1,754</b>	<b>1,816</b>	<b>2,890</b>
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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>\$ 22,543</b>	<b>\$ 34,380</b>	<b>\$ 53,610</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 2023-24 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
- Integrated vehicle mileage tracking between WEX and Fleet IO
- Purchased the following new vehicles and equipment:
  - Fire paramedic ambulance on a Ford E-450 Chassis
  - Purchase of a Type VI fire apparatus using grant funds
  - Purchase of a Polaris Off-road Vehicle
  - Purchased a trailer for the Polaris
- Leased the following vehicles from Enterprise Fleet Management:
  - V-217: F-150 for Public Services Division (PSD)
  - V-218: F-150 For PSD
  - V-220: F-150 for Planning Building and Engineering (PB&E)
  - V-221: F-150 for PSD
  - V-222: Ford Transit van shared between Community Services Division and Fire

## FY 2024-25 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 2024-25 will include the following new vehicle:
  - Fire Paramedic Ambulance Ford E-450 remount of V-187
- Lease the following vehicles from Enterprise Fleet Management:
  - Purchase a Ford F-250 for PSD landscape maintenance as an addition to the fleet
  - Purchase a Ford Transit F-150 for PSD to replace V-148

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# FLEET OPERATIONS & MAINTENANCE BUDGET SUMMARY

**FIRE & LIFE SAFETY –  
FLEET OPERATIONS & MAINTENANCE  
1001.03.2206**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Personnel	\$ 202,361	\$ 207,379	\$ 218,950
Operations & Maintenance	275,588	335,380	368,990
Capital Outlay	25,346	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 503,295</b>	<b>\$ 542,759</b>	<b>\$ 587,940</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 127,233	\$ 132,470	\$ 138,690
50025 Overtime	314	-	-
50050 Retirement - PERS	13,624	15,570	16,420
50052 Retirement - Unfunded Liability	29,530	25,409	26,750
50060 Medicare	1,849	1,920	2,010
50070 Health Insurance	27,888	29,990	32,990
50071 Dental Insurance	1,380	1,460	1,530
50075 Life Insurance	148	150	150
50076 Long Term Disability Insurance	395	410	410
<b>Total Personnel</b>	<b>\$ 202,361</b>	<b>\$ 207,379</b>	<b>\$ 218,950</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ -	\$ 300	\$ 310
51102 Laundry/Cleaning Services	962	1,220	1,220
51104 Subscriptions/Memberships	-	80	-
51110 Professional Development	5,470	5,030	5,230
51121 Telephone & Fax	1	820	-
51160 Materials & Supplies	1,688	7,480	6,240
51165 Wearing Apparel	300	430	450
51171 Fuel & Oil	152,984	182,740	206,810
51201 Software Maintenance & Licensing	5,799	6,160	7,980
51212 Repair/Maint. - Automotive Equipment	108,384	131,120	140,750
<b>Total Operations &amp; Maintenance</b>	<b>\$ 275,588</b>	<b>\$ 335,380</b>	<b>\$ 368,990</b>
<b>CAPITAL OUTLAY</b>			
60099 Other Capital Outlay	\$ 25,346	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 25,346</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 503,295</b>	<b>\$ 542,759</b>	<b>\$ 587,940</b>



# FLEET OPERATIONS & MAINTENANCE BUDGET DETAILS

FIRE & LIFE SAFETY – FLEET OPERATIONS & MAINTENANCE 1001.03.2206	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Medical Services</b>	\$ -	\$ 300	\$ 310
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This account provides funds for DMV physicals and first aid for the mechanics.

<b>Laundry/Cleaning Services</b>	962	1,220	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>	-	80	-
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This account provides funds for the annual membership dues to the Southern California Fire Mechanics Association.

<b>Professional Development</b>	5,470	5,030	5,230
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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>	1	820	-
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This account provides funding for the mechanics' cellular phones and shop WIFI service.

<b>Materials &amp; Supplies</b>	1,688	7,480	6,240
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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>	300	430	450
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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>	152,984	182,740	206,810
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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>	5,799	6,160	7,980
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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 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Automotive Equipment</b>	<b>\$ 108,384</b>	<b>\$ 131,120</b>	<b>\$ 140,750</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>\$ 275,588</b>	<b>\$ 335,380</b>	<b>\$ 368,990</b>
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## CAPITAL OUTLAY

<b>Other Capital Outlay</b>	<b>\$ 25,346</b>	<b>\$ -</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>\$ 25,346</b>	<b>\$ -</b>	<b>\$ -</b>
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## OTHER USES BUDGET SUMMARY

OTHER USES 1001. * .1901.	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operating Transfers Out	\$ 1,864,927	\$ 10,132,240	\$ 760,020
Other Governmental Purposes	500,000	600,000	600,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,364,927</b>	<b>\$ 10,732,240</b>	<b>\$ 1,360,020</b>

### OPERATING TRANSFERS OUT

<b>90001 Operating Transfers Out</b>	<b>\$ 1,864,927</b>	<b>\$ 10,132,240</b>	<b>\$ 760,020</b>
To Vehicle Replacement Fund	506,097	429,680	345,770
To Highway 52 Coalition Fund	38,440	45,250	44,250
To Worker's Compensation Fund	175,000	-	-
To Capital Projects Fund	1,019,670	9,468,810	300,000
To Emergency Medical Services	125,720	-	-
To Technology Replacement	-	188,500	70,000
<b>TOTAL OPERATING TRANSFERS OUT</b>	<b>\$ 1,864,927</b>	<b>\$ 10,132,240</b>	<b>\$ 760,020</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 24-25 ADOPTED BUDGET

Fund	Estimated Balances 07/01/24	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/25
<b>OTHER FUNDS</b>						
Risk Management Reserve	\$ 275,000	\$ 2,000	\$ -	\$ -	\$ -	277,000
Workers' Comp. Reserve	1,128,790	8,700	-	-	-	1,137,490
Vehicle Acq. & Replacement	1,131,650	264,840	(610,610)	345,770	-	1,131,650
Recreation Revolving	184,540	325,000	(362,530)	-	-	147,010
Technology Replacement	-	-	(40,000)	70,000	-	30,000
Supplemental Law Enforcement	90,140	100,400	(175,000)	-	-	15,540
Highway 52 Coalition	-	18,000	(62,250)	44,250	-	-
PEG Fees	-	145,000	-	-	(145,000)	-
CASp Certification and Training	66,170	10,000	(29,500)	-	-	46,670
Gas Tax	127,650	1,571,600	(1,646,590)	(25,820)	-	26,840
SAFE Program	24,630	200	(10,000)	-	-	14,830
Gas Tax-RMRA (SB1)	906,410	1,452,720	-	-	(1,896,780)	462,350
Zone 2 Flood Control District	267,140	547,440	(769,090)	-	-	45,490
Emergency Medical Services	3,564,297	5,571,480	(6,330,290)	-	-	2,805,487
Community Dev. Block Grant	5,320	350,920	(140,060)	-	(216,170)	10
Community Facilities Districts:						
CFD No. 2015-1	6,100	2,030	(3,430)	-	-	4,700
CFD No. 2017-2	95,190	155,910	(132,460)	-	-	118,640
Town Center Landscape Maint. Dist:						
Zone A - Town Center	248,880	143,690	(157,750)	25,820	-	260,640
Zone B - The Lakes	32,640	7,720	(5,140)	-	-	35,220
Zone C - San Remo	31,270	8,110	(8,730)	-	-	30,650
Zone D - Mission Creek	170,430	165,540	(166,380)	-	-	169,590
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	11,330	11,660	(10,490)	-	-	12,500
Zone 3 - Country Scenes	4,990	2,100	(2,220)	-	-	4,870
Zone 4 - Camelot Heights	900	1,400	(1,330)	-	-	970
Zone 8 - Silver Country	104,190	76,480	(84,900)	-	-	95,770
Zone 9 - Mattazaro/Timberlane	940	1,540	(1,960)	-	-	520
Zone 12 - The Heights	24,580	8,940	(10,610)	-	-	22,910
Zone 13 - Prospect Hills	5,300	3,290	(4,360)	-	-	4,230
Zone 14 - Mitchell Ranch	8,050	2,740	(3,850)	-	-	6,940
Zone 17 - Dakota Ranch	24,070	4,980	(7,300)	-	-	21,750
Zone 18 - Allos	11,460	3,980	(4,970)	-	-	10,470
Roadway Lighting District (Zone A)	1,171,130	497,300	(244,800)	-	-	1,423,630
Roadway Lighting District (Zone B)	613,250	419,030	(456,480)	-	-	575,800
Mobile Home Park Admin.	152,840	42,100	(53,510)	-	-	141,430
<b>TOTAL OTHER FUNDS</b>	<b>\$ 10,489,277</b>	<b>\$ 11,926,840</b>	<b>\$ (11,536,590)</b>	<b>\$ 460,020</b>	<b>\$ (2,257,950)</b>	<b>\$ 9,081,597</b>

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**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2024-25 ADOPTED BUDGET**

ACCT NO	1003 Risk Management Reserve	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4701	Interest Income	4,736	2,000	2,000	2,000
4702	Unrealized Gain (Loss)	(272)	-	-	-
<b>Total Risk Management Reserve Fund</b>		<b>4,464</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>

ACCT NO	1004 Workers Comp Reserve	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4701	Interest Income	21,437	8,700	8,700	8,700
4702	Unrealized Gain (Loss)	(4,787)	-	-	-
<b>Total Risk Management Reserve Fund</b>		<b>16,650</b>	<b>8,700</b>	<b>8,700</b>	<b>8,700</b>

ACCT NO	1005 Vehicle Replacement	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4230	Grants-State	-	-	655,080	-
4690	Reimbursement Agreements	100,910	-	-	-
4693	Paramedic Program JPA	-	459,350	459,350	198,840
4701	Interest Income	24,742	6,200	6,200	15,000
4702	Unrealized Gain (Loss)	(8,310)	-	-	-
4821	Sale of Property	161,920	30,500	30,500	51,000
<b>Total Vehicle Replacement Fund</b>		<b>279,262</b>	<b>496,050</b>	<b>1,151,130</b>	<b>264,840</b>

