



**City of Santee,  
California  
Adopted  
Operating Budget  
Fiscal Year 2019-20**

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(Front Cover)*

**CITY OF SANTEE, CALIFORNIA**  
**ADOPTED**  
**OPERATING BUDGET**  
Fiscal Year 2019-20



**MAYOR**

JOHN W. MINTO, Mayor

**COUNCIL MEMBERS**

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

**EXECUTIVE MANAGEMENT**

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

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**CITY OF SANTEE, CALIFORNIA**  
**ADOPTED OPERATING BUDGET**  
**Fiscal Year 2019-20**

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**Fiscal Year 2019-20**

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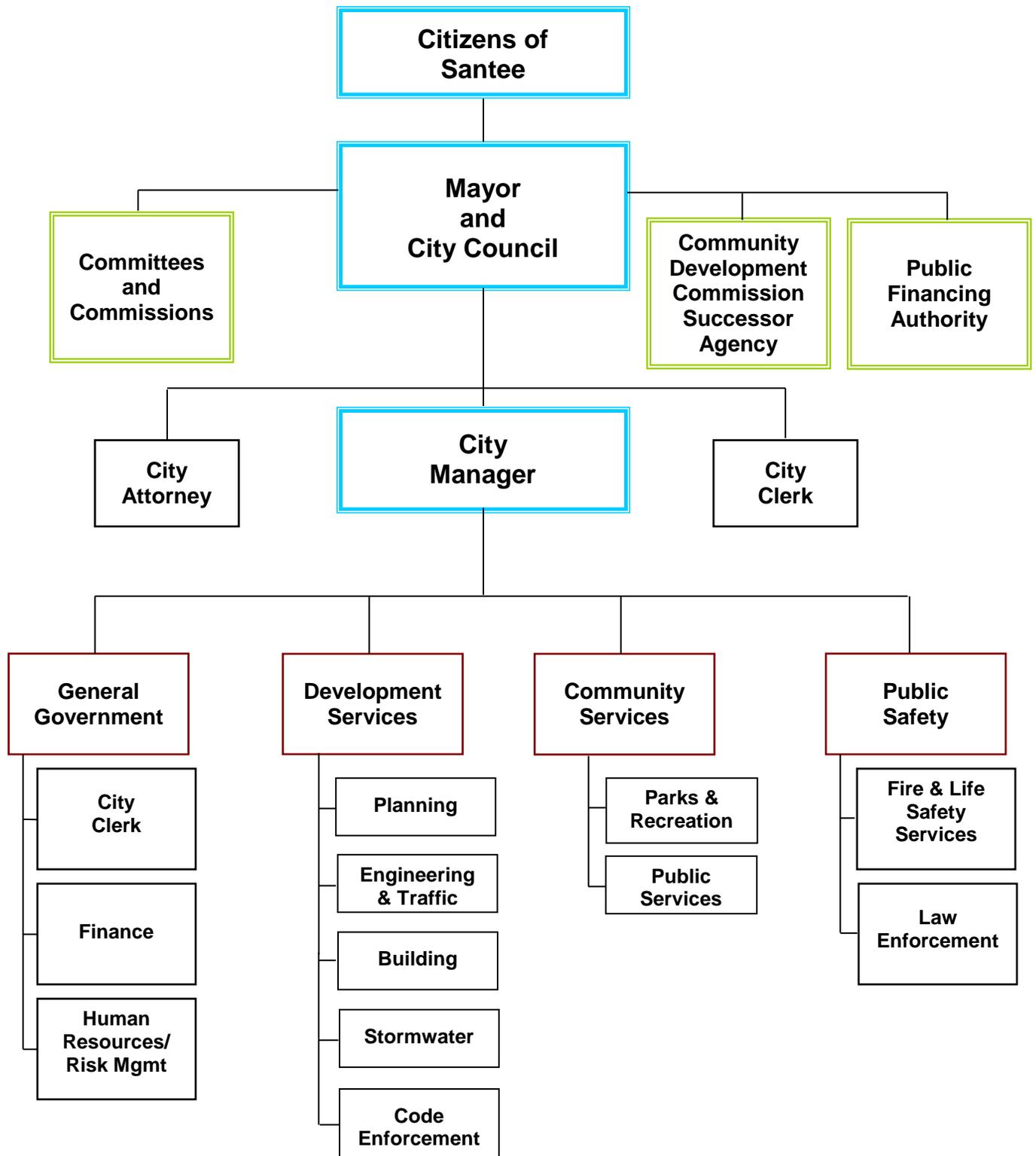
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# INTRODUCTION

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# CITY OF SANTEE ORGANIZATIONAL CHART



# CITY OF SANTEE COMMUNITY PROFILE



Date Incorporated	December 1, 1980
City Charter	Voter Approved November 4, 2008
Form of Government	Council - Manager
City Employment (full-time equivalent positions)	130.1
Population (as of 01/01/18)	56,994
Number of Registered Voters (as of 02/10/19)	33,176
Median Household Income (2018)	\$84,361
Median Housing Price (April 2019)	\$490,000
Area	16.8 square miles
Streets (miles)	121.4
Elevation	350 ft.



# MISSION

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

# VISION

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

# VALUES

## Accountability

Taking responsibility and ownership for actions and their results.

## Visionary

Exemplifying innovation and initiative.

## Integrity

Dedication to honest and ethical actions in public service.

## Professionalism

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

## Commitment

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



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# BUDGET OVERVIEW



Over the past several years Santee has realized steady growth in the local economy. Real estate values have continued to increase and combined with new construction activity has translated into strong growth in property tax revenues. Retail sales activity has also continued to experience growth, though at a moderate pace. Growth in the City's key property tax and sales tax revenues, coupled with prior actions that have increased employee cost sharing of retirement and health insurance costs and adjusted staffing levels in the law enforcement services contract, have positioned Santee to maintain current service levels while meeting sharp annual cost increases in CalPERS retirement costs and contract law enforcement services costs.

The Adopted Operating Budget for Fiscal Year 2019-20 is a balanced budget which provides for a reserve balance of \$9.0 million or 20% of annual General Fund operating expenditures in accordance with the City's reserve policy. Supplemental reserves in excess of the City's minimum policy level are available in FY 2019-20 which will provide resources for capital expenditures and to continue the City's efforts in reducing unfunded liabilities

## General Fund Proposed Budget Summary

	<u>FY 2019-20</u>
Revenues	\$ 45,465,000
Expenditures	<u>(44,846,370)</u>
Revenues Over (Under) Expenditures	618,630
Transfers to Other Funds	(464,000)
Transfers to Capital Improvement Program	(760,000)
Unfunded Liabilities Payment	<u>(250,000)</u>
Change in Fund Balance	(855,370)
Fund Balance, Beg of Year	<u>9,887,910</u>
Fund Balance, End of Year	<u><u>\$ 9,032,540</u></u>

General Fund Revenues: General Fund revenues for FY 2019-20 are projected to total \$45.5 million, a \$1.3 million or 2.8% increase from FY 2018-19. Following is a discussion of key revenues.

Property Taxes: Property Taxes represent 43% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 6.7% in FY 2019-20. Property tax revenues are projected to total \$19.5 million in FY 2019-20, an increase of \$1.2 million from FY 2018-19.

Sales Tax: Sales Tax represents 30% of General Fund revenues and is projected to total \$13.5 million in FY 2019-20, an increase of \$104,900 or 0.8% from FY 2018-19. FY 2018-19 revenue includes approximately \$303,000 in sales tax revenue that should have been received in the prior year as a result of statewide sales tax revenue allocation issues, thereby distorting the year to year comparison. Solid growth is expected to continue in County Pool allocations (online sales) and from Building &

## BUDGET OVERVIEW

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Construction, with growth in General Consumer Goods projected to remain flat. This is a reflection of the ongoing transition of a portion of “brick and mortar” retail activity to online sales.

**Franchise Fees:** Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.0 million in FY 2019-20, an increase of \$83,900 from FY 2018-19. Increases in revenues from SDG&E and Waste Management continue to be offset by reductions in revenues from Cox Communications and AT&T.

**County Service Area 69 (CSA 69):** Emergency medical service program reimbursements to be received in FY 2019-20 will total \$3.4 million for the General Fund with an additional \$229,330 received in the Vehicle Replacement Fund. This represents a \$400,100 decrease from the FY 2018-19 General Fund amount, as the final two monthly payments for the prior fiscal year (FY 2017-18) were not received until September 2018, resulting in 14 months of revenue being recognized in FY 2018-19.

**Building Fees:** The FY 2019-20 adopted budget reflects a slight decrease in building permit and plan check revenue which is projected to total \$1.4 million, a \$138,100 decrease from FY 2018-19. While this revenue projection reflects a decrease from FY 2018-19, it still represents strong revenues when compared to historical amounts.

**General Fund Expenditures:** The adopted budget reflects General Fund operating expenditures totaling \$44.8 million in FY 2019-20, a \$1.6 million or 3.6% increase from FY 2018-19.

Public safety continues to represent the largest portion of the General Fund operating budget, totaling \$29.3 million or 65% of the total General Fund expenditures. Community Services Department expenditures total \$5.0 million or 11% of the total General Fund expenditures, while Development Services Department expenditures total \$4.8 million or 11% of the total General Fund expenditures.

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

**Law Enforcement Services Contract:** The law enforcement services contract with the San Diego County Sheriff Department will total \$15.2 million in FY 2019-20, a \$794,454 or 5.5% increase from FY 2018-19. Subsequent scheduled annual contract cost increases for the remaining years of the current five-year contract will be 5.0% or \$761,953 in FY 2020-21 and 4.5% or \$720,046 in FY 2021-22.

**Personnel Costs:** The adopted budget includes three additional Firefighter Paramedic positions. These positions will not change the daily minimum staffing level, and will provide an overall net savings to the City. The adopted budget also includes a 2.5% salary increase for all employee groups. Funding is included for several additional part-time, non-benefitted positions to address identified City needs as follows.

- Fire Inspector (Fire Department)
- Office Assistant (Fire Department)
- Engineering Inspector (Development Services Department)
- Code Compliance Assistant (Development Services Department)

The adopted budget includes one position reclassification of a Management Assistant to a Management Analyst (Fire Department). Also included are two salary band adjustments (Director of Human Resources and Special Events Supervisor).

## BUDGET OVERVIEW

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Over the past several years CalPERS has enacted various changes in actuarial methods and demographic assumptions in an effort to strengthen the funding status of the retirement program. More recently the CalPERS board approved a reduction in the discount rate (the assumed rate of return on retirement plan assets) from 7.5% to 7.0%. The impact of this change is being phased-in over a seven-year period starting in FY 2018-19, and will have a dramatic effect on future CalPERS retirement costs. In FY 2019-20, even with employees continuing to pay more towards their retirement, CalPERS retirement costs are projected to total \$4.4 million, a \$490,000 increase from FY 2018-19.

Other Expenditures: Other expenditures of note included in the adopted budget are as follows.

City Council: \$25,000 for activities in support of the City's 40<sup>th</sup> anniversary of incorporation.

City Manager: \$50,000 for implementation of the City's new brand that is currently being developed.

Information Technology: Increased funding for software licensing costs for the City's GIS server/software and new network risk assessment software to help identify, assess and eliminate data security risks.

Human Resources & Risk Management: Reflects anticipated increases in liability and property insurance costs.

Finance: \$35,000 for the cost of a development impact fee study and \$20,000 for consultant support in preparing a fiscal analysis and report on revenue options for the City (a Tier 1 City Council priority).

Community Services: Increased park operations and maintenance costs for the renovated Mast Park and the new 4.5-acre public park to be constructed in the Weston development.

Law Enforcement: An increase from \$150,000 to \$190,000 for the City's share of the cost for a School Resource Officer at both West Hills and Santana High Schools.

Transfers and Other Uses: The adopted budget reflects the following transfers and other uses from the General Fund, to be funded with a combination of current revenues and supplemental reserve balance as follows.

- Vehicle Replacement Fund: \$444,000
- Highway 52 Coalition Fund: \$20,000
- Capital Improvement Program: \$760,000
- Unfunded Liabilities (retiree health) \$250,000 (a Tier 1 Council priority)

Reserve Policy: Section 5 of City Council Resolution No. 058-2019 affirmed the City Council reserve policy that a minimum reserve of 20% of annual General Fund operating expenditures be maintained. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The adopted budget conforms to the reserve policy.

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 adopted operating budgets for the Other Funds.

## BUDGET OVERVIEW

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

**Vehicle Acquisition & Replacement Fund:** The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. Following are the vehicles included in the adopted budget for purchase in FY 2019-20.

- Paramedic ambulance box remount onto an F-450 chassis with an estimated cost of \$189,300 to replace a 2009 chassis with 215,000 miles on it
- Ford Explorer for use by the Deputy Fire Chief with an estimated cost of \$40,310, with the vehicle currently used by the Deputy Fire Chief to be reassigned for use within the existing City fleet, ultimately resulting in the retirement of a 1999 Ford Taurus
- 2-Yard Dump Truck with an estimated cost of \$94,450 to replace a 2000 Ford F450 2-Yard Dump Truck with 82,000 miles on it
- Kubota Tractor with an estimated cost of \$17,380 to replace a 1998 Kubota Tractor

**Recreation Revolving Fund:** The Recreation Revolving Fund is used to account for revenues received from recreation program participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and Santee Parks and Recreation Committee (SPARC) special fund raising events. Revenues are estimated to be \$243,250 in FY 2019-20 with adopted expenditures and transfers out of \$240,820.

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

**Highway 52 Coalition Fund:** The Highway 52 Coalition Fund is used to account for donations received in support of the Coalition's efforts to secure funding to improve Highway 52. These revenues 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.

**Gas Tax Fund:** The Gas Tax Fund is used to account for revenues received from the State of California that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,509,200 in FY 2019-20, 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 revenues are utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The adopted budget reflects \$1,536,170 in operating expenditures and transfers.

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

## BUDGET OVERVIEW

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**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 \$942,700 in FY 2019-20 and will be used exclusively for certain street and road projects as identified in the adopted Capital Improvement Program for FY 2020 through FY 2024.

**Zone 2 Flood Control District Fund:** The Zone 2 Flood Control District Fund is used to account for property tax allocations used primarily for activities required by the Municipal Storm Water Permit issued by the San Diego Regional Water Quality Control Board. Revenues are projected to total \$402,800 in FY 2019-20, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which are paid from the General Fund.

**Community Development Block Grant (“CDBG”) Fund:** The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are estimated to be \$323,980 in FY 2019-20 which will be expended on program activities in accordance with prior City Council action.

**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 \$354,280 in FY 2019-20 with adopted expenditures of \$391,340.

**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 no assessment increases are adopted in the other three zones for FY 2019-20. A property owner ballot process was recently completed for El Nopal with property owners approving an increase in their assessment in order to replace existing landscaping and to increase maintenance efforts. Staff continues to evaluate alternatives for converting landscape materials to more drought-tolerant/low water use materials where feasible. Revenues are estimated to total \$108,870 in FY 2019-20 with adopted expenditures of \$94,590.

## BUDGET OVERVIEW

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Special Street Light Tax (Zone A) Fund: The Special Street Light Tax Fund is used to account for property tax allocations required to be utilized to operate, maintain and replace 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 \$350,300 in FY 2019-20 with adopted expenditures of \$164,000. Reserves are being accumulated for the future replacement of street lights.

