



**City Council**  
Mayor John W. Minto  
Vice Mayor Laura Koval  
Council Member Ronn Hall  
Council Member Rob McNelis  
Council Member Dustin Trotter

## CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

City Manager | Marlene D. Best  
City Attorney | Shawn D. Hagerty  
City Clerk | Annette Fagan Ortiz

### MEETING INFORMATION

Wednesday, June 14, 2023

6:30 p.m.

Council Chambers | Building 2

10601 Magnolia Ave • Santee, CA 92071

### TO WATCH LIVE:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)

[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

### IN-PERSON ATTENDANCE

Please be advised that current public health orders recommend that attendees wear face coverings while inside the Council Chambers.

### LIVE PUBLIC COMMENT

Members of the public who wish to comment on matters on the City Council agenda or during Non-Agenda Public Comment may appear in person and submit a speaker slip, before the item is called. Your name will be called when it is time to speak.

**PLEASE NOTE:** Public Comment will be limited to 3 minutes and speaker slips will only be accepted until the item is called. The timer will begin when the participant begins speaking.



The City Council also sits as the Community Development Commission Successor Agency and the Santee Public Financing Authority. Any actions taken by these agencies are separate from the actions taken by City Council. For questions regarding this agenda, please contact the City Clerk's Office at (619) 258-4100 x114

**ROLL CALL:** Mayor John W. Minto  
Vice Mayor Laura Koval – District 3  
Council Member Rob McNelis – District 1  
Council Member Ronn Hall – District 2  
Council Member Dustin Trotter – District 4

**LEGISLATIVE INVOCATION:** City of Praise – Bishop Stephen M. Brunson

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR:**

**PLEASE NOTE:** Consent Calendar items are considered routine and will be approved by one motion, with no separate discussion prior to voting. The public, staff or Council Members may request specific items be removed from the Consent Calendar for separate discussion or action. Speaker slips for this category must be presented to the City Clerk at the start of the meeting. Speakers are limited to 3 minutes.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Claim Against the City by Kevin Medburg. (Human Resources – Freeman)**
- (4) **Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with D-Max Engineering, Inc. for As-Needed Storm Water Program Staffing Services. (Engineering – Schmitz)**
- (5) **Adoption of a Resolution Approving a Three-Year Agreement with the San Diego Humane Society and S.P.C.A. for Animal Control Services for the Period July 1, 2023, Through June 30, 2026, with the Option to Extend the Agreement for Two Additional One-Year Periods and Authorizing the City Manager to Execute the Agreement. (City Manager – Best)**
- (6) **Acceptance and Appropriation of FY 2022 Urban Area Security Initiative (UASI) Grant Training Funds for Training and Backfill Overtime Reimbursement. (Fire – Matsushita)**



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

*Persons wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the Agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda. This first Non-Agenda Public Comment period is limited to a total of 15 minutes. Additional Non-Agenda Public Comment is received prior to Council Reports.*

**CONTINUED BUSINESS:**

- (7) Resolution Approving the Capital Improvement Program for Fiscal Years 2024-2028 and Adopting the Capital Improvement Program Budget for Fiscal Years 2023-24 and 2024-25. (City Manager/Finance – Best/Jennings)**

Recommendation:

Adopt the Resolution approving the Capital Improvement Program for Fiscal Years 2024-2028 and adopting the Capital Improvement Program budget for Fiscal Years 2023-24 and 2024-25, including any changes as directed by the City Council.

**NEW BUSINESS:**

- (8) Review of the Proposed Operating Budget for Fiscal Year 2023-24. (City Manager/Finance – Best/Jennings)**

Recommendation:

Review and discuss the Proposed Operating Budget for Fiscal Year 2023-24, and if applicable, provide direction to staff.

**NON-AGENDA PUBLIC COMMENT (Continued):**

*All public comment not presented within the first Non-Agenda Public Comment period above will be heard at this time.*

**CITY COUNCIL REPORTS:****CITY MANAGER REPORTS:****CITY ATTORNEY REPORTS:****CLOSED SESSION:**

- (9) Conference with Labor Negotiators**  
(Gov. Code Section 54957.6)  
City Designated Representative: City Manager  
Employee Organization: Santee Firefighters Association

**ADJOURNMENT:**



**BOARDS, COMMISSIONS & COMMITTEES  
JUNE & JULY MEETINGS**

Jun	01	SPARC	Council Chamber
Jun	12	Community Oriented Policing Committee	Council Chamber
Jun	14	Council Meeting	Council Chamber
Jun	28	Council Meeting	Council Chamber
Jul	06	SPARC	Council Chamber
Jul	10	Community Oriented Policing Committee	Council Chamber
Jul	12	Council Meeting	Council Chamber
Jul	26	<del>Council Meeting</del> <i>CANCELLED</i>	<del>Council Chamber</del>

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

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

*The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 12132 of the American with Disabilities Act of 1990 (42 USC § 12132). Any person with a disability who requires a modification or accommodation in order to participate in a meeting should direct such request to the City Clerk’s Office at (619) 258-4100, ext. 112 at least 48 hours before the meeting, if possible.*






# COUNCIL AGENDA STATEMENT CITY OF SANTEE

Item 1

**MEETING DATE** June 14, 2023

**ITEM TITLE** APPROVAL OF READING BY TITLE ONLY AND WAIVER OF READING IN FULL OF ORDINANCES AND RESOLUTIONS ON THE AGENDA

**DIRECTOR/DEPARTMENT** Annette Ortiz, CMC, City Clerk 

**SUMMARY**

This Item asks the City Council to waive the reading in full of all Ordinances on the Agenda (if any) and approve their reading by title only. The purpose of this Item is to help streamline the City Council meeting process, to avoid unnecessary delay and to allow more time for substantive discussion of Items on the agenda.

State law requires that all Ordinances be read in full either at the time of introduction or at the time of passage, unless a motion waiving further reading is adopted by a majority of the City Council. (Gov. Code, § 36934). This means that each word in each Ordinance would have to be read aloud unless such reading is waived. Such reading could substantially delay the meeting and limit the time available for discussion of substantive Items. Adoption of this waiver streamlines the procedure for adopting the Ordinances on tonight's Agenda (if any), because it allows the City Council to approve Ordinances by reading aloud only the title of the Ordinance instead of reading aloud every word of the Ordinance.

The procedures for adopting Resolutions are not as strict as the procedures for adopting Ordinances. For example, Resolutions do not require two readings for passage, need not be read in full or even by title, are effective immediately unless otherwise specified, do not need to be in any particular format unless expressly required, and, with the exception of fixing tax rates or revenue amounts, do not require publication. However, like Ordinances, all Resolutions require a recorded majority vote of the total membership of the City Council. (Gov. Code § 36936).

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

It is recommended that the Council waive the reading of all Ordinances and Resolutions in their entirety and read by title only.

**ATTACHMENT**

None



**MEETING DATE** June 14, 2023

**ITEM TITLE** APPROVAL OF PAYMENT OF DEMANDS

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance 

**SUMMARY**

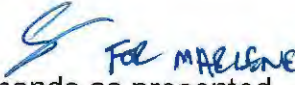
A listing of checks that have been disbursed since the last Council meeting is submitted herewith for approval by the City Council.

**FINANCIAL STATEMENT**

Adequate budgeted funds are available for the Payment of Demands per the attached listing.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

 For MARGINE  
Approve the Payment of Demands as presented.


**ATTACHMENT**

- 1) Summary of Payments Issued
- 2) Voucher Lists

Payment of Demands  
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/10/23	Payroll	\$ 398,202.87
05/12/23	Accounts Payable	5,351.96
05/17/23	Accounts Payable	1,644,184.87
05/18/23	Accounts Payable	14,162.25
05/19/23	Accounts Payable	39,662.83
05/22/23	Accounts Payable	114,694.71
05/23/23	Accounts Payable	119,982.18
05/24/23	Accounts Payable	616,021.90
05/24/23	Payroll	408,604.74
05/25/23	Accounts Payable	46,461.45
05/31/23	Accounts Payable	155,014.16
06/01/23	Accounts Payable	226,209.46
06/02/23	Retiree Health	<u>5,385.00</u>
	TOTAL	<u>\$3,793,938.38</u>

I hereby certify to the best of my knowledge and belief that the foregoing demands listing is correct, just, conforms to the approved budget, and funds are available to pay said demands.

  
 \_\_\_\_\_  
 Heather Jennings, Director of Finance

4/27/2023 to 5/10/2023-2 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					rhsabc	24,917.37	498.35						
					roth	43,517.14	6,193.38						
					sb-1		76.26						
					sb-3		47.43						
					sffa		3,106.84						
					sffapc		419.52						
					st1cs3	84,484.46	2,534.57	-2,534.57					
					st2cs3	14,099.82	422.99	-422.99					
					texlif		55.16						
					vaccpr		506.25						
					vaccpt		217.66						
					vcanpr		328.21						
					vcanpt		116.75						
					vgcipt		79.44						
					vision		526.50						
					voladd		31.19						
					voldis		234.94						
					vollif		232.46						
					vollpb								
								-231.35					
Grand Totals	14,654.50		619,083.00			220,880.13		68,765.92					

Gross:	619,083.00
Net:	398,202.87

<< No Errors / 15 Warnings >>

*E Bull*  
5/10/23  
Paydate 5/18/23  
JSE 5/10/23

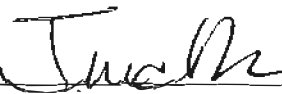
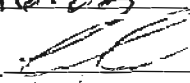


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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1276	5/12/2023	10482 TRISTAR RISK MANAGEMENT	117919		WORKERS COMP LOSSES; APR 23	5,351.96
<b>Total :</b>						<b>5,351.96</b>
1 Vouchers for bank code : ubgen						<b>Bank total : 5,351.96</b>
1 Vouchers in this report						<b>Total vouchers : 5,351.96</b>

Prepared by:   
Date: 5-16-23  
Approved by:   
Date: 5/16/23

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133491	5/17/2023	10010 ALLIANT INSURANCE SERVICES INC	2296411		EVENT INSURANCE - FRIDAY NIGH-	763.00
					<b>Total :</b>	<b>763.00</b>
133492	5/17/2023	14888 BIRDS EYE AERIAL DRONES, LLC	585	54292	AERIAL DRONE SERVICES	4,800.00
					<b>Total :</b>	<b>4,800.00</b>
133493	5/17/2023	10299 CARQUEST AUTO PARTS	11102-584100	53869	VEHICLE REPAIR PARTS	36.43
			11102-584108	53869	VEHICLE REPAIR PARTS	44.24
			11102-584451	53869	VEHICLE REPAIR PARTS	35.89
					<b>Total :</b>	<b>116.56</b>
133494	5/17/2023	10032 CINTAS CORPORATION #694	4153567914	53959	MISC SHOP RENTAL SERVICE	65.10
					<b>Total :</b>	<b>65.10</b>
133495	5/17/2023	10050 CITY OF EL CAJON	787		4TH QTR HCFA ASSESSMENT	58,491.41
					<b>Total :</b>	<b>58,491.41</b>
133496	5/17/2023	10486 COUNTY OF SAN DIEGO	CIP72305		ENVIRONMENTAL POSTING CITYW	50.00
					<b>Total :</b>	<b>50.00</b>
133497	5/17/2023	10486 COUNTY OF SAN DIEGO	CIP 72306		ENVIRONMENTAL POST FOR CITY	50.00
					<b>Total :</b>	<b>50.00</b>
133498	5/17/2023	10711 COUNTY OF SAN DIEGO	2023REG_COP-16	54223	STORMWATER SHARED COSTS	12,233.00
			2023SDR_WMA-04	54223	SD RIVER WATERSHED MGMT ARE	75,737.00
					<b>Total :</b>	<b>87,970.00</b>
133499	5/17/2023	10333 COX COMMUNICATIONS	038997401; MAY23		9951 RIVERWALK DR	57.00
			094486701; MAY23		CITY HALL GROUP BILL	3,388.96
					<b>Total :</b>	<b>3,445.96</b>
133500	5/17/2023	13582 DOWNSTREAM SERVICES INC	2R-CIP2021-20		RETENTION #2 CIP2021-20	-66.03
			PP#2 - CIP2021-20	54210	STORM DRAIN TRASH DIVERSION	1,320.64
					<b>Total :</b>	<b>1,254.61</b>
133501	5/17/2023	10251 FEDERAL EXPRESS	8-128-72777		FEDEX SHIPPING CHARGES	74.22

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133501	5/17/2023	10251 10251 FEDERAL EXPRESS	(Continued)			<b>Total : 74.22</b>
133502	5/17/2023	10009 FIRE ETC	179128	53880	VEHICLE REPAIR PART	26.94
						<b>Total : 26.94</b>
133503	5/17/2023	12760 FOCUS PSYCHOLOGICAL	SANTEE2023-3	53922	PSYCHOLOGICAL SERVICES	800.00
						<b>Total : 800.00</b>
133504	5/17/2023	11714 GARHARTT, DUSTYN	05112023		PER DIEM REIMBURSEMENT FOR	333.00
						<b>Total : 333.00</b>
133505	5/17/2023	10144 HDL COREN & CONE	SIN027488	53961	FY 22/23 PROP TAX AUDIT & INFO :	4,750.00
						<b>Total : 4,750.00</b>
133506	5/17/2023	11724 ICF JONES & STOKES INC	INV-00000059590	53609	MSCP SUBAREA PLAN	11,477.50
						<b>Total : 11,477.50</b>
133507	5/17/2023	13231 JENNINGS, HEATHER	42340		EMPLOYEE REIMBURSEMENT	280.00
						<b>Total : 280.00</b>
133508	5/17/2023	10204 LIFE ASSIST INC	1312928	53891	EMS SUPPLIES	4,577.16
			1313611	53891	EMS SUPPLIES	286.24
			1313631	53891	EMS SUPPLIES	680.28
			1313774	53891	EMS SUPPLIES	901.18
						<b>Total : 6,444.86</b>
133509	5/17/2023	10174 LN CURTIS AND SONS	INV695856	53893	FIREFIGHTING SUPPLIES	238.27
			INV697379	53893	SMALL TOOLS	860.69
			INV698397	54243	FIRE SHELTERS	6,955.38
			INV701433	53892	STATION SUPPLIES	579.33
						<b>Total : 8,633.67</b>
133510	5/17/2023	10306 MOTOROLA SOLUTIONS INC	8281617196	53807	RADIO EQUIPMENT	411.95
						<b>Total : 411.95</b>
133511	5/17/2023	14152 MYSTERY RANCH	SO382174	53895	SAFETY EQUIPMENT	428.76
						<b>Total : 428.76</b>

Voucher List  
CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133512	5/17/2023	10218 OFFICE DEPOT	306593595001	53928	FY 22/23 AS NEEDED OFFICE SUPI	124.45
					<b>Total :</b>	<b>124.45</b>
133513	5/17/2023	10344 PADRE DAM MUNICIPAL WATER DIST	29700015; APR23 90000366; APR23		CONSTRUCTION METER GROUP BILL	269.45 20,845.94
					<b>Total :</b>	<b>21,115.39</b>
133514	5/17/2023	14690 PATH INC	Q3-Jan23-March23	54096	CDBG-CV - PATH HOMELESS OUTP	16,542.11
					<b>Total :</b>	<b>16,542.11</b>
133515	5/17/2023	10241 PETTY CASH - CAROLINE SUCH	05052023		PETTY CASH REIMB - CSD	15.00
					<b>Total :</b>	<b>15.00</b>
133516	5/17/2023	10092 PHOENIX GROUP INFO SYSTEMS	032023031	54127	FY 22-23 PARKING CITE PROCESS	554.86
					<b>Total :</b>	<b>554.86</b>
133517	5/17/2023	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF MAR23		LAW ENFORCEMENT	1,388,263.13
					<b>Total :</b>	<b>1,388,263.13</b>
133518	5/17/2023	10677 SANTEE CHAMBER OF COMMERCE	3111	54098	SUMMER 2023 SANTEE MAGAZINE	2,160.00
					<b>Total :</b>	<b>2,160.00</b>
133519	5/17/2023	13171 SC COMMERCIAL, LLC	2370125-IN 2371977-IN	53902 53902	DELIVERED FUEL DELIVERED FUEL	638.51 820.85
					<b>Total :</b>	<b>1,459.36</b>
133520	5/17/2023	14921 SECRETARY OF STATE	04172023		NOTARY EXAM FEE	40.00
					<b>Total :</b>	<b>40.00</b>
133521	5/17/2023	10585 SHARP REES-STEALY MEDICAL	379279002		MEDICAL SERVICES	50.00
					<b>Total :</b>	<b>50.00</b>
133522	5/17/2023	10314 SOUTH COAST EMERGENCY VEHICLE	512766 512831	53907 53907	VEHICLE REPAIR PART VEHICLE REPAIR PARTS	281.20 264.86
					<b>Total :</b>	<b>546.06</b>
133523	5/17/2023	10217 STAPLES ADVANTAGE	3535985846 3536053362	53935 53982	FY 22/23 OFFICE SUPPLIES - FINAI OFFICE SUPPLIES	35.55 58.20

Voucher List  
CITY OF SANTEE

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133523	5/17/2023	10217 STAPLES ADVANTAGE	(Continued) 3536053363	53935	FY 22/23 OFFICE SUPPLIES - FINAI	96.76
					<b>Total :</b>	<b>190.51</b>
133524	5/17/2023	10250 THE EAST COUNTY	00129450 00129688 00129746	54006 54006 54006	INVITATION TO BID - CITYWIDE CR INVITATION TO BID - CITYWIDE PA' INVITATION TO BID - CITYWIDE SL	854.00 847.00 854.00
					<b>Total :</b>	<b>2,555.00</b>
133525	5/17/2023	10692 UNITED PARCEL SERVICE	000006150X123		SHIPPING CHARGES	113.02
					<b>Total :</b>	<b>113.02</b>
133526	5/17/2023	12480 UNITED SITE SERVICES	114-13549854 INV-01180302 INV-01556361	53950 53950 53950	PORTABLE TOILET AND FENCE RE PORTABLE TOILET AND FENCE RE PORTABLE TOILET AND FENCE RE	100.00 101.08 311.08
					<b>Total :</b>	<b>512.16</b>
133527	5/17/2023	10706 WALLACE, HARLEY	05102023		PER DIEM REIMBURSEMENT FOR U	276.50
					<b>Total :</b>	<b>276.50</b>
133528	5/17/2023	10136 WEST COAST ARBORISTS INC	198871 198872	53939 53939	URBAN FORESTRY MANAGEMENT URBAN FORESTRY MANAGEMENT	7,296.00 307.20
					<b>Total :</b>	<b>7,603.20</b>
133529	5/17/2023	14687 WEX BANK	89135488		FLEET CARD FUELING	10,996.56
					<b>Total :</b>	<b>10,996.56</b>
133530	5/17/2023	10318 ZOLL MEDICAL CORPORATION	3715541	54078	X-SERIES MONITOR/DEFIBRILLATC	400.02
					<b>Total :</b>	<b>400.02</b>
<b>40 Vouchers for bank code : ubgen</b>						<b>Bank total : 1,644,184.87</b>
<b>40 Vouchers in this report</b>						<b>Total vouchers : 1,644,184.87</b>

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Voucher List  
CITY OF SANTEE

Bank code : ubqen


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

Date: 5-17-23

Approved by: 