ACCT NO	1006 Recreation Revolving	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4671	Instructional Classes	108,557	85,000	85,000	102,000
4672	Senior Trips	11,036	10,000	10,000	15,000
4674	Day Camps	80,337	75,000	75,000	87,000
4675	Contractual Camps	20,646	20,000	20,000	25,000
4677	Skate Park	1,070	2,000	2,000	1,000
4678	Rec Activity Donations	65	-	-	-
4679	Non-resident Fees	5,441	4,500	4,500	5,000
4680	Special Events	88,287	90,000	90,000	90,000
<b>Total Recreation Revolving Fund</b>		<b>315,439</b>	<b>286,500</b>	<b>286,500</b>	<b>325,000</b>

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2024-25 ADOPTED BUDGET**

ACCT NO	1009 Technology Replacement	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4801	Miscellaneous	-	-	-	-
Total Vehicle Replacement Fund		-	-	-	-

ACCT NO	2101 Supplemental Law Enforcement	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4201	Allocations	165,271	100,000	100,000	100,000
4701	Interest Income	1,573	400	400	400
4702	Unrealized Gain (Loss)	(190)	-	-	-
Total Supplemental Law Enforce. Fund		166,654	100,400	100,400	100,400

ACCT NO	2104 Highway 52 Coalition	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 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 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4032	PEG Fees	144,050	145,000	145,000	145,000
Total PEG Fees Fund		144,050	145,000	145,000	145,000

ACCT NO	2106 CASp Certification and Training	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4308	AB 1379 Surcharge	9,914	11,000	11,000	10,000
Total CASp Certification and Training Fund		9,914	11,000	11,000	10,000

ACCT NO	2201 Gas Tax	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4040	Section 2103	437,945	558,600	558,600	500,600
4041	Section 2105	309,880	369,900	369,900	350,000
4042	Section 2106	206,329	241,200	241,200	234,500
4043	Section 2107	422,212	444,300	444,300	478,300
4044	Section 2107.5	-	7,500	7,500	7,500
4701	Interest Income	2,901	700	700	700
4702	Unrealized Gain (Loss)	(2,088)	-	-	-
4645	Cost Recovery - Subrogation	9,324	-	-	-
Total Gas Tax Fund		1,386,503	1,622,200	1,622,200	1,571,600

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2024-25 ADOPTED BUDGET**

ACCT NO	2202 SAFE Program	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4701	Interest Income	573	200	200	200
4702	Unrealized Gain (Loss)	110	-	-	-
<b>Total SAFE Program Fund</b>		<b>683</b>	<b>200</b>	<b>200</b>	<b>200</b>

ACCT NO	2203 Road Maint. Rehab Acct. Fund	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4046	Gas Tax - Road Maint. and Rehab	1,324,321	1,393,550	1,393,550	1,442,720
4701	Interest Income	2,447	1,500	1,500	10,000
4702	Unrealized Gain (Loss)	(5,077)	-	-	-
<b>Total Road Maint. Rehab. Acct. Fund</b>		<b>1,321,691</b>	<b>1,395,050</b>	<b>1,395,050</b>	<b>1,452,720</b>

ACCT NO	2302 Zone 2 Flood Control District	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4001	Property Taxes	477,713	482,110	482,110	545,440
4701	Interest Income	5,024	800	800	2,000
4702	Unrealized Gain (Loss)	(1,777)	-	-	-
4801	Miscellaneous Income	1	-	-	-
<b>Total Zone 2 Flood Control Dist. Fund</b>		<b>480,961</b>	<b>482,910</b>	<b>482,910</b>	<b>547,440</b>

ACCT NO	2303 Emergency Medical Services	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4050	Special Tax	-	-	-	1,471,540
4833	CSA 69 Reserve Balance Dist	5,834,821	-	-	-
4693	Paramedic Program JPA	778,568	4,831,460	4,831,460	3,999,940
4701	Interest Income	48,669	15,000	15,000	100,000
4702	Unrealized Gain (Loss)	(103,705)	-	-	-
<b>Total Emergency Medical Services Fund</b>		<b>6,558,353</b>	<b>4,846,460</b>	<b>4,846,460</b>	<b>5,571,480</b>

ACCT NO	2401 CDBG	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4220	Grants - Federal	720,472	321,990	321,990	350,920
4701	Interest Income	195	-	-	-
4702	Unrealized Gain (Loss)	(1)	-	-	-
<b>Total CDBG Fund</b>		<b>720,666</b>	<b>321,990</b>	<b>321,990</b>	<b>350,920</b>

**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2024-25 ADOPTED BUDGET**

ACCT NO	2510 thru 2572 CFDs	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
2510.4050	Special Tax - CFD No. 2015-1	1,803	1,900	1,900	1,990
2510.4701	Interest Income	123	60	60	40
2510.4702	Unrealized Gain (Loss)	(33)	-	-	-
2572.4050	Special Tax - CFD No. 2017-2	138,040	148,080	148,080	155,110
2572.4701	Interest Income	1,845	800	800	800
2572.4702	Unrealized Gain (Loss)	1,713	-	-	-
<b>Total CFD Funds</b>		<b>143,491</b>	<b>150,840</b>	<b>150,840</b>	<b>157,940</b>

ACCT NO	2601 thru 2604 Town Center LMD	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
2601.4101	Assessments - Zone A	142,089	141,820	141,820	141,820
2601.4701	Interest Income - Zone A	3,541	1,450	1,450	1,870
2601.4702	Unrealized Gain (Loss)	(651)	-	-	-
2602.4101	Assessments - Zone B	-	7,520	7,520	7,520
2602.4701	Interest Income - Zone B	521	-	-	200
2602.4702	Unrealized Gain (Loss)	39	-	-	-
2603.4101	Assessments - Zone C	7,868	7,860	7,860	7,860
2603.4701	Interest Income - Zone C	546	250	250	250
2603.4702	Unrealized Gain (Loss)	26	-	-	-
2604.4101	Assessments - Zone D	165,057	164,580	164,580	164,580
2604.4701	Interest Income - Zone D	2,453	960	960	960
2604.4702	Unrealized Gain (Loss)	(731)	-	-	-
<b>Total Town Center LMD Funds</b>		<b>320,758</b>	<b>324,440</b>	<b>324,440</b>	<b>325,060</b>



**CITY OF SANTEE  
OTHER FUNDS REVENUE DETAIL  
FY 2024-25 ADOPTED BUDGET**

ACCT NO	2701 thru 2710 Santee LMD	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
2701.4101	Assessments - Zones 1 & 2	10,854	11,220	11,220	11,610
2701.4701	Interest Income - Zones 1 & 2	124	50	50	50
2701.4702	Unrealized Gain (Loss)	(13)	-	-	-
2702.4101	Assessments - Zone 3	2,070	2,070	2,070	2,070
2702.4701	Interest Income - Zone 3	77	30	30	30
2702.4702	Unrealized Gain (Loss)	(11)	-	-	-
2703.4101	Assessments - Zone 4	1,387	1,390	1,390	1,390
2703.4701	Interest Income - Zone 4	12	10	10	10
2703.4702	Unrealized Gain (Loss)	(4)	-	-	-
2704.4101	Assessments - Zone 8	77,928	75,740	75,740	75,740
2704.4701	Interest Income - Zone 8	1,724	740	740	740
2704.4702	Unrealized Gain (Loss)	(203)	-	-	-
2705.4101	Assessments - Zone 9	1,484	1,530	1,530	1,530
2705.4701	Interest Income - Zone 9	28	10	10	10
2705.4702	Unrealized Gain (Loss)	9	-	-	-
2706.4101	Assessments - Zone 12	8,767	8,760	8,760	8,760
2706.4701	Interest Income - Zone 12	397	180	180	180
2706.4702	Unrealized Gain (Loss)	(9)	-	-	-
2707.4101	Assessments - Zone 13	3,227	3,230	3,230	3,230
2707.4701	Interest Income - Zone 13	115	60	60	60
2707.4702	Unrealized Gain (Loss)	24	-	-	-
2708.4101	Assessments - Zone 14	2,694	2,690	2,690	2,690
2708.4701	Interest Income - Zone 14	145	50	50	50
2708.4702	Unrealized Gain (Loss)	(24)	-	-	-
2709.4101	Assessments - Zone 17	4,833	4,830	4,830	4,830
2709.4701	Interest Income - Zone 17	391	150	150	150
2709.4702	Unrealized Gain (Loss)	(33)	-	-	-
2710.4101	Assessments - Zone 18	3,927	3,920	3,920	3,920
2710.4701	Interest Income - Zone 18	164	60	60	60
2710.4702	Unrealized Gain (Loss)	(27)	-	-	-
<b>Total Santee LMD Funds</b>		<b>120,057</b>	<b>116,720</b>	<b>116,720</b>	<b>117,110</b>

ACCT NO	2801 Roadway Lighting Dist Zone A	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4001	Property Tax	410,722	384,100	384,100	467,300
4645	Cost Recovery/Subrogation	20,917	-	-	10,000
4701	Interest Income	34,309	8,750	8,750	20,000
4702	Unrealized Gain (Loss)	(7,802)	-	-	-
<b>Total Street Lighting Tax Zone A Fund</b>		<b>458,146</b>	<b>392,850</b>	<b>392,850</b>	<b>497,300</b>

CITY OF SANTEE  
 OTHER FUNDS REVENUE DETAIL  
 FY 2024-25 ADOPTED BUDGET

ACCT NO	2802 Roadway Lighting Dist Zone B	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4101	Assessments	384,795	411,530	411,530	413,600
4645	Cost Recovery/Subrogation	11,943	-	-	1,000
4701	Interest Income	12,826	4,430	4,430	4,430
4702	Unrealized Gain (Loss)	(2,839)	-	-	-
4801	Miscellaneous	1,120	-	-	-
Total Road Lighting Dist Zone B Fund		407,845	415,960	415,960	419,030