Roadway Lighting District (Zone B) Fund: The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners (currently \$14.06 per year for a single-family residence) in order to operate, maintain and replace street lights of special benefit throughout the City (also referred to as “Zone B” of the Santee Roadway Lighting District). Revenues are estimated to be \$352,110 in FY 2019-20 with adopted expenditures of \$344,590.

Mobile Home Park Ordinance Administration Fund: The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile park owners to help defray the reasonable and necessary costs incurred in the administration of the City’s mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City’s rent control ordinance. Revenues are estimated to be \$44,000 in FY 2019-20 with adopted expenditures of \$39,230.

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

**RESOLUTION NO. 059-2019**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA, APPROVING AND ADOPTING THE  
OPERATING BUDGET FOR FISCAL YEAR 2019-20**

**WHEREAS**, on June 12, 2019 and June 26, 2019 public meetings were held by the City Council to review the Proposed Operating Budget for Fiscal Year 2019-20; and

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

**WHEREAS**, the City Council desires to adopt the Operating Budget for Fiscal Year 2019-20 incorporating any and all changes made by the City Council during the public meeting held on June 26, 2019.

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

Section 1

The Operating Budget for Fiscal Year 2019-20, including all changes directed by the City Council, is approved and adopted.

Section 2

The monies necessary to offset the expenditures in the Operating Budget for Fiscal Year 2019-20 as adopted by the City Council pursuant to Section 1 hereof are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

Section 3

- A. The City Manager is authorized to implement salary and benefits adjustments for General, Management and Santee Firefighters' Association (SFFA) employee groups as approved and directed by the City Council.
- B. In accordance with the terms of the Memorandum of Understanding with the SFFA approved by the City Council via separate Resolution on June 26, 2019, the following adjustments are made to the salary and benefit plan for SFFA employees for fiscal year 2019-20.
  - 1) 2.5% salary increase effective June 27, 2019
  - 2) Classic CalPERS members (Tiers 1 and 2) will contribute an additional 3.0% of PERSable compensation for a total of 12.0% towards CalPERS retirement effective June 27, 2019
  - 3) A Longevity Certification Stipend shall be paid to eligible employees in a maximum amount of 2.0% of base pay
  - 4) Preceptor/Mentor Incentive Pay shall be provided to eligible employees in the amount of \$1,000
  - 5) A combined maximum of 24 hours total per fiscal year for paid leave time to participate in Honor Guard/Emerald Society events

## RESOLUTION NO. 059-2019

- C. The following adjustments are made to the salary and benefit plan for General and Management employees including Executive Management for fiscal year 2019-20.
- 1) 2.5% salary increase effective June 27, 2019
  - 2) Classic CalPERS members (Tiers 1 and 2) will contribute an additional 1.0% of PERSable compensation, for a total of 10.0% (Safety Tier 1), 9.0% (Miscellaneous Tier 1) or 8.0% (Miscellaneous Tier 2) towards CalPERS retirement effective June 27, 2019
- D. The following personnel changes are hereby approved:
- 1) Add three Firefighter Paramedic positions with an annual salary range of \$68,294.25 to \$97,447.21
  - 2) Reclassify one Management Assistant position with an annual salary range of \$64,209.93 to \$78,047.32 to a Management Analyst position with an annual salary range of \$69,147.17 to \$84,048.82
  - 3) Adjust the salary band for the Special Events Supervisor position from an annual salary range of \$72,647.67 to \$88,303.69 to an annual salary band of \$63,358.04 to \$90,511.49 (mid-management, at-will)
  - 4) Adjust the salary band for the Director of Human Resources from an annual salary band of \$118,158.01 to \$159,513.50 to an annual salary band of \$129,737.50 to \$175,145.83
- E. The Salary Schedules effective June 27, 2019 as presented as Exhibit A are approved and adopted.

### Section 4

- A. The City Manager is authorized to adjust operating budget line items during fiscal year 2019-20 as may from time to time be deemed desirable, not to exceed the authorized departmental totals.
- B. Unencumbered balances remaining at June 30, 2019 for operating accounts, excluding salaries/benefits, may be carried forward at the discretion of the City Manager to the subsequent fiscal year.
- C. For contract building inspection services which are funded by permit fees collected, the City Manager is hereby authorized to increase the expenditure appropriation proportionately as increased revenues are received.
- D. For Recreation Revolving program expenditures that are funded from program revenues, the City Manager is hereby authorized to increase the expenditure appropriation as additional revenues are realized or if funds are available in the unappropriated balance of the Recreation Revolving Fund.

**RESOLUTION NO. 059-2019**

- E. In accordance with the terms of the Agreement for City Attorney Legal Services with Best Best & Krieger, the consumer price index adjusted rates effective July 1, 2019 will be as follows:
- |                                      |                |
|--------------------------------------|----------------|
| 1) Monthly Retainer                  | \$15,510       |
| 2) Special Services                  |                |
| i. Attorney                          | \$233 per hour |
| ii. Non-Attorney                     | \$191 per hour |
| 3) Third Party Reimbursable Services |                |
| i. Partner/Of Counsel                | \$362 per hour |
| ii. Associate                        | \$300 per hour |
| iii. Non-Attorney                    | \$191 per hour |
- F. The City Manager is authorized to execute the following professional service contract renewals provided for in the Operating Budget for Fiscal Year 2019-20 without further Council action:
- 1) Ellison Wilson Advocacy, LLC (legislative advocacy-state) \$18,000
  - 2) David Turch and Associates (legislative advocacy-federal) \$55,000 for August 2019 through June 2020
  - 3) Ronald Burner (athletic field coordination) \$25,000
  - 4) HdL Coren & Cone (property tax audit and reporting) \$19,000
- G. The City Manager is authorized to execute agreements between the City of Santee and appropriate insurance companies for the purpose of providing health, life, long-term disability insurance and dental coverage for the eligible officers, active, retired and terminated employees of the City of Santee and their eligible dependents.
- H. Grant funds awarded to the City of Santee, based on an application of these funds approved by the City Council, shall be appropriated as required.
- I. All fire benefit fee receipts shall be used exclusively to provide fire suppression with any funding shortfall made up from other General Fund sources.
- J. The City Manager is authorized to execute an amendment to the Agreement Between the City of Santee and Grossmont Union High School District for School Resource Officer Cost Sharing at Santana and West Hills High Schools in an amount for FY 2019-20 consistent with the City Council adopted budget.

**Section 5**

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

**RESOLUTION NO. 059-2019**

Section 6

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 26<sup>th</sup> day of June, 2019, by the following roll call vote to wit:

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

**NOES: NONE**

**ABSENT: NONE**

**APPROVED:**

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

**ATTEST:**

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

**EXHIBIT A: Salary Schedules Effective June 27, 2019**

**CITY OF SANTEE  
SUMMARY OF FUNDED POSITIONS**

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>GENERAL FUND</b>			
City Council	5.50	5.50	5.50
City Manager	4.00	4.00	4.00
Information Technology	2.00	2.00	2.00
City Clerk	2.50	2.50	2.50
Human Resources	3.00	3.00	3.00
Finance	8.00	8.00	8.00
Development Services	21.20	21.30	21.30
Community Services	22.21	22.28	22.28
Fire and Life Safety	57.60	57.60	60.60
<b>Total General Fund</b>	126.01	126.18	129.18
<b>Recreation Revolving Fund</b>	0.79	0.72	0.72
<b>Mobile Home Park Ord. Admin. Fund</b>	0.30	0.20	0.20
<b>Total Funded Positions</b>	127.10	127.10	130.10

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

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# GENERAL FUND

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**CITY OF SANTEE  
GENERAL FUND SUMMARY  
FY 2019-20 ADOPTED BUDGET**

	<b>FY 2018-19 Amended Budget</b>	<b>FY 2019-20 Adopted Budget</b>	<b>Increase (Decrease)</b>
Revenues	\$ 44,207,198	\$ 45,465,000	\$ 1,257,802
Expenditures by Dept:			
City Council	426,580	451,200	24,620
City Attorney	614,000	574,120	(39,880)
City Manager (total):	963,969	907,150	(56,819)
City Manager	714,599	687,930	(26,669)
Economic Development	249,370	219,220	(30,150)
Information Technology	402,670	451,330	48,660
Animal Control	434,800	424,810	(9,990)
City Clerk	451,820	422,230	(29,590)
Human Resources & Risk Mgmt (total):	1,027,380	1,144,270	116,890
Human Resources	518,010	539,720	21,710
Risk Management	509,370	604,550	95,180
Finance	1,185,280	1,309,630	124,350
Development Services (total):	4,565,330	4,832,580	267,250
Engineering	2,184,780	2,318,930	134,150
Stormwater	194,680	197,740	3,060
Planning	891,750	1,099,470	207,720
Building	1,171,470	1,063,180	(108,290)
Code Compliance	122,650	153,260	30,610
Community Services (total):	4,611,930	4,998,270	386,340
Administration	470,060	473,080	3,020
Public Svcs - Maintenance	3,007,090	3,338,680	331,590
Stormwater	97,370	103,220	5,850
Solid Waste	43,690	44,990	1,300
Facility Operations	83,980	91,940	7,960
Recreation	631,760	653,190	21,430
Special Events	277,980	293,170	15,190
Law Enforcement	14,570,400	15,398,450	828,050
Fire and Life Safety (total):	13,836,518	13,932,330	95,812
Administration	935,280	883,430	(51,850)
Emergency Operations	9,104,328	9,285,330	181,002
Emergency Medical	3,372,650	3,338,120	(34,530)
Emergency Preparedness	26,950	26,330	(620)
Fleet Operations and Maintenance	397,310	399,120	1,810
Debt Service	203,770	-	(203,770)
Total Operating Expenditures	43,294,447	44,846,370	1,551,923
Revenues Over (Under) Expenditures	912,751	618,630	(294,121)
Transfers to Other Funds	1,000,000	464,000	(536,000)
Transfers to Capital Improvement Program	608,610	760,000	151,390
Unfunded Liabilities (OPEB/retiree health)	500,000	250,000	(250,000)
Change in Fund Balance	(1,195,859)	(855,370)	340,489
Fund Balance, Beg. of Year	10,467,415	9,887,910	(579,505)
Fund Balance, End of Year	\$ 9,271,556	\$ 9,032,540	\$ (239,016)

**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

Account No.	Account Name	FY 2017-18 Actual	FY 2018-19 Revised Estimate	FY 2019-20 Estimates	Increase (Decrease)
<b>TAXES</b>					
<b>Property Taxes</b>		<b>17,503,203</b>	<b>18,606,400</b>	<b>19,836,500</b>	<b>1,230,100</b>
1001.00.4001	Property Tax Secured and Unsecured	9,852,543	10,382,800	11,078,600	695,800
1001.00.4002	Property Tax - Redev Pass-through	391,692	411,200	443,800	32,600
1001.00.4003	Property Tax - Redev Residual Distrib	1,373,396	1,495,700	1,597,300	101,600
1001.00.4006	Property Tax In Lieu (of VLF)	5,533,955	5,936,000	6,336,100	400,100
1001.00.4005	Real Property Transfer	351,617	380,700	380,700	-
<b>Sales and Use Taxes</b>		<b>11,333,247</b>	<b>11,994,400</b>	<b>12,032,900</b>	<b>38,500</b>
1001.00.4011	Sales and Use Taxes	12,645,534	13,353,800	13,458,700	104,900
1001.00.4015	Location Agreement Payment	(1,312,287)	(1,359,400)	(1,425,800)	(66,400)
<b>Transient Occupancy Tax</b>		<b>535,147</b>	<b>551,400</b>	<b>565,000</b>	<b>13,600</b>
1001.00.4020	Transient Occupancy Tax	535,147	551,400	565,000	13,600
<b>Franchise Fees</b>		<b>2,871,885</b>	<b>2,932,900</b>	<b>3,016,800</b>	<b>83,900</b>
1001.00.4030	Franchise Fees	2,871,885	2,932,900	3,016,800	83,900
<b>SPECIAL ASSESSMENTS</b>		<b>1,083,520</b>	<b>1,091,800</b>	<b>1,104,900</b>	<b>13,100</b>
1001.03.4102	Assessments - Fire Benefit Fee	1,083,520	1,091,800	1,104,900	13,100
<b>INTERGOVERNMENTAL</b>		<b>375,823</b>	<b>537,300</b>	<b>318,700</b>	<b>(218,600)</b>
1001.00.4202	Motor Vehicle License Fees	30,057	27,300	27,600	300
1001.00.4206	SB90 Claims	30,537	40,200	40,200	-
1001.03.4207	CSA 115	39,022	63,300	-	(63,300)
1001.03.4250	Fire Reimbursements - Federal	16,713	220,600	90,100	(130,500)
1001.03.4251	Fire Reimbursements - State	249,748	179,700	154,600	(25,100)
1001.03.4252	Fire Reimbursements - Local/Other	9,746	6,200	6,200	-
<b>LICENSES AND PERMITS</b>		<b>2,195,770</b>	<b>1,720,800</b>	<b>1,611,700</b>	<b>(109,100)</b>
1001.00.4301	Business Licenses - New	42,901	38,500	41,700	3,200
1001.00.4302	Business Licenses - Renewals	53,646	53,600	55,900	2,300
1001.00.4303	Regulatory Permits	2,032	3,300	3,000	(300)
1001.00.4304	Business Licenses - Other	1,085	700	900	200
1001.00.4305	SB 1186 Surcharge	526	-	-	-
1001.00.4306	Home Occupation Permit - New	4,920	5,000	5,200	200
1001.00.4307	Home Occupation Permit - Renewal	14,297	16,300	15,300	(1,000)
1001.00.4310	Alarm Permits	1,500	1,600	1,500	(100)
1001.03.4330	Fire Department - Permits/Services	36,614	32,500	57,000	24,500
1001.04.4340	Building Fees - Eng Direct City Costs	15,979	12,000	13,200	1,200
1001.04.4341	Building Fees - Subject to Split	2,004,960	1,540,300	1,400,000	(140,300)
1001.04.4343	Building Fees - Plng Direct City Costs	17,310	17,000	18,000	1,000
<b>FINES AND FORFEITURES</b>		<b>178,820</b>	<b>186,800</b>	<b>205,100</b>	<b>18,300</b>
1001.00.4401	Vehicle Code Fines	112,720	129,800	144,000	14,200
1001.00.4402	Other Fines and Forfeitures	14,592	13,100	14,400	1,300
1001.04.4402	Other Fines and Forfeitures	358	-	-	-
1001.04.4403	Code Compliance Administrative Citations	14,423	4,000	4,000	-
1001.04.4404	Storm Water Administrative Citations	12,235	5,700	8,500	2,800
1001.00.4410	Parking Citations	24,492	34,200	34,200	-