Date: 5/17/23

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05/18/2023 8:43:48AM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133531	5/18/2023	12903 AMERICAN FIDELITY ASSURANCE CO	2216904A		FLEXIBLE SPENDING ACCOUNT	2,449.28
					<b>Total :</b>	<b>2,449.28</b>
133532	5/18/2023	12722 FIDELITY SECURITY LIFE	165763955		EYEMED - VOLUNTARY VISION	1,117.23
					<b>Total :</b>	<b>1,117.23</b>
133533	5/18/2023	10508 LIFE INSURANCE COMPANY OF	May 2023		LIFE/LTD INSURANCE	2,825.99
					<b>Total :</b>	<b>2,825.99</b>
133534	5/18/2023	14452 MEDICAL AIR SERVICES ASSC, MASA	1544096		MEDICAL AIR TRANSPORT SVCS	140.00
					<b>Total :</b>	<b>140.00</b>
133535	5/18/2023	14458 METROPOLITAN LIFE INSURANCE	77164084		VOLUNTARY LEGAL	210.00
					<b>Total :</b>	<b>210.00</b>
133536	5/18/2023	10784 NATIONAL UNION FIRE INSURANCE	May 2023		VOLUNTARY AD&D	62.45
					<b>Total :</b>	<b>62.45</b>
133537	5/18/2023	10335 SAN DIEGO FIREFIGHTERS FEDERAL	May 2023		LONG TERM DISABILITY-SFFA	1,357.00
					<b>Total :</b>	<b>1,357.00</b>
133538	5/18/2023	10424 SANTEE FIREFIGHTERS	PPE 05/10/23		DUES/PEC/BENEVOLENT/BC EXP	3,657.61
					<b>Total :</b>	<b>3,657.61</b>
133539	5/18/2023	10776 STATE OF CALIFORNIA	PPE 05/10/23		WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
133540	5/18/2023	10776 STATE OF CALIFORNIA	PPE 05/10/23		WITHHOLDING ORDER	225.23
					<b>Total :</b>	<b>225.23</b>
133541	5/18/2023	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20230514001		VOLUNTARY INS RIDERS	110.35
					<b>Total :</b>	<b>110.35</b>
133542	5/18/2023	10001 US BANK	PPE 05/10/23		PARS RETIREMENT	805.74
					<b>Total :</b>	<b>805.74</b>
133543	5/18/2023	14600 WASHINGTON STATE SUPPORT	PPE 05/10/23		WITHHOLDING ORDER	751.84

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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133543	5/18/2023	14600	14600 WASHINGTON STATE SUPPORT		(Continued)	Total : 751.84
13 Vouchers for bank code : ubgen						Bank total : 14,162.25
13 Vouchers in this report						Total vouchers : 14,162.25

Prepared by: Jana M  
Date: 5-18-23  
Approved by: \_\_\_\_\_  
Date: 5/18/23





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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6148109	5/19/2023	14705 RHS MISSIONSQUARE	PPE 05/10/23		RETIREE HSA	4,199.21
					<b>Total :</b>	<b>4,199.21</b>
6848400	5/19/2023	14704 457 MISSIONSQUARE	PPE 05/10/23		ICMA - 457	35,463.62
					<b>Total :</b>	<b>35,463.62</b>
2 Vouchers for bank code : ubgen						<b>Bank total : 39,662.83</b>
2 Vouchers in this report						<b>Total vouchers ; 39,662.83</b>

Prepared by:   
Date: 5-19-23  
Approved by:   
Date: 5-19-23

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05/23/2023 9:04:26AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
77483	5/22/2023	10956 FRANCHISE TAX BOARD	PPE 05/10/23		CA STATE TAX WITHHELD	28,327.42
					Total :	28,327.42
77493	5/22/2023	10955 DEPARTMENT OF THE TREASURY	PPE 05/10/23		FED WITHHOLD & MEDICARE	86,367.29
					Total :	86,367.29
2 Vouchers for bank code : ubgen					Bank total :	114,694.71
2 Vouchers in this report					Total vouchers :	114,694.71

Prepared by: J. Smith

Date: 5-23-23

Approved by: E. Bull

Date: 5-31-23

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05/23/2023 9:10:54AM

Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
5234	5/23/2023	10353 PERS	05 23 4		RETIREMENT PAYMENT	119,982.18
<b>Total :</b>						<b>119,982.18</b>
1 Vouchers for bank code : ubgen						<b>Bank total : 119,982.18</b>
1 Vouchers in this report						<b>Total vouchers : 119,982.18</b>

Prepared by: J. Mack

Date: 5-23-23

Approved by: E. Bule

Date: 5-25-23

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05/24/2023 1:36:30PM

Voucher List  
CITY OF SANTEE

13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133544	5/24/2023	13456 AGRICULTURAL PEST CONTROL	689291	53971	PEST CONTROL SERVICES	654.67
					<b>Total :</b>	<b>654.67</b>
133545	5/24/2023	11445 AMERICAN MESSAGING	L1072898XE		FD PAGER SERVICE	206.30
					<b>Total :</b>	<b>206.30</b>
133546	5/24/2023	14929 ARTHUR J. GALLAGHER RISK	4703638		SLEMSA PUBLIC OFFICIALS LIABIL	5,515.28
					<b>Total :</b>	<b>5,515.28</b>
133547	5/24/2023	10412 AT&T	000019833046		TELEPHONE	821.92
					<b>Total :</b>	<b>821.92</b>
133548	5/24/2023	14306 AZTEC LANDSCAPING, INC	J1486 J1494	53940 53940	CUSTODIAL SERVICES - PARKS CUSTODIAL SERVICES - PARKS	4,523.69 127.03
					<b>Total :</b>	<b>4,650.72</b>
133549	5/24/2023	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS APR 2023		LEGAL SVCS APRIL 2023	76,743.60
					<b>Total :</b>	<b>76,743.60</b>
133550	5/24/2023	11513 BOND, ELLEN	06012023-263		MEADOWBROOK HARDSHIP PROC	117.86
					<b>Total :</b>	<b>117.86</b>
133551	5/24/2023	10703 CAMERON FAMILY YMCA	05012023-YMCA	54020	CDBG SUBRECIPIENT	3,960.00
					<b>Total :</b>	<b>3,960.00</b>
133552	5/24/2023	10876 CANON SOLUTIONS AMERICA INC	4040648757 4040648758	53987 53987	SCANNER MAINTENANCE PLOTTER MAINTENANCE & USAGE	117.11 91.93
					<b>Total :</b>	<b>209.04</b>
133553	5/24/2023	11402 CARROLL, JUDI	06012023-96		MEADOWBROOK HARDSHIP PROC	118.15
					<b>Total :</b>	<b>118.15</b>
133554	5/24/2023	10569 CHARLENE'S DANCE N CHEER	406		INSTRUCTOR PAYMENT	6,682.20
					<b>Total :</b>	<b>6,682.20</b>
133555	5/24/2023	10032 CINTAS CORPORATION #694	4154264229	53959	MISC SHOP RENTAL SERVICE	36.72

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Voucher List  
CITY OF SANTEE

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Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133555	5/24/2023	10032 10032 CINTAS CORPORATION #694	(Continued)			<b>Total : 36.72</b>
133556	5/24/2023	10033 CITY ELECTRIC SUPPLY COMPANY	STE/090555	54279	TRAFFIC LIGHTS UPGRADE	7,307.72
						<b>Total : 7,307.72</b>
133557	5/24/2023	11409 CLAYTON, SYLVIA	06012023-340		MEADOWBROOK HARDSHIP PROC	123.64
						<b>Total : 123.64</b>
133558	5/24/2023	12153 CORODATA RECORDS	RS4897672	53973	RECORD STORAGE, RETRIEVAL &	847.80
						<b>Total : 847.80</b>
133559	5/24/2023	10358 COUNTY OF SAN DIEGO	23CTOFSAN10	54019	SHERIFF RADIOS	2,565.00
						<b>Total : 2,565.00</b>
133560	5/24/2023	10333 COX COMMUNICATIONS	052335901; MAY23		8950 COTTONWOOD AVE	190.11
						<b>Total : 190.11</b>
133561	5/24/2023	10046 D MAX ENGINEERING INC	7673	54166	WATER QUALITY MONITORING	1,274.00
			7674	54079	STORMWATER PROGRAM ASSIST/	14,473.88
			7832	54080	STORMWATER INSPECTIONS & RE	4,404.08
						<b>Total : 20,151.96</b>
133562	5/24/2023	13129 DAVID TURCH AND ASSOCIATES	04272023	53975	FEDERAL ADVOCACY SERVICES (F	5,000.00
						<b>Total : 5,000.00</b>
133563	5/24/2023	10449 DAY MANAGEMENT CORPORATION	INV773828	53876	EQUIPMENT REPAIR	912.00
						<b>Total : 912.00</b>
133564	5/24/2023	13582 DOWNSTREAM SERVICES INC	106706	54066	MAST PARK STORMWATER INTERC	11,048.30
						<b>Total : 11,048.30</b>
133565	5/24/2023	12593 ELLISON WILSON ADVOCACY, LLC	2023-05-07	53976	GOVERNMENTAL ADVOCACY SER'	1,500.00
						<b>Total : 1,500.00</b>
133566	5/24/2023	10057 ESGIL	03/2023 (March)		SHARE OF FEES	45,797.02
						<b>Total : 45,797.02</b>
133567	5/24/2023	10368 FIREWORKS & STAGE FX AMERICA	21543	54298	FIREWORKS DEPOSIT	17,500.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133567	5/24/2023	10368	10368 FIREWORKS & STAGE FX AMERICA (Continued)			<b>Total : 17,500.00</b>
133568	5/24/2023	12638	GEORGE HILLS COMPANY, INC.	INV1025449	54012 CLAIMS FEES FY 22/23	1,416.66
					<b>Total :</b>	<b>1,416.66</b>
133569	5/24/2023	14817	HARRIS STEEL FENCE CO., INC	RFB-20066	RETENTION RELEASE RFB-20066	2,871.95
					<b>Total :</b>	<b>2,871.95</b>
133570	5/24/2023	10600	HINDERLITER, DE LLAMAS & ASSOC	SIN027997	54218 CANNABIS CONSULTING SVCS	812.50
					<b>Total :</b>	<b>812.50</b>
133571	5/24/2023	10256	HOME DEPOT CREDIT SERVICES	5162918	53923 STATION SUPPLIES	198.01
					<b>Total :</b>	<b>198.01</b>
133572	5/24/2023	14878	IHEARTMEDIA ENTERTAINMENT, INC	8819991058	54290 MEDIA COMMERCIALS	222.21
					<b>Total :</b>	<b>222.21</b>
133573	5/24/2023	13335	IRON WALL SECURITY, INC	5911	53977 SPECIAL EVENT SECURITY	304.38
					<b>Total :</b>	<b>304.38</b>
133574	5/24/2023	10204	LIFE ASSIST INC	1314100	53891 EMS SUPPLIES	5,923.88
				1314378	53891 EMS SUPPLIES	65.94
				1322840	53891 EMS SUPPLIES	150.80
				1322990	53891 EMS SUPPLIES	315.98
				1323668	53891 EMS SUPPLIES	208.50
					<b>Total :</b>	<b>6,665.10</b>
133575	5/24/2023	10207	LOCKHART TRAINING	2349	INSTRUCTOR PAYMENT	1,027.00
					<b>Total :</b>	<b>1,027.00</b>
133576	5/24/2023	10982	MATSUSHITA, JUSTIN	05152023	PER DIEM REIMBURSEMENT FOR	333.00
					<b>Total :</b>	<b>333.00</b>
133577	5/24/2023	10154	MCDUGAL, BOEHMER, FOLEY, LYON	104675	SLEMSA LEGAL SERVICES - APRIL	315.00
					<b>Total :</b>	<b>315.00</b>
133578	5/24/2023	10344	PADRE DAM MUNICIPAL WATER DIST	90000367; MAY23	GROUP BILL	34,217.60

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133578	5/24/2023	10344 10344 PADRE DAM MUNICIPAL WATER DIS` (Continued)			<b>Total :</b>	<b>34,217.60</b>
133579	5/24/2023	14559 PATHSOLUTIONS INC	6562		NETWORK SECURITY SOFTWARE	2,170.00
					<b>Total :</b>	<b>2,170.00</b>
133580	5/24/2023	11442 PATTERSON, EDWARD	06012023-225		MEADOWBROOK HARDSHIP PROC	113.99
					<b>Total :</b>	<b>113.99</b>
133581	5/24/2023	10442 PAYCO SPECIALTIES	1768-04-2023	54288	STREET STRIPING MAINTENANCE	28,772.81
					<b>Total :</b>	<b>28,772.81</b>
133582	5/24/2023	12207 PERISCOPE INTERMEDIATE CORP	SI-8611		NIGP CODE LIC RENEWAL	605.00
					<b>Total :</b>	<b>605.00</b>
133583	5/24/2023	10093 PLAYPOWER LT FARMINGTON INC	1400269206	54037	PLAYGROUND PARTS & EQUIPME	4,037.18
					<b>Total :</b>	<b>4,037.18</b>
133584	5/24/2023	10161 PRIZM JANITORIAL SERVICES INC	34483 34582 34617	53931 53931 53931	FY 22/23 CUSTODIAL SERVICES - (C CUSTODIAL SERVICES - OFFICES CUSTODIAL SERVICES - OFFICES	42.00 4,588.24 4,588.24
					<b>Total :</b>	<b>9,218.48</b>
133585	5/24/2023	10101 PROFESSIONAL MEDICAL SUPPLY	B023122 B023123	53958 53958	OXYGEN CYLINDER RENTAL OXYGEN CYLINDER RENTAL	117.00 90.00
					<b>Total :</b>	<b>207.00</b>
133586	5/24/2023	12147 PRO-LINE INDUSTRIAL	1004822	54175	GRAFFITI REMOVAL SUPPLIES	2,499.70
					<b>Total :</b>	<b>2,499.70</b>
133587	5/24/2023	14925 RISE UP INDUSTRIES	AB 178		AB 178 BUDGET AWARD FOR RISE	100,000.00
					<b>Total :</b>	<b>100,000.00</b>
133588	5/24/2023	13061 SAN DIEGO HUMANE SOCIETY &	MAY-23	54002	ANIMAL CONTROL SERVICES	36,794.00
					<b>Total :</b>	<b>36,794.00</b>
133589	5/24/2023	10107 SANTEE MINISTERIAL COUNCIL	SFB 2022-2023	54023	CDBG SUBRECIPIENT	4,593.62
					<b>Total :</b>	<b>4,593.62</b>

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Voucher List  
CITY OF SANTEE

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Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133590	5/24/2023	13171 SC COMMERCIAL, LLC	2375699-IN 2377804-IN	53902 53902	DELIVERED FUEL DELIVERED FUEL	1,023.70 422.34 <b>Total : 1,446.04</b>
133591	5/24/2023	14523 SCA OF CA, LLC	INV-0371 INV-0495 INV-0752	53948 53948 53948	STREET SWEEPING SVCS STREET SWEEPING SVCS STREET SWEEPING SVCS	28,220.15 28,220.15 28,220.15 <b>Total : 84,660.45</b>
133592	5/24/2023	11254 SCHOOLHOUSE OUTFITTERS	INV13959096 INV13964051	54268 54268	ALUMINUM FRAME BULLETIN BOA ALUMINUM FRAME BULLETIN BOA	6,268.88 350.73 <b>Total : 6,619.61</b>
133593	5/24/2023	13206 SHARP BUSINESS SYSTEMS	9004319773	54016	SHARP COPIES MAY 2023	932.80 <b>Total : 932.80</b>
133594	5/24/2023	10314 SOUTH COAST EMERGENCY VEHICLE	512716	53907	VEHICLE REPAIR PARTS	686.30 <b>Total : 686.30</b>
133595	5/24/2023	10837 SOUTHWEST TRAFFIC SIGNAL	82504 82505 82506	54024 54024 54024	TRAFFIC SIGNAL SERVICE CALLS USA MARKOUTS TRAFFIC SIGNAL MISC. TASKS	6,182.85 1,366.88 112.13 <b>Total : 7,661.86</b>
133596	5/24/2023	14240 SPICER CONSULTING GROUP	1312	54280	ASSMNT ENG & CFD SVCS FY 22-2	2,709.38 <b>Total : 2,709.38</b>
133597	5/24/2023	11403 ST. JOHN, LYNNE	06012023-78		MEADOWBROOK HARDSHIP PROC	118.37 <b>Total : 118.37</b>
133598	5/24/2023	10217 STAPLES ADVANTAGE	3536570642 3536570643 3536814652	53981 53936 54040	OFFICE SUPPLIES - DDS OFFICE SUPPLIES OFFICE SUPPLIES - PSD	94.96 214.26 22.36 <b>Total : 331.58</b>
133599	5/24/2023	10027 STATE OF CALIFORNIA	653689		FINGERPRINTING SERVICES	96.00 <b>Total : 96.00</b>



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Voucher List  
CITY OF SANTEE

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Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133600	5/24/2023	11587 STRYKER SALES CORPORATON	4050933DM	53909	EQUIPMENT REPAIR PARTS	1,494.46
<b>Total :</b>						<b>1,494.46</b>
133601	5/24/2023	10741 TARGET SPECIALTY PRODUCTS	INVP501069093	54224	FIREBREAK HERBICIDE	8,269.36
			INVP501069097	54224	FIREBREAK HERBICIDE	2,230.43
<b>Total :</b>						<b>10,499.79</b>
133602	5/24/2023	10250 THE EAST COUNTY	00129923		PUBLIC HEARING EXCEL HOTEL	273.00
			00129925		NOTICE OF PUBLIC HEARING FOR	276.50
			00130369	54006	NOTICE OF PUBLIC HEARING - AM	280.00
			130363	53967	CLERK OFFICE PUBLICATION	301.00
<b>Total :</b>						<b>1,130.50</b>
133603	5/24/2023	10520 TRAFFIC SAFETY MATERIALS LLC	10268	54177	TRAFFIC SIGNS & HARDWARE	2,108.41
<b>Total :</b>						<b>2,108.41</b>
133604	5/24/2023	14354 TRILOGY MEDWASTE WEST, LLC	1367945	54284	BIOMEDICAL WASTE DISPOSAL	158.16
			1367946	54284	BIOMEDICAL WASTE DISPOSAL	158.16
<b>Total :</b>						<b>316.32</b>
133605	5/24/2023	10133 UNDERGROUND SERVICE ALERT	22-2303961	54013	DIG ALERT SERVICES - STATE FEE	53.58
			420230709	54013	DIG ALERT - MONTHLY TICKETS	160.50
<b>Total :</b>						<b>214.08</b>
133606	5/24/2023	12480 UNITED SITE SERVICES	INV-01646478	53950	PORTABLE TOILET AND FENCE RE	155.54
			INV-01646736	53950	PORTABLE TOILET AND FENCE RE	135.38
<b>Total :</b>						<b>290.92</b>
133607	5/24/2023	11194 USAFACT INC	3043254		BACKGROUND CHECKS	52.44
<b>Total :</b>						<b>52.44</b>
133608	5/24/2023	10642 USPS-POC	05212023		POSTAGE REIMBURSEMENT	2,161.26
<b>Total :</b>						<b>2,161.26</b>
133609	5/24/2023	10475 VERIZON WIRELESS	9934597323		CELL PHONE SERVICE	1,307.10
<b>Total :</b>						<b>1,307.10</b>
133610	5/24/2023	10136 WEST COAST ARBORISTS INC	199197	53939	URBAN FORESTRY MANAGEMENT	32,970.10

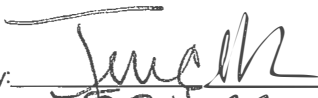

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Voucher List  
CITY OF SANTEE

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
133610	5/24/2023	10136 WEST COAST ARBORISTS INC	(Continued) 199240	53939	URBAN FORESTRY MANAGEMENT	6,144.00
					<b>Total :</b>	<b>39,114.10</b>
133611	5/24/2023	10318 ZOLL MEDICAL CORPORATION	3721738	53917	EMS SUPPLIES	2,014.93
					<b>Total :</b>	<b>2,014.93</b>
68 Vouchers for bank code : ubgen						<b>Bank total : 616,021.90</b>
68 Vouchers in this report						<b>Total vouchers : 616,021.90</b>