ACCT NO	2901 Mobile Home Park Admin	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4101	Assessments	42,744	40,000	40,000	41,000
4701	Interest Income	2,843	1,100	1,100	1,100
4702	Unrealized Gain (Loss)	(66)	-	-	-
4801	Miscellaneous	-	-	-	-
Total Mobile Home Park Admin Fund		45,521	41,100	41,100	42,100

# VEHICLE ACQUISITION & REPLACEMENT

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## PROGRAM DESCRIPTION

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

## FY 2023-24 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-215: Polaris off-road vehicle for Fire
  - V-216: Trailer for the Polaris
  - V-217: F-150 for Public Services Division (PSD)
  - V-218: F-150 For PSD
  - V-219: Type 6 Fire Engine for Fire
  - V-220: F-150 for Planning Building and Engineering (PB&E)
  - V-221: F-150 for PSD
  - V-222: Ford Transit van shared between Community Services Division and Fire

## FY 2024-25 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 2024-25 will include the following new vehicles and equipment:
  - Fire Paramedic Ambulance Ford E-450 remount of V-187

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Lease the following vehicles from Enterprise Fleet Management:
  - Ford F-250 for PSD landscape maintenance as an addition to the fleet
  - Ford Transit F-150 for PSD to replace V-148



# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

VEHICLE ACQUISITION & REPLACEMENT 1005	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 50,469	\$ 115,540	\$ 136,890
Capital Outlay	188,124	1,183,450	198,840
Debt Service	258,498	291,190	274,880

<b>TOTAL EXPENDITURES</b>	<b>\$ 497,091</b>	<b>\$ 1,590,180</b>	<b>\$ 610,610</b>
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## OPERATIONS & MAINTENANCE

<b>Community Services - Public Services</b>			
51142 Rentals/Leases - Vehicles	\$ 18,810	\$ 46,800	\$ 70,760
<b>Community Services - Recreation</b>			
51142 Rentals/Leases - Vehicles	4,257	7,800	7,800
<b>Fire &amp; Life Safety</b>			
51142 Rentals/Leases - Vehicles	11,182	26,630	26,630
<b>Engineering - Engineering</b>			
51142 Rentals/Leases - Vehicles	13,169	27,310	24,700
<b>Planning &amp; Building - Building</b>			
51142 Rentals/Leases - Vehicles	3,051	7,000	7,000
<b>Total Operations and Maintenance</b>	<b>\$ 50,469</b>	<b>\$ 115,540</b>	<b>\$ 136,890</b>

## CAPITAL OUTLAY

<b>Community Services - Public Services</b>			
60040 Automotive Equipment	\$ 2,353	\$ 5,610	\$ -
<b>Community Services - Recreation</b>			
60040 Automotive Equipment	39	-	198,840
<b>Fire &amp; Life Safety</b>			
60040 Automotive Equipment	184,844	1,174,100	-



# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

VEHICLE ACQUISITION & REPLACEMENT 1005	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>CAPITAL OUTLAY (CONTINUED)</b>			
<b>Engineering - Engineering</b>			
60040 Automotive Equipment	\$ 879	\$ 3,740	\$ -
<b>Building &amp; Planning - Building</b>			
60040 Automotive Equipment	9	-	-
<b>Total Capital Outlay</b>	\$ 188,124	\$ 1,183,450	\$ 198,840
<b>DEBT SERVICE</b>			
<b>Community Services - Public Services</b>			
80020 Long Term Debt - Principal	\$ 31,402	\$ 16,060	\$ -
80030 Interest Expense	1,210	250	-
<b>Fire &amp; Life Safety</b>			
80020 Long Term Debt - Principal	207,076	230,130	236,050
80030 Interest Expense	18,810	44,750	38,830
<b>Total Debt Service</b>	\$ 258,498	\$ 291,190	\$ 274,880
<b>GRAND TOTAL</b>	\$ 497,091	\$ 1,590,180	\$ 610,610

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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, Brews & Bites Festival, to assist with park improvements, recreation financial assistance (VIP) program, and enhanced programming for seniors and youth.

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

## FY 2023-24 ACCOMPLISHMENTS

- \$12,000 received from recommended allocation from SPARC special event fundraiser to provide enhanced senior programming and reduce cost to the participants
- \$5,000 received from recommended allocation from SPARC special event fundraiser to provide enhanced programming and facility needs for the Santee Teen Center at Big Rock Park
- \$2,000 received from recommended allocation from SPARC special event fundraiser to support the Special Events
- \$1,200 received from recommended allocation from SPARC special event fundraiser to provide financial assistance to participants in need for the Veterans Memorial Banner programs
- \$18,000 received from recommended allocation from SPARC special event fundraiser to assist with funding the pickleball court resurfacing project
- \$50,000 allocated from special event fundraiser to provide Big Rock Park improvements
- Offered multiple sessions per season for many performing arts and Tiny Tot enrichment classes, which have increased participation and revenue by providing flexibility for families
- Dog Training class offerings increased due to popularity
- Summer Day Camp registration increased 20%
- Recruited tennis and tutoring contract instructors to increase overall programming offerings

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to track community and programming trends in recreation to provide new activities, programs, classes, and camps
- Explore new outdoor programs with weeknight evening and weekend offerings for active older working adults
- Research new online registration and software programs

## FY 2024-25 GOALS AND OBJECTIVES (CONTINUED)

- Increase senior mobile home outreach programs
- Identify new locations both within San Diego County and beyond for senior trips
- Focus on Santee Brews & Bites Fundraiser improvements to increase revenue, reduce expenses, and seek new sponsorships for the event





## RECREATION REVOLVING BUDGET SUMMARY

RECREATION REVOLVING 1006.02.3101 - 5311	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Personnel	\$ 81,372	\$ 95,838	\$ 94,880
Operations & Maintenance	<u>178,126</u>	<u>316,980</u>	<u>267,650</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 259,498</u></u></b>	<b><u><u>\$ 412,818</u></u></b>	<b><u><u>\$ 362,530</u></u></b>

### SUMMARY OF FUNDED POSITIONS

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



# RECREATION REVOLVING BUDGET SUMMARY

RECREATION REVOLVING 1006.02.3101 - 5311	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 13,720	\$ 16,760	\$ 18,270
50020 Salaries & Wages - Part Time	51,425	63,310	64,450
50025 Overtime	25	-	-
50050 Retirement - PERS	1,212	1,360	1,790
50052 Retirement - Unfunded Liability	6,639	3,648	3,380
50055 Retirement - Part Time	1,697	2,360	2,250
50060 Medicare	945	1,150	1,180
50070 Health Insurance	1,456	2,990	3,290
50071 Dental Insurance	81	170	180
50075 Life Insurance	23	40	40
50076 Long Term Disability Insurance	41	50	50
50080 Workers Compensation Insurance	4,108	4,000	-
<b>Total Personnel</b>	<b>\$ 81,372</b>	<b>\$ 95,838</b>	<b>\$ 94,880</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 75,683	\$ 70,400	\$ 77,400
51041 Permits/Insurance	3,320	3,520	3,650
51104 Subscriptions/Memberships	-	300	400
51110 Professional Development	593	1,360	1,360
51112 Mileage Reimbursement	30	-	-
51120 Printing & Duplicating	2,167	3,950	3,600
51122 Postage	110	600	300
51131 Promotional Activities	810	1,850	2,050
51132 Voucher Incentive Program	4,635	4,500	4,800
51133 Banners	358	1,900	1,900
51150 Bank Fees	4,979	6,750	6,000
51155 Contract Services	20,803	24,280	25,000
51156 Other Services - SD County Sheriff	1,237	4,250	4,250
51160 Materials & Supplies	32,351	41,150	37,350
51164 Recreational Supplies	-	50	50
51172 Transportation	2,610	5,180	5,450
51191 Equipment Rental	12,200	18,040	19,000
51210 Custodial	3,264	3,900	4,040
51239 Pickleball Improvements	-	14,650	-
51370 Community Enhancement	12,976	81,000	71,050
90001 Operating Transfer Out	-	29,350	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 178,126</b>	<b>\$ 316,980</b>	<b>\$ 267,650</b>
<b>GRAND TOTAL</b>	<b>\$ 259,498</b>	<b>\$ 412,818</b>	<b>\$ 362,530</b>



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.3101 - 5311

**ACTUAL**  
FY 2022-23

**AMENDED**  
FY 2023-24

**ADOPTED**  
FY 2024-25

## OPERATIONS & MAINTENANCE

**Expert/Consulting Services** **\$ 75,683** **\$ 70,400** **\$ 77,400**

This appropriation will fund the cost of contractor and consultant fingerprinting, staff CPR and First Aid training; as well as, contract payments for programs.

Instructional Classes [5302]	60,926	50,000	55,000
Day Camps [5305]	59	200	200
Contract Camps [5306]	14,698	20,000	22,000
Recreation Revolving Support [5311]	-	200	200

**Permits/Insurance** **3,320** **3,520** **3,650**

This appropriation will fund the cost of required permits and insurance for Special Events [5309].

**Subscriptions/Memberships** **-** **300** **400**

This appropriation will provide for subscriptions and professional memberships for staff Recreation Revolving Support [5311].

**Professional Development** **593** **1,360** **1,360**

This appropriation provides for conferences, workshops, and team building activities.

Day Camp [5305]	317	430	430
Special Events [5309]	-	430	430
Recreation Revolving Support [5311]	276	500	500

**Mileage Reimbursement** **30** **-** **-**

Mileage reimbursement for employee(s), to and from summer camp(s) [5305].

**Printing & Duplicating** **2,167** **3,950** **3,600**

This appropriation will provide for routine printing costs and supplies.

Senior Trips [5303]	-	200	100
Special Events [5309]	347	750	500
Recreation Revolving Support [5311]	1,820	3,000	3,000

**Postage** **110** **600** **300**

This appropriation provides for mailing of marketing materials or other correspondence.