**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

Account No.	Account Name	FY 2017-18 Actual	FY 2018-19 Revised Estimate	FY 2019-20 Estimates	Increase (Decrease)
<b>CHARGES FOR SERVICES</b>		<b>4,675,951</b>	<b>5,700,400</b>	<b>5,818,600</b>	<b>118,200</b>
1001.04.4601	Engineering - Fee Based	50,440	50,000	50,000	-
1001.04.4603	Engineering - Full Cost Recovery	633,154	400,000	520,000	120,000
1001.04.4611	Street Light Energizing Fee	2,615	500	-	(500)
1001.04.4612	Storm Water Inspection	2,805	5,000	8,000	3,000
1001.04.4621	Planning - Fee Based	25,086	50,000	32,000	(18,000)
1001.04.4623	Planning - Full Cost Recovery	119,612	89,700	220,300	130,600
1001.02.4632	CSD - Full Cost Recovery	594	900	1,200	300
1001.03.4633	Fire - Full Cost Recovery	5,771	4,000	4,000	-
1001.00.4635	Finance - Full Cost Recovery	6,074	5,000	1,000	(4,000)
1001.00.4640	Admin Tow Fees	32,035	29,700	29,700	-
1001.00.4641	Cost Recovery - Restitution	3,539	2,400	2,000	(400)
1001.03.4646	Instructional Services - FTES	8,925	15,100	15,000	(100)
1001.02.4650	Sports Field Lighting	49,532	48,400	48,400	-
1001.02.4676	Teen Programs	14,476	12,600	12,600	-
1001.02.4680	Special Events	122,071	122,300	128,500	6,200
1001.00.4691	Candidate Statements	-	4,000	-	(4,000)
1001.03.4692	CSA 69	2,584,442	3,832,700	3,432,600	(400,100)
1001.00.4694	City Clerk - Misc Fees	981	1,900	1,000	(900)
1001.00.4695	City Clerk - Passport Services	-	19,200	30,000	10,800
1001.00.4699	Charges to Other Funds	181,960	58,200	114,900	56,700
1001.02.4699	Charges to Other Funds	188,050	266,100	399,400	133,300
1001.04.4699	Charges to Other Funds	643,789	682,700	768,000	85,300
<b>USE OF MONEY AND PROPERTY</b>		<b>494,652</b>	<b>485,500</b>	<b>572,800</b>	<b>87,300</b>
1001.00.4701	Interest Income	115,677	127,200	179,600	52,400
1001.00.4705	Rent/Lease/Use Income	32,839	-	-	-
1001.04.4705	Rent/Lease/Use Income	3,337	15,600	15,000	(600)
1001.02.4711	City Facilities - Sportsplex	183,553	184,400	188,100	3,700
1001.02.4716	Concessions	2,764	5,500	24,800	19,300
1001.02.4722	Rental - Bldgs 7 & 8	50,460	43,700	43,700	-
1001.02.4723	Rental - Picnic Shelters	43,908	43,200	50,700	7,500
1001.02.4724	Rental - Ball Fields	62,114	65,900	70,900	5,000
<b>OTHER REVENUE</b>		<b>795,862</b>	<b>389,498</b>	<b>372,000</b>	<b>(17,498)</b>
1001.00.4031	Sycamore Landfill Fees	311,880	321,000	332,600	11,600
1001.00.4801	Miscellaneous Income	450,160	5,000	5,000	-
1001.01.4801	Miscellaneous Income	-	36,500	20,000	(16,500)
1001.03.4801	Miscellaneous Income	1,422	1,200	1,900	700
1001.04.4801	Miscellaneous Income	2,181	10,000	2,000	(8,000)
1001.00.4802	Donations	-	-	5,000	5,000
1001.02.4802	Donations	-	750	-	(750)
1001.02.4803	Donations - Memorial Program	1,400	-	-	-
1001.04.4805	Abandoned Property Registration	500	-	500	500
1001.04.4806	Code Compliance/Other	28,210	4,600	5,000	400
1001.02.4808	Taxable Sales	51	-	-	-
1001.00.4821	Sale of Real & Personal Property	-	10,448	-	(10,448)
1001.00.4831	Cash Over/Short	58	-	-	-
<b>OTHER FINANCING SOURCES</b>		<b>33,852</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
1001.00.8001	Operating Transfers In	33,852	10,000	10,000	-
<b>TOTAL GENERAL FUND</b>		<b>42,077,732</b>	<b>44,207,198</b>	<b>45,465,000</b>	<b>1,257,802</b>

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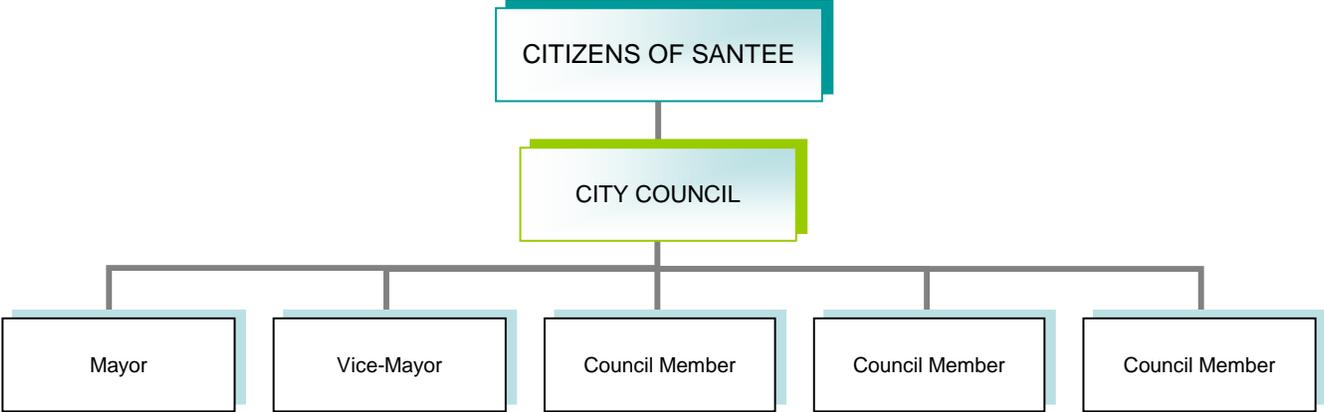


# DEPARTMENT DETAIL

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**CITY OF SANTEE  
CITY COUNCIL**

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# CITY OF SANTEE CITY COUNCIL

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## **Mission Statement**

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

## **Program Description**

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

## **2018-2019 Accomplishments**

- Maintained fiscal stability while continuing to provide a high level of service to citizens
- Achieved steady progress in the retention and expansion of retail, commercial and industrial sectors
- Held a strategic planning workshop to review the City's goals and identified 11 priorities for the City to focus on over the next two years
- Initiated the Highway 52 Coalition to enhance the opportunities to improve the SR-52 corridor, and to educate Legislators, local officials and stakeholders on funding needed to "fix the 52" and benefit the entire region
- Approved a Disposition and Development Agreement to bring a multiplex theater to Santee
- Authorized the preparation of a Community Choice Aggregation (CCA) feasibility study to evaluate the overall viability of establishing a CCA program in Santee
- Authorized the City Manager to enter into a Professional Services Agreement for Branding Services
- Three City Council Members elected in the first-ever district election in Santee
- Mayor presented a State of the City Address in March 2019

## **2019-2020 Goals and Objectives**

- Maintain emphasis on efficient delivery of City services for taxpayers with a high level of fiscal responsibility, a review of potential revenue opportunities, and a focus on reducing unfunded liabilities
- Uphold the priority to protect the health, safety and welfare of Santee residents through effective public safety strategies including continuing to push for a Public Safety Center
- Preserve and expand policies and programs that improve Santee's business climate and work toward the development of an Entertainment District
- Continue to ensure that Santee citizens are heard on matters of interest in the community
- Support a high quality of life for Santee residents and visitors through construction of a Community Center and implementation of planned safety strategies, especially for parks and trails
- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community, including CSA 69
- Continue efforts in support of the Highway 52 Coalition to bring much needed funding and improvements to the SR-52 corridor

**CITY OF SANTEE  
CITY COUNCIL**

<b>General Government City Council 1001.00.1101</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 300,586	\$ 289,880	\$ 290,950
Operations & Maintenance	117,625	133,900	160,250
Capital Outlay	-	2,800	-
<b>Grand Total</b>	<b>\$ 418,211</b>	<b>\$ 426,580</b>	<b>\$ 451,200</b>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
CITY COUNCIL**

<b>General Government City Council 1001.00.1101</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 39,318	\$ 41,000	\$ 42,020
Salaries & Wages - Mayor & City Council	50013	115,041	115,040	115,040
Sick Leave Buy Back	50036	456	470	470
Auto Allowance	50040	21,000	21,000	21,000
Retirement - PERS	50050	19,306	16,880	14,570
Retirement - PERS EPMC	50051	488	-	-
Retirement - Unfunded Liability	50052	19,450	21,940	25,320
Medicare	50060	2,580	2,760	2,590
Health Insurance	50070	65,836	65,450	64,550
Dental Insurance	50071	5,238	5,150	5,190
OPEB Health	50072	11,679	-	-
Life Insurance	50075	51	50	50
Long Term Disability	50076	145	140	150
<b>Total Personnel</b>		<u>\$ 300,586</u>	<u>\$ 289,880</u>	<u>\$ 290,950</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 18,000	\$ 24,000	\$ 24,000
Subscriptions/Memberships	51104	53,796	51,500	51,950
Professional Development	51110	10,847	15,000	15,000
Printing & Duplicating	51120	155	500	500
Telephone & Fax	51121	4,507	4,700	5,000
Promotional Activities	51131	-	-	25,000
Postage	51122	28	100	100
Rentals/Leases - Office Equipment	51141	423	1,000	-
Materials & Supplies	51160	2,625	4,500	4,500
Recognition Program	51170	3,590	6,000	6,000
Electricity & Gas	51180	13,494	14,600	16,000
Repair/Maint - Equipmint	51211	-	-	200
Contributions	51350	2,000	2,000	2,000
Contributions - Chamber of Commerce	51351	8,163	10,000	10,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ 117,625</u>	<u>\$ 133,900</u>	<u>\$ 160,250</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	<u>\$ -</u>	<u>\$ 2,800</u>	<u>\$ -</u>
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 2,800</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 418,211</u></u>	<u><u>\$ 426,580</u></u>	<u><u>\$ 451,200</u></u>

**CITY OF SANTEE  
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	\$ 18,000	\$ 24,000	\$ 24,000
This account provides funding for legislative advocacy services, and a biennial facilitated City Council Strategic Planning Workshop.			
<b>Subscriptions &amp; Memberships</b>	53,796	51,500	51,950
This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Criminal Justice Clearinghouse; San Diego East County Economic Development Council (ECEDC); Local Agency Formation Commission (LAFCO); International Council of Shopping Centers (ICSC); and the Regional Task Force on the Homeless.			
<b>Professional Development</b>	10,847	15,000	15,000
This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Criminal Justice Clearinghouse; San Diego East County Economic Development Council (ECEDC); Local Agency Formation Commission (LAFCO); International Council of Shopping Centers (ICSC); and the Regional Task Force on the Homeless.			
<b>Printing &amp; Duplicating</b>	155	500	500
This account provides for copying and printing of specialized letterhead, envelopes and business cards.			
<b>Telephone &amp; Fax</b>	4,507	4,700	5,000
This account provides funding for telephone, cable, internet and cellular charges associated with the Mayor and City Council Offices.			
<b>Postage</b>	28	100	100
This account provides funding for all mailings and official correspondence of the Mayor and City Council.			
<b>Promotional Activities</b>	-	-	25,000
This appropriation will provide funding for events, services and materials in support of the City's 40th anniversary of incorporation in 2020.			
<b>Rentals/Leases - Office Equipment</b>	423	1,000	-
This appropriation previously provided for the City Council's portion of the annual lease payment, copy charges and maintenance of the department copy machine.			

**CITY OF SANTEE  
CITY COUNCIL**

General Government City Council 1001.00.1101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

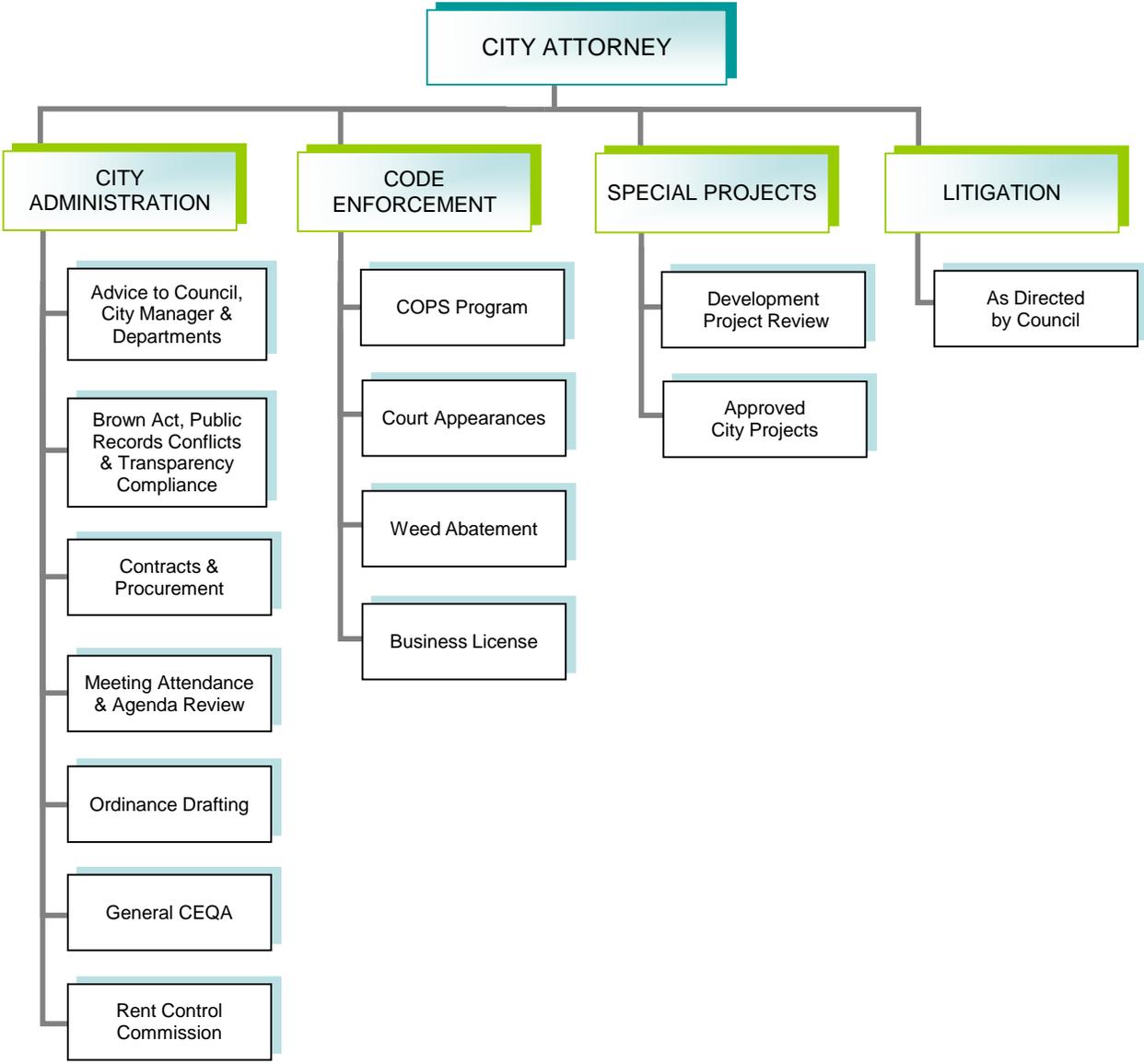
<b>Materials &amp; Supplies</b> This account provides for the purchase of office supplies and miscellaneous materials, including plaques and ceremonial items, expenses associated with Council appointed sub-committees, and City Council photographs when applicable.	\$ 2,625	\$ 4,500	\$ 4,500
<b>Recognition Program</b> This appropriation provides funding to support the City's Mission, Vision & Values (MV2) Employee Recognition Program, the annual City Employee's Holiday Social and an annual employee appreciation event. It also provides support for the Santee Sheriff's Department RSVP annual holiday event.	3,590	6,000	6,000
<b>Electricity &amp; Gas</b> This account provides for the cost of gas and electricity allocated to the City Council Offices and Council Chamber.	13,494	14,600	16,000
<b>Repair/Maint - Equipment</b> This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.	-	-	200
<b>Contributions</b> This appropriation provides support for the Miss Santee program.	2,000	2,000	2,000
<b>Contributions - Chamber of Commerce</b> This appropriation allocates funding to support services provided by the Santee Chamber of Commerce.	8,163	10,000	10,000
<b>Total Operations &amp; Maintenance</b>	\$ 117,625	\$ 133,900	\$ 160,250