Prepared by:   
Date: 5/24/23  
Approved by:   
Date: 5/24/23

5/11/2023 to 5/24/2023-1 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					roth	48,929.85	6,649.31						
					sb-1		79.05						
					sb-3		47.43						
					sffa		3,039.30						
					sffapc		410.40						
					st1cs3	82,337.69	2,470.15	-2,470.15					
					st2cs3	13,983.53	419.51	-419.51					
					texlif		55.19						
					vaccpr		536.20						
					vaccpt		232.89						
					vcnpr		320.87						
					vcnpt		112.75						
					vgcipt		79.44						
					vision		536.46						
					voladd		31.26						
					voldis		234.94						
					vollad			234.29					
					vollif		234.29						
<b>Grand Totals</b>	15,138.10		634,385.49				225,780.75	263,345.16					

<b>Gross:</b>	634,385.49
<b>Net:</b>	408,604.74

<< No Errors / 15 Warnings >>

*EBull*  
5/30/23

Pay date 6/1/23  
PPE 5/24/23

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Voucher List  
CITY OF SANTEE

21

Bank code : ubqen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
133613	5/25/2023	10001 US BANK	0002		WELLNESS EVENT	100.00
			0002694469		FIREFIGHTING TOOL	101.99
			0035604		MATERIALS & SUPPLIES	196.09
			004978		MEETING SUPPLIES	20.72
			006967		MATERIALS & SUPPLIES	253.82
			008885790		PARKING FOR CONFERENCE	20.00
			00889492		PARKING FOR CONFERENCE	20.00
			009960		MEETING SUPPLIES	10.89
			010803		HOP DOWN SUPPLIES RETURN	-43.10
			010957		MEETING SUPPLIES	29.96
			012296		EASTER EVENT SUPPLIES	10.78
			012526		MEETING SUPPLIES	16.29
			014477		MEETING SUPPLIES	5.16
			016623		SKATEPARK SUPPLIES	43.08
			020391		SENIOR PROGRAM SUPPLIES	83.92
			0223691		MATERIALS & SUPPLIES - MAST DI	280.58
			0223720		MATERIALS & SUPPLIES	71.06
			023852		FIRST AID SUPPLIES	30.00
			02452		PARKING FOR MEETING	6.00
			027252		COUNCIL MEETING SUPPLIES	20.46
			028393		MATERIALS & SUPPLIES	22.07
			029605		LEAGUE OF CA CITIES APRIL MEE	105.00
			031526		SPARC LUNCH	70.58
			032223-CR		CR-FRAUDULENT CHARGE	-5.00
			0323297		ENGRAVING MEMORIAL LEAF	5.00
			032569		FOUNTAIN MAINTENANCE	90.22
			036945		DISC GOLF MACHINE TEST	4.00
			037267		HOP DOWN BUNNY TRAIL SUPPLII	16.16
			04022023		MONTHLY SQUARE FEE	55.00
			040242		TEEN CENTER SUPPLIES	37.69
			04112023		LEAGUE OF CA CITIES APRIL B.O.I	21.69
			04122023		LEAGUE OF CA CITIES APRIL B.O.I	33.97
			04142023		EQUIPMENT REPAIR	110.00
			04152023		LEAGUE OF CA CITIES APRIL B.O.I	19.99
			041792		ASPHALT MATERIALS	676.57
			04192023		EMT UNIFORM PATCHES	353.34

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Voucher List  
CITY OF SANTEE

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Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133613	5/25/2023	10001 US BANK	(Continued)			
			044725		MEETING SUPPLIES	104.00
			045241		MEETING SUPPLIES	11.79
			0517		HOP DOWN SUPPLIES RETURN	-43.10
			056107		FIRE ACADEMY GRAD CEREMONY	41.49
			0615822		MATERIALS & SUPPLIES	71.63
			069201		TEEN CENTER SUPPLIES	101.83
			072472		CONFERENCE PARKING	20.00
			072472a		CONFERENCE PARKING	20.00
			077786		MATERIALS & SUPPLIES	85.98
			079836		CONFERENCE PARKING	20.00
			079836		PARKING AT SD CONVENTION CEN	20.00
			079836		CPRS CONFERANCE PARKING	20.00
			081181		HOP DOWN SUPPLIES	86.20
			083008		CONFERENCE PARKING	20.00
			084561		PARKING FEE	20.00
			088248		OFFICE SUPPLIES	6.18
			089560		FIRE MECHANICS ACADEMY	32.64
			0904243		ENG. & PLAN. SUPPLIES	15.87
			090730		MEETING SUPPLIES	11.98
			094994		MATERIALS & SUPPLIES	32.28
			0952231		STREET BANNERS	307.05
			097056		MEETING SUPPLIES	57.10
			097259		MATERIALS & SUPPLIES	154.71
			097875		MEETING SUPPLIES	43.74
			099075		FOUNTAIN MAINTENANCE	554.69
			10017482		PARKING FOR CPRS CONFERENC	20.00
			1009853		STREET BANNERS	61.41
			101530874		CERTIFICATION	110.00
			1025893		MATERIALS & SUPPLIES	86.14
			10269		DISC GOLF SPONSOR SIGNS	152.15
			10272		DISC GOLF SPONSOR SIGN	78.57
			10434		MEETING SUPPLIES	20.72
			107117		MEETING SUPPLIES	7.99
			107660		VEHICLE REPAIR PARTS	484.31
			107663		VEHICLE REPAIR PARTS	23.46
			10827		SENIOR PROGRAM SUPPLIES	61.33

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133613	5/25/2023	10001 US BANK	(Continued)			
			1087-7813		LEAGUE OF CA CITIES	625.00
			10965379		PARK SIGNAGE	117.43
			11007866		MEETING DUES	35.00
			11012151		MEETING REGISTRATION FEE	15.00
			11041584		PUB ED ITEMS	2,344.77
			11278973		WESTERN CHAPTER ISA CONFERI	258.08
			12101244		EVENT ADVERTISING	171.37
			1259835		BUILDING CUSTOM STAMP	123.91
			1330570		PROMOTIONAL SIGNS	141.24
			1349856		AMAZON ERGONOMIC COMPUTEF	34.46
			1361100		LEAGUE OF CA CITIES APRIL B.O.I	749.46
			138087		WESTERN CHAPTER ISA CONFERI	650.00
			1444225		SENIOR PROGRAM SUPPLIES	29.04
			150430		STAFF UNIFORM HATS	271.53
			1557008		MEETING SUPPLIES	225.89
			1609825		SENIOR PROGRAM SUPPLIES	18.08
			167134		STORM WATER DOMAIN RENEWAI	35.00
			16807		SENIOR TRIPS	848.63
			1682026477		DOORS FOR STATION 4	2,496.00
			1691464		MATERIALS & SUPPLIES	25.82
			1699		FAIR HOUSING CONFERENCE	65.00
			17638		SENIOR TRIP TRANSPORTATION	2,200.00
			18532256		EQUIPMENT REPAIR	448.24
			2010726		MATERIALS & SUPPLIES	166.67
			2031448		MATERIALS & SUPPLIES	63.76
			210664-A		FIRE MECHANICS ACADEMY	554.35
			210664-B		FIRE MECHANICS ACADEMY	5.00
			210665		FIRE MECHANICS ACADEMY	554.35
			222397974		RECORDED DOCUMENTS	0.02
			23079705		SENIOR TRIP TICKETS	1,576.80
			2317025		10X10 CANOPIES FOR EVENTS	814.00
			2449035		EVENT SUPPLIES	39.86
			24758694		BRANDED ITEMS	1,374.17
			24768647		BRANDED ITEMS	736.48
			2514235		MATERIALS & SUPPLIES	25.69
			27523512		PRINTING FLYERS	71.20

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133613	5/25/2023	10001 US BANK	(Continued)			
			27531706		SPECIAL EVENT FLYERS	75.60
			27555247		BRANDED ITEMS	51.33
			27562534		SPECIAL EVENT FLYERS	75.60
			27578439		RECREATION PROGRAM MARKETI	546.06
			2795444		MATERIALS & SUPPLIES	9.69
			288508234		WELLNESS PROGRAM SUPPLIES	216.72
			3027185		MATERIALS & SUPPLIES	131.22
			3030219		MATERIALS & SUPPLIES	34.20
			3108389		GFOA TRAINING	210.00
			3185915-00		MATERIALS & SUPPLIES	2,480.15
			31910		WESTERN CHAPTER ISA CONFERI	700.00
			32223-CR		CR-FRAUDULENT CHARGE	-684.66
			3325830		ENG. PLAN. & BUILDING SUPPLIES	19.38
			3325830B		ENG., PLAN. & BUILDING SUPPLIE	17.23
			3360806		PLANNING MEMBERSHIP RENEWA	1,038.00
			3-413834		WELLNESS EVENT	104.33
			34716		SUMMER CONCERT STICKERS	235.97
			3603462		MATERIALS & SUPPLIES	37.53
			375916		EMS TRAINING PROPS	2,105.27
			396154T		RECRUITMENT ADVERTISING	866.00
			40739		FOUNTAIN MAINTENANCE	269.86
			40739a		FOUNTAIN MAINTENANCE	230.40
			4205868		EQUIPMENT SUPPLIES	28.00
			4308		BUILDING FORMS	267.22
			4320		BUILDING FORMS	169.71
			44061061554		PATH OF TRAVELS TRIGGERS FOF	70.00
			44061073070		2022 ENERGY CODE: MULTIFAMILY	70.00
			44061084426		SOLAR PVC SYSTEMS & ENERGY	70.00
			44061091608		2022 ENERGY CODE: NONRESIDEI	70.00
			4415414		REFUND	-127.00
			45029		FOUNTAIN MAINTENANCE	128.00
			4511448		ENGINEERING SUPPLIES	179.09
			4629083		SUMMER CONCERT HEALTH PERM	316.00
			4683431		OFFICE SUPPLIES	9.58
			4688229		STREET BANNERS	307.05
			4818631		STREET BANNERS	307.05

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Voucher List  
CITY OF SANTEE

25

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133613	5/25/2023	10001 US BANK	(Continued)			
			49059		OFFICE SUPPLIES	30.08
			4X64TD		LEAGUE OF CA CITIES APRIL B.O.I	492.96
			5010256		MATERIALS & SUPPLIES	18.08
			5023418		MATERIALS & SUPPLIES	181.08
			5522603		MATERIALS & SUPPLIES	150.67
			5527416		ENGINEERING & PLANNING SUPPI	385.72
			5808		SIGNAGE	26.94
			60224		FOUNTAIN MAINTENANCE SUPPLII	151.46
			608391		FITNESS PROGRAM MEMBERSHIP	49.50
			6105866		MATERIALS & SUPPLIES	146.07
			6184132		ERROR - TO BE REIMBURSED	24.57
			6219465		PLANNING SUPPLIES	9.57
			63248461		WESTERN CHAPTER ISA CONFERI	258.08
			63324670		WESTERN CHAPTER ISA CONFERI	650.00
			63324670		WESTERN CHAPTER ISA CONFERI	258.08
			65448		FOUNTAIN MAINTENANCE	326.39
			6637860		BUILDING SUPPLIES	31.83
			6637860B		BUILDING SUPPLIES	94.25
			6725071		SUMMER CONCERT EVENT SUPPL	66.19
			6889292		DAY CAMP SUPPLIES	398.82
			7024795		MATERIALS & SUPPLIES	50.50
			7099004		RECORDED DOCUMENTS	0.90
			73967-A		EM CONCEPTS CLASS	739.02
			73967-B		EM CONCEPTS CLASS	254.68
			7535434		STREET BANNERS	307.05
			7605485144		RECRUITMENT ADVERTISING	45.00
			7685342		NOTARY TRAINING AND EXAM	824.19
			7757067		BUILDING SUPPLIES	33.90
			78185		HOTEL FOR TRAILS AND GREENW	608.31
			7822609		BUILDING SUPPLIES	77.00
			7829843		STAFF VEST FOR SPECIAL EVENT	10.76
			78643		SENIOR PROGRAM STAFF WORKII	11.64
			78679		STAFF SUN PROTECTION	218.79
			79836		PARKING FOR CPRS CONFERENC	20.00
			8		STAFF WORKING LUNCH - HOP DC	51.66
			8026341		MATERIALS & SUPPLIES	3.37

25



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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133613	5/25/2023	10001 US BANK	(Continued)			
			8026363		MATERIALS & SUPPLIES	3.37
			81		INCIDENT #2023-020123	22.84
			8237845		TABLE CLOTHS FOR CITY EVENTS	66.90
			8356213		VEHICLE REPAIR SUPPLIES	22.68
			8602716		MATERIALS & SUPPLIES	21.42
			87588		FOUNTAIN MAINTENANCE	30.07
			8812202		MATERIALS & SUPPLIES	37.70
			8830630		TRIPOD	128.21
			90148410182		FIRE MECHANICS ACADEMY	384.88
			9015673		FOUNTAIN MAINT SUPPLIES	11.31
			905		REGISTRATION - SPECIAL EVENT I	46.00
			905844		ALL AMERICAN LEADERSHIP WKS	43.17
			9255444		BUILDING SUPPLIES	25.58
			940364036252		FEDEX SHIPPING	51.78
			9493832		OFFICE SUPPLIES	8.40
			9522099		CIVIC CENTER EQUIPMENT	91.47
			9680261		MATERIALS & SUPPLIES	17.65
			9721861		ENGINEERING SUPPLIES	110.06
			9885845		CIVIC CENTER AND EVENT SUPPL	296.18
			APG037		CFED CONFERENCE	360.00
			CPRSD12A&I2023		CPRS D12 AWARDS REGISTRATIO	280.00
			INV-31730		CFED CONFERENCE	540.00
			INV-60822		CFED CONFERENCE	360.00
			INV-83323		CFED CONFERENCE	360.00
			M1654781		VEHICLE SERVICES	180.00
			Q-09008-K5L4		SOFTWARE UPDATE	185.00
			R718343476		BRANDED STICKERS	527.44
			SA4531690		EVENT PROMOTIONAL ITEMS	640.23
			VIM69438909		VIDEO MANAGEMENT SOFTWARE	240.00
					<b>Total :</b>	<b>46,461.45</b>

1 Vouchers for bank code : ubgen

Bank total : 46,461.45

1 Vouchers in this report

Total vouchers : 46,461.45

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Voucher List  
CITY OF SANTEE

27

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: Juan M  
Date: 5-25-23  
Approved by: [Signature]  
Date: 5/25/23

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Voucher List  
CITY OF SANTEE

28

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133614	5/31/2023	10010 ALLIANT INSURANCE SERVICES INC	2296383		EVENT INSURANCE - JUNE CONCE	1,920.00
					<b>Total :</b>	<b>1,920.00</b>
133615	5/31/2023	10412 AT&T	301053963; JUN23		MAST PARK	116.99
					<b>Total :</b>	<b>116.99</b>
133616	5/31/2023	12665 CARROLL BUSINESS SUPPLY	988590-0	53870	OFFICE SUPPLIES	310.26
					<b>Total :</b>	<b>310.26</b>
133617	5/31/2023	10031 CDW GOVERNMENT LLC	JL83050	54208	DOCKING STATIONS	1,349.62
					<b>Total :</b>	<b>1,349.62</b>
133618	5/31/2023	10032 CINTAS CORPORATION #694	4154964647	53959	MISC SHOP RENTAL SERVICE	52.45
					<b>Total :</b>	<b>52.45</b>
133619	5/31/2023	10979 CITY OF LA MESA	447		FINGERPRINTING	100.00
					<b>Total :</b>	<b>100.00</b>
133620	5/31/2023	11862 CORODATA SHREDDING INC	1409809	53974	SECURE DESTRUCTION SERVICE	49.82
					<b>Total :</b>	<b>49.82</b>
133621	5/31/2023	10486 COUNTY OF SAN DIEGO	05302023		NOTICE OF EXEMPTION - MUNI CC	50.00
					<b>Total :</b>	<b>50.00</b>
133622	5/31/2023	10486 COUNTY OF SAN DIEGO	202300351		RECORDED DOCUMENT FEE	20.00
					<b>Total :</b>	<b>20.00</b>
133623	5/31/2023	10333 COX COMMUNICATIONS	063453006; MAY23 064114701; MAY23 112256001; MAY23		9534 VIA ZAPADOR 8115 ARLETTE ST 9130 CARLTON OAKS DR	95.53 196.69 94.68
					<b>Total :</b>	<b>386.90</b>
133624	5/31/2023	13044 FIELDTURF USA, INC	699717 699718	54067 54067	SYNTHETIC TURF MAINTENANCE SYNTHETIC TURF MAINTENANCE	4,680.00 1,774.23
					<b>Total :</b>	<b>6,454.23</b>
133625	5/31/2023	12760 FOCUS PSYCHOLOGICAL	SANTEE2023-4	53922	PSYCHOLOGICAL SERVICES	800.00

Voucher List  
CITY OF SANTEE


Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133635	5/31/2023	10407 10407 SAN DIEGO GAS & ELECTRIC	(Continued)			<b>Total : 35,248.95</b>
133636	5/31/2023	10424 SANTEE FIREFIGHTERS	05172023 1285		MED SRVS REIMBURSEMENT MED SRVCS REIMBURSEMENT	4,560.00 2,214.00 <b>Total : 6,774.00</b>
133637	5/31/2023	13171 SC COMMERCIAL, LLC	2382366-IN 2382962-IN	53902 53902	DELIVERED FUEL DELIVERED FUEL	1,018.72 93.08 <b>Total : 1,111.80</b>
133638	5/31/2023	10110 SECTRAN SECURITY INC	23050554	54148	FY 22/23 ARMORED CAR TRANSPC	155.84 <b>Total : 155.84</b>
133639	5/31/2023	14797 SEDANO FORD OF LM, INC.	20449658	54214	VEHICLE REPAIR PARTS	143.22 <b>Total : 143.22</b>
133640	5/31/2023	14909 SOLE FITNESS	WILLIAM HOWARTH	54314	FITNESS EQUIPMENT	8,242.48 <b>Total : 8,242.48</b>
133641	5/31/2023	10837 SOUTHWEST TRAFFIC SIGNAL	81912 81913 81914	54024 54024 54024	USA MARKOUTS TRAFFIC SIGNAL MISC. TASKS TRAFFIC SIGNAL SERVICE CALLS	341.72 280.33 1,617.27 <b>Total : 2,239.32</b>
133642	5/31/2023	10217 STAPLES ADVANTAGE	3537688581 3537688582	53935 53935	FY 22/23 OFFICE SUPPLIES - FINAI FY 22/23 OFFICE SUPPLIES - FINAI	302.94 35.55 <b>Total : 338.49</b>
133643	5/31/2023	11426 TABS, ETC INC	300801	54294	BUDGET TABS	423.08 <b>Total : 423.08</b>
133644	5/31/2023	10257 TYLER TECHNOLOGIES INC	045-415367 045-418751	53803 53803	PERMITTING SOFTWARE IMPLEME PERMITTING SOFTWARE IMPLEME	7,400.00 5,180.00 <b>Total : 12,580.00</b>
133645	5/31/2023	11194 USAFACT INC	3033430		BACKGROUND CHECKS	84.48 <b>Total : 84.48</b>

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
32		Vouchers for bank code : ubgen			Bank total :	155,014.16
32		Vouchers in this report			Total vouchers :	155,014.16

Prepared by:   
Date: 5.31.23

Approved by:   
Date: 5/31/23

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
133646	6/1/2023	12724 AMERICAN FIDELITY ASSURANCE	D594113		VOLUNTARY LIFE INS-AM FIDELITY	4,080.54
					<b>Total :</b>	<b>4,080.54</b>
133647	6/1/2023	10334 CHLIC	3189930		HEALTH INSURANCE	203,314.00
					<b>Total :</b>	<b>203,314.00</b>
133648	6/1/2023	14458 METROPOLITAN LIFE INSURANCE	77164083		DENTAL INSURANCE	12,390.26
					<b>Total :</b>	<b>12,390.26</b>
133649	6/1/2023	10785 RELIANCE STANDARD LIFE	June 23		VOLUNTARY LIFE INSURANCE	469.69
					<b>Total :</b>	<b>469.69</b>
133650	6/1/2023	10424 SANTEE FIREFIGHTERS	PPE 5/24/23		DUES/PEC/BENEVOLENT/BC EXP	3,576.33
					<b>Total :</b>	<b>3,576.33</b>
133651	6/1/2023	10776 STATE OF CALIFORNIA	PPE 05/24/23		WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
133652	6/1/2023	10776 STATE OF CALIFORNIA	PPE 05/24/23		WITHHOLDING ORDER	225.23
					<b>Total :</b>	<b>225.23</b>
133653	6/1/2023	10001 US BANK	PPE 05/24/23		PARS RETIREMENT	952.04
					<b>Total :</b>	<b>952.04</b>
133654	6/1/2023	14600 WASHINGTON STATE SUPPORT	PPE 5/24/23		WITHHOLDING ORDER	751.84
					<b>Total :</b>	<b>751.84</b>
<b>9 Vouchers for bank code : ubgen</b>						<b>Bank total : 226,209.46</b>
<b>9 Vouchers in this report</b>						<b>Total vouchers : 226,209.46</b>

Prepared by: *J. M. [Signature]*  
 Date: 6-1-23  
 Approved by: *E. Bull [Signature]*  
 Date: 6-1-23

Payroll Processing Report  
CITY OF SANTEE  
6/1/2023 to 6/30/2023-1 Cycle m

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 32								
reth			5,642.00		catax	5,642.00	46.00						
					fedtax	5,642.00	211.00						
Grand Totals	0.00		5,642.00				257.00	0.00					

Gross:	5,642.00
Net:	5,385.00

<< No Errors / No Warnings >>

*EBull*  
*PPE 6/30/23*  
*Paydate 6/2/23*

**MEETING DATE** June 14, 2023

**ITEM TITLE** CLAIM AGAINST THE CITY BY KEVIN MEDBURG

**DIRECTOR/DEPARTMENT** Rida Freeman, Human Resources Director *RF*

**SUMMARY**

A claim was filed against the City of Santee by Kevin Medburg on April 12, 2023. The claimant states that he struck a pothole resulting in property damage to his vehicle. City staff has confirmed that the City had no notice of the condition of the roadway prior to the claim filing and it has since been repaired. The claim has been reviewed by the City's Interim Human Resources Director prior to bringing it forward for consideration. The Interim Human Resources Director recommends the claim be rejected as provided in Government Code Section 913.