Senior Trips [5303]	1	100	100
Special Events [5309]	109	300	100
Recreation Revolving Support [5311]	-	200	100



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.3101 - 5311

**ACTUAL**  
FY 2022-23

**AMENDED**  
FY 2023-24

**ADOPTED**  
FY 2024-25

## OPERATIONS & MAINTENANCE (CONTINUED)

**Promotional Activities** **\$ 810** **\$ 1,850** **\$ 2,050**

This appropriation provides for event and program marketing and promotions.

Special Events [5309]	-	350	550
Recreation Revolving Support [5311]	810	1,500	1,500

**Voucher Incentive Program** **4,635** **4,500** **4,800**

This appropriation provides for 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]	4,635	4,500	4,800
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**Banners** **358** **1,900** **1,900**

This appropriation provides for purchasing, installing, removing, storing, cleaning and repairing banners.

Special Events [5309]	358	1,000	1,000
Recreation Revolving Support [5311]	-	900	900

**Bank Fees** **4,979** **6,750** **6,000**

This appropriation provides for ACTIVE.Net transactions and processing fees.

Special Events [5309]	778	2,250	1,500
Recreation Revolving Support [5311]	4,201	4,500	4,500

**Other Contract Services** **20,803** **24,280** **25,000**

This appropriation provides for entertainment, light, sound and other vendor contracts for Special Events [5309].

**Other Services - SD County Sheriff** **1,237** **4,250** **4,250**

This appropriation will fund the cost of Sheriff services during Special Events [5309].

**Materials & Supplies** **32,351** **41,150** **37,350**

This appropriation provides for supplies, equipment, computer upgrades and incidental furnishings for Recreation Programs.

Instructional Classes [5302]	37	400	250
Senior Trips [5303]	9,395	10,300	11,500
Day Camps [5305]	11,459	14,500	15,000
Skate Park [5308]	-	100	100
Special Events [5309]	11,077	14,850	9,700
Recreation Revolving Support [5311]	383	1,000	800



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.3101 - 5311

**ACTUAL**  
FY 2022-23

**AMENDED**  
FY 2023-24

**ADOPTED**  
FY 2024-25

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Recreational Supplies</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 50</b>
This appropriation provides for miscellaneous supplies for Day Camps.			
Day Camps [5305]	-	50	50
<b>Transportation</b>	<b>2,610</b>	<b>5,180</b>	<b>5,450</b>
This appropriation provides for bus and transportation fees.			
Senior Trips [5303]	-	1,000	1,000
Day Camps [5305]	2,610	4,180	4,450
<b>Equipment Rental</b>	<b>12,200</b>	<b>18,040</b>	<b>19,000</b>
This appropriation provides for rental equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events. [5309]			
<b>Custodial Services</b>	<b>3,264</b>	<b>3,900</b>	<b>4,040</b>
This appropriation provides for custodial services for the Teen Center at Big Rock Park. [5311]			
<b>Pickleball Improvements</b>	<b>-</b>	<b>14,650</b>	<b>-</b>
This appropriation will fund the cost of donation funded pickleball improvements. [3101]			
<b>Community Enhancement</b>	<b>12,976</b>	<b>81,000</b>	<b>71,050</b>
This appropriation will fund the cost of special projects funded with proceeds from City events.			
Special Events [5309]	12,976	81,000	30,000
This appropriation will fund Sports court resurfacing and Town Center Community Park East irrigation controller replacement.			
Public Services [3101]	-	-	41,050
<b>Operating Transfers Out</b>	<b>-</b>	<b>29,350</b>	<b>-</b>
Contribution to General Fund from proceeds of the annual Bluegrass Festival Fundraiser [5309].			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 178,126</b>	<b>\$ 316,980</b>	<b>\$ 267,650</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 2023-24 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 2024-25 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ 188,500	\$ 40,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 188,500</b>	<b>\$ 40,000</b>

## OPERATIONS & MAINTENANCE

<b>60012 Tech Replacement Program</b>	<b>\$ -</b>	<b>\$ 188,500</b>	<b>\$ 40,000</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, along with the FY 2023-24 appropriation, will provide for the replacement and upgrade of all employee workstations, including computers, monitors and software, which are currently seven years old. The budget also includes a small contingency for unanticipated failures.

<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ 188,500</b>	<b>\$ 40,000</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 161,300	\$ 161,300	\$ 175,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 161,300</b>	<b>\$ 161,300</b>	<b>\$ 175,000</b>

## OPERATIONS & MAINTENANCE

<b>51152 Contract Services - SD County Sheriff</b>	<b>\$ 161,300</b>	<b>\$ 161,300</b>	<b>\$ 175,000</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>\$ 161,300</b>	<b>\$ 161,300</b>	<b>\$ 175,000</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 2023-24 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 2024-25 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 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 60,248</u>	<u>\$ 63,250</u>	<u>\$ 62,250</u>
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<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 60,248</u></u></b>	<b><u><u>\$ 63,250</u></u></b>	<b><u><u>\$ 62,250</u></u></b>
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## OPERATIONS & MAINTENANCE

51020 Legal Services - City Attorney	\$ -	\$ 2,000	\$ 1,000
51040 Expert/Consulting Services	60,000	60,000	60,000
51118 Meetings and Outreach	-	1,000	1,000
51210 Software Maintenance and Licensing	<u>248</u>	<u>250</u>	<u>250</u>

<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 60,248</u></u></b>	<b><u><u>\$ 63,250</u></u></b>	<b><u><u>\$ 62,250</u></u></b>
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# HIGHWAY 52 COALITION BUDGET DETAILS

HIGHWAY 52 COALITION 2104.00.1901	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Legal Services</b>	\$ -	\$ 2,000	\$ 1,000
This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.			
<b>Expert/Consulting Services</b>	60,000	60,000	60,000
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>	-	1,000	1,000
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>Software Maintenance &amp; Licensing</b>	248	250	250
This appropriation covers the cost of the website domain licensing for the Highway 52 Coalition.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 60,248</u>	<u>\$ 63,250</u>	<u>\$ 62,250</u>

## 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 2023-24 ACCOMPLISHMENTS

- Continued to use PEG Fees collected to repay the advance from the General Fund, which was required to complete the City Council Chamber Upgrade Project, as well as the City Hall Fiber Optic Replacement Project and the Clock Tower Video Display Upgrade Project.

## FY 2024-25 GOALS AND OBJECTIVES

- Utilize PEG Fees collected to repay the advance from the General Fund, which was required to complete the City Council Chamber Upgrade Project, as well as the City Hall Fiber Optic Replacement Project and the Clock Tower Video Display Upgrade Project
- Identify other uses of PEG fees for communicating public, educational and governmental information to residents, visitors and businesses

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# PEG FEES BUDGET SUMMARY

PEG FEES 2105.50.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 147,824</u>	<u>\$ 145,000</u>	<u>\$ 145,000</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 147,824</u></u>	<u><u>\$ 145,000</u></u>	<u><u>\$ 145,000</u></u>

## OPERATIONS & MAINTENANCE

<b>90001 Operating Transfer Out</b>	<b>\$ 147,824</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>
<p>This account provides for the transfer of funding for the Council Chamber Audio/Visual Upgrade project, and the City Hall Fiber Optic Cable Replacement project, and the Clock Tower video display upgrade project.</p>			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 147,824</u></u>	<u><u>\$ 145,000</u></u>	<u><u>\$ 145,000</u></u>

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# CASp CERTIFICATION & TRAINING

## PROGRAM DESCRIPTION

In 2008, Senate Bill 1608 (Corbett) required that local jurisdictions have a sufficient number of local Building Inspectors with at least one of those Inspectors be a Certified Access Specialist (CASp). A CASp is tested and certified by the State of California's 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 and existing construction, where permits are required. Their review ensures people with disabilities are provided equal access to places of public accommodations and can fully participate in society.

Assembly Bill (AB) 1379 allows local jurisdictions to retain 90% of a \$4 fee (originally intended to sunset to \$1 on January 1, 2024) collected for a business license. Local jurisdictions are required to use this fund to increase access to (CASp) professional services and compliance with construction-related accessibility requirements within the business community. 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 Inspectors and services 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 within the business community. This will include a grant program that would provide financial assistance to engage a CASp as a consultant to inspect and create a report for the building or business, which may identify accessible deficiencies. In addition, a portion of the funds can be authorized by the City to pay permit cost associated with the removal of architectural barriers affecting access as identified in a report.

## FY 2024-25 GOALS AND OBJECTIVES

- Maintain and certify new staff and continue to provide outreach to the community
- Creation of a grant program using business license fees to award financial assistance to small businesses in the Santee community
- City staff will reach out to business owners regarding the importance of accessibility, state and federal regulations and how hiring a CASp can help their business

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# CASp CERTIFICATION & TRAINING BUDGET SUMMARY

CASp CERTIFICATION & TRAINING 2106.04.4108	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 196	\$ 17,300	\$ 29,500
<b>TOTAL EXPENDITURES</b>	<b>\$ 196</b>	<b>\$ 17,300</b>	<b>\$ 29,500</b>

## OPERATIONS & MAINTENANCE

<b>51104 Subscriptions/Memberships</b>	<b>\$ -</b>	<b>\$ 1,000</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>3,000</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>51123 Advertising</b>	<b>-</b>	<b>-</b>	<b>500</b>
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Advertising expenses associated with the Business Assistance (Grant) Program as described below.