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b> This appropriation funded the purchase of a new Sharp copier.	\$ -	\$ 2,800	\$ -
<b>Total Capital Outlay</b>	\$ -	\$ 2,800	\$ -

**CITY OF SANTEE  
CITY ATTORNEY**

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# CITY OF SANTEE

## CITY ATTORNEY

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- Assisted in processing two proposed initiatives and the first by-district election
- Completed the comprehensive update and adoption of the Municipal Code
- Continued the successful implementation of the City's Community Oriented Policing Program
- Assisted the City in resolving various labor and employment issues and claims facing the City
- Assisted the City in developing the Highway 52 Coalition to address traffic impacts

### **2019-20 Goals and Objectives**

- Assist the City in the completion of the development of the theater
- Assist the City in the completion of the development of the hotel in Trolley Square
- Assist the City in the processing of the anticipated HomeFed/Fanita Project and Sub-Area Plan
- Assist the City in developing a strategy to maintain the City's right to provide emergency medical services within CSA 69
- Assist the City in developing a strategy to encourage the development of affordable housing in the City
- Assist the City in establishing an Entertainment District
- Assist the City Manager and Finance Director in securing new funding sources and reducing unfunded liabilities
- Assist the City in the development of a Teen/Senior/Community Center
- Assist the City in the construction of a Public Safety Center
- Assist the City in continuing to explore Community Choice Aggregation
- Assist the City in continuing to develop Highway 52 Coalition efforts to address traffic impacts
- Assist the City in developing a process for annual review/update of the Municipal Code
- Continue the successful implementation of the City's Community Oriented Policing Program

**CITY OF SANTEE  
CITY ATTORNEY**

General Government City Attorney 1001.00.1201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 536,532	\$ 614,000	\$ 574,120
<b>Total</b>	<b>\$ 536,532</b>	<b>\$ 614,000</b>	<b>\$ 574,120</b>

**EXPENDITURES**

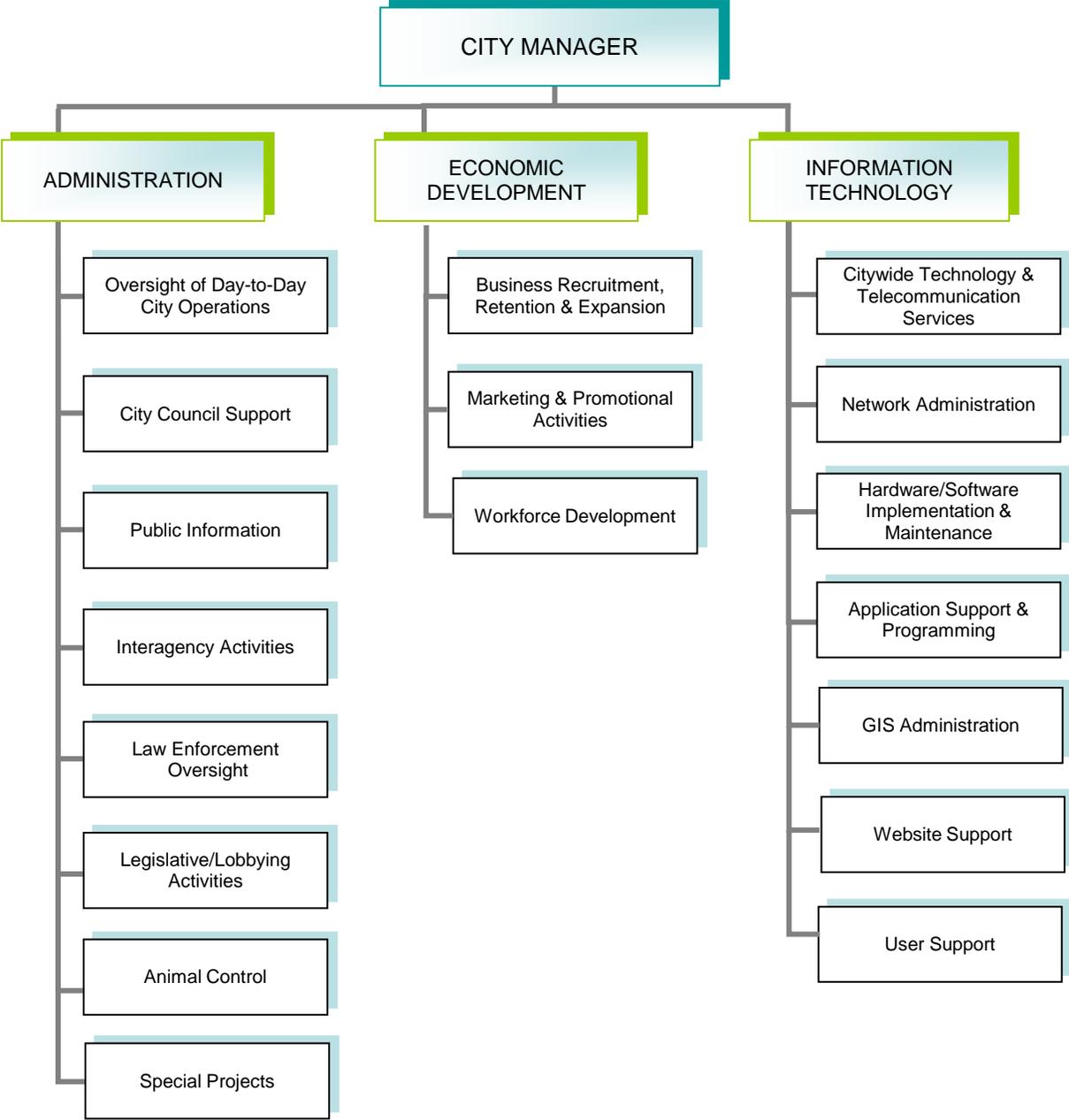
**OPERATIONS & MAINTENANCE COSTS**

<b>Legal Services - City Attorney</b>	51020	\$ 505,863	\$ 614,000	\$ 572,120
This appropriation will fund general retainer legal services at the retainer amount of \$15,510 per month. Also included is additional funding for services related to labor and employment issues, litigation, special projects and reimbursable costs.				
<b>Legal Services - Outside Council</b>	51021	669	-	2,000
This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.				
<b>Awards and Indemnities</b>	51310	30,000	-	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 536,532</b>	<b>\$ 614,000</b>	<b>\$ 574,120</b>

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(Front Cover)*

**CITY OF SANTEE  
CITY MANAGER**

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**CITY OF SANTEE  
CITY MANAGER SUMMARY**

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

City Manager	\$ 615,851	\$ 714,599	\$ 687,930
Economic Development	<u>184,293</u>	<u>249,370</u>	<u>219,220</u>
<b>Total</b>	<b><u><u>\$ 800,144</u></u></b>	<b><u><u>\$ 963,969</u></u></b>	<b><u><u>\$ 907,150</u></u></b>

**SUMMARY OF FUNDED POSITIONS**

City Manager	3.00	3.00	3.00
Economic Development	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total</b>	<b><u><u>4.00</u></u></b>	<b><u><u>4.00</u></u></b>	<b><u><u>4.00</u></u></b>

# CITY OF SANTEE

## CITY MANAGER

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### **Mission Statement**

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

### **Program Description**

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

### **2018-2019 Accomplishments**

- Presented an operating budget designed to maintain the City's long-term fiscal stability
- In partnership with the City Attorney's Office, completed a comprehensive update of the City's Municipal Code
- Negotiated the terms of a Disposition and Development Agreement to bring a new movie theater to Santee
- Oversaw the establishment of the Highway 52 Coalition, retained a federal lobbyist to support the Coalition's efforts, hosted three public meetings, and met with Legislators in Sacramento and Washington D.C. to educate officials on funding needed to improve the SR-52 corridor for the benefit of the entire region
- Began work on a study to evaluate the overall viability of establishing a Community Choice Aggregation (CCA) program in Santee, which would allow the City to procure power on behalf of residents and businesses
- Oversaw efforts towards the accomplishment of the two-year goals and priorities supported by City Council and management
- Negotiated a new labor agreement with the Santee Firefighters Association

### **2019-2020 Goals and Objectives**

- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation and evaluate the organizational structure to ensure the most effective and efficient delivery of public services
- Continue long-term fiscal planning with emphasis on controlling costs and developing contingency plans in the event that City revenues are impacted
- Support City Council members in their role in representing the City's interests
- Provide the City Council, public and media with accurate and timely information on matters relating to City operations
- Collaborate with the Santee Sheriff's Station to best serve the Santee community through affordable and effective law enforcement services and support of a Public Safety Center
- Work with staff and the private sector to begin construction of a new theater to kick off the establishment of an Entertainment District
- Work with federal, state and local agencies to improve traffic flow on SR-52 and local streets

**CITY OF SANTEE  
CITY MANAGER**

<b>General Government</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>City Manager 1001.05.1401</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 590,454	\$ 606,340	\$ 651,030
Operations & Maintenance	25,397	105,459	36,900
Capital Outlay	-	2,800	-
<b>Grand Total</b>	<b>\$ 615,851</b>	<b>\$ 714,599</b>	<b>\$ 687,930</b>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
CITY MANAGER**

<b>General Government</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>City Manager 1001.05.1401</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 409,331	\$ 439,550	\$ 467,660
Overtime	50025	-	-	1,000
Sick Leave Buy Back	50036	456	470	470
Auto Allowance	50040	10,998	11,210	11,210
Technology Allowance	50042	1,200	1,200	1,200
Retirement - PERS	50050	49,340	44,770	47,330
Retirement - PERS EPMC	50051	1,138	-	-
Retirement - Unfunded Liability	50052	49,220	58,700	74,040
Medicare	50060	6,153	6,600	7,020
Health Insurance	50070	49,137	39,320	36,720
Dental Insurance	50071	3,200	2,930	2,710
OPEB Health	50072	8,641	-	-
Life Insurance	50075	620	630	670
Long Term Disability Insurance	50076	1,020	960	1,000
<b>Total Personnel</b>		<u>\$ 590,454</u>	<u>\$ 606,340</u>	<u>\$ 651,030</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ -	\$ 68,759	\$ 500
Outreach and Education	51046	-	5,000	5,000
Subscriptions/Memberships	51104	8,454	8,800	8,800
Professional Development	51110	7,487	11,600	11,600
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	3,267	3,300	3,800
Postage	51122	107	100	100
Rentals/Leases - Office Equipment	51141	423	1,000	-
Materials & Supplies	51160	1,573	2,300	2,300
Electricity & Gas	51180	4,085	4,500	4,500
Repair/Maint - Equipment	51211	-	-	200
<b>Total Operations &amp; Maintenance</b>		<u>\$ 25,397</u>	<u>\$ 105,459</u>	<u>\$ 36,900</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 2,800	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 2,800</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 615,851</u></u>	<u><u>\$ 714,599</u></u>	<u><u>\$ 687,930</u></u>

**CITY OF SANTEE  
CITY MANAGER**

General Government	FY 2017-18	FY 2018-19	FY 2019-20
City Manager 1001.05.1401	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This appropriation provides funding for an annual Executive Management Team planning workshop.</p>	\$ -	\$ 68,759	\$ 500
<p><b>Outreach and Education</b></p> <p>This account provides funding to improve communication to our residents, including public awareness and education regarding issues facing our City and topics of concern to our residents.</p>	-	5,000	5,000
<p><b>Subscriptions/Memberships</b></p> <p>This appropriation provides for annual membership dues for the International City/County Management Association (ICMA), the California City Management Foundation (CCMF), California Park &amp; Recreation Society (CPRS), National Recreation &amp; Park Association (NRPA), International Council of Shopping Centers (ICSC), and CleanTECH San Diego. It also provides funds for an annual subscription to the San Diego Union Tribune.</p>	8,454	8,800	8,800
<p><b>Professional Development</b></p> <p>This appropriation provides funds for the City Manager to attend annual conferences and monthly meetings with the International City/County Management Association (ICMA), League of California Cities, and the City/County Management Association (CCMA). It also provides funds for department staff to attend other meetings, seminars and workshops which are valuable to the department and the City.</p>	7,487	11,600	11,600
<p><b>Printing &amp; Duplicating</b></p> <p>This account provides for general department printing needs, including business cards, stationery and special reports.</p>	-	100	100
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funding for telephone, fax, cable, internet and cellular charges associated with the City Manager's Office.</p>	3,267	3,300	3,800
<p><b>Postage</b></p> <p>This account provides funding for all mailings and official correspondence of the City Manager's Office.</p>	107	100	100
<p><b>Rentals/Leases - Office Equipment</b></p> <p>This appropriation provides for the City Manager's portion of the annual lease payment, copy charges and maintenance of the department copy machine.</p>	423	1,000	-
<p><b>Materials &amp; Supplies</b></p> <p>This account provides for the purchase of office supplies and miscellaneous materials.</p>	1,573	2,300	2,300

**CITY OF SANTEE  
CITY MANAGER**

General Government	FY 2017-18	FY 2018-19	FY 2019-20
City Manager 1001.05.1401	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Electricity &amp; Gas</b>	\$ 4,085	\$ 4,500	\$ 4,500
This account provides for the cost of gas and electricity allocated to the City Manager's Office.			
<b>Repair/Maint - Equipment</b>	-	-	200
This appropriation provides for the City Manager's portion of the annual citywide maintenance agreement for the department copy machine.			