The claim documents are on file in the Office of the City Clerk for Council reference.

**FINANCIAL STATEMENT** *Hy*

There is no financial impact to the City by rejecting the claim.

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

**RECOMMENDATION** *S For CM*

Reject claim per Government Code Section 913.

**ATTACHMENT**

None



**MEETING DATE** June 14, 2023

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH D-MAX ENGINEERING, INC. FOR AS-NEEDED STORM WATER PROGRAM STAFFING SERVICES

**DIRECTOR/DEPARTMENT** Carl Schmitz, Engineering 

**SUMMARY**

This item requests the City Council authorize the execution of a Professional Services Agreement (Agreement) with D-Max Engineering, Inc. (D-Max) to provide as-needed Storm Water Program staffing and technical support necessary to maintain compliance with the City's Municipal Storm Water Permit under the National Pollutant Discharge Elimination System (NPDES).

D-Max has unique knowledge and history from working with the City for over fourteen years. The company provides specialized services specifically tailored to storm water permit compliance. D-Max provides similar services for various other agencies in San Diego County. This Professional Services Agreement will support the essential duties and functions assigned to the Storm Water Program division.

Specifically, the proposed tasks in the Agreement are required to be performed by the City to remain in compliance of the San Diego Regional Water Quality Control Board Order No. R9-2013-0001(MS4) permit, as amended; the San Diego River Bacteria Total Maximum Daily Load (TMDL); and other relevant regulations and agreements. These tasks include attendance at regional and watershed storm water meetings, program technical support, annual reporting support, structural BMP inspections and maintenance verifications for high priority sites, verification inspections for other sites, as-need storm water plan updates, TMDL compliance support, Storm Water Quality Management Plan reviews for development projects and building permit reviews, and construction storm water inspections.

Staff recommends authorizing the City Manager to execute a Professional Services Agreement with D-Max in an amount not to exceed \$ 220,250 for FY2023-24, and at the City's option, to renew the Agreement for two additional one-year terms. This is intended to be an annual Agreement that provides staff support for the Storm Water Program Division.

**ENVIRONMENTAL REVIEW**

Per California Environmental Quality Act (CEQA) Guidelines Section 15378, this action is not a project under CEQA and, therefore, is not subject to CEQA review.

**FINANCIAL STATEMENT** 

Funding for these services will be provided by funds included in the proposed FY 2023-24 Operating Budget in the General Fund, Zone 2 Flood Control District Fund, and the proposed FY 2024-2028 Capital Improvement Program, as well as, reimbursements for full cost recovery from developer deposit accounts when performing plan reviews and inspections related to active construction sites, and for fee-based inspections of industrial and commercial properties.



**CITY OF SANTEE**  
**COUNCIL AGENDA STATEMENT**

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

*S for CM*

Adopt the Resolution authorizing the City Manager to execute a Professional Services Agreement with D-Max Engineering, Inc. for as-needed Storm Water Program staffing services in an amount not to exceed \$ 220,250 for FY 2023-24.

**ATTACHMENTS**

Resolution



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL  
SERVICES AGREEMENT WITH D-MAX ENGINEERING, INC. FOR AS-NEEDED  
STORM WATER PROGRAM STAFFING SERVICES**

**WHEREAS**, the City of Santee is required to implement the requirements of the San Diego Regional Water Quality Control Board Order No. R9-2013-0001 (MS4) permit, as amended; the San Diego River Bacteria Total Maximum Daily Load (TMDL); and other relevant regulations and agreements; and

**WHEREAS**, due to unique and specialized requirements in the Storm Water Program Division, there is a need for expert consulting services to ensure compliance with the MS4 Permit, Investigative Orders and other compliance enforcement orders; and

**WHEREAS**, D-Max Engineering, Inc. has unique knowledge and history from working with the City for over fourteen years, and provides specialized services specifically tailored to storm water permit compliance and provides similar services for various other agencies in San Diego County and can provide the necessary staff; and

**WHEREAS**, the Storm Water Program is funded by various budgeted funds in the proposed FY 2023-24 General Fund, Zone 2 Flood Control District Fund and the adopted Capital Improvement Program budget for the San Diego River Bacteria TMDL Bacteria Reduction (CIP 2020-22) project; as well as reimbursements for full cost recovery from developer deposit accounts when performing work related to Land Development projects and fee-based inspection from commercial and industrial sites.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Santee, California, authorizes the City Manager to execute a Professional Services Agreement with D-Max Engineering, Inc. for as-needed Storm Water Program Staffing Services in an amount not to exceed \$220,250 for FY 2023-24, with the option to renew the Agreement for two additional one-year terms.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 14th day of June, 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** June 14, 2023

**ITEM TITLE** RESOLUTION APPROVING A THREE-YEAR AGREEMENT WITH THE SAN DIEGO HUMANE SOCIETY AND S.P.C.A. FOR ANIMAL CONTROL SERVICES FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2026, WITH THE OPTION TO EXTEND THE AGREEMENT FOR TWO ADDITIONAL ONE-YEAR PERIODS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

**DIRECTOR/DEPARTMENT** Kathy Valverde, Assistant to the City Manager *KV*

**SUMMARY**

The County of San Diego provided animal control services to the City of Santee for 38 years until the County terminated services on June 30, 2018. At that time, the San Diego Humane Society was the only other viable organization in the region with the specialized professional qualifications necessary to provide these services. On July 1, 2018, the City entered into its first multi-year agreement with the Humane Society, which is scheduled to end on June 30, 2023. The Humane Society is still the only organization in our region who is willing to provide these services and has the qualifications to do so. Due to these special circumstances, the Purchasing Ordinance allows the City to dispense with formal and informal bidding procedures and negotiate directly with the Humane Society if the City Council determines that it is in the City's best interest to do so (SMC § 3.24.120(C)).

Similar to the prior agreement, staff is proposing a three-year agreement with the Humane Society, with two one-year options to extend. While this is a multi-year contract, the Agreement can be terminated at any time with one-year advanced written notice. Contract costs have remained relatively flat over the past five years, with only a 3.9% increase since services started with the Humane Society in 2018. The City will receive no cost increase over the prior year with the start of this new Agreement, which is also the third year that costs have remained the same.

The Humane Society provides two fundamental services for the City: 1) Shelter and care of animals; and 2) Enforcement of animal laws and public protection. The Humane Society also provides patrol services to the City and adheres to response times for calls for service as mandated by the contract. Additionally, since the City's initial contract began in 2018, the Humane Society has been able to acquire use of the El Cajon animal shelter, where Santee residents are now primarily served, along with the cities of El Cajon and La Mesa.

With four campuses located throughout the county, the Humane Society currently provides service to most of the cities in our region. The exceptions are: 1) Chula Vista operates its own full service shelter serving the cities of National City, Lemon Grove and Imperial Beach; 2) Coronado owns its own animal care facility, operated on a contractual basis by the Pacific Animal Welfare Society (PAWS) of Coronado and managed by the Coronado Police Department; and 3) the County of San Diego operates its own municipal shelters and only serves the unincorporated areas.

**FINANCIAL STATEMENT** *AS*

The first year cost for animal control services under the Agreement is \$441,528, which represents no increase over the prior year. This cost is included in the Fiscal Year 2023-24 Proposed Operating Budget. Future year costs will be calculated pursuant to the contract and brought to City Council as part of the budget review each year for approval.

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

**RECOMMENDATION** *MSB*

Adopt the attached Resolution:

1. Finding that it is in the City's best interest to dispense with formal and informal bidding procedures and negotiate directly with the San Diego Humane Society; and
2. Approving a three-year agreement with the San Diego Humane Society and S.P.C.A. for animal control services for the period July 1, 2023 through June 30, 2026.
3. Authorizing the City Manager to execute the Agreement
4. Authorizing the City Manager to extend the Agreement for two additional one-year periods, if warranted, and to administratively extend the Agreement for one 120-day period, if needed to negotiate a new Agreement.

**ATTACHMENT**

Resolution  
Agreement with the San Diego Humane Society

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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, APPROVING A THREE-YEAR AGREEMENT WITH THE SAN DIEGO HUMANE SOCIETY AND S.P.C.A. FOR ANIMAL CONTROL SERVICES FOR THE PERIOD JULY 1, 2023 THROUGH JUNE 30, 2026, WITH THE OPTION TO EXTEND THE AGREEMENT FOR TWO ADDITIONAL ONE-YEAR PERIODS, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

**WHEREAS**, the County of San Diego provided animal control services to the City of Santee since incorporation in 1980 until June 30, 2018, when the County terminated its services; and

**WHEREAS**, at that time, the San Diego Humane Society and S.P.C.A. was deemed the only viable organization in the region with the specialized professional qualifications necessary to provide animal control services and who was also willing to provide the services; and

**WHEREAS**, the City entered into its first multi-year contract with the San Diego Humane Society on July 1, 2018; and

**WHEREAS**, current services with the San Diego Humane Society are scheduled to end on June 30, 2023; and

**WHEREAS**, it has been determined that the San Diego Humane Society is again the only viable organization in the region at this time with the specialized professional qualifications necessary to provide animal control services for the City and who is also willing to provide the services; and

**WHEREAS**, the City's Purchasing Ordinance allows the City to dispense with formal and informal bidding procedures and negotiate directly with a service provider if the City Council determines that it is in the City's best interest to do so (SMC § 3.24.120(C)); and

**WHEREAS**, due to the special circumstances described above, staff recommends that the City dispense with formal bidding procedures and negotiate directly with the San Diego Human Society; and

**WHEREAS**, the term of the new Agreement with the San Diego Humane Society is for three years, effective July 1, 2023 through June 30, 2026, with the option to extend the Agreement for two additional one-year periods, if warranted, and to administratively extend the Agreement for one 120-day period, if needed to negotiate a new Agreement; and

**WHEREAS**, the Agreement will serve as the basis for services while the schedule of charges will be amended each year upon adoption of the Operating Budget by City Council to establish payment obligations for the next fiscal year; and

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

**WHEREAS**, the cost for animal control services under the Agreement for Fiscal Year 2023-24 is \$441,528, which represents no increase over the prior year; and

**WHEREAS**, the Agreement with the San Diego Humane Society can be terminated at any time with one-year advanced written notice.

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

1. Finds that the above recitals are true and correct and are incorporated herein, and finds that it is in the City's best interest to dispense with formal and informal bidding procedures and negotiate directly with the San Diego Humane Society.
2. Approves the three year Agreement for Animal Services between the City of Santee and the San Diego Humane Society and S.P.C.A. effective July 1, 2023.
3. Authorizes and directs the City Manager to execute the Agreement.
4. Authorizes the City Manager to extend the Agreement for two additional one-year periods, if warranted, and administratively extend the Agreement for one 120-day period, if needed to negotiate a new Agreement.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 14th day of June, 2023, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

**AGREEMENT FOR ANIMAL SERVICES  
BETWEEN THE CITY OF SANTEE  
AND  
THE SAN DIEGO HUMANE SOCIETY AND S.P.C.A.**

This Agreement for Animal Services (“Agreement”) is made and entered into effective July 1, 2023 (“Effective Date”) by and between the CITY OF SANTEE, a California charter city (“CITY”) and the SAN DIEGO HUMANE SOCIETY AND S.P.C.A., a California nonprofit corporation (“SDHS”) (collectively, the “Parties”). This Agreement is made with reference to the following recitals.

**RECITALS**

A. It has been determined to be in the CITY’s best interest to retain specialized, professional services to provide animal control and sheltering services.

B. The CITY desires to contract with SDHS as an independent contractor and SDHS desires to provide services to the CITY as an independent contractor.

C. SDHS is a duly licensed animal care provider and their personnel have the professional qualifications necessary for the satisfactory performance of the services designated herein by virtue of their experience, training, education and expertise.

D. The purpose of this Agreement is to ensure the proper, humane and efficient handling, ownership, treatment and disposition of dogs, cats and other domesticated animals, and to ensure the enforcement of laws, ordinances and regulations of the State of California and of the CITY concerning the regulation, licensing, impounding and disposition of dogs, cats and other domestic animals within the CITY.

**AGREEMENT**

NOW THEREFORE, in consideration of the covenants, conditions and terms set forth herein, the parties agree as follows:

1. **SCOPE OF SERVICES.** SDHS shall provide animal sheltering and animal field services (the “Services”) as required by and in accordance with the laws, regulations, ordinances and codes of the State of California and the CITY, as further specified by this Agreement. The Services to be performed by SDHS pursuant to the terms and conditions of this Agreement shall consist of the Services enumerated below.

1.1. **Animal Sheltering Services.** SDHS shall provide the CITY with animal shelter services for the care and disposition of all animals coming into the possession of SDHS using safe and humane methods in compliance with all applicable local, State and federal laws and regulations. Such animal sheltering services shall include:

- a. Receive and care for all dogs, cats and other domestic animals seized or impounded by SDHS or relinquished by CITY residents.



- b. House and care for stray, injured and relinquished domestic animals for the required hold period.
- c. House and care for domestic animals under rabies quarantine for the required hold period.
- d. House and care for animals impounded due to animal cruelty, abuse or neglect.
- e. House and monitor quarantined animals that have bitten and been recorded as a biting animal.
- f. Provide adoption services and lost and found opportunities for the general public for domestic animals brought to the Shelter.
- g. Provide nursery or foster care for underage, neonatal kittens.
- h. Operate a comprehensive volunteer program.
- i. Conduct public nuisance and dangerous dog hearings.
- j. Provide humane euthanasia and disposal of animals determined to be unhealthy or untreatable if alternative placement is unattainable or unadvisable.
- k. Provide and maintain medical and veterinary services at the Shelter for animals under SDHS's care, including spay, neuter and vaccination services.
- l. Coordinate with other local, state and national agencies, and well as local rescue groups, as warranted.
- m. Manage and enforce the dog license program within the CITY, including:
  - i. Issue, or cause to be issued, new and renewed licenses for dog license applicants within the CITY.
  - ii. Maintain records of current and expired dog licenses and the owners who live within the CITY in accordance with the CITY's records retention policy, or as required by law.
  - iii. Investigate and issue, when appropriate, Service Dog Licenses within the CITY.
  - iv. Issue, or cause to be issued, Dangerous Dog licenses after following the legal requirements for proper notice and conducting an administrative hearing(s) to designate a dog as dangerous.
  - v. Conduct follow-up enforcement of licensing and rabies vaccinations within the CITY.

To accommodate the animal sheltering services, SDHS shall maintain an animal shelter at 1373 N. Marshall Avenue, El Cajon, California (the "Shelter"), which shall be open for public service and operation during reasonable days and hours of operation similar to other such facilities within the County of San Diego ("County"), and which shall comply with the standards described by the laws of the State of California, and the ordinances of the CITY. Public interest and customer service shall be one of the primary considerations in establishing the days and times for public access to the Shelter. SDHS may, at its sole discretion, open and/or utilize additional shelters to meet the animal shelter needs of the CITY.

1.2. Animal Field Services. SDHS shall humanely and efficiently enforce all applicable animal field service laws, regulations, ordinances and codes of the CITY pertaining to animal field services with respect to the scope of work set forth below. SDHS shall provide the CITY with the following animal field services:

- a. Respond to requests for service and complaints generated by the public, law enforcement and the CITY.
- b. Enforce local and state animal laws within the CITY's jurisdictions and issue citations and warnings for violations, when appropriate.
- c. Investigate and enforce animal cruelty laws and related activities.
- d. Pick up and care for injured domestic animals.
- e. Address dangerous domestic animal situations.
- f. Monitor and respond to bites and enforce rabies quarantine requirements.
- g. Investigate and enforce vicious or dangerous dog complaints and activities associated therewith.
- h. Patrol and impound stray dogs, and return lost dogs found in the CITY to their owners, when possible.
- i. Pick up and care for stray and abandoned domestic animals contained by citizens and found within the CITY limits.
- j. Respond to barking dog complaints and enforce the CITY's nuisance and/or noise ordinance as it relates to barking dogs.
- k. Perform kennel inspections and issue kennel licenses, in accordance with and as defined in the CITY's Municipal Code.
- l. Present cases involving violations of animal-related laws that occur in the CITY to the City Attorney, when necessary.

1.3 Community Engagement Services. In addition to those Services identified above, SDHS may routinely provide the CITY with additional "Community Engagement Services" outlined in Exhibit A, attached hereto and incorporated by reference, without an

additional cost. Exhibit A is subject to modification at SDHS's discretion based on resources and capacity.

1.4. Animal Field Services Requirements. SDHS animal field service requirements include:

- a. SDHS shall humanely and efficiently enforce all laws of the State of California and the CITY pertaining to animal field services that are within the scope of SDHS's obligations under this Agreement. In the event that new laws enacted after the Effective Date of this Agreement would require increased services by SDHS, such additional services shall be added to the Services only upon agreement by the Parties, in accordance with section 1.6 (Additional Services) of this Agreement.
- b. SDHS shall provide daily the appropriate number of Humane Officer(s), including an animal containment vehicle(s) and related equipment, for the performance of animal field services.
- c. SDHS Humane Officers and duly trained license coordinators are authorized to issue citations for violations of CITY animal field service laws, and to issue notices as provided by law. SDHS's Humane Officers shall prepare appropriate reports concerning violations, file such reports with the applicable authority when necessary, and stand ready and available to testify in a court or administrative hearing when called upon to do so concerning such violations.
- d. SDHS shall respond to calls for animal field services between the hours of 8:00 a.m. to 7:00 p.m. daily ("Field Service Hours"). Based on the priority of the call, SDHS will make every effort to respond within the time included in Exhibit B attached hereto and hereby made a part of this Agreement. Exhibit B is subject to change at SDHS's discretion with 90 days written notice to the CITY. SDHS may, upon agreement of the CITY, expand Field Service Hours based on service call volume and community need.
- e. SDHS will respond to calls for service outside of Field Service Hours. After-hours duty officer(s) shall provide emergency responses to Priority One calls during non-field service hours, and lower priority calls as available upon receipt of such a call from an authorized CITY official, local law enforcement including the San Diego County Sheriff's Department, or member of the public. "Priority One" calls are defined as a prompt, essential emergency response for the following:
  - i. Any law enforcement agency requesting immediate emergency assistance.
  - ii. Animal bite where the domestic animal continues to pose an immediate threat, bite injury is to the head, or the bite injury can be considered severe.
  - iii. Any act of cruelty and/or neglect to animals that is in progress or which places an animal in imminent danger.