<b>51372 AB 1379 Disabled Access</b>	<b>196</b>	<b>-</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>13,300</b>	<b>25,000</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>\$ 196</b>	<b>\$ 17,300</b>	<b>\$ 29,500</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 2023-24 ACCOMPLISHMENTS

- Re-striped approximately 5,400 feet of crosswalks and stop bars, approximately 50,600 feet of lane lines on arterial, major and collector streets, and 133 roadway legends
- 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 2024-25 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 1,098,780	\$ 1,231,530	\$ 1,264,810
Engineering	<u>317,655</u>	<u>579,200</u>	<u>407,600</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,416,435</u>	<u>\$ 1,810,730</u>	<u>\$ 1,672,410</u>



# GAS TAX BUDGET SUMMARY

## COMMUNITY SERVICES – GAS TAX 2201.02.3101

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,098,780	\$ 1,231,530	\$ 1,264,810
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,098,780</b>	<b>\$ 1,231,530</b>	<b>\$ 1,264,810</b>

### OPERATIONS & MAINTENANCE

51010 Accounting/Auditing	\$ 2,639	\$ 3,200	\$ 3,200
51110 Professional Development	1,406	2,100	8,440
51121 Telephone & Fax	3,776	4,400	4,400
51160 Materials & Supplies	8,162	24,000	10,000
51165 Wearing Apparel	3,354	4,440	6,700
51166 Small Tools	371	1,500	1,500
51181 Electricity & Gas - Grounds	1,106	2,900	2,800
51186 Water and Sewer - Grounds	184,263	243,100	199,980
51190 Signage	27,757	12,500	12,500
51191 Equipment Rental	418	5,470	5,470
51231 Repair/Maintenance - Grounds	402,670	403,840	483,680
51240 Contract Svc Road Maintenance	-	5,000	10,000
51241 Contract Svc Concrete Replacement	40,922	43,440	45,000
51242 Contract Svc Dead Animal Removal	10,395	14,050	15,450
51244 Contract Svc Street Sweeping	334,218	355,050	368,870
51252 Irrigation Materials	16,575	20,000	20,000
51253 Asphalt Materials	13,612	14,900	16,000
51399 Internal Service Charges	26,760	45,820	25,000
90001 Operating Transfer Out	20,376	25,820	25,820
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,098,780</b>	<b>\$ 1,231,530</b>	<b>\$ 1,264,810</b>
<b>GRAND TOTAL</b>	<b>\$ 1,098,780</b>	<b>\$ 1,231,530</b>	<b>\$ 1,264,810</b>



# GAS TAX BUDGET DETAILS

## COMMUNITY SERVICES – GAS TAX 2201.02.3101

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### OPERATIONS & MAINTENANCE

#### Accounting/Auditing

\$	2,639	\$	3,200	\$	3,200
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This appropriation will fund the cost of the preparation of the annual Street Report and review of Gas Tax Fund expenditures by the State Controller's Office.

#### Professional Development

	1,406	2,100	8,440
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This appropriation will fund the cost of specific street and road maintenance training as well as weed abatement, pest control, pesticide licensing, traffic control, and roadside safety training; and other misc. professional development opportunities.

#### Telephone & Fax

	3,776	4,400	4,400
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This appropriation will fund the cost of telephone and related expenses for this department/division.

#### Materials & Supplies

	8,162	24,000	10,000
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This appropriation will provide for 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.

#### Wearing Apparel

	3,354	4,440	6,700
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This appropriation will provide uniforms for the public services staff, 40% of the cost.

#### Small Tools

	371	1,500	1,500
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This appropriation will fund the cost of purchase and replacement of small tools and supplies.

#### Electricity & Gas - Grounds

	1,106	2,900	2,800
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This appropriation will fund the cost of electricity and gas charges for irrigation controllers in rights-of-way and medians.

#### Water & Sewer - Grounds

	184,263	243,100	199,980
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This appropriation will fund the cost of water within the City's rights-of-way and medians.

#### Signage

	27,757	12,500	12,500
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This appropriation will fund the cost of miscellaneous traffic and street name signage replacements.



# GAS TAX BUDGET DETAILS

**COMMUNITY SERVICES –  
GAS TAX 2201.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Equipment Rental</b>	<b>\$ 418</b>	<b>\$ 5,470</b>	<b>\$ 5,470</b>
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This appropriation provides 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>402,670</b>	<b>403,840</b>	<b>483,680</b>
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This appropriation will fund the cost of right-of-ways 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
- Curb inlet repair
- Electrical pedestal replacement

<b>Contract Service Road Maintenance</b>	<b>-</b>	<b>5,000</b>	<b>10,000</b>
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This appropriation will provide for roadway repairs such as minor asphalt patching and hot mix asphalt supplies.

<b>Contract Service Concrete Replacement</b>	<b>40,922</b>	<b>43,440</b>	<b>45,000</b>
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This appropriation will provide for concrete curb, gutter and sidewalk replacement program. This also includes the sidewalk cutting and grinding program.

<b>Contract Service Dead Animal Removal</b>	<b>10,395</b>	<b>14,050</b>	<b>15,450</b>
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This appropriation will fund the cost of contracted services for disposal of dead animals found within City rights-of-way.

<b>Contract Service Street Sweeping</b>	<b>334,218</b>	<b>355,050</b>	<b>368,870</b>
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This appropriation will fund the cost of the street sweeping contract for commercial and residential streets, medians and intersections. This appropriation also provides funds for additional emergency sweeping as required.





# GAS TAX BUDGET DETAILS

**COMMUNITY SERVICES –  
GAS TAX 2201.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Irrigation Materials</b>	<b>\$ 16,575</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
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This appropriation provides for irrigation repair supplies.

<b>Asphalt Materials</b>	<b>13,612</b>	<b>14,900</b>	<b>16,000</b>
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This appropriation provides for cold patch asphalt repair supplies.

<b>Internal Service Charges</b>	<b>26,760</b>	<b>45,820</b>	<b>25,000</b>
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This appropriation provides for reimbursements to the General Fund; for the cost of personnel and vehicle expenses used for right-of-way program work.

<b>Operating Transfer Out</b>	<b>20,376</b>	<b>25,820</b>	<b>25,820</b>
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This appropriation provides for transfer to Town Center Landscape Maintenance District for median landscape maintenance costs.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 1,098,780</u></b>	<b><u>\$ 1,231,530</u></b>	<b><u>\$ 1,264,810</u></b>
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# GAS TAX BUDGET SUMMARY

GAS TAX ENGINEERING GAS TAX 2201.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 305,255	\$ 559,200	\$ 387,600
Capital Outlay	12,400	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 317,655</b>	<b>\$ 579,200</b>	<b>\$ 407,600</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 927	\$ 2,600	\$ 2,600
51180 Electricity & Gas	72,487	77,900	99,000
51214 Repair/Maintenance - Traffic Signals	103,306	150,000	150,000
51243 Contract Services Street Striping/Painting	102,161	110,000	114,000
51256 Traffic Signal Materials	-	2,000	2,000
51399 Internal Service Charges	26,374	20,000	20,000
90001 Operating Transfer Out	-	196,700	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 305,255</b>	<b>\$ 559,200</b>	<b>\$ 387,600</b>

## CAPITAL OUTLAY

60080 Traffic Calming Safety Equipment	\$ 12,400	\$ 20,000	\$ 20,000
<b>Total Capital Outlay</b>	<b>\$ 12,400</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>

<b>GRAND TOTAL</b>	<b>\$ 317,655</b>	<b>\$ 579,200</b>	<b>\$ 407,600</b>
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# GAS TAX BUDGET DETAILS

<b>GAS TAX ENGINEERING GAS TAX 2201.04.4101</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 927	\$ 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>	72,487	77,900	99,000
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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>Repair/Maintenance - Traffic Signals</b>	103,306	150,000	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>	102,161	110,000	114,000
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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>	26,374	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>	-	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>	\$ 305,255	\$ 559,200	\$ 387,600
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## GAS TAX BUDGET DETAILS

GAS TAX ENGINEERING GAS TAX 2201.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### CAPTIAL OUTLAY

<b>Traffic Calming Safety Equipment</b>	<b>\$ 12,400</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
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This appropriation funds the installation of traffic calming devices such as speed feedback signs, sign enhancing flashers, etc.

<b>Total Capital Outlay</b>	<b><u>\$ 12,400</u></b>	<b><u>\$ 20,000</u></b>	<b><u>\$ 20,000</u></b>
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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 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 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 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 6,934</u>	<u>\$ 10,000</u>	<u>\$ 10,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 6,934</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>\$ 6,934</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
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This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.

<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 6,934</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 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 to continue to receive RMRA funds.

## FY 2023-24 ACCOMPLISHMENTS

- Completed the Citywide Pavement Repair & Rehabilitation Program 2023 Project utilizing RMRA funding combined with Transnet funding and the General fund
- Completed the Citywide Pavement Roadway Maintenance 2023 Project utilizing RMRA funding combined with Transnet funding and the General fund

## FY 2024-25 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) 2203.10.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 1,064,581</u>	<u>\$ 1,306,000</u>	<u>\$ 1,896,780</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,064,581</u></u>	<u><u>\$ 1,306,000</u></u>	<u><u>\$ 1,896,780</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>\$ 1,064,581</b>	<b>\$ 1,306,000</b>	<b>\$ 1,896,780</b>
This appropriation provides funding for certain projects in the Capital Improvement Program.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 1,064,581</u></u>	<u><u>\$ 1,306,000</u></u>	<u><u>\$ 1,896,780</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 2023-24 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 2024-25 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ -	\$ 100,000	\$ 150,000
Engineering	<u>355,084</u>	<u>510,790</u>	<u>619,090</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 355,084</u></u>	<u><u>\$ 610,790</u></u>	<u><u>\$ 769,090</u></u>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

COMMUNITY SERVICES – ZONE 2 FLOOD CONTROL DISTRICT 2302.02.3102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ -	\$ 100,000	\$ 150,000
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 150,000</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>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>





# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

ENGINEERING – ZONE 2 FLOOD CONTROL DISTRICT 2302.04.4102	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 355,084	\$ 510,790	\$ 619,090
<b>TOTAL EXPENDITURES</b>	<b>\$ 355,084</b>	<b>\$ 510,790</b>	<b>\$ 619,090</b>

Note: Engineering Storm Water Program personnel costs are reflected in the General Fund.