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b>	\$ -	\$ 2,800	\$ -
This appropriation funded the purchase of a new Sharp copier.			
<b>Total Capital Outlay</b>	\$ -	\$ 2,800	\$ -

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-2019 Accomplishments**

- Oversaw the completion of an expanded Hotel Market Analysis to review market demand and the potential for a new hotel development in Santee
- Created the Envision Santee Committee to assist with the development and implementation of an economic development strategic plan to expand marketing and outreach efforts, promote retention of local businesses, and attract new businesses and target industries to Santee
- Implemented a Business Visitation Program to solicit feedback from local businesses on business priorities, commercial space needs and economic conditions
- Began a Branding Campaign to develop a brand for the City, which will create a consistent community-wide identity to improve marketing strategies and economic development opportunities
- Provided support for the acquisition of the cinema parcel in the Santee Town Center
- Marketed the City as an attractive location for new retail and commercial development; and outreached to brokers, developers and prospective businesses
- Provided administrative support to the Community Development Commission Successor Agency Oversight Board

#### **2019-2020 Goals and Objectives**

- Finalize and implement the City's brand to improve marketing strategies and economic development opportunities
- Begin planning and preparation of the City of Santee's 40th Anniversary in 2020 and coordinate with implementation of the new City branded image
- Continue implementation of the economic development strategic plan to expand marketing and outreach efforts, promote retention of local businesses, and attract new businesses and target industries to Santee
- Initiate efforts to create an Entertainment District within the Town Center area
- Continue marketing and recruitment efforts to secure a Hotel development proposal
- Initiate a targeted recruitment strategy to attract breweries, craft distilleries, wineries, restaurants and other entertainment and hospitality related industries to key areas of the City, such as Santee Town Center and the Prospect Avenue corridor
- Develop plans for sale or development of various city owned properties
- Promote tourism for the City, highlighting the trail system, Entertainment District, arts and shopping venues

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

<b>CITY MANAGER</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Economic Development 1001.05.1402</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 157,562	\$ 155,620	\$ 161,470
Operations & Maintenance	26,731	90,950	57,750
Capital Outlay	<u>-</u>	<u>2,800</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 184,293</u></u>	<u><u>\$ 249,370</u></u>	<u><u>\$ 219,220</u></u>

**SUMMARY OF FUNDED POSITIONS**

Economic Development Manager	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>Total Positions</b>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>

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

<b>CITY MANAGER</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Economic Development 1001.05.1402</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 105,611	\$ 109,680	\$ 112,370
Retirement - PERS	50050	15,206	13,140	13,440
Retirement - PERS EPMC	50051	404	-	-
Retirement - Unfunded Liability	50052	12,313	14,720	17,460
Health Insurance	50070	16,173	16,670	16,750
Dental Insurance	50071	846	950	960
OPEB Health	50072	6,234	-	-
Life Insurance	50075	102	100	110
Long Term Disability Insurance	50076	380	360	380
Workers' Compensation Insurance	50080	293	-	-
<b>Total Personnel</b>		<b>\$ 157,562</b>	<b>\$ 155,620</b>	<b>\$ 161,470</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 21,943	\$ 83,000	\$ 50,000
Subscriptions/Memberships	51104	2,008	2,300	2,300
Professional Development	51110	352	1,000	1,000
Printing & Duplicating	51120	31	200	200
Telephone & Fax	51121	597	600	700
Postage	51122	1	50	50
Promotional Activities	51131	-	2,000	2,000
Rentals/Leases - Office Equipment	51141	423	1,000	-
Materials & Supplies	51160	726	200	200
Electricity & Gas	51180	651	600	1,100
Repair/Maint - Equipment	51211	-	-	200
<b>Total Operations &amp; Maintenance</b>		<b>\$ 26,731</b>	<b>\$ 90,950</b>	<b>\$ 57,750</b>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 2,800	\$ -
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 2,800</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 184,293</b>	<b>\$ 249,370</b>	<b>\$ 219,220</b>

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

CITY MANAGER	FY 2017-18	FY 2018-19	FY 2019-20
Economic Development 1001.05.1402	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ 21,943	\$ 83,000	\$ 50,000
<p>The FY 2017-18 appropriation provided funding to complete a Hotel Feasibility Study, while the FY 2018-19 appropriation provided funding for a Citywide Branding Campaign as well as ancillary funds for consultant services to finalize a theater agreement. The FY 2019-20 appropriation provides funds to implement the City's new brand.</p>			
<b>Subscriptions/Memberships</b>	2,008	2,300	2,300
<p>This appropriation provides funding for an annual membership with the International Council of Shopping Centers (ICSC), yearly subscriptions to business and retail publications, and an annual survey monkey subscription.</p>			
<b>Professional Development</b>	352	1,000	1,000
<p>This appropriation provides funds to attend trainings, conferences and seminars that support economic development activities.</p>			
<b>Printing &amp; Duplicating</b>	31	200	200
<p>This account provides for copying and printing services for promotional brochures and fliers, business cards and special reports.</p>			
<b>Telephone &amp; Fax</b>	597	600	700
<p>This account provides funding for telephone, cable and internet charges associated with economic development.</p>			
<b>Postage</b>	1	50	50
<p>This account provides funding for mailings and correspondence for economic development purposes.</p>			
<b>Promotional Activities</b>	-	2,000	2,000
<p>This account provides funding to promote and market the City, including attendance at the International Council of Shopping Centers (ICSC) convention, and hosting a Government Day in Santee.</p>			
<b>Rentals/Leases - Office Equipment</b>	423	1,000	-
<p>This appropriation provides for a share of the annual lease payment, copy charges and maintenance of the department copy machine.</p>			
<b>Materials &amp; Supplies</b>	726	200	200
<p>This account provides for the purchase of supplies and promotional materials for economic development activities and events.</p>			

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

CITY MANAGER Economic Development 1001.05.1402	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Electricity &amp; Gas</b>	\$ 651	\$ 600	\$ 1,100
This account provides for the cost of gas and electricity allocated to the Economic Development division.			
<b>Repair/Maint - Equipment</b>	-	-	200
This appropriation provides for a portion of the annual citywide maintenance agreement for the department copy machine related to Economic Development activities.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 26,731</b>	<b>\$ 90,950</b>	<b>\$ 57,750</b>

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b>	\$ -	\$ 2,800	\$ -
This appropriation funded the purchase of a new Sharp copier.			
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 2,800</b>	<b>\$ -</b>

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# CITY OF SANTEE

## CITY MANAGER – INFORMATION TECHNOLOGY

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### **Program Description**

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

### **2018-2019 Accomplishments**

- Upgraded and virtualized the City's primary I.T. network, consolidating 12 servers to two, improving performance and security, and reducing costs
- Upgraded and virtualized the City's financial network, consolidating five servers to one
- Replaced 96 outdated computer workstations and corresponding software
- Implemented a new storage area network to enhance storage capabilities and speed
- Designed and implemented a new citywide GIS solution to better manage and utilize GIS data, allow surveying of City assets in real-time, and improve the accuracy of data for use by staff and the public
- Utilizing SharePoint software, a workflow solution was developed for the Fire Department to better track inventory and maintenance records, and improve productivity
- Researched, tested and recommended the purchase of eight new copy machines to replace outdated copiers. In partnership with the Finance Department, a new consolidated maintenance agreement was also implemented, resulting in reduced operating costs
- Developed an improved inventory database to document and track all I.T. assets to ensure technology is adequately maintained, updated and/or replaced as needed
- Updated the City's email server software to improve security
- Created the Highway 52 Coalition website to provide information and meeting materials, and allow for on-line completion of membership forms and donations
- Provided support for and implemented general improvements to the City's web page

### **2019-2020 Goals and Objectives**

- Update and further develop the City's I.T. policies and work plans to continue to deliver a high level of customer service, and to ensure the City's future technology and organizational needs are successfully addressed
- Continue to update and implement advanced security measures, including network infrastructure vulnerability testing and disaster recovery plans
- Expand electronic data collection for GIS in the areas of stormwater and field inspections
- Develop employee technology training programs, including GIS, to assist end-users in utilizing hardware and software more effectively
- Assist the City Clerk's Office with implementation of an upgraded Council Chamber audio/visual system
- Assist the Development Services Department with implementation of an automated Permitting and Land Management system, and integrate GIS with the new system, including potential use with an affordable housing strategy
- Research additional opportunities to utilize SharePoint to create automated workflows and improve productivity

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

City Manager Information Technology 1001.00.1801	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 218,739	\$ 280,080	\$ 302,330
Operations & Maintenance	32,180	122,590	149,000
Capital Outlay	<u>1,627</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 252,547</u></b>	<b><u>\$ 402,670</u></b>	<b><u>\$ 451,330</u></b>

**SUMMARY OF FUNDED POSITIONS**

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

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

<b>City Manager Information Technology 1001.00.1801</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010    \$ 150,143	\$ 202,280	\$ 214,750
Salaries & Wages - Part Time	50020            6,272	-	-
Retirement - PERS	50050        18,027	19,750	21,170
Retirement - PERS EPMC	50051            390	-	-
Retirement - Unfunded Liability	50052        12,004	25,670	33,650
Retirement - Part Time	50055            235	-	-
Medicare	50060        2,269	2,930	3,110
Health Insurance	50070        25,922	27,970	28,110
Dental Insurance	50071            370	650	650
OPEB Health	50072        2,407	-	-
Life Insurance	50075            162	200	210
Long Term Disability Insurance	50076            538	630	680
<b>Total Personnel</b>	<b>\$ 218,739</b>	<b>\$ 280,080</b>	<b>\$ 302,330</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
Expert/Consulting Services	51040    \$ -	\$ 2,000	\$ 2,000
Subscriptions/Memberships	51104            160	300	300
Professional Development	51110        1,365	8,400	4,200
Telephone & Fax	51121        2,255	2,400	2,400
Postage	51122            11	-	-
Rentals/Leases - Buildings	51140        2,675	-	-
Materials & Supplies	51160            995	2,500	2,000
Electricity & Gas	51180        1,895	2,000	2,300
Software Maintenance & Licensing	51201        18,899	89,990	122,500
Repair/Maint - Equipment	51211        3,925	15,000	10,000
Minor Equipment	51361            -	-	3,300
<b>Total Operations &amp; Maintenance</b>	<b>\$ 32,180</b>	<b>\$ 122,590</b>	<b>\$ 149,000</b>
<b>CAPITAL OUTLAY COSTS</b>			
New I.T. Equipment	60013    \$ 1,627	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 1,627</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 252,547</b>	<b>\$ 402,670</b>	<b>\$ 451,330</b>

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

City Manager Information Technology 1001.00.1801	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b> This appropriation will provide for as-needed software/hardware consulting and troubleshooting services.	\$ -	\$ 2,000	\$ 2,000
<b>Subscriptions/Memberships</b> This account provides memberships for I.T. staff with the Municipal Information Systems Association of California (MISAC), Southern Chapter.	160	300	300
<b>Professional Development</b> This appropriation provides funds to attend professional conferences, trainings and meetings to stay abreast of developments in the rapidly evolving I.T. field.	1,365	8,400	4,200
<b>Telephone &amp; Fax</b> This account provides funding for telephone, fax, cable and internet charges associated with the I.T. Division.	2,255	2,400	2,400
<b>Postage</b> This account provides for mailing of correspondence and other documents.	11	-	-
<b>Rentals/Leases - Buildings</b> This account provides funding for offsite storage of the City's computer network and financial data back-up tapes.	2,675	-	-
<b>Materials &amp; Supplies</b> This account provides funding to purchase various materials and supplies to support I.T. activities, the City's plotter, and Geographic Information System (GIS) equipment.	995	2,500	2,000
<b>Electricity &amp; Gas</b> This account provides for the cost of gas and electricity allocated to the I.T. Division.	1,895	2,000	2,300
<b>Software Maintenance &amp; Licensing</b> This account provides for the annual licensing, maintenance and support costs for all the City's software needs, including security and anti-virus software, ArcGIS software, AutoCAD software, third party website hosting and maintenance, a third party property information database, as well as the City's financial management and business licensing systems, and network risk assessment software.	18,899	89,990	122,500

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

City Manager Information Technology 1001.00.1801	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Repair/Maintenance - Equipment</b>	\$ 3,925	\$ 15,000	\$ 10,000
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This appropriation provides for the repair, maintenance and/or replacement of I.T. assets that are no longer under warranty or eligible for replacement under the City's replacement program. This may include computer and printer repairs, hard drives, keyboards, re-build kits, and other computer peripherals or software.

<b>Minor Equipment</b>	-	-	3,300
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Purchase of tablets for use by public services, engineers, inspectors, stormwater and code compliance to allow employees to capture assets and data while working in the field and keep the City's GIS database updated in real time.

**Total Operations & Maintenance**

<u>\$ 32,180</u>	<u>\$ 122,590</u>	<u>\$ 149,000</u>
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**CAPITAL OUTLAY COSTS**

<b>New I.T. Equipment</b>	\$ 1,627	\$ -	\$ -
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This account provides for the purchase of new I.T. equipment typically associated with a new program, activity or position, and is one-time in nature.

**Total Capital Outlay**

<u>\$ 1,627</u>	<u>\$ -</u>	<u>\$ -</u>
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## **CITY OF SANTEE ANIMAL CONTROL**

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### **Mission Statement**

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

### **Program Description**

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

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

**CITY OF SANTEE  
ANIMAL CONTROL SERVICES**

General Government Animal Control Services 1001.00.2301	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 391,114	\$ 424,800	\$ 424,810
Capital Outlay	-	10,000	-
<b>Total</b>	<u>\$ 391,114</u>	<u>\$ 434,800</u>	<u>\$ 424,810</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

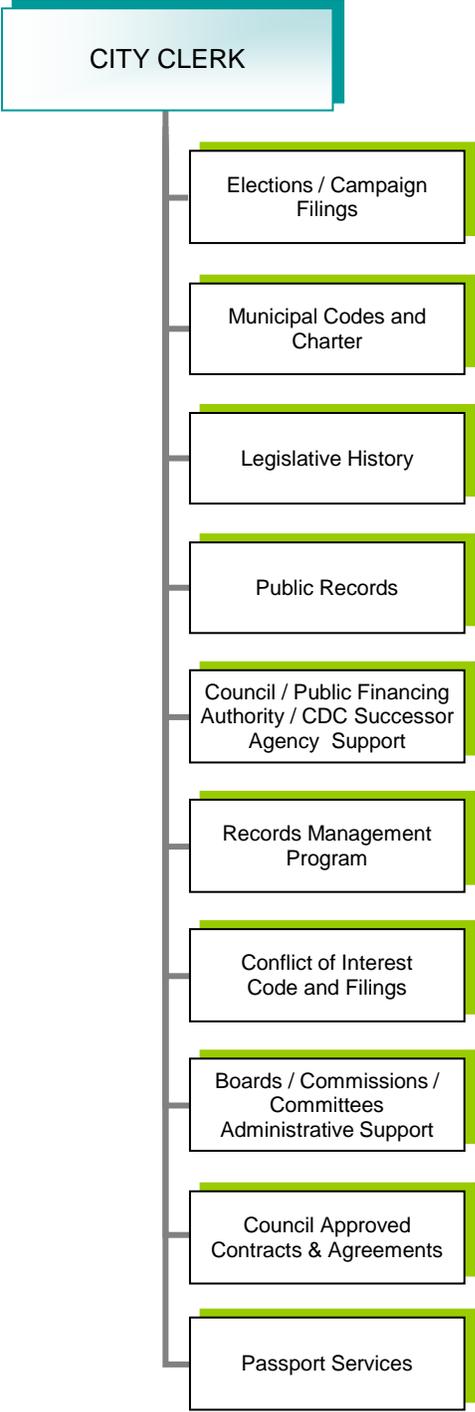
<b>Contract Services - Animal Control</b>	51154	\$ 391,114	\$ 424,800	\$ 424,810
This account provides funds for animal control services through an agreement with the San Diego Humane Society for the shelter and care of domestic animals; enforcement of animal laws and public protection; as well as the rehabilitation, conservation and education of local wildlife.				
<b>Total Operations &amp; Maintenance</b>		<u>\$ 391,114</u>	<u>\$ 424,800</u>	<u>\$ 424,810</u>

**CAPITAL OUTLAY COSTS**

<b>Other Capital Outlay</b>	60099	\$ -	\$ 10,000	\$ -
This appropriation will fund the construction of a temporary holding facility for lost dogs, prior to being transferred to the San Diego Humane Society animal shelter.				
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>

CITY OF SANTEE  
CITY CLERK

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# CITY OF SANTEE

## CITY CLERK

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### **Mission Statement**

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

### **Program Description**

The City Clerk is appointed by the City Council and performs duties as outlined in the Santee Municipal Code, City Charter, California Government Code and California Election Code. The City Clerk's Office is responsible for the preparation of City Council agendas, maintaining the legislative history by accurately recording and documenting Council actions in official minutes, resolutions and ordinances; and oversees the Citywide Records Management Program. As the Election Official, the City Clerk is responsible for the administration of all general and special municipal elections, including candidate filings of campaign disclosures and Statements of Economic Interests in accordance with the Political Reform Act and as the Filing Officer. This office also receives and responds to all subpoenas and requests for public information, maintains the Santee Municipal Code and receives and publicly opens bids for City goods and services. The City Clerk's Office is also an official Passport Acceptance Facility.