- iv. Any domestic animal either known to be dangerous or vicious by previous determination in an administrative hearing or one that is perceived to be an immediate threat or menacing those individuals reporting the event.
- v. Any live domestic animal, which is presenting an immediate hazard to humans, such as a live domestic animal in traffic lanes of a major thoroughfare or highway.
- vi. Any domestic animal that is sick, injured or in immediate danger.

1.5 Service Response Goals. SDHS will make its best effort to respond to calls in accordance with the priority levels as outlined in Exhibit B attached hereto and hereby made a part of this Agreement.

1.6 Additional Services. SDHS shall not be compensated for any services outside the Scope of Services, except as provided in this paragraph. Upon request by the CITY, SDHS may provide additional services or may increase the level of existing services. The nature, scope and cost of such additional services and/or increased level of service shall be mutually defined and made a part of this Agreement. An amendment to this Agreement shall be prepared and executed by both parties before performance of such services or the CITY will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

2. **COMPENSATION.** The Parties recognize that the cost to provide animal control, licensing and sheltering services fluctuate over time as a result of, but not limited to: costs to hire, train and retain SDHS personnel; cost of materials needed to provide the services; the number of animals taken in by SDHS on behalf of the CITY; the condition of the animals taken in; the time required to return or rehome animals; the number and types of calls for services; the number of licenses issued; and the number of cities under contract with SDHS. The Parties also recognize that significant fluctuations in the Schedule of Charges from year to year can put an undue financial burden on the CITY. Additionally, the timing of the CITY's and SDHS' budgeting processes make it difficult to incorporate service fluctuations in a current fiscal year into the cost estimates for the subsequent fiscal year. Considering these factors, the parties agree that the calculation for the annual Schedule of Charges shall be based on the factors and timeline outlined below.

2.1. Calculation of Charges. The formula for calculating the annual Schedule of Charges for services provided by SDHS under this Agreement shall be based on the following methodology:

a. SDHS reserves the right to contract with additional municipalities to provide substantially similar services as provided in this Agreement, provided however that the calculation of charges under this Agreement will only include cities located within San Diego County.

b. SDHS will project the total cost required to provide animal control, licensing and sheltering services to the cities under contract with SDHS. This total cost will be based on actual historical expenses, adjusted for any expected changes in the upcoming contract year.

c. The total cost for services will be apportioned among each of the cities under contract with SDHS based on several factors, including animal intakes, animal days sheltered, vet services provided, licenses issued and services provided by Humane Law Enforcement Officers. SDHS will also factor in any additional or specialized services requested by a city under contract with SDHS, that are unique to that city and which result in additional costs to SDHS. These additional costs will be applied directly to the city that requested the additional service.

d. SDHS will track the CITY's animal services statistics on an annual fiscal year basis and will use these statistics in the allocation of projected costs.

2.2. Schedule of Charges. Throughout the term of this Agreement, CITY and SDHS shall, on a fiscal year basis, prepare a written Schedule of Charges for the services to be provided under this Agreement. CITY shall pay for the services provided by SDHS in accordance with the Schedule of Charges as set forth in Exhibit D attached hereto and hereby made a part of this Agreement; provided, however that the contents of this Agreement shall supersede any provision in Exhibit D that is inconsistent herewith. The Schedule of Charges shall outline the total gross cost, the estimated revenue and the net cost for animal services.

2.3. Fiscal Year Data. The data to calculate the Schedule of Charges in sections 13.1 and 13.2 above will be based on a rolling average of the prior three fiscal year's data. Fiscal year means the 12-month period beginning July 1 and ending the following year on June 30.

2.4. Fees and Other Revenue. SDHS shall be entitled to retain as compensation for the Services, all reasonable user fees, fines, service charges and proceeds collected by SDHS in connection with the services provided in accordance with this Agreement, including: (i) licensing, impounds, adoptions, and redemption of domestic animals from the Shelter; (ii) any fines received by SDHS or the CITY arising out of any citations issued by Humane Officers; and (iii) any other revenue generated as a result of this Agreement. All user fees and service charges shall not exceed the reasonable cost of providing the service. Should the fees and other revenue collected by SDHS on behalf of the CITY exceed the revenue projection used to calculate the annual Schedule of Charges, SDHS shall credit the additional revenue against the CITY's next fiscal year's cost.

2.5. Annual Update. The annual Schedule of Charges shall be updated by SDHS and approved by the CITY prior to the beginning of each fiscal year. No later than April 1 of each year, SDHS shall provide a draft Schedule of Charges, which will include a cost breakdown for the different types of services provided to the CITY, such as animal care, admissions and guest relations, veterinary services and humane law enforcement services. SDHS will provide an explanation for any changes in the Schedule of Charges not related to changes in CPI. Upon review and discussion with the CITY, SDHS will provide a final Schedule of Charges, in substantially the same form as Exhibit D, for the CITY to sign and return to SDHS. The Schedule of Charges shall be made a part of this Agreement as Exhibit D, and shall supersede and replace the preceding year's Schedule of Charges.

a. In order to minimize unexpected year-to-year cost fluctuations, SDHS shall communicate to the CITY any projected annual increase that is anticipated to exceed CPI by 3% no later than January 31 for the upcoming contract year starting on July 1.

2.6. Subject to Appropriation. This Agreement is subject to and contingent on budgetary appropriations as approved by the City Council each fiscal year during the term of this Agreement.

2.7. Monthly Payments. CITY shall pay SDHS the net cost of service in equal installments on a monthly basis, upon receipt of an invoice from SDHS. Except as to any charges for work performed or expenses incurred by SDHS which are disputed by CITY, CITY will use its best efforts to pay SDHS within thirty (30) days of receipt of the invoice.

2.8. Non-Waiver of Defects. Payment to SDHS for work performed pursuant to this Agreement shall not be deemed to waive any defects in the work performed by SDHS.

### 3. TERM AND TERMINATION.

3.1. Term. The term of this Agreement shall be for the period of thirty-six (36) months commencing on July 1, 2023 and terminating on June 30, 2026, unless terminated sooner as provided for herein.

3.2. Mutually Agreed Extension. Following the expiration of the initial term of this Agreement, SDHS and CITY may extend this Agreement for two (2) additional one-year periods with any necessary revisions under the written consent of both Parties.

3.3. Administrative Extension. Upon the expiration of the term of this Agreement, the Parties retain the right to extend the Agreement for a period of 120 days in order to finalize a new Agreement.

3.4. Termination for Convenience. Either party shall have the right to terminate this Agreement, with or without cause, by providing the other party with one (1) year advance written notice.

3.5. Termination for Cause. At any time during the term of this Agreement, in case of material breach of this Agreement by either party, the non-breaching party shall have the right to terminate this Agreement by giving the breaching party written notice of such breach and demanding that such breach be cured within sixty (60) days (or in the case of defaults in payment of monetary amounts due which are certain in amount and undisputed, thirty [30] days) and, if such breach has not been cured at the end of such period(s), this Agreement shall terminate. In the event a longer notice or cure period is required by applicable law, the cure period specified in this section or the effective date of termination shall conform to, but not exceed, such requirement.

3.6. Compensation Payable upon Termination. In the event this Agreement is terminated pursuant to the terms of this Agreement, SDHS shall be entitled to receive the compensation and fees accrued through the effective date of termination.

4. SDHS PERSONNEL. SDHS shall employ all necessary personnel, labor, supervision, equipment, and supplies to carry out its duties and obligations under this Agreement.

4.1. Humane Officers. SDHS shall have at all times during the term of this

Agreement, a reasonable number of Humane Officers qualified under California Corporations Code §14502 and California Penal Code §830.9 capable of performing and enforcing the provisions of the CITY's ordinances and regulations related to domestic animals. Humane Officers shall not carry firearms in the performance of their duties but may carry non-lethal weapons. Each Humane Officer shall complete within one (1) year of date of hire or internal transfer, a course in training related to the exercise of his/her powers, which course shall meet the minimum standards prescribed by the Commission on Peace Officer Standards and Training and the State Humane Association of California.

4.2. Performance Standards. SDHS agents and employees shall treat the public with courtesy and respect at all times in performing all duties and obligations under this Agreement.

4.3. Compliance with Laws. SDHS shall comply with personnel policies and procedures that conform to federal and state laws with respect to hiring and firing practices.

5. **OBLIGATIONS OF THE CITY.** The CITY shall provide the following to assist SDHS in performing the required animal control functions under this Agreement.

5.1. The CITY may provide space in and/or near a CITY facility to provide SDHS personnel with a location to conduct animal field service duties. Such space will include access to telephone and internet service. The CITY shall not be required to purchase additional equipment, such as a computer or laptop for use by SDHS personnel.

5.2. CITY will provide training on specific CITY processes and other municipal procedures that Humane Officers may need to carry out the services under this Agreement.

5.3. The CITY shall endeavor to work with the SDHS in support of the licensing programs geared towards increased compliance, higher return owner rates, reduction in the number of animals needing housing care, and protecting residents against dangerous and/or vicious dogs and habitual offenders of animal laws.

6. **REPORTS AND RECORDS.**

6.1. City Records. SDHS shall keep separate records for the CITY for services and programs pertaining to this Agreement.

6.2. Ownership and Use of Work. All documents and materials prepared pursuant to this Agreement shall be considered the property of the CITY, and will be turned over to CITY in a timely manner upon demand, but in any event upon completion of the work. CITY reserves the right to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other documents and materials prepared under this Agreement. All documents and materials shall be delivered in a reproducible form. As used herein, "documents and materials" include, but are not limited to, any original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, and computer files prepared or developed pursuant to this Agreement.

6.3. Quarterly Reports. SDHS shall provide quarterly reports to the CITY which

shall include, at a minimum, the following information: (i) animal shelter operations, including the number of animals impounded and the disposition of animals, including adoptions and animals euthanized; (ii) all administrative or criminal citations processed; (iii) animal field service activities including the number and type of incidents or reports investigated; and (iv) dog licenses sold.

6.4. Public Records Requests. Should the CITY be required to furnish information in accordance with any public records request, SDHS agrees to timely provide information that the CITY may need to meet such request as long as the request is for information or records related to services within the scope of this Agreement.

6.5. Dispatch System. SDHS shall maintain a database or log containing information related to calls for service from the public, provided that such information is available to SDHS and is not subject to confidentiality restrictions.

6.6. Annual Reports. By no later than sixty (60) days following the end of each fiscal year ending June 30, SDHS shall provide an annual report to the CITY with the information outlined in Section 6.3 and include revenues collected for the CITY for the preceding fiscal year.

6.7. Records Retention. All records and information required to be kept by SDHS pursuant to this Agreement shall be kept in accordance with the CITY's records retention policy or as required by law. Documents, papers, accounting records, reports and other evidence pertaining to work done and costs incurred pursuant to this Agreement shall be also be maintained by SDHS and made available for inspection, audit and copying by the CITY at all reasonable times during the term of this Agreement and for three (3) years from the date of final payment under this Agreement.

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

7. **COMPLIANCE WITH LAWS.** All work by SDHS shall be performed in accordance with applicable CITY, state and federal laws, statutes and regulations.

8. **LICENSE, PERMITS AND QUALIFICATIONS.** SDHS represents and declares to CITY that it has all licenses, permits, qualifications, and approvals of whatever nature which are legally required to engage in the services set forth in this Agreement. SDHS represents and warrants to CITY that SDHS shall, at its sole cost and expense, keep in effect at all times during the term of this Agreement, any license, permit, or approval which is legally required for SDHS to provide the services set forth herein. SDHS shall obtain and maintain a CITY business license during the term of this Agreement.

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



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

11. **INDEPENDENT CONTRACTOR.** At all times during the term of this Agreement, SDHS, and any subcontractors employed by SDHS, shall be retained as independent contractors and shall not be considered employees of the CITY. The CITY shall have the right to control SDHS only insofar as the results of SDHS's Services rendered pursuant to this Agreement; however, CITY shall not have the right to control the means by which SDHS accomplishes its Services. CITY shall not be liable for the direct payment of any salaries, wages or other compensation to any SDHS employee performing services under this Agreement, or any liability other than that provided for in this Agreement. Neither SDHS nor SDHS's employees shall in any event be entitled to any benefits to which CITY employees are entitled, including, but not limited to, overtime, any retirement benefits, workers' compensation benefits, any injury leave or other leave benefits. SDHS is solely responsible for all such matters, as well as compliance with social security and income tax withholding and all other regulations and laws governing such matters for its employees.

12. **WORKERS' COMPENSATION.** Pursuant to California Labor Code §1861, SDHS hereby certifies that SDHS is aware of the provisions of §3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of the Labor Code. SDHS will comply with such provisions, and provide certification of proof of compliance as a part of this Agreement.

13. **NO CONFLICT OF INTEREST.** To the best of its knowledge, SDHS hereby expressly covenants that no interest presently exists that would conflict in any manner with the performance of Services pursuant to this Agreement. Additionally, SDHS shall not enter into any other contract which conflicts with its obligations under this Agreement. For the limited purpose of interpreting this section, SDHS shall be deemed a "city officer or employee," and this section shall be interpreted in accordance with the California Government Code §1090.

14. **OWNERSHIP OF DOCUMENTS.**

14.1. Reports and documents prepared or provided by SDHS under this Agreement shall be the property of the CITY. The CITY agrees to hold SDHS free and harmless from any claim arising from any use, other than the purpose intended, of the reports and documents, prepared or provided by SDHS. SDHS may retain a copy of all materials produced under this Agreement for the purpose of documenting their participation in this Agreement.

14.2. Animal license information and data, including, but not limited to, animal owner identification and address, animal name, description, license type and expiration date, are the property of the CITY and must be presented to the CITY in any reasonable document and computer format requested in writing by the CITY. All such information must be provided to

the CITY within thirty (30) days of the CITY's request.

14.3. In the event a member of the public makes a request for documents pursuant to the California Public Records Act, SDHS agrees to cooperate with CITY to provide said documents to the requesting party. If SDHS asserts that any such document in its possession is exempt from disclosure and refuses to provide such document to CITY for disclosure to the requesting party, SDHS shall fully indemnify the CITY and hold it harmless, including the payment of attorney fees, in defending any court action initiated by any such requesting party. The term "document" for purposes of this section shall mean any physical document or any other document or information kept in electronic or other form that is subject to disclosure under the California Public Records Act.

15. **DISASTER RELIEF SERVICES.** SDHS shall be designated the "Essential Support Function/Official Responder" with respect to any disaster to which the CITY is included within the disaster area designated by a governmental agency. SDHS may invoice the CITY for any costs and expenses, including staff overtime and equipment purchases and rentals, incurred by SDHS with respect to additional services provided by SDHS in connection with any disaster relief effort which are eligible for reimbursement under Federal Emergency Management Agency ("FEMA") Disaster Assistance Policy 9523.19 or any successor disaster assistance policy promulgated by FEMA. SDHS shall not invoice the CITY for any costs or expenses that are not eligible for reimbursement under FEMA Disaster Assistance Policy 9523.19 or any successor disaster assistance policy promulgated by FEMA. The CITY shall promptly reimburse SDHS for such costs and expenses, provided the CITY has received reimbursements from FEMA. SDHS shall provide any available supporting documentation requested by the CITY for any funding or reimbursement request regarding the disaster that is made to any governmental agency. SDHS may bill the CITY for disaster response services, such as the deployment of the Specialized Disaster Response Emergency Team, large and small animal evacuation, and large and small animal sheltering, if the CITY requests assistance from SDHS and if the County, State or Federal Government has not declared a disaster or emergency.

16. **INDEMNIFICATION.** To the fullest extent permitted by law, SDHS agrees to indemnify, defend, and hold harmless the CITY, and its officers, officials, agents and employees from any and all claims, demands, costs or liability that arise out of, pertain to, or relate to any act or omission by SDHS in the performance of Services under this Agreement, and the negligence, recklessness, or willful misconduct of SDHS, its employees, agents, and subcontractors in the performance of Services under this Agreement. SDHS's duty to indemnify under this Section shall not include liability for damages for death or bodily injury to persons, injury to property, or other loss, damage or expense arising from the active or sole negligence or willful misconduct by the CITY or its elected officials, officers, agents, and employees. SDHS's indemnification obligations shall not be limited by the insurance provisions of this Agreement. The Parties expressly agree that any payment, attorneys' fees, costs or expense CITY incurs or makes to or on behalf of an injured employee under the CITY's self-administered workers' compensation is included as a loss, expense, or cost for the purposes of this Section, and that this section will survive the expiration or early termination of this Agreement for a period of ten (10) years.

17. **INSURANCE.** SDHS shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the SDHS, their agents, representatives, employees or subcontractors. Insurance shall be placed with insurers with a current A.M. Best's rating of no less than "A" and "VII" unless otherwise approved in writing by the CITY's Risk Manager. SDHS's liabilities, including but not limited to SDHS's indemnity obligations, under Section 16 of this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Maintenance of specified insurance coverage is a material element of this Agreement.

17.1. **Types and Amounts Required.** SDHS shall maintain, at a minimum, the following insurance coverages for the duration of this Agreement:

a. **Commercial General Liability**

- (i) SDHS shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the CITY.
- (ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:
  - (1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
- (iii) Commercial General Liability Insurance must include coverage for the following:
  - (1) Bodily Injury (including death) and Property Damage
  - (2) Personal Injury/Advertising Injury
  - (3) Premises/Operations Liability
  - (4) Explosion, Collapse and Underground (UCX) exclusion deleted
  - (5) Contractual Liability with respect to this Contract
  - (6) Broad Form Property Damage
  - (7) Independent Consultants Coverage
  - (8) Sexual Misconduct Coverage, with no applicable sublimit
- (iv) All such policies shall name the City of Santee, its City Council and each member thereof, its officers, employees, and agents as Additional Insureds under the policy.
- (v) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the CITY. All deductibles and self-insured retentions must be declared to the CITY prior to commencing work under this Agreement.

b. Automobile Liability

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

c. Workers' Compensation/Employer's Liability

- (i) At all times during the performance of the work under this Agreement, SDHS shall maintain Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts indicated herein.
- (ii) Such insurance shall include an insurer's Waiver of Subrogation in favor of the CITY and will be in a form and with insurance companies acceptable to the CITY.
- (iii) If insurance is maintained, the workers' compensation and employer's liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the CITY.
- (iv) Before beginning work, SDHS shall furnish to the CITY satisfactory proof that he/she has taken out for the period covered by the work under this Agreement, full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof. SDHS shall require all subconsultants to obtain and maintain, for the period covered by the work under this Agreement, worker's compensation of the same type and limits as specified in this Section.

d. Minimum Policy Limits Required.

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

Combined Single Limit

Commercial General Liability	\$2,000,000 per occurrence/\$4,000,000 aggregate for bodily injury (including death), personal injury and property damage
------------------------------	---

Automobile Liability	\$1,000,000 per occurrence for bodily injury (including death) and property damage
Employer's Liability	\$1,000,000 per accident for bodily injury or disease

Limits may be achieved with inclusion of Umbrella/Excess Liability coverage where applicable.

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

e. Evidence Required.

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

f. Policy Provisions Required.

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

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

g. Qualifying Insurers.