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 112,831	\$ 160,250	\$ 276,700
51042 State Permit Renewal Fee	27,306	29,000	27,000
51044 Regional Coordination	87,970	143,680	158,100
51045 Water Quality Monitoring	35,358	34,510	-
51046 Outreach & Education	-	200	200
51104 Subscriptions/Memberships	35	400	400
51110 Professional Development	-	2,000	1,200
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	287	1,000	400
51121 Telephone & Fax	397	700	700
51122 Postage	685	1,000	500
51160 Materials & Supplies	1,071	1,000	1,000
51165 Wearing Apparel	127	300	300
51180 Electricity & Gas	1,443	1,700	1,500
51211 Repair/Maintenance - Equipment	425	540	250
51399 Internal Service Charges	87,149	134,410	150,740
<b>Total Operations &amp; Maintenance</b>	<b>\$ 355,084</b>	<b>\$ 510,790</b>	<b>\$ 619,090</b>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

<b>ENGINEERING – ZONE 2 FLOOD CONTROL DISTRICT 2302.04.4102</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 112,831	\$ 160,250	\$ 276,700
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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>	27,306	29,000	27,000
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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>	87,970	143,680	158,100
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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>	35,358	34,510	-
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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>	-	200	200
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This appropriation provides for booth displays, demonstration models and incentive items.

<b>Subscriptions/Memberships</b>	35	400	400
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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>	-	2,000	1,200
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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

<b>ENGINEERING – ZONE 2 FLOOD CONTROL DISTRICT 2302.04.4102</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>ADOPTED FY 2024-25</b>
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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>	287	1,000	400
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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>	397	700	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>	685	1,000	500
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This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.

<b>Materials &amp; Supplies</b>	1,071	1,000	1,000
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This appropriation provides for office and field supplies.

<b>Wearing Apparel</b>	127	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>	1,443	1,700	1,500
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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>	425	540	250
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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

**ENGINEERING –  
ZONE 2 FLOOD CONTROL DISTRICT  
2302.04.4102**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

### OPERATIONS & MAINTENANCE (CONTINUED)

**Internal Service Charges**

**\$ 87,149**

**\$ 134,410**

**\$ 150,740**

This account is used to reimburse the General Fund for personnel costs incurred in Storm Water activities.

**Total Operations & Maintenance**

**\$ 355,084**

**\$ 510,790**

**\$ 619,090**

# 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. These expenses include but are not limited to: Advanced Life Support (ALS) and Basic Life Support (BLS) training consistent with State and County of San Diego protocols and policies; ambulance maintenance and repair; medical supplies and equipment; 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 and Replacement Fund. This program is funded through the SLEMSA Joint Powers Authority (JPA).

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# EMERGENCY MEDICAL SERVICES BUDGET SUMMARY

EMERGENCY MEDICAL SERVICES 2303.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 1,847,559</u>	<u>\$ 6,453,670</u>	<u>\$ 6,330,290</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,847,559</u></u>	<u><u>\$ 6,453,670</u></u>	<u><u>\$ 6,330,290</u></u>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ 1,847,559</b>	<b>\$ 5,590,190</b>	<b>\$ 6,330,290</b>
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.			
<b>90001 Operating Transfers Out</b>	-	<b>863,480</b>	-
This account is used for operating transfers out to other funds.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 1,847,559</u></u>	<u><u>\$ 6,453,670</u></u>	<u><u>\$ 6,330,290</u></u>

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# COMMUNITY DEVELOPMENT BLOCK GRANT

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## PROGRAM DESCRIPTION

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

## FY 2023-24 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 2024-25 GOALS AND OBJECTIVES

- Complete the expenditure of CARES Act CDBG-CV funds for the final remaining program to support COVID-19 impacted persons experiencing homelessness
- Complete the City's 2025-2029 Consolidated Plan and Program Year 2025 Annual Action Plan
- 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 second phase of the Citywide ADA Pedestrian Ramp Improvements project to install new ADA compliant pedestrian ramps in several neighborhoods of Santee

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# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

CDBG 2401.04.4201-4202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 53,905	\$ 65,400	\$ 70,220
Public Services	44,270	48,280	52,660
Public Facility Projects	421,301	208,310	233,350
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 519,476</u></b>	<b><u>\$ 321,990</u></b>	<b><u>\$ 356,230</u></b>

## OPERATIONS & MAINTENANCE

51010 Accounting/Auditing	\$ -	\$ 2,000	\$ 2,000
51040 Expert/Consulting Services	-	23,500	40,400
51110 Professional Development	65	200	-
51112 Mile Reimbursement	-	100	-
51120 Printing & Duplicating	-	100	100
51122 Postage	189	100	100
51123 Advertising	978	1,200	1,020
51160 Materials & Supplies	-	300	100
51211 Repair/Maintenance - Equipment	-	100	-
51399 Internal Service Charge	37,173	17,300	5,500
51401 CSA San Diego County	15,500	20,500	21,000
<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 53,905</u></b>	<b><u>\$ 65,400</u></b>	<b><u>\$ 70,220</u></b>

## PUBLIC SERVICES

52002 Crisis House	\$ 5,270	\$ 5,530	\$ -
52003 Cameron Family YMCA	3,960	-	-
52004 Elderhelp	6,860	5,530	5,730
52005 Meals on Wheels	5,270	5,530	5,730
52006 Santee Food Bank	17,640	20,630	29,740
52007 Santee Santas	-	5,530	5,730
52013 Voices for Children	5,270	5,530	5,730
<b>Total Public Services</b>	<b><u>\$ 44,270</u></b>	<b><u>\$ 48,280</u></b>	<b><u>\$ 52,660</u></b>



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

CDBG 2401.04.4201-4202	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PUBLIC FACILITY PROJECTS</b>			
53002 Home of Guiding Hands	\$ -	\$ -	\$ 17,180
90001 Operating Transfers Out	421,301	208,310	216,170
<b>Total Public Facility Projects</b>	<u>\$ 421,301</u>	<u>\$ 208,310</u>	<u>\$ 233,350</u>
<b>GRAND TOTAL</b>	<u><u>\$ 519,476</u></u>	<u><u>\$ 321,990</u></u>	<u><u>\$ 356,230</u></u>



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

<b>CDBG</b> 2401.04.4201-4202	<b>ACTUAL</b> FY 2022-23	<b>AMENDED</b> FY 2023-24	<b>ADOPTED</b> FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Administrative Activities</b>	<b>\$ 38,405</b>	<b>\$ 44,900</b>	<b>\$ 49,220</b>
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Identified below are the estimated program administration costs:

Accounting/Auditing	-	2,000	2,000
Expert/Consulting Services	-	23,500	40,400
Professional Development	65	200	-
Mileage Reimbursement	-	100	-
Printing & Duplicating	-	100	100
Postage	189	100	100
Advertising	978	1,200	1,020
Materials & Supplies	-	300	100
Repair/Maintenance - Equipment	-	100	-
Internal Service Charges	37,173	17,300	5,500

<b>CSA San Diego County</b>	<b>15,500</b>	<b>20,500</b>	<b>21,000</b>
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Provides Fair Housing Services and landlord/tenant counseling services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 53,905</b>	<b>\$ 65,400</b>	<b>\$ 70,220</b>
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## PUBLIC SERVICES

<b>Crisis House</b>	<b>\$ 5,270</b>	<b>\$ 5,530</b>	<b>\$ -</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>3,960</b>	<b>-</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>6,860</b>	<b>5,530</b>	<b>5,730</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 SUMMARY

<b>CDBG</b> 2401.04.4201-4202	<b>ACTUAL</b> FY 2022-23	<b>AMENDED</b> FY 2023-24	<b>ADOPTED</b> FY 2024-25
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## PUBLIC SERVICES (CONTINUED)

<b>Meals on Wheels</b>	\$ 5,270	\$ 5,530	\$ 5,730
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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>	17,640	20,630	29,740
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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>	-	5,530	5,730
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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>	5,270	5,530	5,730
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Provides volunteer Court Appointed Special Advocates (CASAs) for Santee based foster children.

<b>Total Public Services</b>	<u>\$ 44,270</u>	<u>\$ 48,280</u>	<u>\$ 52,660</u>
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## PUBLIC FACILITY PROJECTS

<b>Home of Guiding Hands</b>	\$ -	\$ -	\$ 17,180
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Funding for rehabilitation and accessibility improvements at a Home of Guiding Hands group home in Santee.

<b>Operating Transfers Out</b>	421,301	208,310	216,170
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To fund the pending Citywide ADA Pedestrian Ramp Installation project phases.

<b>Total Public Facility Projects</b>	<u>\$ 421,301</u>	<u>\$ 208,310</u>	<u>\$ 233,350</u>
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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 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 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 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,523	\$ 2,270	\$ 3,430
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<b>TOTAL EXPENDITURES</b>	<b>\$ 1,523</b>	<b>\$ 2,270</b>	<b>\$ 3,430</b>
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## OPERATIONS & MAINTENANCE

51020 Legal Services - City Attorney	\$ -	\$ 100	\$ 100
51231 Repair/Maintenance - Grounds	1,523	2,070	3,230
51399 Internal Service Charges	-	100	100

<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,523</b>	<b>\$ 2,270</b>	<b>\$ 3,430</b>
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## CFD NO. 2015-1 BUDGET DETAILS

CFD NO. 2015-1  
2510.02.3101

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### OPERATIONS & MAINTENANCE

**Legal Services - City Attorney**

\$	-	\$	100	\$	100
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This appropriation is to cover as-needed legal services.

**Repair/Maintenance - Grounds**

	1,523		2,070		3,230
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This appropriation is to cover the cost of storm water facilities maintenance.

**Internal Services Charges**

	-		100		100
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This appropriation is to cover the cost of staff time related to storm water facilities maintenance.