### **2018-19 Accomplishments**

- Implemented a new Passport program which generated over \$20,000 in revenue
- Created a "Running for Local Office" brochure for members of the public interested in running for office
- Administered the first by-district Municipal Election to fill three Council seats in November 2018, including the Oath of Office ceremony and the swearing in of three Council Members. Finalized the process for the selection of the new Vice Mayor
- Certified the General Plan Initiative and the Term Limits Initiative as sufficient
- Updated the Boards, Commissions and Committees Legislative Policy Memorandum, processed all new members and delivered Oaths and procedures for Conflict of Interests, as needed
- Continued to scan, edit and index the current Council agenda packets, resolutions, ordinances, minutes, administrative and legislative policy memorandums and recorded documents
- Responded to requests for public records and information within the California Public Records Act legal guidelines and responded to over 450 requests for Public Records

### **2019-20 Goals and Objectives**

- Update the Council Chambers Audio/Visual equipment
- Update the Legislative Policy Memorandum and Administrative Policy Memorandum policies
- Improve the access/search capabilities for public documents
- Administer the November 2020 Election for two Council seats, the Mayor's seat, and two Initiatives
- Update the Records Retention Schedule to ensure consistency with updated government codes and destroy eligible records in accordance with the retention schedule
- Update, maintain, and distribute supplements to the Santee Municipal Code and the City's Conflict of Interest Code, and issue a comprehensive update to the entire Municipal Code

**CITY OF SANTEE  
CITY CLERK**

<b>General Government City Clerk 1001.00.1301</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 306,701	\$ 306,880	\$ 337,680
Operations & Maintenance	33,430	106,740	84,550
Capital Outlay	-	38,200	-
<b>Grand Total</b>	<b>\$ 340,131</b>	<b>\$ 451,820</b>	<b>\$ 422,230</b>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
CITY CLERK**

<b>General Government City Clerk 1001.00.1301</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 189,550	\$ 197,010	\$ 216,640
Salaries & Wages - Part Time	50020	25,098	12,300	12,780
Overtime	50025	4,727	3,000	3,400
Auto Allowance	50040	2,450	4,200	4,200
Retirement - PERS	50050	14,975	15,490	17,010
Retirement - PERS EPMC	50051	369	-	-
Retirement - Unfunded Liability	50052	24,394	26,510	33,950
Retirement - Part Time	50055	434	460	480
Medicare	50060	3,222	2,960	3,440
Health Insurance	50070	29,847	41,550	42,130
Dental Insurance	50071	2,000	2,450	2,720
OPEB Health	50072	8,040	-	-
Life Insurance	50075	206	250	260
Long Term Disability Insurance	50076	557	700	670
Unemployment Insurance	50081	832	-	-
<b>Total Personnel</b>		<u>\$ 306,701</u>	<u>\$ 306,880</u>	<u>\$ 337,680</u>
<b>OPERATION &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 722	\$ 3,000	\$ 4,000
Subscriptions/Memberships	51104	370	1,000	1,000
Professional Development	51110	2,506	6,000	6,000
Printing & Duplicating	51120	922	1,500	1,500
Telephone & Fax	51121	2,039	2,100	2,800
Postage	51122	2,997	3,550	4,500
Advertising	51123	2,338	6,000	6,000
Election Expense	51124	347	47,490	16,000
Rentals/Leases - Buildings	51140	7,353	7,500	9,000
Rentals/Leases - Office Equipment	51141	3,152	14,000	6,000
Materials & Supplies	51160	4,025	3,000	4,000
Electricity & Gas	51180	2,368	2,600	4,000
Software Maintenance & Licensing	51201	-	-	10,750
Repair/Maint - Equipment	51211	4,291	9,000	9,000
<b>Total Operation &amp; Maintenance</b>		<u>\$ 33,430</u>	<u>\$ 106,740</u>	<u>\$ 84,550</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 38,200	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 38,200</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 340,131</u></u>	<u><u>\$ 451,820</u></u>	<u><u>\$ 422,230</u></u>

**CITY OF SANTEE  
CITY CLERK**

General Government	FY 2017-18	FY 2018-19	FY 2019-20
City Clerk 1001.00.1301	Actual	Amended	Adopted

**OPERATION & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This account provides for expert and consultant services in the area of elections and operations.</p>	\$ 722	\$ 3,000	\$ 4,000
<p><b>Subscriptions/Memberships</b></p> <p>This appropriation will provide for memberships including: International Institute of Municipal Clerks, California City Clerk's Association, San Diego County City Clerks Association, and National Notary Association. These memberships provide current and valuable information through education, support, and communication.</p>	370	1,000	1,000
<p><b>Professional Development</b></p> <p>This account provides for attendance at selected professional association meetings, conferences and seminars. These include New Law &amp; Election Seminar, Southern California City Clerks Association Quarterly Meetings, SD County City Clerks Meetings, SD County Deputy City Clerks Association Meetings, and CCAC's Nuts &amp; Bolts Training. Points are earned towards the Certified and Master Municipal Clerk designations with each attendance.</p>	2,506	6,000	6,000
<p><b>Printing &amp; Duplicating</b></p> <p>Printing and binding costs incurred in the duplication of City Council/CDC Successor Agency/Public Financing Authority agenda materials and documents, Boards, Commission &amp; Committee handbooks and applications, pamphlets, claim forms, public records request forms, engraving, the full share of the central copy machine supplies used by various departments, and other informational material. Scanning and imaging of City documents is also paid from this account.</p>	922	1,500	1,500
<p><b>Telephone &amp; Fax</b></p> <p>This appropriation will fund the cost of telephone and the fax machine.</p>	2,039	2,100	2,800
<p><b>Postage</b></p> <p>This account covers the costs of mailing City forms and correspondence, City Council agendas, legal documents, requests for information, policy and organizational materials. This account also covers the cost of the annual maintenance agreement for the postage machine and meter.</p>	2,997	3,550	4,500

**CITY OF SANTEE  
CITY CLERK**

General Government	FY 2017-18	FY 2018-19	FY 2019-20
City Clerk 1001.00.1301	Actual	Amended	Adopted

**OPERATION & MAINTENANCE COSTS (Continued)**

<p><b>Advertising</b></p> <p>This amount will provide for legal publication of certain Resolutions and Ordinances as required by law, public hearing notices, and advertisements.</p>	\$ 2,338	\$ 6,000	\$ 6,000
<p><b>Election Expense</b></p> <p>The FY 2019-20 covers half of the estimated cost to conduct the City's Regular November 2020 election for the Mayor and two Council Member seats. Costs include an Oath of Office ceremony, Candidate Handbooks, forms, printing, the Martin &amp; Chapman Election Handbook and supplies related to candidate filings and future election planning. This account also covers required printing, publishing, and posting of the ballot pamphlet in five languages, canvassing of votes and providing certified election results.</p>	347	47,490	16,000
<p><b>Rentals/Leases - Buildings</b></p> <p>This appropriation provides the allocation for high security, off-site city-wide storage, retrieval, and destruction of records/boxes.</p>	7,353	7,500	9,000
<p><b>Rentals/Leases - Office Equipment</b></p> <p>The FY 2019-20 appropriation includes the cost for the lease of a new postage machine.</p>	3,152	14,000	6,000
<p><b>Materials &amp; Supplies</b></p> <p>This appropriation provides for: 1) office supplies, including laser printer cartridges, stationery, copier supplies, public noticing supplies, records management materials and other miscellaneous office supplies; 2) books; and 3) materials and supplies, covering a wide variety of items needed ranging from gavels, agenda binders, special forms and plaques, meeting name signs, binders and folders, flags, record boxes, etc. This account also covers the supplies and support for City Council meetings and workshops.</p>	4,025	3,000	4,000
<p><b>Electricity &amp; Gas</b></p> <p>This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.</p>	2,368	2,600	4,000
<p><b>Software Maintenance &amp; Licensing</b></p> <p>This appropriation provides for an Agenda Management Software: One-Time Fee \$1,500 / Annual Fee \$9,250 for Meeting Manager Pro, unlimited support, unlimited users, training sessions and storage for meeting related content.</p>	-	-	10,750

**CITY OF SANTEE  
CITY CLERK**

General Government City Clerk 1001.00.1301	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATION & MAINTENANCE COSTS (Continued)**

<b>Repair &amp; Maintenance - Equipment</b>	\$ 4,291	\$ 9,000	\$ 9,000
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This amount provides for the Department's share of the City's pooled copier maintenance agreement, repair and maintenance of the department's printers, scanner, reader/printer microfilm machine, fax and date/time stamp machine. Also included in this account is the annual fee for web posting & updating of the Municipal Code (both paper and electronic versions) and the annual cost of software maintenance, support and upgrades for the City's Document Imaging System.

<b>Total Operations and Maintenance</b>	\$ 33,430	\$ 106,740	\$ 84,550
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**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b>	\$ -	\$ 38,200	\$ -
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This appropriation funded the purchase of a new Sharp copier.

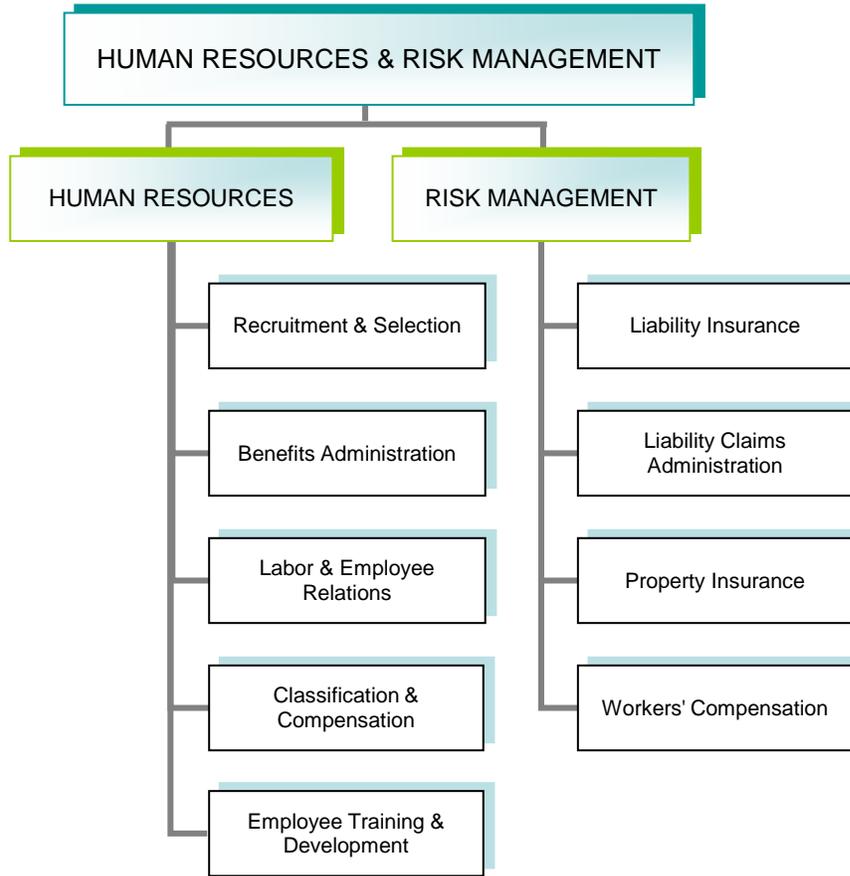
<b>Total Capital Outlay</b>	\$ -	\$ 38,200	\$ -
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# CITY OF SANTEE

## HUMAN RESOURCES & RISK MANAGEMENT

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

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Human Resources	\$ 483,189	\$ 518,010	\$ 539,720
Risk Management	<u>514,018</u>	<u>509,370</u>	<u>604,550</u>
<b>Total</b>	<b><u>\$ 997,207</u></b>	<b><u>\$ 1,027,380</u></b>	<b><u>\$ 1,144,270</u></b>

<b>SUMMARY OF FUNDED POSITIONS</b>			
Human Resources	3.00	3.00	3.00
Risk Management	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total</b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>	<b><u>3.00</u></b>

# CITY OF SANTEE

## HUMAN RESOURCES & RISK MANAGEMENT

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- Conducted a high volume of recruitments and streamlined the recruitment process
- Provided ongoing consultation to departments on policy and employee relations
- Promoted professional development through participation in regional and online training
- Evaluated all service providers to ensure most cost effective and efficient solutions in place
- Coordinated and offered onsite vaccinations
- Represented the City at semi-annual Local Agency Workers' Compensation Excess Insurance (LAWCX) and CSAC-EIA Joint Powers Authority board meetings to ensure best practices in the workers' compensation, general liability, and property insurance programs
- Established and led the City/County Risk Management Association to share best practices
- Added Daily Harvest Express Produce Truck monthly onsite visits with employee discounts
- Conducted classification and compensation studies for certain positions to more efficiently align budgeted positions with departmental operations
- Implemented employee CalPERS retirement cost sharing changes in order to provide cost savings to the City
- Negotiated a 6% decrease in medical insurance premiums for 2019
- Coordinated onsite Critical Incident Management & Media Training to Council and EOC staff

### **2019-20 Goals and Objectives**

- Continue to evaluate and implement operational improvements that result in efficiencies, such as leveraging technology to innovate processes such as workflow and tracking of departmental requests, etc.
- Support ongoing positive employee/employer relations
- Collaborate with the City Attorney's Office to complete compliance and policy revisions
- Explore opportunities to expand employee benefits options
- Continue to develop and implement a Wellness Program for employees
- Implement a competency-based performance management program for all City employees
- Deliver enhanced training courses and supervisor resources
- Explore leadership and mentoring resources

**CITY OF SANTEE  
HUMAN RESOURCES**

<b>General Government Human Resources 1001.01.1601</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 442,478	\$ 450,980	\$ 481,000
Operations & Maintenance	40,711	58,630	58,720
Capital Outlay	-	8,400	-
<b>Grand Total</b>	<b>\$ 483,189</b>	<b>\$ 518,010</b>	<b>\$ 539,720</b>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
HUMAN RESOURCES**