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

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

h. Additional Insurance Provisions

- (i) The foregoing requirements as to the types and limits of insurance coverage to be maintained by SDHS, and any approval of said insurance by the CITY, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by SDHS pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.
- (ii) If at any time during the life of the Agreement, SDHS fails to maintain in full force any insurance required by the Agreement documents the CITY may terminate the Agreement or may elect to withhold compensation in an amount sufficient to purchase insurance to replace any expired or insufficient coverage.
- (iii) SDHS shall include all subconsultants as insureds under its policies or shall furnish separate certificates and endorsements for each subconsultant. All coverage for subconsultants shall be subject to all of the requirements stated herein.
- (iv) The CITY may require SDHS to provide complete copies of all insurance policies in effect for the duration of this Agreement.
- (v) Neither the CITY, nor its City Council, nor any member of thereof, nor any of the directors, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of the Agreement.

18. **CUSTOMARY SERVICES.** SDHS shall be permitted, without the CITY's prior written consent, to enter into agreements with third party providers of services that are customary in the industry to assist SDHS to carry out its day-to-day operations.

19. **NON-DISCRIMINATION.** SDHS shall not discriminate against any employee or applicant for employment because of sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation. SDHS shall take affirmative action to insure that applicants are employed and that employees are treated during employment without regard to their sex, race, color, age, religion, ancestry, national origin, disability, military or veteran status, medical condition, genetic information, gender expression, marital status, or sexual orientation and shall make reasonable accommodation to qualified individuals with disabilities or medical conditions. Such action shall include, but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. SDHS agrees to post in conspicuous places available to employees and applicants for employment any notices provided by CITY setting forth the provisions of this non-discrimination clause.

20. **GENERAL PROVISIONS.**

20.1. **Entire Agreement.** This Agreement comprises the entire agreement between the CITY and SDHS concerning the Services, and supersedes all prior negotiations, representations or agreements.

20.2. **Notices.** Any notices given under this Agreement shall be in writing and shall be served either: (i) by hand delivery; (ii) by U.S. mail, postage prepaid, registered or certified mail, return receipt requested; or (iii) by transmittal over an electronic transmitting device (with confirmation of receipt), such as email, provided that a complete copy of any notice so transmitted shall also be mailed by U.S. mail. Notices shall be deemed received at the earlier of actual receipt or three (3) days following deposit in U.S. mail, postage prepaid. From time to time the parties may designate a new address for purposes of notice hereunder by notice to the other parties hereto in the manner provided above. Initial notice addresses are as follows:

**To the CITY:**

City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071  
Attn: Marlene Best, City Manager  
Email: mbest@cityofsanteeca.gov

**With a copy to:**

Best & Krieger, LLP  
655 W. Broadway, 15th Floor  
San Diego, California 92101  
Attn: Shawn Hagerty, City Attorney  
Email: shawn.hagerty@bbkllaw.com

**To SDHS:**

San Diego Humane Society  
5500 Gaines Street  
San Diego, California 92110  
Attn: Julianna Tetlow, Director of  
Government Relations  
Email: JTetlow@sdhumane.org

**With a copy to:**

Sheppard, Mullin, Richter & Hampton LLP  
501 W. Broadway, 19<sup>th</sup> Floor  
San Diego, California 92101  
Attn: Whitney Hodges, Esq.  
Email: whodges@sheppardmullin.com

20.3. Interpretation; Drafting. This Agreement shall be construed equally as against the Parties hereto and shall not be construed against the party responsible for its drafting. All prior drafts of this Agreement shall be disregarded in construing the intent of any provision contained herein or therein, and such prior drafts shall be inadmissible in any proceeding at which any such provision is to be interpreted.

20.4. Headings. The headings of the articles and sections herein are inserted for convenience of reference only and are not intended to be a part of or to affect the meaning or interpretation of this Agreement.

20.5. No Third Party Beneficiaries. The covenants contained herein are made solely for the benefit of the parties hereto and successors and assigns of such parties as specified herein, and shall not be construed as having been intended to benefit any third party which is not a party to this Agreement.

20.6. Arbitration. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by binding arbitration in San Diego, California, before a single, neutral arbitrator in accordance with the rules then in effect of the American Arbitration Association, and judgment rendered upon the award, including such reasonable attorneys' fees as may be awarded the prevailing party, may be entered in any court having jurisdiction thereof.

20.7. Severability. If any provision of this Agreement or a portion thereof is held, by an arbitrator or a court of competent jurisdiction, to be illegal or invalid, such provision or portion thereof shall be deemed to be severed and deleted; and neither such provision, its severance or deletion shall affect the validity of the remaining provisions of this Agreement.

20.8. Modification. This Agreement may be amended, modified or rescinded only by a writing signed by all parties to this Agreement or by their duly authorized agents.

20.9. No Waiver. No waiver of any right under this Agreement shall be deemed effective unless contained in a writing signed by the party charged with such waiver, and no waiver of any right arising from any breach or failure to perform shall be deemed to be a waiver of any such future right or of any other right arising under this Agreement.

20.10. California Law; Jurisdiction and Venue. This Agreement and its performance shall be governed, interpreted, construed, and regulated by the laws of the State of California. Jurisdiction over any action brought to enforce or interpret any portion of this Agreement shall be in the Superior Court of California. Venue shall be in the County of San Diego. The CITY and SDHS hereby waive any and all rights it might have pursuant to California Code of Civil Procedure Section 394.



**IN WITNESS WHEREOF**, CITY, by resolution duly adopted by its City Council, has approved the execution of this Agreement, and SDHS through its respective authorized officials, has approved the execution of this Agreement, effective as of the date written above.

**CITY OF SANTEE**

**SAN DIEGO HUMANE SOCIETY  
AND S.P.C.A.**

By: \_\_\_\_\_  
Marlene Best, City Manager

By: \_\_\_\_\_  
Gary Weitzman, DVM, MPH, CAWA

**APPROVED AS TO FORM:**

**BEST & KRIEGER LLP**

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

**EXHIBIT A**  
**Community Engagement Services**

In addition to those Services identified in Section 1 of the Agreement, SDHS may routinely provide the CITY with the additional “Community Engagement Services.” The services identified below will be provided at no additional cost and are subject to modification at SDHS’s discretion based on resources and capacity. Such community engagement and additional services may include:

- Dog Licensing, Microchip and Rabies Clinics
- Adoption Events
- Public Education
- Animal Behavior and Training Programs
- Pet Education Classes
- Community Events
- Affordable Community Veterinary Assistance Programs such as:
  - Spay/Neuter
  - Vaccinations including Rabies Clinics
  - Microchipping
- Safety Net Service Programs
- Owner Requested Euthanasia
- After Care Coordination for Euthanasia Services
- Military Pre-Deployment Services
- Project Wildlife
- Youth Programs
- Foster Care
- Coordination with rescue groups, as reasonable, to assist with at-risk animals who may be identified as untreatable or unadoptable

**EXHIBIT B**  
**Calls for Service – Priority Categories**

Priority Categories	Response Time	Example of Call
Priority 1	Within 30 Minutes	Persons in Danger Animal in Immediate Danger Urgent Medical Care Needed Animal in Secured Vehicle (“Hot Dog”) Animal Fighting Cases Intentional Cruelty In-Progress Assist Public Safety Agency Bite to Person (Animal Not Contained) Exigent Circumstances <ul style="list-style-type: none"> <li>• Gunshot</li> <li>• Stabbing</li> <li>• Broken Bones</li> <li>• Serious Open Wounds</li> <li>• Visibly Injured/Trapped Animal</li> </ul> Street Sale of Animals (after all other Priority 1 Calls are Handled)
Priority 2	Within 3 Hours	In-Progress Incidents Not Reaching Priority 1 Bite to Person (Animal Contained – Reported within 24 Hours) Running-at-Large (In Progress) Abandonment Captured/Caged Animals/Confined Strays
Priority 3	Within 12 Hours	Intentional Cruelty (Not In-Progress) Non-Life Threatening Medical Care Needed Non-Exigent Circumstances <ul style="list-style-type: none"> <li>• Skin Infections</li> <li>• Emaciated</li> <li>• Over-Grown Hooves</li> </ul> Hoarding – No Immediate Emergency After-the-Fact Bite (Reported After 24 Hours)
Priority 4	Within 24 Hours	Check the Well-Being with a Reporting Party No Water (Temperature Dependent) Emaciated (Thin or Bones Showing) Lead/Leash too Short Inadequate or No Shelter Event Sale of Animals (i.e., Flea Markets)
Priority 5	Within 48 Hours	Check the Well-Being – No Reporting Party Running-at-Large (Not in Progress) Pet Shop Inspections Rodeo or Circus Inspections Kennel Inspections

**EXHIBIT C**  
**Schedule of Charges**

**City of Santee**  
**Agreement for Animal Services**  
**Fiscal Year 2023-24**

This Schedule of Charges is made and agreed to for the period beginning July 1, 2023 through June 30, 2024, by and between the City of Santee and the San Diego Human Society and S.P.C.A., and shall become a part of the Agreement between said parties.

The San Diego Human Society and S.P.C.A. shall provide animal services to the City of Santee as specified in the Agreement. The Fiscal Year 2023-24 cost for services is outlined as follows:

SDHS Gross Costs	\$ 518,348
Less Estimated Revenue	(\$ 76,820)
<b>Net Cost</b>	<b><u>\$ 441,528</u></b>

As approved by:

CITY OF SANTEE

SAN DIEGO HUMANE SOCIETY  
AND S.P.C.A.

By: \_\_\_\_\_  
City Manager

By: \_\_\_\_\_


APPROVED AS TO FORM:

BEST & KRIEGER LLP

By: \_\_\_\_\_  
City Attorney

**MEETING DATE** June 14, 2023

**ITEM TITLE** ACCEPTANCE AND APPROPRIATION OF FY 2022 URBAN AREA SECURITY INITIATIVE (UASI) GRANT TRAINING FUNDS FOR TRAINING AND BACKFILL OVERTIME REIMBURSEMENT

**DIRECTOR/DEPARTMENT** Justin Matsushita, Fire Chief 

**SUMMARY**

Each year since 2003, the U.S. Department of Homeland Security has provided San Diego County agencies funds in the form of Urban Area Security Initiative (UASI) Grants. The UASI grants are managed by the City of San Diego Office of Homeland Security (SD OHS) and are used to purchase items, materials, and programs that will assist the entire region in times of natural or terrorism-based disasters. The grants have a requirement that a certain portion be utilized for training.

UASI training fund priorities are established by the Urban Area Working Group (UAWG) and, in previous years, were available to individual agencies for specified training on a first-come, first-served fiscal year basis until the funds were depleted. However, the currently vetted process allocates specific dollar amounts to specific agencies.

During the application process, the Regional Technology Project (RTP) and the UAWG approved our project. Training participation costs will be reimbursed up to the allocated amount, \$11,970.00. This award is for overtime and backfill costs associated with attendance at the Annual 2024 California Training Officers Association Fresno Training Symposium, as well as the associated tuition costs. All activities funded with this award must be completed within the sub-recipient performance period of September 1, 2022, to December 15, 2024.

**FINANCIAL STATEMENT** 

Up to \$11,970.00 of FY 2022 Urban Area Security Initiative training funds managed by the City of San Diego will be utilized for pre-approved UASI grant training backfill costs associated with the attendance at the 2024 Fresno Training Officers Symposium, as well as tuition costs.

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



**RECOMMENDATION** *S facm*

Accept and appropriate \$11,970.00 in FY 2022 UASI grant training funds for UASI training backfill costs associated with the attendance at the 2024 Fresno Training Officers Symposium and tuition costs.

**ATTACHMENT**

Notification of Sub-recipient Award Approval

April 11, 2023

Marlene Best  
 City Manager, City of Santee  
 10601 N Magnolia Ave  
 Santee, CA 92071

**SUBJECT: NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL**  
 FY 2022 Homeland Security Grant Program  
 Grant# 2022-0043 Cal OES ID# 073-66000  
 Subrecipient Performance Period: September 1, 2022 to December 15, 2024

Subrecipient:

The San Diego Office of Emergency Services (SD OES) has approved your FY22 Urban Area Security Initiative (UASI) award.

Activities:	Amount:	Reimbursement Claim Due Date:
<b>All Projects</b>	<b>\$11,970</b>	
Project 022 Goal 3 Training <sup>1</sup>	\$11,970	December 15, 2024

<sup>1</sup> Training funds are limited to approved courses (see Attachment A).

During the application process, the Regional Technology Partnership (RTP) vetted and the Urban Area Working Group (UAWG) approved your project(s). Throughout the grant cycle, SD OES will use performance milestones set in the Homeland Security Grant Program (HSGP) application as indicators of performance and this information may be used in assessing future competitive grant applications. All activities funded with this award must be completed within the subrecipient performance period.

You are required to comply with all applicable federal, state, and local environmental and historic preservation (EHP) requirements. Additionally, Aviation/Watercraft requests, projects requiring EHP review, federal schedule and sole source procurement requests, regardless of dollar amount, require prior approval from SD OES and the California Governor’s Office of Emergency Services (Cal OES). Subrecipients must obtain written approval for these activities prior to incurring any costs, in order to be reimbursed for any related costs under this grant. Subrecipients are required to obtain a performance bond for any equipment item over \$250,000 or any vehicle, aircraft, or watercraft that has been paid with HSGP funds prior to receiving the final product(s). Performance bonds must be submitted to your UASI Program Representative no later than the time of reimbursement. Additionally, Cal OES prior approval is required for all HSGP-funded noncompetitive procurements of training, regardless of the dollar amount, per GMM 2017-01-A.

April 11, 2023

Page 2

Following acceptance of this award, you must sign and return the SD OES Memorandum of Understanding (MOU) as well as the Cal OES standard assurances. Once your completed MOU and standard assurances are signed and received by our office, you may request reimbursement of eligible grant expenditures.

Your agency must coordinate with SD OES to prepare and submit quarterly projections and milestone reporting via email so that SD OES can comply with the semi-annual BSIR reporting for the duration of the grant period or until you complete all activities and the grant is formally closed. Failure to submit required reports could result in grant reduction, suspension, or termination.

This grant is subject to all provisions of 2 CFR Part 200. Any funds received in excess of current needs, approved amounts, or those found owed as a result of a final review or audit, must be refunded to SD OES within 30 days upon receipt of an invoice from SD OES.

Your dated signature is required on this letter. Please sign and return the original to your UASI Program Representative at 9601 Ridgehaven Court, San Diego CA 92123 within 20 days of receipt and keep a copy for your files.

For further assistance, please feel free to contact your SD OES UASI Program Representative at (619) 533-6758.

Sincerely,



Megan Beall  
Program Manager  
City of San Diego Office of Emergency Services



Marlene Best  
City Manager, City of Santee

May 10, 2023  
Date



CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES (Cal OES)

**TRAINING**

NOTE: Unauthorized alterations will delay the approval of this request.

2022-0043  
073-66000

Ledger Type	<b>Initial Application</b>
Date	12/22/2022
Request #	

Project No.	Direct / Subaward	Course Name	Funding Source	Discipline	Solution Area Sub-Category	Expenditure Category	Feedback Number	Training Activity	Total # of Trainee(s)	Identified Host	Noncompetitive Procurement	EHP Hold	EHP Approval Date	Budgeted Cost	Previously Approved Amount	Approval Cal OES ONLY	Date & Initials (Program Rep)	Total Approved	Remaining Balance
																Amount This Request	Reimbursement Request #		
22	Subaward	Fresno Training Symposium	HSGP-UASI	FS	Staff Expenses	Tuition		Classroom			No	No		\$11,970					\$11,970
														\$11,970					\$11,970

Agency/ Jurisdiction	Project #	Federal Tracking #	Training Event/Course P(Participation) C(Conduct)	Funding Requested	Priority 1 Amount Awarded
<b>Santee Fire - \$ 11,970</b>					
<b>Santee Fire</b>	<b>22</b>	<b>TBD</b>	<b>Fresno Training Symposium-P</b>	<b>\$11,970</b>	<b>\$11,970</b>

**MEETING DATE** June 14, 2023

**ITEM TITLE** RESOLUTION APPROVING THE CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2024-2028 AND ADOPTING THE CAPITAL IMPROVEMENT PROGRAM BUDGET FOR FISCAL YEARS 2023-24 AND 2024-25

**DIRECTOR/DEPARTMENT**

Marlene Best, City Manager *MSB*  
Heather Jennings, Director of Finance *HJ*

**SUMMARY**

The Proposed Capital Improvement Program (CIP) for Fiscal Years 2024-2028 was presented to the City Council on May 24, 2023. Several updates have been made to the Proposed CIP as a result of the discussions from this City Council meeting. This item will provide the City Council and the public the opportunity for additional discussion, public comment, and adoption by the City Council

The majority of the updates to the Proposed CIP budget relate to circulation projects. Based on comments from the May 24, 2023 City Council meeting and staff's availability to complete the project, the State Route 67/Woodside Avenue Interchange Improvements project has been moved to outer years and the funding allocation has been updated. This update will release Traffic Mitigation Fees to be used on other CIP projects that can be completed sooner. This change also keeps RTCIP as the primary funding source for the SR 67/Woodside Interchange Improvements project. Adjustments to CIP projects as a result of this funding change and other adjustments are listed below:

1. Cuyamaca St. Right Turn Lanes – Changed funding from Traffic Mitigation to RTCIP.
2. Median Installation on Mission Gorge Road (Fanita Dr. to Carlton Hills Blvd) – Due to additional available Traffic Mitigation Fees, this new project has been added to the CIP.
3. Median Modification on Mission Gorge Road at Marketplace – Modified to include landscape lighting to match existing landscape medians along Mission Gorge Rd.
4. Traffic Signal and Communications Upgrades – Accelerated replacement due to the availability of Traffic Mitigation Fees.
5. Smart Traffic Signals – Added a second smart signal project to utilize additional Traffic Signal Fees in outer years to get the most out of improved technology.
6. ADA Pedestrian Ramp Improvements – Increased the CDBG funding allocation due to funds becoming available.
7. SR 52 Improvements Between SR-125 and I-15 – Updated funding to include \$200,000 of General Fund monies to demonstrate the City's commitment to the project and provide a source of matching funds for potential grants. These funds were reallocated from funding previously allocated for Community Choice Aggregation (CCA).
8. Median Upgrade at Mission Gorge Road West – Updated the title to more accurately reflect the location, "Median Upgrade - Mission Gorge at Town Center"

9. Fire Infrastructure Phase 3, New Fire Station in Northern Santee – Project budget has been updated.
10. General Park Improvements – Increased project budget to include the CalRecycle Grant. This funding, along with current Park in-Lieu funding, will be used to update water fountains and other park amenities.
11. Sports Fields and Court Improvements – Increased the budget in year one to refurbish existing courts and fields.

### **FINANCIAL STATEMENT**

The Proposed Capital Improvement Program will establish the appropriated capital projects budget for Fiscal Years 2023-24 and 2024-25 once adopted and reflects \$43.0 million in funded projects in the first two fiscal years.

### **CITY ATTORNEY REVIEW**

N/A     Completed

### **RECOMMENDATION**

*S. For CM*  
Adopt the attached resolution approving the Capital Improvement Program for Fiscal Years 2024-2028 and adopting the Capital Improvement Program budget for Fiscal Years 2023-24 and 2024-25, including any changes as directed by the City Council.

### **ATTACHMENT**

1. Resolution
2. Updated project pages for the Capital Improvement Program for Fiscal Years 2024-2028.
3. May 24, 2023 Council Agenda Statement and Staff Report

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
APPROVING THE CAPITAL IMPROVEMENT PROGRAM  
FOR FISCAL YEARS 2024-2028 AND  
ADOPTING THE CAPITAL IMPROVEMENT PROGRAM BUDGET  
FOR FISCAL YEARS 2023-24 AND 2024-25**

**WHEREAS**, the City of Santee, California requires public infrastructure improvements in areas such as circulation, drainage, parks and public facilities; and

**WHEREAS**, the prioritization and scheduling of these improvements is necessary to best serve the public's health, safety and welfare; and

**WHEREAS**, in order to prioritize these public infrastructure improvements, a Capital Improvement Program is necessary; and

**WHEREAS**, on May 24, 2023 and June 14, 2023 public meetings were held by the City Council to discuss the Proposed Capital Improvement Program for Fiscal Years 2024-2028; and

**WHEREAS**, in order to show the City's commitment in assisting with the funding of State Route 52 Improvements Between SR-125 and I-15 and provide a source of matching funds for potential grants, \$200,000 will be reallocated from the General Fund, Community Choice Aggregation (CCA) startup up costs, and transferred to the Capital Improvement Program; and

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

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

**SECTION 1.**

The Capital Improvement Program for Fiscal Years 2024-2028 as submitted by the City Manager, including all changes directed by the City Council, is hereby approved.