**Total Operations & Maintenance**

\$	<u>1,523</u>	\$	<u>2,270</u>	\$	<u>3,430</u>
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## CFD NO. 2017-2 BUDGET SUMMARY

CFD NO. 2017-2  
2572.00.1901

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 117,874	\$ 126,460	\$ 132,460
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<b>TOTAL EXPENDITURES</b>	<b>\$ 117,874</b>	<b>\$ 126,460</b>	<b>\$ 132,460</b>
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### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,824	\$ 4,780	\$ 5,660
51399 Internal Service Charges	115,050	121,680	126,800

<b>Total Operations &amp; Maintenance</b>	<b>\$ 117,874</b>	<b>\$ 126,460</b>	<b>\$ 132,460</b>
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## CFD NO. 2017-2 BUDGET DETAILS

CFD NO. 2017-2  
2572.00.1901

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### OPERATIONS & MAINTENANCE

**Expert/Consulting Services**

\$ 2,824

\$ 4,780

\$ 5,660

This appropriation is to cover the cost of contract special district administration services.

**Internal Services Charges**

115,050

121,680

126,800

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.

**Total Operations & Maintenance**

\$ 117,874

\$ 126,460

\$ 132,460

# 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 (LMD) that is comprised of four separate zones that are assessed: Town Center, The Lakes, San Remo and Mission Creek.

## FY 2023-24 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
- Removed grass from the corner of Mission Gorge Road and Town Center in front of the two fountains as a water saving measure and installed decomposed granite
- Replaced an electrical pedestal within the Mission Creek LMD

## FY 2024-25 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Zone A - Town Center	\$ 138,714	\$ 186,390	\$ 157,750
Zone B - The Lakes	3,597	7,240	5,140
Zone C - San Remo	10,598	10,160	8,730
Zone D - Mission Creek	154,838	175,370	166,380
<b>TOTAL EXPENDITURES</b>	<b>\$ 307,747</b>	<b>\$ 379,160</b>	<b>\$ 338,000</b>



# TCLMD ZONE A – TOWN CENTER BUDGET SUMMARY

TCLMD ZONE A – TOWN CENTER 2601.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 138,714	\$ 186,390	\$ 157,750
<b>TOTAL EXPENDITURES</b>	<b>\$ 138,714</b>	<b>\$ 186,390</b>	<b>\$ 157,750</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,710	\$ 2,770	\$ 2,820
51123 Advertising	443	210	210
51181 Electricity & Gas - Grounds	10,459	32,380	13,390
51186 Water & Sewer - Grounds	44,025	49,250	50,930
51231 Repair/Maintenance - Grounds	76,748	92,780	86,000
51399 Internal Service Charge	4,329	9,000	4,400
<b>Total Operations &amp; Maintenance</b>	<b>\$ 138,714</b>	<b>\$ 186,390</b>	<b>\$ 157,750</b>





## TCLMD ZONE B – THE LAKES BUDGET SUMMARY

TCLMD ZONE B – THE LAKES 2602.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 3,597	\$ 7,240	\$ 5,140
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,597</b>	<b>\$ 7,240</b>	<b>\$ 5,140</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 144	\$ 150	\$ 150
51123 Advertising	23	20	20
51186 Water & Sewer - Grounds	2,767	4,600	2,500
51231 Repair/Maintenance - Grounds	663	2,200	2,200
51399 Internal Service Charge	-	270	270
<b>Total Operations &amp; Maintenance</b>	<b>\$ 3,597</b>	<b>\$ 7,240</b>	<b>\$ 5,140</b>



# TCLMD ZONE C – SAN REMO BUDGET SUMMARY

TCLMD ZONE C – SAN REMO 2603.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 10,598	\$ 10,160	\$ 8,730
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,598</b>	<b>\$ 10,160</b>	<b>\$ 8,730</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 154	\$ 160	\$ 160
51123 Advertising	25	20	20
51186 Water & Sewer - Grounds	4,090	4,180	2,750
51231 Repair/Maintenance - Grounds	6,227	5,570	5,570
51399 Internal Service Charge	102	230	230
<b>Total Operations &amp; Maintenance</b>	<b>\$ 10,598</b>	<b>\$ 10,160</b>	<b>\$ 8,730</b>



## TCLMD ZONE D – MISSION CREEK BUDGET SUMMARY

TCLMD ZONE D – MISSION CREEK 2604.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 154,838	\$ 175,370	\$ 166,380
<b>TOTAL EXPENDITURES</b>	<b>\$ 154,838</b>	<b>\$ 175,370</b>	<b>\$ 166,380</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 3,152	\$ 3,220	\$ 3,280
51123 Advertising	514	250	250
51181 Electricity & Gas - Grounds	9,089	29,800	19,760
51186 Water & Sewer - Grounds	89,407	78,500	86,350
51231 Repair/Maintenance - Grounds	47,659	53,600	51,640
51399 Internal Service Charge	5,017	10,000	5,100
<b>Total Operations &amp; Maintenance</b>	<b>\$ 154,838</b>	<b>\$ 175,370</b>	<b>\$ 166,380</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 2023-24 ACCOMPLISHMENTS

- Maintained the landscaping of the all the zones within the District at a responsible budgetary level
- Performed small landscaping projects within the District

## FY 2024-25 GOALS AND OBJECTIVES

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

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# SANTEE LANDSCAPE MAINTENANCE DISTRICT BUDGET SUMMARY

## SANTEE LANDSCAPE MAINTENANCE DISTRICT (SLMD)

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

### SUMMARY OF EXPENDITURES

Zones 1 & 2 - El Nopal	\$ 6,604	\$ 10,480	\$ 10,490
Zone 3 - Country Scenes	1,884	2,440	2,220
Zone 4 - Camelot Heights	1,253	1,650	1,330
Zone 8 - Silver Country	71,763	82,250	84,900
Zone 9 - Timberlane	2,094	2,210	1,960
Zone 12 - The Heights	10,563	10,600	10,610
Zone 13 - Prospect Hills	4,881	4,900	4,360
Zone 14 - Mitchell Ranch	2,889	3,710	3,850
Zone 17 - Dakota Ranch	5,044	7,240	7,300
Zone 18 - Allos	3,045	4,950	4,970
<b>TOTAL EXPENDITURES</b>	<b>\$ 110,020</b>	<b>\$ 130,430</b>	<b>\$ 131,990</b>



## SLMD ZONES 1 & 2 – EL NOPAL BUDGET SUMMARY

SLMD ZONES 1 & 2 – EL NOPAL 2701.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 6,604	\$ 10,480	\$ 10,490
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,604</b>	<b>\$ 10,480</b>	<b>\$ 10,490</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 698	\$ 720	\$ 730
51123 Advertising	89	50	50
51181 Electricity & Gas - Grounds	(40)	140	140
51186 Water & Sewer - Grounds	1,430	1,710	1,710
51231 Repair/Maintenance - Grounds	4,333	4,690	4,690
51399 Internal Service Charge	94	400	400
80020 Long Terms Dept - Principal	-	2,770	2,770
<b>Total Operations &amp; Maintenance</b>	<b>\$ 6,604</b>	<b>\$ 10,480</b>	<b>\$ 10,490</b>





## SLMD ZONE 3 – COUNTRY SCENES BUDGET SUMMARY

**SLMD ZONE 3 – COUNTRY SCENES  
2702.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,884	\$ 2,440	\$ 2,220
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,884</b>	<b>\$ 2,440</b>	<b>\$ 2,220</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 205	\$ 210	\$ 210
51123 Advertising	17	10	10
51181 Electricity & Gas - Grounds	11	190	190
51186 Water & Sewer - Grounds	983	1,010	1,010
51231 Repair/Maintenance - Grounds	608	960	740
51399 Internal Service Charge	60	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,884</b>	<b>\$ 2,440</b>	<b>\$ 2,220</b>



## SLMD ZONE 4 – CAMELOT HEIGHTS BUDGET SUMMARY

SLMD ZONE 4 – CAMELOT HEIGHTS 2703.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,253	\$ 1,650	\$ 1,330
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,253</b>	<b>\$ 1,650</b>	<b>\$ 1,330</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 164	\$ 170	\$ 170
51123 Advertising	11	10	10
51181 Electricity & Gas - Grounds	(20)	160	160
51186 Water & Sewer - Grounds	592	840	700
51231 Repair/Maintenance - Grounds	506	470	290
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,253</b>	<b>\$ 1,650</b>	<b>\$ 1,330</b>



# SLMD ZONE 8 – SILVER COUNTRY BUDGET SUMMARY

SLMD ZONE 8 – SILVER COUNTRY  
2704.02.3101

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

ADOPTED  
FY 2024-25

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 71,763	\$ 82,250	\$ 84,900
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<b>TOTAL EXPENDITURES</b>	<b>\$ 71,763</b>	<b>\$ 82,250</b>	<b>\$ 84,900</b>
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## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,341	\$ 2,390	\$ 2,440
51123 Advertising	622	320	320
51181 Electricity & Gas - Grounds	665	1,540	1,540
51186 Water & Sewer - Grounds	19,050	21,370	22,220
51231 Repair/Maintenance - Grounds	47,585	55,130	56,880
51399 Internal Service Charge	1,500	1,500	1,500

<b>Total Operations &amp; Maintenance</b>	<b>\$ 71,763</b>	<b>\$ 82,250</b>	<b>\$ 84,900</b>
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## SLMD ZONE 9 – TIMBERLANE BUDGET SUMMARY

SLMD ZONE 9 – TIMBERLANE 2705.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 2,094	\$ 2,210	\$ 1,960
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,094</b>	<b>\$ 2,210</b>	<b>\$ 1,960</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 534	\$ 550	\$ 560
51123 Advertising	13	10	10
51186 Water & Sewer - Grounds	940	1,000	950
51231 Repair/Maintenance - Grounds	607	650	440
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,094</b>	<b>\$ 2,210</b>	<b>\$ 1,960</b>