<b>General Government Human Resources 1001.01.1601</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>			
Salaries & Wages - Regular	50010 \$ 308,502	\$ 320,300	\$ 340,940
Salaries & Wages - Part Time	50020 14,881	19,500	18,080
Auto Allowance	50040 4,025	4,200	4,200
Retirement - PERS	50050 29,741	27,330	29,560
Retirement - PERS EPMC	50051 549	-	-
Retirement - Unfunded Liability	50052 36,178	44,230	52,710
Retirement - Part Time	50055 558	730	150
Medicare	50060 4,756	4,990	5,280
Health Insurance	50070 31,045	26,090	26,870
Dental Insurance	50071 2,321	2,360	1,950
OPEB Health	50072 8,641	-	-
Life Insurance	50075 306	310	310
Long Term Disability Insurance	50076 975	940	950
<b>Total Personnel</b>	<b>\$ 442,478</b>	<b>\$ 450,980</b>	<b>\$ 481,000</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
Employee Assistance Program	51013 \$ 3,203	\$ 3,410	\$ 3,570
Technical Personnel Services	51014 8,691	11,300	2,500
Tuition Reimbursement	51015 5,912	12,000	12,000
Expert/Consulting Services	51040 2,675	3,000	13,000
Subscriptions/Memberships	51104 799	1,920	2,050
Professional Development	51110 2,767	4,500	4,500
Printing & Duplicating	51120 -	300	300
Telephone & Fax	51121 2,700	2,800	3,000
Postage	51122 78	100	100
Advertising	51123 1,170	4,500	4,300
Rentals/Leases - Office Equipment	51141 3,242	3,400	-
Materials and Supplies	51160 4,439	5,000	5,000
Recognition Program	51170 1,246	2,300	2,900
Electricity & Gas	51180 3,789	4,100	4,500
Repair/Maint - Equipment	51211 -	-	1,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 40,711</b>	<b>\$ 58,630</b>	<b>\$ 58,720</b>
<b>CAPITAL OUTLAY COSTS</b>			
Office Equipment	60010 \$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ -</b>
<b>Grand Total</b>	<b>\$ 483,189</b>	<b>\$ 518,010</b>	<b>\$ 539,720</b>

**CITY OF SANTEE  
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Employee Assistance Services</b>	\$ 3,203	\$ 3,410	\$ 3,570
<p>The Employee Assistance Program (EAP) is an employer provided resource for the personal and professional well-being of its employees. Employees can obtain confidential, professional assistance when facing family, financial, legal or personal situations that may impact job performance. EAP also provides for City-wide debriefs or counseling following major, critical incidents.</p>			
<b>Technical Personnel Services</b>	8,691	11,300	2,500
<p>This account funds pre-employment background and medical testing.</p>			
<b>Tuition Reimbursement</b>	5,912	12,000	12,000
<p>This program reimburses employees for qualifying expenses to support professional growth through continuing education.</p>			
<b>Expert/Consulting Services</b>	2,675	3,000	13,000
<p>This account funds the City/County Personnel Association (CCPA) Training Consortium which provides important employee training throughout the year at a substantial savings. Other personnel services paid from this account include the annual fee for the on-line recruitment system; validated standardized exams for recruitment testing; legal/outside professional services to assist with human resources functions; and unforeseen personnel related costs that may arise during</p>			
<b>Subscriptions &amp; Memberships</b>	799	1,920	2,050
<p>This appropriation will provide for memberships in relevant Human Resources and Risk Management professional associations, as well as subscriptions to relevant publications.</p>			
<b>Professional Development</b>	2,767	4,500	4,500
<p>conferences and trainings to remain current on various legal mandates and developments in case law, public employment and industry trends in Human Resources and Risk Management.</p>			
<b>Printing &amp; Duplicating</b>	-	300	300
<p>This account provides for human resources related professional printing services.</p>			

**CITY OF SANTEE  
HUMAN RESOURCES**

General Government Human Resources 1001.01.1601	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Telephone &amp; Fax</b>	\$ 2,700	\$ 2,800	\$ 3,000
This appropriation will fund the cost of telephone, fax machine, and modem line charges.			
<b>Postage</b>	78	100	100
This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.			
<b>Advertising</b>	1,170	4,500	4,300
This account provides for publishing recruitment bulletins online and in professional publications.			
<b>Rentals/Leases-Office Equipment</b>	3,242	3,400	-
This account covers the cost for the lease and maintenance of the Xerox BW/color copier.			
<b>Materials &amp; Supplies</b>	4,439	5,000	5,000
This appropriation provides for office supplies, expenses incurred in administering interviews, testing and assessment centers, as well as supplies and expenses for special City meetings and workshops for employees.			
<b>Recognition Program</b>	1,246	2,300	2,900
This appropriation funds the annual employee service awards program.			
<b>Electricity &amp; Gas</b>	3,789	4,100	4,500
This appropriation will fund the cost of electricity and gas.			
<b>Repair/Maint - Equipment</b>	-	-	1,000
This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 40,711</b>	<b>\$ 58,630</b>	<b>\$ 58,720</b>

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b>	\$ -	\$ 8,400	\$ -
This appropriation funded the purchase of a new Sharp copier.			
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ -</b>

**CITY OF SANTEE  
RISK MANAGEMENT**

General Government Risk Management 1001.01.1701	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 514,018	\$ 509,370	\$ 604,550
<b>Total</b>	<b>\$ 514,018</b>	<b>\$ 509,370</b>	<b>\$ 604,550</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Claims Administration	51033	\$ 19,677	\$ 21,000	\$ 22,000
Legal Defense	51034	111,914	100,000	100,000
Expert/Consulting Services	51040	4,453	5,350	6,250
Property Insurance	51301	57,637	86,420	95,100
Public Liability Insurance	51305	180,596	209,600	295,200
Awards & Indemnities	51310	139,741	83,000	86,000
Loss Control	51313	-	4,000	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 514,018</b>	<b>\$ 509,370</b>	<b>\$ 604,550</b>

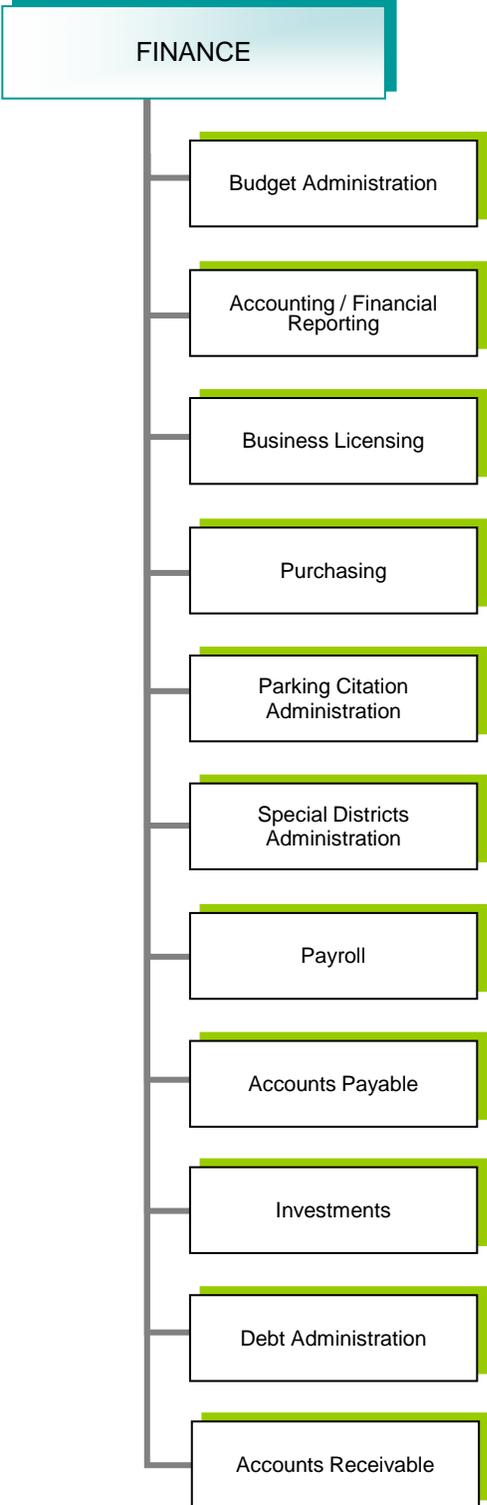
**CITY OF SANTEE  
RISK MANAGEMENT**

General Government Risk Management 1001.01.1701	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Claims Administration</b>	\$ 19,677	\$ 21,000	\$ 22,000
This appropriation funds the third party administrator for liability claims.			
<b>Legal Defense</b>	111,914	100,000	100,000
This appropriation represents an estimate of the legal defense costs in settling or dismissing claims against the City. Actual costs depend on the number and severity of claims filed.			
<b>Expert/Consulting Services</b>	4,453	5,350	6,250
This account funds OSHA required programs including Department of Transportation random drug testing, hearing conservation and chemical inventory. Also funds DMV license medical testing.			
<b>Property Insurance</b>	57,637	86,420	95,100
This appropriation provides insurance coverage for City owned properties and vehicles including fire trucks and engines, patch trucks, and other emergency/specialized vehicles. The City's regular fleet vehicles are self-insured.			
<b>Public Liability Insurance</b>	180,596	209,600	295,200
This appropriation funds the costs of municipal liability insurance for the City including brokerage, underwriting and administrative fees. A portion of this cost has been budgeted in the Emergency Medical budget of the Fire Department as it is reimbursed from CSA 69. Current liability coverage includes the reimbursement of defense costs and payment of litigated court settlements and awards beyond the City's self-insured retention (SIR). The City is a member of CSAC EIA with an SIR of \$150,000 and excess coverage up to \$50 million.			
<b>Awards &amp; Indemnities</b>	139,741	83,000	86,000
This appropriation provides for awards and claim settlement payments which are estimated.			
<b>Loss Control</b>	-	4,000	-
This appropriation is funded by the CSAC EIA and LAWCX risk management subsidies to cover loss prevention related expenses such as the purchase of safety equipment, ergonomic equipment, contracting for inspections or specialized training, and expenses related to attending seminars, conferences and regional training.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 514,018</b>	<b>\$ 509,370</b>	<b>\$ 604,550</b>

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CITY OF SANTEE  
FINANCE

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# CITY OF SANTEE

## FINANCE

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- Received the Government Finance Officers Association of the United States and Canada (GFOA) Certificate of Achievement for Excellence in Financial Reporting for the City's Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2018
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- Identified available resources that were used to make additional payments to reduce the City's unfunded retiree health liability
- Led the development of the City's FY 2019-20 Operating Budget and Five-Year Capital Improvement Program for Fiscal Years 2020-2024.
- Issued \$8.7 million in Special Tax Bonds for Community Facilities District No 2017-1 (Weston Infrastructure).

### **2019-20 Goals and Objectives**

- Continue to identify and implement strategies to address unfunded liabilities including CalPERS retirement costs and Other Post-Employment Benefits (retiree health insurance costs).
- Complete a Cost Allocation Plan and Comprehensive User Fee Study
- Complete a Development Impact Fee Study
- Prepare a comprehensive fiscal analysis with the key focus on current and potential revenue sources necessary to provide the community with desired public facilities and to address future budgetary challenges.

**CITY OF SANTEE  
FINANCE**

<b>General Government Finance 1001.00.1501</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 905,721	\$ 1,030,680	\$ 1,086,280
Operations & Maintenance	172,088	146,200	223,350
Capital Outlay	<u>-</u>	<u>8,400</u>	<u>-</u>
<b>Grand Total</b>	<b><u>\$ 1,077,809</u></b>	<b><u>\$ 1,185,280</u></b>	<b><u>\$ 1,309,630</u></b>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
FINANCE**

<b>General Government Finance 1001.00.1501</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 568,674	\$ 714,870	\$ 744,990
Salaries & Wages - Part Time	50020	45,081	12,870	13,860
Overtime	50025	18,159	7,500	12,000
Sick Leave Buy Back	50036	584	-	620
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	67,546	71,670	74,330
Retirement - PERS EPMC	50051	1,584	-	-
Retirement - Unfunded Liability	50052	76,427	96,540	116,830
Retirement - Part Time	50055	1,192	480	520
Medicare	50060	9,245	10,730	11,240
Health Insurance	50070	90,446	101,060	97,980
Dental Insurance	50071	5,561	7,680	6,680
OPEB Health	50072	14,659	-	-
Life Insurance	50075	639	820	840
Long Term Disability Insurance	50076	1,724	2,260	2,190
<b>Total Personnel</b>		<b>\$ 905,721</b>	<b>\$ 1,030,680</b>	<b>\$ 1,086,280</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Accounting/Auditing	51010	\$ 40,121	\$ 43,580	\$ 45,100
Expert/Consulting Services	51040	42,290	41,400	107,410
Subscriptions/Memberships	51104	1,329	2,000	2,300
Professional Development	51110	1,049	7,850	10,050
Mileage Reimbursement	51112	120	100	100
Printing & Duplicating	51120	4,118	5,400	5,400
Telephone & Fax	51121	6,005	6,000	6,700
Postage	51122	4,501	5,200	5,200
Advertising	51123	294	350	350
Bank Fees	51150	15,880	17,000	24,790
Materials & Supplies	51160	4,141	5,100	4,700
Electricity & Gas	51180	6,631	7,900	9,100
Software Maintenance & Licensing	51201	41,792	-	-
Repair/Maint - Equipment	51211	3,817	4,320	2,150
<b>Total Operations &amp; Maintenance</b>		<b>\$ 172,088</b>	<b>\$ 146,200</b>	<b>\$ 223,350</b>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 1,077,809</b>	<b>\$ 1,185,280</b>	<b>\$ 1,309,630</b>

**CITY OF SANTEE  
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Accounting/Auditing</b>	\$ 40,121	\$ 43,580	\$ 45,100
<p>This appropriation will provide for independent financial statement audit services for the City and Public Financing Authority, the Single Audit of federal awards and a franchise fee or transient occupancy tax audit. Also included is the preparation of the State Controller's Report of Financial Transactions, various demographic &amp; statistical Information required for the Comprehensive Annual Financial Report ("CAFR") and the Government Finance Officers Association CAFR award application fee.</p>			
<b>Expert/Consulting Services</b>	42,290	41,400	107,410
<p>The FY 2019-20 appropriation will provide for the following contract services : a development impact fee study, City fiscal analysis and revenue options, property tax revenue analysis and reporting, sales tax revenue analysis and reporting, state mandated cost reimbursement claims, parking citation collection and administration, parking citation administrative hearings, GASB 68 (pension) actuarial reporting and GASB 75 (OPEB) actuarial valuation.</p>			
<b>Subscriptions/Memberships</b>	1,329	2,000	2,300
<p>This appropriation will provide for the following memberships: Government Finance Officers Association, California Municipal Treasurers Association, California Association of Public Purchasing Officers, the California Society of Municipal Finance Officers, Municipal Management Association of Southern California, and subscriptions for government and payroll updates.</p>			
<b>Professional Development</b>	1,049	7,850	10,050
<p>This appropriation provides for travel and attendance at professional association meetings, conferences, and seminars related to fiscal policy, management, governmental accounting and related issues. Included are costs related to the California Society of Municipal Finance Officers annual conference, Tyler Technologies Eden users annual conference, and the California Association of Public Purchasing Officers annual conference. Also included are the cost of miscellaneous professional association meetings, computer software application training and general professional development opportunities.</p>			
<b>Mileage Reimbursement</b>	120	100	100
<p>This appropriation will cover mileage reimbursement for use of personal vehicles while on City business.</p>			