**SECTION 2.**

The Capital Improvement Program Budget for Fiscal Years 2023-24 and 2024-25 is hereby adopted and appropriated pursuant to Section 1.

**SECTION 3.**

The City Manager may authorize transfers of up to \$25,000 between approved Capital Improvement Program projects.

**SECTION 4.**

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

Unencumbered balances remaining at June 30, 2024 and June 30, 2025 for Capital Improvement Program projects may be carried forward to the succeeding fiscal year without further City Council action.

**SECTION 5.**

In order to show the City's commitment in assisting with the funding of State Route 52 Improvements Between SR-125 and I-15 and provide a source of matching funds for potential grants, \$200,000 currently reserved in the General Fund for Community Choice Aggregation (CCA) startup costs is hereby reallocated to the SR 52 Improvements Between SR-125 and I-15 project.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 14<sup>th</sup> day of June 2023 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

# State Route 67/Woodside Avenue Interchange Improvements Circulation Project



Project Location: Woodside Avenue and North Woodside Avenue  
at State Route 67

**Description:** This project proposes to improve traffic circulation at the intersection of Woodside Avenue and North Woodside Avenue at State Route 67. It includes replacing the stop sign controlled intersection with medians, sidewalks, roundabout and/or other traffic signal improvements. The project will also require improvements within the Caltrans right-of-way on the State Route 67 off-ramp.

**Justification:** The project will improve traffic circulation, traffic and pedestrian safety at the intersection.

**Operating Impact:** Minimal increase in street, landscaping and sidewalk maintenance costs are anticipated.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ 818,230	\$ -	\$ -	\$ 100,000	\$ -	\$ 918,230
Construction	-	-	-	-	4,500,000	4,500,000
<b>Total</b>	<b>\$ 818,230</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 4,500,000</b>	<b>\$ 5,418,230</b>

<b>Source of Funds:</b>						
RTCIP Fee	\$ 818,230	\$ -	\$ -	\$ 100,000	\$ 3,000,000	\$ 3,918,230
Traffic Mitigation Fees	-	-	-	-	1,500,000	1,500,000
<b>Total</b>	<b>\$ 818,230</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 4,500,000</b>	<b>\$ 5,418,230</b>

# Cuyamaca Street Right Turn Lanes at Mission Gorge Road Circulation Project



Project Location: Cuyamaca Street at Mission Gorge Road

**Description:** Acquire right-of-way and widen northbound Cuyamaca Street to provide a dedicated right turn lane onto Mission Gorge Road traveling eastbound.

**Justification:** The conditions of approval for the Fanita Ranch and Riverview Office Park projects require that these offsite improvements be constructed with fair share contributions from each development. Project costs in excess of each of the developments' fair share contributions will be paid with impact fees.

**Operating Impact:** Minimal increase in street maintenance costs.

	Prior Year						
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total	
<b>Expenditures:</b>							
Planning/Design	\$ 294,520	\$ 45,000	\$ -	\$ -	\$ -	\$ 339,520	
Land Acquisition	251,980	-	-	-	-	251,980	
Construction	-	1,165,000	-	-	-	1,165,000	
<b>Total</b>	<b>\$ 546,500</b>	<b>\$ 1,210,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,756,500</b>	

**Source of Funds:**

Developer Contribution	\$ 137,421	\$ 90,220	\$ -	\$ -	\$ -	\$ 227,641
RTCIP Fees	-	1,119,780	-	-	-	\$ 1,119,780
Traffic Mitigation Fees	409,079	-	-	-	-	409,079
<b>Total</b>	<b>\$ 546,500</b>	<b>\$ 1,210,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,756,500</b>



# Median Installation - Mission Gorge Road Fanita Drive to Carlton Hills Boulevard Circulation Project



Project Location: Mission Gorge Road, Fanita Drive to Carlton Hills Boulevard.

**Description:** This project will extend the existing landscape median on Mission Gorge Road west of the Fanita Drive intersection to Carlton Hills Boulevard.

**Justification:** Extending the landscape median will complete the final missing segment of raised medians along Mission Gorge Road which is the City largest arterial roadway. Raised landscaped medians provide safety along major roadways while improving the appearance by adding trees and other landscape improvements.

**Operating Impact:** Increases to the operating budget for annual landscape maintenance, recycled water irrigation, and landscape lighting are anticipated.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000
Construction	-	-	-	2,160,000	-	2,160,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 2,160,000</b>	<b>\$ -</b>	<b>\$ 2,410,000</b>

<b>Source of Funds:</b>						
Traffic Mitigation Fees	\$ -	\$ -	\$ 250,000	\$ 2,160,000	\$ -	\$ 2,410,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ 2,160,000</b>	<b>\$ -</b>	<b>\$ 2,410,000</b>

# Median Modification - Mission Gorge Road at Marketplace Circulation Project



Project Location: Mission Gorge Road at Marketplace and Post Office

**Description:** Modify the median on Mission Gorge Road to lengthen the westbound left turn pocket into the Marketplace retail center and reduce the eastbound left turn pocket length at the Post Office / Lowes intersection.

**Justification:** The existing westbound left turn pocket on Mission Gorge Road to turn into the Marketplace retail center is too short and the number of vehicles in the pocket frequently exceeds the pocket length and blocks the westbound traffic lanes. These modifications will provide for adequate length of the westbound turn pocket so as not to block the through lanes.

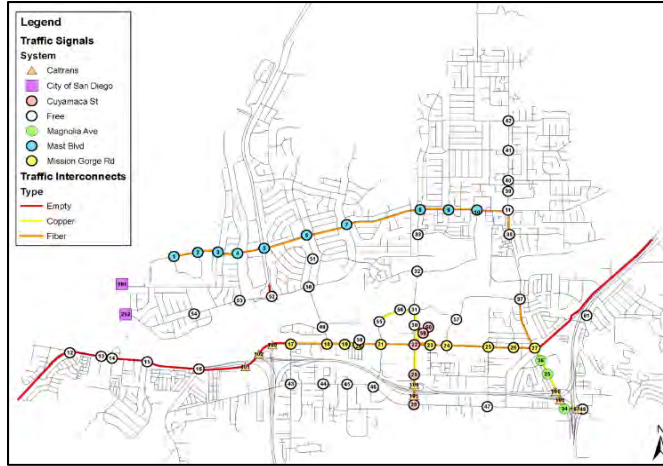
**Operating Impact:** None.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000
Construction	-	-	470,000	-	-	470,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,000</b>

**Source of Funds:**

Traffic Mitigation Fees	\$ -	90,000	470,000	\$ -	\$ -	\$ -	560,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 90,000</b>	<b>\$ 470,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 560,000</b>

# Traffic Signal and Communications Upgrades Circulation Project



Project Location: Citywide

**Description:** This project will provide citywide improvements to existing traffic signals, communication systems, detection cameras and other improvements pursuant to the recommendations of the City’s Transportation Improvement Master Plan. In order to upgrade existing obsolete traffic signal controllers, conform to San Diego regional standards, and improve signal operations, the project will: a) upgrade traffic signals on Carlton Hills Boulevard, Carlton Oaks Drive, Prospect Avenue, and Woodside Avenue b) upgrade five traffic signal controllers and install interconnect on Mission Gorge Road west of Fanita Drive; c) upgrade traffic signals on an as-needed basis.

**Justification:** This project is needed to replace obsolete traffic signal hardware, address traffic demands within the City, and maximize the effectiveness of the City’s traffic signal system for more efficient traffic flow.

**Operating Impact:** May minimally increase maintenance of the traffic signals and communication system.

	<b>Prior Year</b>						
	<b>Expenditures</b>	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>FY 2025-26</b>	<b>FY 2026-27</b>	<b>FY 2027-28</b>	<b>Total</b>
<b>Expenditures:</b>							
Planning/Design	\$ 31,700	\$ 100,000	\$ 82,000	\$ -	\$ -	\$ -	\$ 213,700
Construction	1,023,100	1,779,000	468,000	600,000	-	-	3,870,100
<b>Total</b>	<b>\$ 1,054,800</b>	<b>\$ 1,879,000</b>	<b>\$ 550,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,083,800</b>
<b>Source of Funds:</b>							
Traffic Signal Fees	\$ 816,300	\$ 196,000	\$ -	\$ -	\$ -	\$ -	1,012,300
RTCIP Fee	215,400	48,000	550,000	600,000	-	-	1,413,400
Traffic Mitigation Fees	-	1,635,000	-	-	-	-	1,635,000
County Fees	23,100	-	-	-	-	-	23,100
<b>Total</b>	<b>\$ 1,054,800</b>	<b>\$ 1,879,000</b>	<b>\$ 550,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,083,800</b>

# Smart Traffic Signals Circulation Project



Project Location: Citywide

**Description:** This project will install smart traffic signals on major arterials.

**Justification:** Smart (adaptive) traffic signals have the capability to adjust signal timing based on traffic demand and the potential to improve traffic flow. The project will focus on the traffic signals on Mission Gorge Road from Magnolia Avenue to the State Route 125 and State Route 52 ramps.

**Operating Impact:** Minor increase in maintenance cost.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ -	\$ 72,000	\$ -	\$ -	\$ 50,000	\$ 122,000
Construction	-	1,092,000	-	-	900,000	1,992,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,164,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ 2,114,000</b>
<b>Source of Funds:</b>						
Developer Contribution	\$ -	\$ 66,184	\$ -	\$ -	\$ -	\$ 66,184
RTCIP Fees	-	1,097,816	-	-	-	1,097,816
Traffic Signal Fees	-	-	-	-	950,000	950,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,164,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 950,000</b>	<b>\$ 2,114,000</b>

# ADA Pedestrian Ramp Improvements Circulation Project



Project Location: Citywide

**Description:** This project will install concrete pedestrian ramps that meet current Americans with Disabilities Act (ADA) standards throughout the City at locations where they are missing or where they are non-compliant to current standards.

**Justification:** Providing missing pedestrian ramps and replacing existing non-compliant pedestrian ramps improves pedestrian and disabled access to City sidewalks, walkways and other City facilities in compliance with the Americans with Disabilities Act.

**Operating Impact:** Minimal cost to maintain improvements in the future.

	Prior Year						
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total	
<b>Expenditures:</b>							
Planning/Design	\$ -	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 400,000	
Construction	-	1,000,000	1,000,000	1,000,000	1,000,000	5,000,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 5,400,000</b>	
<b>Source of Funds:*</b>							
CDBG**	\$ -	\$ 208,310	\$ 182,000	\$ 182,000	\$ 182,000	\$ 936,310	
Unfunded	-	871,690	898,000	898,000	898,000	4,463,690	
<b>Total</b>	<b>\$ -</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,080,000</b>	<b>\$ 5,400,000</b>	

\* Annually appropriated program. Prior year expenditures on completed projects are therefore not presented.

\*\* CDBG qualifying locations for ADA pedestrian ramp installations and retrofits.

# State Route 52 Improvements Between SR-125 and I-15 Circulation Project



Project Location: SR-52 between I-15 and SR-125

**Description:** This project will improve State Route 52 between Interstate 15 and State Route 125 to alleviate congestion on the freeway and on Santee streets. The project will add a westbound lane from Mast Boulevard to the summit, relocate the bike lane to the south side of the freeway, add an additional lane to the westbound on-ramp at Mast Boulevard, and restripe the section between Mast Boulevard and State Route 125 to add an additional lane in each direction.

**Justification:** Improving State Route 52 is one of the City's top priorities. The City is working with regional partners to find a solution. Potential funding sources include federal and state funds, local funds, private funding, and developer contributions.

**Operating Impact:** None.

	Prior Year						
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total	
<b>Expenditures:</b>							
Planning/Design	\$ 720,000	\$ 1,000,000	\$ 4,280,000	\$ -	\$ -	\$ 6,000,000	
Construction	-	-	16,000,000	31,500,000	-	47,500,000	
<b>Total</b>	<b>\$ 720,000</b>	<b>\$ 1,000,000</b>	<b>\$ 20,280,000</b>	<b>\$ 31,500,000</b>	<b>\$ -</b>	<b>\$ 53,500,000</b>	

<b>Source of Funds:</b>							
Developer Contribution	\$ 720,000	\$ 1,000,000	\$ 4,280,000	\$ -	\$ -	\$ 6,000,000	
SANDAG	-	-	6,000,000	-	-	6,000,000	
Federal Appropriation	-	-	2,500,000	-	-	2,500,000	
General Fund	-	-	200,000	-	-	200,000	
Unfunded*	-	-	7,300,000	31,500,000	-	38,800,000	
<b>Total</b>	<b>\$ 720,000</b>	<b>\$ 1,000,000</b>	<b>\$ 20,280,000</b>	<b>\$ 31,500,000</b>	<b>\$ -</b>	<b>\$ 53,500,000</b>	

\* Seeking Grant Funds

# Median Upgrade - Mission Gorge at Town Center Circulation Project



Project Location: Mission Gorge Road between the Post Office  
and Cuyamaca Street

- Description:** This project will remove the water intensive and overgrown landscaping on the Mission Gorge Road median from Cuyamaca Street to the Post Office.
- Justification:** The current irrigation system is in need of repair and landscaping is not drought tolerant.
- Operating Impact:** It is anticipated that these improvements to City medians will result in minimal increases to annual maintenance costs but will be offset with cost savings in water usage.

	Prior Year						
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total	
<b>Expenditures:</b>							
Planning/Design	\$ -	\$ -	\$ -	\$ -	\$ 144,000	\$ 144,000	
Construction	-	-	-	-	1,248,000	1,248,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,392,000</b>	<b>\$ 1,392,000</b>	
<b>Source of Funds:</b>							
Unfunded	\$ -	\$ -	\$ -	\$ -	\$ 1,392,000	\$ 1,392,000	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,392,000</b>	<b>\$ 1,392,000</b>	

# Fire Infrastructure – Phase 3 New Fire Station in Northern Santee Facility Project



Project Location: Northern Santee

**Description:** Identify and acquire a location for a Fire Station in the northern portion of Santee.

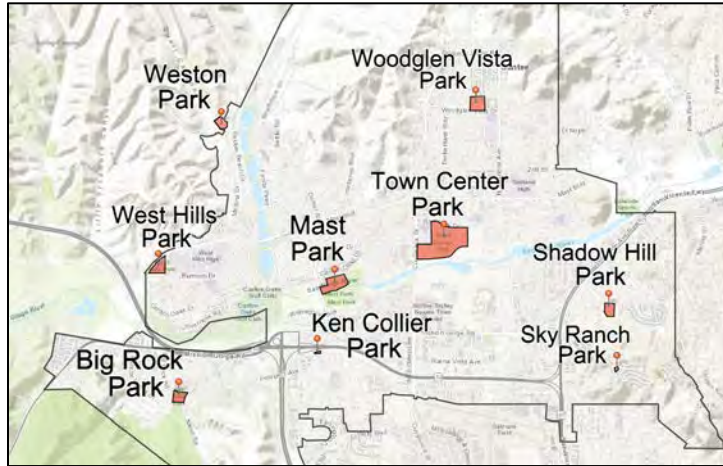
**Justification:** According to a Community Risk Assessment performed by AP Triton in 2023, Fire Station 4 operates with double the personnel and apparatus it was designed for, while Fire Station 5 is operating at maximum capacity. Neither of these fire stations can accommodate additional apparatus or personnel. The AP Triton report highlighted response time deficiencies in the northern portion of Santee. A fire station located in the northern portion of the City along the Magnolia corridor will significantly decrease the travel distance and travel time for emergency responses in the northern portion of the City of Santee.

**Operating Impact:** To be determined.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ -	\$ -	\$ -	\$ 1,000,000	\$ -	\$ 1,000,000
Construction	-	-	-	-	13,000,000	13,000,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 13,000,000</b>	<b>\$ 14,000,000</b>
<b>Source of Funds:</b>						
Unfunded	\$ -	\$ -	\$ -	\$ 1,000,000	\$ 13,000,000	\$ 14,000,000
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,000,000</b>	<b>\$ 13,000,000</b>	<b>\$ 14,000,000</b>



# General Park Improvements Park Project



Project Location: City Parks

**Description:** Annual improvements, rehabilitation, and systematic replacement of existing park facilities and amenities to provide for additional uses. Such as park benches, picnic tables, drinking fountains, signage, sports fields and security cameras.

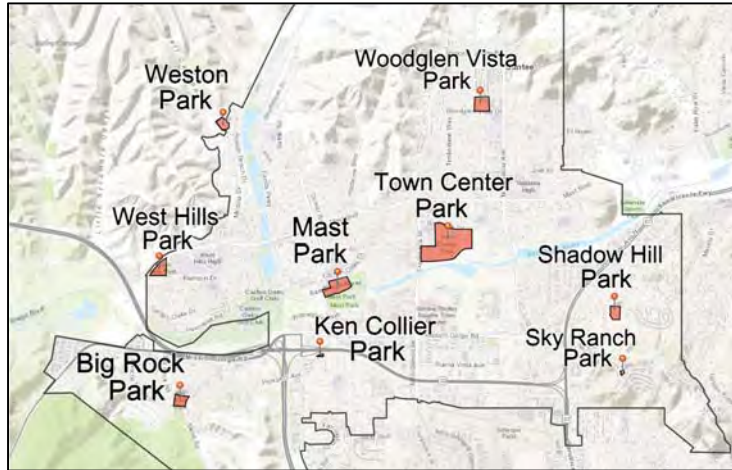
**Justification:** As part of the recommendations from the Park and Recreation Master Plan Update, this project will standardize park amenities and upgrade current standards as life expectancy of amenities is realized. As the park system ages, this will allow for a mechanism by which to plan for the replacement of park infrastructure and amenities.

**Operating Impact:** These improvements will result in a reduction in actual maintenance costs to those amenities that are aged and/or highly used.

	Prior Year							
Expenditures	FY 2023-24	FY 2023-24	FY 2025-26	FY 2026-27	FY 2027-28	Total		
<b>Expenditures:</b>								
Planning/Design	\$ -	\$ -	\$ -	\$ -	\$ -	-		
Construction	-	35,000	35,000	35,000	35,000	175,000		
<b>Total</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 175,000</b>		
<b>Source of Funds:</b>								
Park-in-Lieu Fees	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 100,000		
CalRecycle Grant		15,000	15,000	15,000	15,000	75,000		
<b>Total</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ 175,000</b>		

\* Annually appropriated program. Prior year expenditures on completed projects are therefore not presented.

# Sports Field & Court Improvements Park Project



Project Location: Various Sports Fields and Courts at City Parks and School Sites

**Description:** Annual improvements to City sports fields and courts, including infield, outfield, turf, sports lighting and other general site improvements. The project will also construct or improve irrigation systems, expand turf and replace fencing, and provide rehabilitation to provide additional uses and amenities, as needed.

**Justification:** This project will standardize sports fields and courts throughout the City to provide all Santee residents similar playing experiences.

**Operating Impact:** The school districts, in partnership with the City, will maintain the improvements proposed at school sites. The City will perform annual field turf improvement work as needed.

	Prior Year					
Expenditures	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Total
<b>Expenditures:</b>						
Planning/Design	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	-	85,000	20,000	20,000	20,000	165,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 165,000</b>
<b>Source of Funds:</b>						
Park-in-Lieu Fees	\$ -	\$ 85,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 165,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 85,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ 165,000</b>

\* Annually appropriated program. Prior year expenditures on completed projects are therefore not presented.