## SLMD ZONE 12 – THE HEIGHTS BUDGET SUMMARY

SLMD ZONE 12 – THE HEIGHTS 2706.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 10,563	\$ 10,600	\$ 10,610
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,563</b>	<b>\$ 10,600</b>	<b>\$ 10,610</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 903	\$ 930	\$ 940
51123 Advertising	72	40	40
51186 Water & Sewer - Grounds	7,456	6,800	6,800
51231 Repair/Maintenance - Grounds	2,132	2,220	2,220
51399 Internal Service Charge	-	610	610
<b>Total Operations &amp; Maintenance</b>	<b>\$ 10,563</b>	<b>\$ 10,600</b>	<b>\$ 10,610</b>



# SLMD ZONE 13 – PROSPECT HILLS BUDGET SUMMARY

SLMD ZONE 13 – PROSPECT HILLS 2707.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 4,881	\$ 4,900	\$ 4,360
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,881</b>	<b>\$ 4,900</b>	<b>\$ 4,360</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 657	\$ 680	\$ 680
51123 Advertising	27	20	20
51186 Water & Sewer - Grounds	2,932	2,400	2,400
51231 Repair/Maintenance - Grounds	1,265	1,740	1,200
51399 Internal Service Charge	-	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 4,881</b>	<b>\$ 4,900</b>	<b>\$ 4,360</b>



## SLMD ZONE 14 – MITCHELL RANCH BUDGET SUMMARY

SLMD ZONE 14 – MITCHELL RANCH 2708.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 2,889	\$ 3,710	\$ 3,850
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,889</b>	<b>\$ 3,710</b>	<b>\$ 3,850</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 246	\$ 260	\$ 260
51123 Advertising	22	20	20
51186 Water & Sewer - Grounds	564	830	830
51231 Repair/Maintenance - Grounds	2,057	2,140	2,280
51399 Internal Service Charge	-	460	460
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,889</b>	<b>\$ 3,710</b>	<b>\$ 3,850</b>



## SLMD ZONE 17 – DAKOTA RANCH BUDGET SUMMARY

**SLMD ZONE 17 – DAKOTA RANCH  
2709.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 5,044	\$ 7,240	\$ 7,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,044</b>	<b>\$ 7,240</b>	<b>\$ 7,300</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 328	\$ 340	\$ 340
51123 Advertising	40	20	20
51181 Electricity & Gas - Grounds	(30)	150	150
51186 Water & Sewer - Grounds	2,369	2,990	2,990
51231 Repair/Maintenance - Grounds	2,337	3,740	3,800
<b>Total Operations &amp; Maintenance</b>	<b>\$ 5,044</b>	<b>\$ 7,240</b>	<b>\$ 7,300</b>





## SLMD ZONE 18 – ALLOS BUDGET SUMMARY

**SLMD ZONE 18 – ALLOS  
2710.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 3,045	\$ 4,950	\$ 4,970
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,045</b>	<b>\$ 4,950</b>	<b>\$ 4,970</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 82	\$ 90	\$ 90
51123 Advertising	32	20	20
51181 Electricity & Gas - Grounds	(49)	140	100
51186 Water & Sewer - Grounds	1,418	1,860	1,860
51231 Repair/Maintenance - Grounds	1,562	2,640	2,700
51399 Internal Service Charge	-	200	200
<b>Total Operations &amp; Maintenance</b>	<b>\$ 3,045</b>	<b>\$ 4,950</b>	<b>\$ 4,970</b>

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# ROADWAY LIGHTING DISTRICT

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## ZONE A

### 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 3,350 streetlights within the City. The City owns 2,169 (2,086 LS2 and 783 metered) of the total number of streetlights and SDG&E owns 1,181 (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 2023-24 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,181 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 (2,086) and metered (83)
  - Managed the City owned streetlight maintenance contract
  - Responded to 220 burnouts or other streetlight maintenance needs
  - Responded to 119 utility mark-out requests
  - Replaced three knocked-down street light poles
- Completed the streetlight LED upgrade project Phase I for all city-owned concrete poles
- Replaced 14 damaged brown metal poles
- Updated the streetlight inventory for new streetlights

### FY 2024-25 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
- Implement the LED upgrade project for brown metal poles
- 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 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 213,916	\$ 1,386,000	\$ 244,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 213,916</b>	<b>\$ 1,386,000</b>	<b>\$ 244,800</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 1,540	\$ 3,000	\$ 3,000
51180 Electricity & Gas	151,269	167,000	156,800
51213 Repair/Maintenance - Street Lights	39,885	60,000	65,000
51399 Internal Service Charges	21,222	20,000	20,000
90001 Operating Transfers Out	-	1,136,000	-
<b>Total Operations &amp; Maintenance</b>	<b>\$ 213,916</b>	<b>\$ 1,386,000</b>	<b>\$ 244,800</b>



# ROADWAY LIGHTING DISTRICT ZONE A BUDGET DETAILS

ROADWAY LIGHTING DISTRICT ZONE A 2801.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 1,540	\$ 3,000	\$ 3,000
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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>	151,269	167,000	156,800
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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>	39,885	60,000	65,000
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This appropriation funds maintenance and repair costs for street lights located in Zone A.

<b>Internal Service Charges</b>	21,222	20,000	20,000
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This appropriation reimburses the General Fund for staff time associated with administration of Zone A.

<b>Operating Transfers Out</b>	-	1,136,000	-
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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>	<u>\$ 213,916</u>	<u>\$ 1,386,000</u>	<u>\$ 244,800</u>
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# ROADWAY LIGHTING DISTRICT ZONE B

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## 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 3,350 streetlights within the City. The City owns 2,169 (2,086 LS2 and 83 metered) of the total number of streetlights and SDG&E owns 1,181 (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 2023-24 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,181 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 (2,086) and metered (83)
  - Managed the City owned streetlight maintenance contract
  - Responded to 220 burnouts or other streetlight maintenance needs
  - Responded to 119 utility mark-out requests
  - Replaced three knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Assisted in the yearly preparation of the Santee Roadway Lighting District Engineer's Report that reviews the tax assessment for Zone B

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to maintain city-owned street lights through warranty and repair damaged lights and wiring as needed
- Implement the LED upgrade project for brown metal poles
- 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 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 431,225	\$ 482,760	\$ 456,480
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<b>TOTAL EXPENDITURES</b>	<b>\$ 431,225</b>	<b>\$ 482,760</b>	<b>\$ 456,480</b>
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## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 6,161	\$ 6,290	\$ 6,410
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51123 Advertising	973	470	470
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51180 Electricity & Gas	395,604	436,000	409,600
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51213 Repair/Maintenance - Street Lights	28,487	40,000	40,000
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<b>Total Operations &amp; Maintenance</b>	<b>\$ 431,225</b>	<b>\$ 482,760</b>	<b>\$ 456,480</b>
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# ROADWAY LIGHTING DISTRICT ZONE B BUDGET SUMMARY

ROADWAY LIGHTING DISTRICT ZONE B 2802.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 6,161</b>	<b>\$ 6,290</b>	<b>\$ 6,410</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>973</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>395,604</b>	<b>436,000</b>	<b>409,600</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>28,487</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>Total Operations &amp; Maintenance</b>	<b>\$ 431,225</b>	<b>\$ 482,760</b>	<b>\$ 456,480</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 provide 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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 28,838	\$ 29,830	\$ 28,720
Operations & Maintenance	<u>20,507</u>	<u>24,040</u>	<u>24,790</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 49,345</u></u></b>	<b><u><u>\$ 53,870</u></u></b>	<b><u><u>\$ 53,510</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 2022-23	AMENDED FY 2023-24	ADOPTED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 18,851	\$ 19,820	\$ 18,340
50050 Retirement - PERS	1,382	1,520	1,770
50052 Retirement - Unfunded Liability	4,349	3,940	4,000
50060 Medicare	273	290	270
50070 Health Insurance	3,701	3,960	4,070
50071 Dental Insurance	206	220	200
50075 Life Insurance	20	20	20
50076 Long Term Disability Insurance	56	60	50
<b>Total Personnel</b>	<b>\$ 28,838</b>	<b>\$ 29,830</b>	<b>\$ 28,720</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51020 Legal Services	\$ 13,209	\$ 12,000	\$ 12,000
51040 Expert/Consultant Services	400	3,500	3,500
51120 Printing & Duplicating	-	100	100
51121 Telephone & Fax	79	200	100
51122 Postage	70	200	200
51123 Advertising	93	100	100
51160 Materials & Supplies	-	160	160
51180 Electricity & Gas	289	400	300
51345 Rental Assistance	6,367	7,380	8,330
<b>Total Operations &amp; Maintenance</b>	<b>\$ 20,507</b>	<b>\$ 24,040</b>	<b>\$ 24,790</b>
<b>GRAND TOTAL</b>	<b>\$ 49,345</b>	<b>\$ 53,870</b>	<b>\$ 53,510</b>



# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET DETAILS

**MOBILE HOME PARK  
ADMINISTRATIVE ASSESSMENT  
2901.04.4104 & 4106**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**ADOPTED  
FY 2024-25**

## OPERATIONS & MAINTENANCE

<b>Legal Services</b>	<b>\$ 13,209</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
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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>	<b>400</b>	<b>3,500</b>	<b>3,500</b>
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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>	<b>-</b>	<b>100</b>	<b>100</b>
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This appropriation funds printing and copying of agendas and related materials.

<b>Telephone &amp; Fax</b>	<b>79</b>	<b>200</b>	<b>100</b>
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This appropriation funds a proportionate cost of telephone and fax charges allocated to MHFP activities.

<b>Postage</b>	<b>70</b>	<b>200</b>	<b>200</b>
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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>	<b>93</b>	<b>100</b>	<b>100</b>
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This appropriation funds the costs for mandatory public noticing.

<b>Materials &amp; Supplies</b>	<b>-</b>	<b>160</b>	<b>160</b>
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This appropriation provides for office supplies and for publications used by staff and the Commission.

<b>Electricity &amp; Gas</b>	<b>289</b>	<b>400</b>	<b>300</b>
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This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP

<b>Rental Assistance</b>	<b>6,367</b>	<b>7,380</b>	<b>8,330</b>
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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>	<b>\$ 20,507</b>	<b>\$ 24,040</b>	<b>\$ 24,790</b>
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