**MEETING DATE** May 24, 2023

**ITEM TITLE** PRESENTATION OF THE PROPOSED CAPITAL IMPROVEMENT PROGRAM FOR FISCAL YEARS 2024-2028

**DIRECTOR/DEPARTMENT** Marlene Best, City Manager  
Heather Jennings, Director of Finance

**SUMMARY**

The Proposed Capital Improvement Program (CIP) for Fiscal Years 2024-2028 will be presented to the City Council for initial review and discussion. The proposed CIP will be included on the June 14, 2023 City Council meeting agenda to provide an opportunity for additional discussion, and will be brought back to the City Council for adoption on June 28, 2023.

The purpose of the CIP is to provide a multi-year planning tool for the infrastructure and other capital needs of the community, and to coordinate the scheduling and financing of projects. Emphasis has been placed on the first two years, which upon City Council action will become the adopted capital projects budget. Once adopted, the CIP is continually monitored to ensure funding sources are available as projected and is revised bi-annually in response to continually evolving priorities and economic conditions.

**FINANCIAL STATEMENT**

The Proposed Capital Improvement Program will establish the appropriated capital projects budget for fiscal years 2023-24 and 2024-25 once adopted and reflects \$42.9 million in funded projects in the first two fiscal years.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

Review and discuss the Proposed Capital Improvement Program for Fiscal Years 2024-2028 and provide direction to staff as necessary.

**ATTACHMENT**

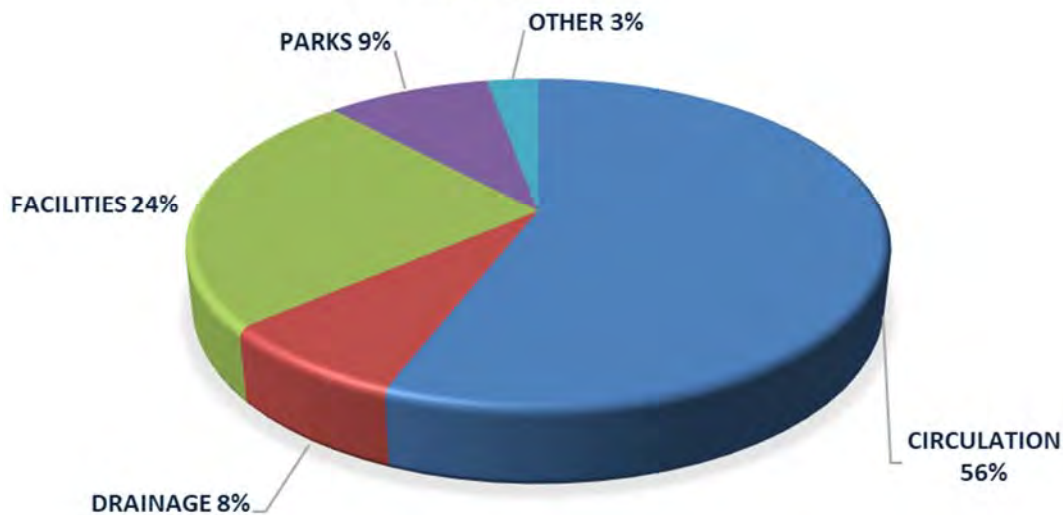
1. Staff Report
2. Proposed Capital Improvement Program for Fiscal Years 2024-2028.

**STAFF REPORT  
CAPITAL IMPROVEMENT PROGRAM OVERVIEW  
FOR FISCAL YEARS 2024-28  
CITY COUNCIL MEETING  
MAY 24, 2023**



The Capital Improvement Program (CIP) for Fiscal Years 2024-2028 is a five-year planning tool that assists the City Council with setting priorities, identifies unfunded needs, helps staff in managing workloads, project schedules and budgets, and establishes the appropriated CIP budget for the first two fiscal years. Funding is allocated to projects based on existing available funds and projected revenues. Staff has identified 70 projects totaling \$368.3 million over the next five years for infrastructure and other capital needs of the community and the City. Of the \$368.3 million, \$119.3 million is funded and \$249.0 million is unfunded. The CIP reflects five project categories: Circulation, Drainage, Facilities, Parks, and Other projects.

**CAPITAL IMPROVEMENT PROGRAM BY  
PROJECT TYPE**



**Circulation Projects**

Circulation projects comprise the largest portion of the CIP, totaling \$209.9 million or 56% of the total project costs. Highlights in this category include:

- Pavement Repair and Rehabilitation / Pavement Roadway Maintenance: These projects have a combined total identified cost of \$26.9 million over the next five years. Allocated funding for both projects totals \$6.9 million in FY 2023-24 and \$2.5 million in FY 2024-25.
- Prospect Avenue and Mesa Road Improvements: This project is fully funded in FY 2023-24 at a total project cost of \$1.1 million.

**STAFF REPORT  
CAPITAL IMPROVEMENT PROGRAM OVERVIEW  
FOR FISCAL YEARS 2024-28  
CITY COUNCIL MEETING  
MAY 24, 2023**

- Cuyamaca Right Turn Lanes at Mission Gorge: This project is fully funded in FY 2023-24 at a total project cost of \$1.8 million.
- Highway 52 Improvements: This project is reflected at a total cost of \$53.5 million, as the City continues to actively pursue all federal, state and regional funding opportunities.

**Drainage Projects**

Drainage projects total \$28.7 million. Highlights in this category include:

- CMP Storm Drain Replacement Program: This is an annually appropriated program with a five-year identified cost of \$11.8 million, \$2.9 million of which is funded in the first two years.
- Storm Drain Trash Diversion: The total project cost over the next five years is \$1.2 million. The project is fully funded and has a budget in year one and two of \$502,000.

**Facility Projects**

Facility projects comprise the second largest portion of the CIP, totaling \$91.1 million or 24% of the total project costs. Highlights in this category include:

- Community Center: The Community Center is projected to cost \$20.0 million and is fully funded. \$390,000 is budgeted in the first two fiscal years to complete design, with construction expected to begin in FY 2025-26. Various City Hall Improvements including wood repairs, repainting of City Hall buildings and parking lot light poles, replacement of the roof at Building 6, and modification of the public counter in Building 4 are included in years one and two. In addition, network wiring will be updated at City Hall.
- Operations Center Upgrades: The upgrades proposed for the Operations Center include the addition of a vector truck dumping and de-watering station. This upgrade is needed to ensure that cleaning water and removed waters from the storm water system during cleaning does not contaminate the stormwater collection system. This project is expected to cost \$885,000 and is fully funded in FY 2023-24.
- Fire Station Projects: The total estimated cost for the construction and rebuilding of three new fire stations, an Emergency Operations Center, and a Fleet Maintenance Facility is included in this Capital Improvement Program Budget. The estimated cost of all facilities is \$46.3 million. The majority of the projects are currently unfunded with the intent to develop a funding strategy for the facilities. There is \$1.1 million funded in FY 2023-24 for design of one of the fire stations and the fleet shop.

**Park Projects**

Park projects total \$33.3 million. There are several projects planned for future years once funding is identified. Current highlights in this category include:

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- **General Park Improvements:** This project is an annual allocation used for improvement and systematic replacement of existing park facilities and amenities. The total identified cost included in the CIP is \$100,000.
- **Sports Field and Court Improvements:** This project is an annual allocation used to improve City sports fields and courts. The total identified cost included in the CIP is \$100,000.

**Other Projects**

Other projects total \$11.1 million and include information technology and various other projects such as the following:

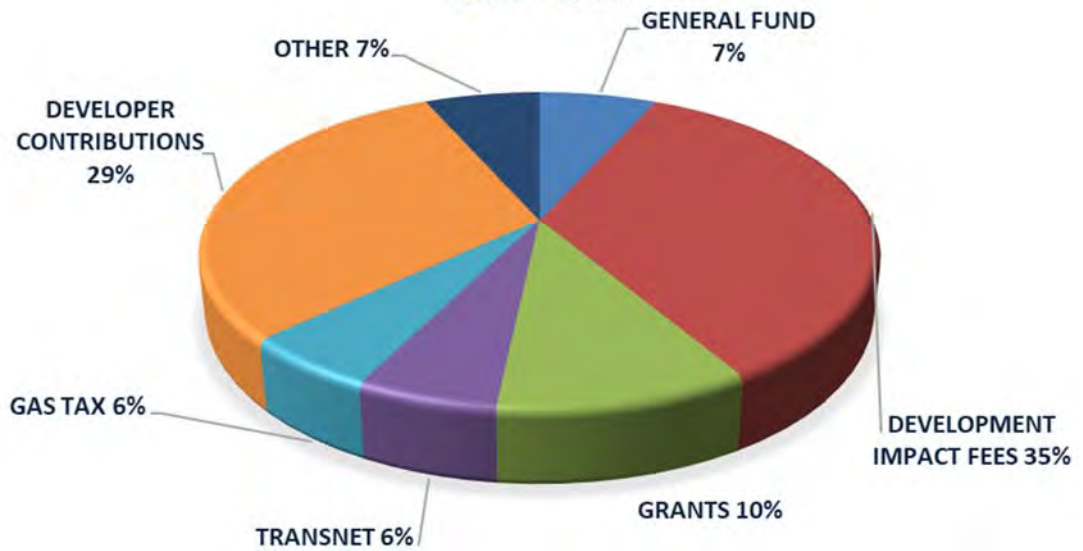
- **Broadband Infrastructure Improvements:** This project will provide a secure, wired, fiber optic connection from City Hall to the City's Operations Center and is fully funded in FY 2023-24 with an estimated cost of \$1.2 million.
- **San Diego River Fire Hazard Mitigation Plan:** This project will significantly reduce the threat of property loss and casualties in fire-prone areas of the City. The City is currently seeking grant funding from FEMA's Hazard Mitigation Program and the San Diego River Conservancy. The project is partially funded with \$952,940 in America Rescue Plan Act (ARPA) funding. Total cost for this project is \$7.6 million.
- **Website Update:** This project is fully funded in FY 2023-24 at \$100,000 and will update the City's website to enhance design features and functionality.

**Revenue Sources**

As previously mentioned, of the \$368.3 million identified in the Capital Improvement Program, \$119.0 million in funding has been identified with existing available funds and projected revenues over the next five fiscal years. Programed revenues come from a variety of sources.

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**CAPITAL IMPROVEMENT PROGRAM REVENUE  
SOURCES**



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The primary revenue sources for the CIP are as follows.

- Development Impact Fees received from new development, which include Drainage, Park-in-Lieu, Public Facilities, Regional Transportation Congestion Improvement Program (RTCIP), Traffic Mitigation, and Traffic Signal fees. These fees together are the largest CIP revenue source.
- Developer contributions
- Federal and State grants
- General Fund
- Gas Tax and SB1 Road Maintenance and Rehabilitation Program funds
- TransNet
- Various other funding sources

The 2024-2028 CIP continues to utilize ARPA funding. The City first appropriated ARPA funds in the 2021-22 CIP. While a good portion of the funding has been spent, the City continues to fund certain projects with ARPA. These projects include:

- |   |             |
|---|-------------|
| • Broadband Infrastructure Improvements | \$1,039,000 |
| • CMP Storm Drain Replacement Program   | \$917,304   |
| • Pavement Roadway Maintenance Citywide | \$1,000,000 |
| • San Diego River Hazard Mitigation     | \$952,940   |
| • Storm Drain Trash Diversion           | \$263,793   |

Under the direction of the City Manager, the Finance Department prepares the City's Capital Improvement Program budget document. Additional information regarding the City's CIP 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).



**MEETING DATE** June 14, 2023

**ITEM TITLE** **REVIEW OF THE PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2023-24**

**DIRECTOR/DEPARTMENT** Marlene Best, City Manager *MSB*  
Heather Jennings, Director of Finance *HJ*

**SUMMARY**

The Proposed Operating Budget for Fiscal Year 2023-24 is hereby presented to the City Council and public for initial review and discussion. It will be brought back to the City Council on June 28, 2023 for additional discussion, public comment, and adoption.

The Proposed Operating Budget for Fiscal Year 2023-24 is on file in the City Clerk's Office and Finance Department and is posted on the City's web site for public review. The attached Staff Report provides an overview of the proposed operating budget.

**FINANCIAL STATEMENT**

The Proposed Operating Budget for Fiscal Year 2023-24 reflects a General Fund operating expenditure budget of \$54.9 million and a total operating expenditure budget of \$65.6 million for the upcoming fiscal year. The proposed General Fund budget meets both the General Fund Reserve Policy and the Balanced General Fund Budget Policy as stated in City Council Resolution No. 087-2022 and reflects an available reserve balance of over \$13.1 million at June 30, 2024, representing 23.9% of annual operating expenditures and a supplemental reserve balance of \$2.1 million beyond the 20% minimum policy level.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Review and discuss the Proposed Operating Budget for Fiscal Year 2023-24, and if applicable, provide direction to staff.

**ATTACHMENTS**

1. Staff Report
2. Proposed Operating Budget for Fiscal Year 2023-24

**STAFF REPORT**

**PROPOSED OPERATING BUDGET  
FOR FISCAL YEAR 2023-24**

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**Overview**

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

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

<b>General Fund Proposed Budget Summary FY 2023-24</b>	
<b>Revenues</b>	<b>\$ 56,478,040</b>
<b>Expenditures</b>	<b>(54,855,060)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>1,622,980</b>
<b>Other Financing Sources</b>	<b>200,000</b>
<b>Transfers to Other Funds</b>	<b>(557,320)</b>
<b>Transfer to Capital Improvement Program</b>	<b>(567,750)</b>
<b>Unfunded Liabilities (CalPERS)</b>	<b>(600,000)</b>
<b>Use of Supplemental Reserves</b>	<b>97,910</b>
<b>Available Fund Balance, 7/1/23</b>	<b>13,020,094</b>
<b>Available Fund Balance, 6/30/24</b>	<b>\$ 13,118,004</b>

**General Fund Revenues**

General Fund revenues for FY 2023-24 are projected to total \$56.5 million, a \$1.7 million increase from the current fiscal year estimate. Following is a discussion of key revenues.

**Property Taxes:** Property Taxes represent 44% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 5.5% in FY 2023-24. This is less than in the prior year due to an increase in mortgage rates and a slow-down in the housing market. Property tax revenues (including real property transfer taxes) are projected to total \$24.6 million in FY 2023-24, an increase of \$1.1 million from the current fiscal year.

**Sales Tax:** Sales Tax represents 32.4% of General Fund revenues and is projected to total \$18.3 million in FY 2023-24, an increase of \$170,840 or 1.0% from the current fiscal year estimate. Modest growth is expected to continue in the City's key Building & Construction category. Other categories are expected to flatten or have very small increases in the upcoming quarters as economic uncertainty and low consumer confidence continues to be prevalent.

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

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

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

**Fire Reimbursements:** As a result of the wildfire season in FY 2022-23, Fire reimbursement revenue remained low. As a result, the proposed 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 2022-23, an increase of \$136,500 from the current fiscal year. This increase is the result of expected increases in Gas Tax and Zone 2 Flood Control funding. The increase in revenue to these funds allows more reimbursement to be available to the General Fund.

### **General Fund Expenditures**

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

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

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

**Personnel Costs:** The proposed budget includes a net increase of one and a half (1 ½) full-time positions and other personnel-related adjustments as follows.

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

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

**CalPERS Retirement Costs:** CalPERS retirement costs continue to impact the City's budget. and are expected to total in excess of \$6.1 million in FY 2023-24, a \$73,310 increase from the current fiscal year. Approximately \$3.8 million of the total amount represents required payments against the City's unfunded pension liability. This is \$150,000 less than in the prior year. This decrease can be attributed to higher than expected returns on investments at June 30, 2021 and \$62,890 in reduced costs due to the FY 2022-23 Additional Discretionary

Payment (ADP) of \$600,000. The FY 2023-24 Proposed Budget includes an ADP of \$600,000 to be made towards the City's unfunded liability. These supplemental payments if continued will eliminate the City's current unfunded liability approximately five years sooner than would otherwise be the case. This year's supplemental payment will be the third consecutive payment.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Transfers and Other Uses:** The proposed budget reflects the following transfers and other uses.

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

### **Reserve Policy**

City Council Resolution No. 087-2022 affirmed the City Council General Fund Reserve Policy that a minimum reserve of 20% of annual General Fund operating expenditures be maintained. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events, as well as providing a source of revenue from investment earnings. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The proposed budget conforms to the reserve policy and reflects an available reserve balance of over \$13.1 million at June 30, 2024, which represents 23.9% of annual operating expenditures and includes a supplemental reserve balance of \$2.1 million beyond the 20% minimum policy level.

## **OTHER FUNDS**

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

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

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

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

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

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

### **Recreation Revolving Fund**

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

### **Technology Revolving Fund**

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

### **Supplemental Law Enforcement Fund**

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

### **Highway 52 Coalition Fund**

The Highway 52 Coalition Fund is used to account for funds budgeted in support of the Coalition's efforts to secure funding to improve Highway 52 which are used primarily for the cost of a lobbyist assisting in efforts to obtain federal funding, for support costs incurred by the City Attorney's Office and for meetings and outreach efforts with regional, state and federal representatives. The proposed FY 2023-24 budget totals \$63,250.

### **PEG Fees Fund**

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

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

The CASp Certification and Training Fund is used to account for a State mandated surcharge collected on every business license issued or renewed. This revenue must be used for certified



disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements.

### **Gas Tax Fund**

The Gas Tax Fund is used to account for revenues received from the State of California through the Highway Users Tax Account (HUTA) that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,622,200 in FY 2023-24, exclusive of the Gas Tax revenues received in accordance with State Senate Bill 1 (SB 1) which are separately budgeted and discussed below. Gas Tax HUTA revenues are projected to increase by 6% in FY 2023-24 from the current fiscal year. Gas Tax HUTA revenues are primarily utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The proposed budget reflects the full expenditure of all Gas Tax HUTA revenues to be received in FY 2023-24 and includes the following.

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

### **SAFE Program Fund**

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

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

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to, that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,395,050 in FY 2023-24. Gas Tax-RMRA revenues are projected to increase by 10.5% from the current fiscal year amount. Gas Tax-RMRA funds will be used exclusively for certain street and road, concrete repair and bridge restoration projects as identified in the 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 \$482,910 in FY 2023-24, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.

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

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

### **Emergency Medical Services Fund**

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated this year to provide the mechanism for funding, managing and administratively coordinating the emergency ambulance services and transportation provided by the City of Santee and Lakeside Fire Protection District for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia. This fund represents the City of Santee’s share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program.

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

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

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

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

The TCLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following four zones: Town Center, The Lakes, San Remo and Mission Creek. Assessment revenues have reached the maximum allowed in each of the four zones. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues and operating transfers in from the Gas Tax Fund are estimated to total \$350,260 in FY 2023-24 with proposed expenditures of \$377,770.

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

The SLMD Funds are used to account for property owner assessments received to pay for landscape maintenance and related costs within the following ten zones: El Nopal, Country Scenes, Camelot Heights, Silver Country Estates, Mattazaro/Timberlane, The Heights, Prospect Hills, Mitchell Ranch, Dakota Ranch and Allos. Assessment revenues have reached the maximum allowed in seven of the ten zones, and one assessment increase reflecting a CPI adjustment is proposed in FY 2023-24. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where

feasible. Revenues are estimated to total \$116,720 in FY 2023-24 with proposed expenditures of \$130,430.

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

The Special Street Light Tax Fund is used to account for property tax allocations required to be utilized to operate, maintain and replace street lights of general benefit located throughout the City, primarily arterial streets (also referred to as “Zone A” of the Santee Roadway Lighting District). Revenues are estimated to be \$392,850 in FY 2023-24 with proposed operating expenditures of \$250,000. Reserves that have been accumulated for the replacement and upgrade of street lights to LED in the amount of \$1,326,000 are budgeted this year.

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

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

**Mobile Home Park Ordinance Administration Fund**

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

**Next Steps**

The Proposed Operating Budget for Fiscal Year 2023-24 will be brought back to the City Council on June 28, 2023 for additional discussion, public comment and adoption.

The Operating Budget attachment is available via the below link:

<https://www.cityofsanteeca.gov/home/showpublisheddocument/23620/638219059036668824>