**CITY OF SANTEE  
FINANCE DEPARTMENT**

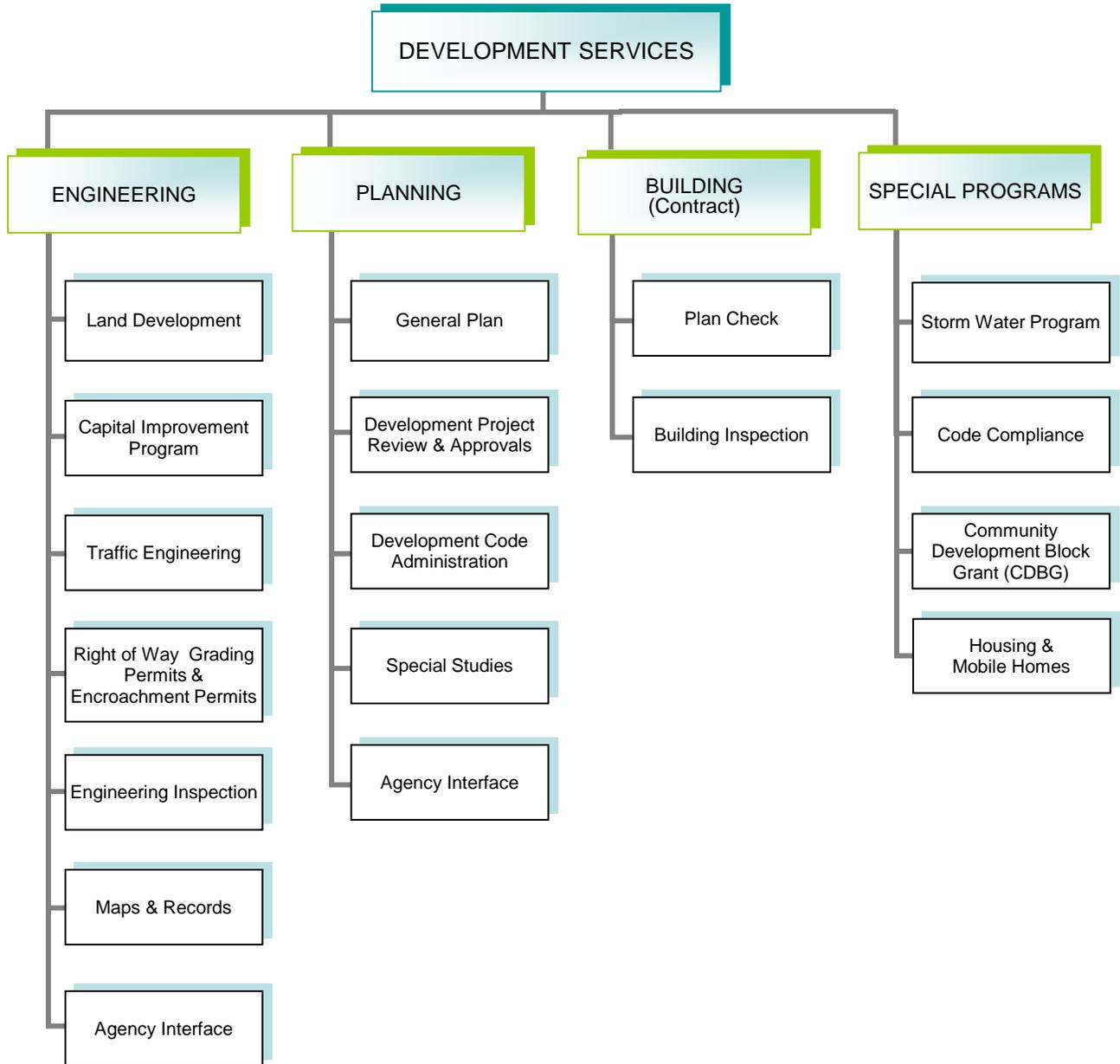
General Government Finance 1001.00.1501	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Printing &amp; Duplicating</b>	\$ 4,118	\$ 5,400	\$ 5,400
This appropriation will provide for printing of budget documents, the annual financial report, checks, business license forms, receipt and tax forms, general document copying and computer paper.			
<b>Telephone &amp; Fax</b>	6,005	6,000	6,700
This appropriation will fund the cost of telephone and fax line charges for the department.			
<b>Postage</b>	4,501	5,200	5,200
This appropriation will fund the cost of mailing vendor payments, business license renewals and certificates and other department correspondence.			
<b>Advertising</b>	294	350	350
This appropriation will provide for advertising of formal bids and other required public notices.			
<b>Bank Fees</b>	15,880	17,000	24,790
This appropriation will fund the fees to process credit card transactions and the cost of armored car pickup of daily cash deposits.			
<b>Materials &amp; Supplies</b>	4,141	5,100	4,700
This appropriation provides for materials and supplies as required for operations such as letterhead, envelopes, printer toner and ink, small office equipment and furniture.			
<b>Electricity &amp; Gas</b>	6,631	7,900	9,100
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.			
<b>Software Maintenance &amp; Licensing</b>	41,792	-	-
This appropriation previously funded software maintenance and support for the Eden financial management system and NIGP commodity codes licensing. These items are now budgeted in the Information Technology budget.			
<b>Repair/Maintenance - Equipment</b>	3,817	4,320	2,150
This appropriation will fund small office equipment repair and maintenance, including the department's share of the copier pooled maintenance agreement.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 172,088</b>	<b>\$ 146,200</b>	<b>\$ 223,350</b>

**CITY OF SANTEE  
FINANCE DEPARTMENT**

General Government Finance 1001.00.1501	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>CAPITAL OUTLAY COSTS</b>			
<b>Office Equipment</b>	\$ -	\$ 8,400	\$ -
This appropriation funded the purchase of a new Sharp copier.			
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 8,400</u>	<u>\$ -</u>

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# CITY OF SANTEE DEVELOPMENT SERVICES



**CITY OF SANTEE  
DEVELOPMENT SERVICES SUMMARY**

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Engineering	\$ 2,077,213	\$ 2,184,780	\$ 2,318,930
Storm Water	165,087	194,680	197,740
Planning	723,645	891,750	1,099,470
Building	1,513,700	1,171,470	1,063,180
Code Compliance	89,430	122,650	153,260
<b>Total</b>	<u><u>\$ 4,569,075</u></u>	<u><u>\$ 4,565,330</u></u>	<u><u>\$ 4,832,580</u></u>

**SUMMARY OF FUNDED POSITIONS**

Engineering	13.35	12.40	12.40
Storm Water	-	1.00	1.00
Planning	6.25	6.40	6.40
Code Compliance	1.60	1.50	1.50
<b>Total</b>	<u><u>21.20</u></u>	<u><u>21.30</u></u>	<u><u>21.30</u></u>

# CITY OF SANTEE

## DEVELOPMENT SERVICES – ENGINEERING

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### **Mission Statement**

Guiding sustainable development through community partnership and excellence in service.

### **Program Description**

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

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

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

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

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

### **2018-19 Accomplishments**

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

- Managed and completed the construction of one street paving project totaling 110,000 square feet of pavement overlays, 186,000 square feet of slurry sealing, 250 square feet of concrete sidewalk, 6 ADA pedestrian ramps, 186 feet of curb and gutter with the street work.
- Bid, awarded, and completed the construction contract for the repair of 24 Corrugated Metal Pipe Storm Drains (CMP) at a cost of \$1.6 million. Staff also received City Council authorization to spend FEMA emergency aid claim funding totaling \$257,000 for additional contract authorization for CMP repairs.
- Continued the design and Caltrans right of way coordination of the SR-67 / Woodside Avenue Intersection Improvement project for a proposed round-about.
- Bid, awarded and completed the construction and grant reporting of the Mission Gorge Road Median East Installation project at a total cost of \$1.4 million.
- Bid and awarded the construction contract and began the construction management of the Mast Park Improvements project, with an estimated project cost of \$12.4 million.

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

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- Conducted over 1,100 private, developer and public utility encroachment and grading permit inspections

### ***Land Development***

- Provided plan review and construction oversight for grading and improvements required for the Lantern Crest Phase 3, Pryor Glen Subdivision, Las Olivitas Subdivision, Magnolia Townhomes, River Village, Prospect Fields, Calvary Chapel, Costco Fuel Facility Relocation, Sharp Medical Office Building, Mission Gorge Multi-Family, Walker Trails Subdivision, Riverview at Town Center Multifamily condominium project, Weston public improvements, and other approved land development projects
- Completed coordination and plan review for issuance of over 30 grading permits, 150 encroachment permits, several parcel/final maps, easements boundary adjustments, development permit applications, pre-applications and supported countless public inquiries/contacts at the community information counter, in addition to responding to storm water discharge complaints and spills

### ***Traffic Engineering***

- Installed two new signals at the intersection of Mast Boulevard and Weston Road
- Re-striped approximately 8 miles of arterial and collector roadways, along with 4,000 feet of red curbs and 4,000 feet of crosswalks.
- Reviewed high collision locations in the City in order to improve safety. As a result of the safety analysis, completed traffic signal modifications by installing additional traffic signal indications at four locations.
- Continued to process traffic requests in a timely fashion and investigated and responded to 115 traffic related requests.
- Reviewed and approved 156 traffic control plans for encroachment permits
- Completed the bus pad repair/replacement project in conjunction with MTS bus re-routing
- Completed the Internally Illuminated Street Name Sign Lighting Upgrade project
- Initiated the Santee Comprehensive Active Transportation Strategy project funded by a state transportation planning grant.
- Applied for and received grant funds in the amount of \$767,000; HSIP, SANDAG Active Transportation Grant, and Sustainable Communities Grant.
- Submitted a Federal INFRA (Infrastructure for Rebuilding America) grant application in the amount of \$26 million for SR 52 improvements

### **2019-20 Goals and Objectives**

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

- Complete the construction, management, and inspection of the Mast Park Improvement project.
- Plan, coordinate, and construct the Citywide Pavement Rehabilitation program for major reconstruction and maintenance projects as determined by the completed Pavement Management Condition Report
- Prioritize, design, and continue construction of the Corrugated Metal Pipe (CMP) replacement and lining program

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

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- Complete the design, bidding, and construction of the intersection improvements at Woodside Avenue and SR-67
- Begin the design of the Mesa Road / Prospect Avenue intersection improvement project.

### ***Land Development***

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects, including Lantern Crest – Phase 3, Mission Gorge Multi-Family and Weston
- Provide plan review and/or construction oversight for grading and improvements required for the Movie Theater at RiverView, Fanita Ranch, D'Lazio, Karl Strauss Brewery, Calvary Chapel, Costco Fuel Facility Relocation, Sharp Medical Office Building, Cuyamaca Service Station, Walker Trails Subdivision, Riverview at Town Center Multifamily condominium project and other approved land development projects
- Close out the Sky Ranch project, including acceptance of right-of-way
- Implement electronic permit tracking and inspection software
- Assist the public, development community, and process land development applications and requests for grading permits, building permits, and encroachments into the public right of way

### ***Traffic Engineering***

- Continue to collaborate with Caltrans in the development of a Project Report for implementing the improvements proposed in the completed SR-52 Corridor Study. Coordinating with developers and Caltrans on project development and related issues
- Continue to pursue grant funding for traffic and safety related projects
- Provide/maintain Sheriff Station access to video feed from traffic cameras
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications (Smart System)
- Complete the design for the street light installation projects on Mission Gorge Road and Magnolia Avenue
- Complete the citywide traffic sign replacement project
- Continue to work on the Santee Comprehensive Active Transportation Strategy project
- Initiate and complete design for the Traffic Signal Visibility Improvement project funded by a HSIP safety grant
- Apply for grants in support of State Route 52 phased improvements (INFRA, BUILD)

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

<b>Development Services Engineering 1001.04.4101</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 2,036,456	\$ 2,128,100	\$ 2,270,980
Operations & Maintenance	40,757	51,600	47,950
Capital Outlay	-	5,080	-
<b>Grand Total</b>	<b><u>\$ 2,077,213</u></b>	<b><u>\$ 2,184,780</u></b>	<b><u>\$ 2,318,930</u></b>

**SUMMARY OF FUNDED POSITIONS**

Director of Development Services	0.50	0.50	0.50
Principal Civil Engineer	2.00	2.00	2.00
Principal Traffic Engineer	1.00	1.00	1.00
Senior Management Analyst	0.40	0.45	0.45
Senior Civil Engineer	3.00	3.00	3.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Engineering Inspector	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Administrative Secretary	0.45	0.95	0.95
Secretary	0.50	-	-
<b>Total Positions</b>	<b><u>12.35</u></b>	<b><u>12.40</u></b>	<b><u>12.40</u></b>

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

<b>Development Services Engineering 1001.04.4101</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Adopted</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 1,392,327	\$ 1,489,350	\$ 1,533,930
Salaries & Wages - Part Time	50020	29,187	29,700	64,010
Overtime	50025	23,817	19,000	16,300
Sick Leave Buy Back	50036	-	1,130	900
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	187,692	174,860	185,390
Retirement - PERS EPMC	50051	4,632	-	-
Retirement - Unfunded Liability	50052	170,714	197,400	240,380
Retirement - Part Time	50055	974	1,110	2,400
Medicare	50060	21,016	22,360	23,450
Health Insurance	50070	169,541	173,670	183,950
Dental Insurance	50071	11,501	11,910	12,520
OPEB Health	50072	17,560	-	-
Life Insurance	50075	1,145	1,270	1,300
Long Term Disability Insurance	50076	4,251	4,240	4,350
<b>Total Personnel</b>		<u>\$ 2,036,456</u>	<u>\$ 2,128,100</u>	<u>\$ 2,270,980</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ -	\$ 2,000	\$ 2,000
Subscriptions/Memberships	51104	1,161	2,000	2,000
Professional Development	51110	1,741	2,000	2,500
Mileage Reimbursement	51112	-	200	200
Printing & Duplicating	51120	568	2,000	2,500
Telephone & Fax	51121	13,224	13,800	12,200
Postage	51122	580	1,000	1,000
Advertising	51123	315	500	500
Rentals/Leases - Office Equipment	51141	2,362	2,500	-
Materials & Supplies	51160	2,196	4,000	4,150
Wearing Apparel	51165	135	800	1,000
Electricity & Gas	51180	17,383	18,800	16,300
Repair/Maint - Equipment	51211	1,094	2,000	3,600
<b>Total Operations &amp; Maintenance</b>		<u>\$ 40,757</u>	<u>\$ 51,600</u>	<u>\$ 47,950</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 5,080	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 5,080</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 2,077,213</u></u>	<u><u>\$ 2,184,780</u></u>	<u><u>\$ 2,318,930</u></u>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
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<b>Expert/Consulting Services</b>	\$	-	\$ 2,000	\$ 2,000
This appropriation provides for consultant services for projects that are not covered by developer deposits or a capital account, including legal description preparation and review for easements or right of way dedications.				
<b>Subscriptions/Memberships</b>		1,161	2,000	2,000
This appropriation provides for staff professional memberships, licenses, and subscriptions.				
<b>Professional Development</b>		1,741	2,000	2,500
This appropriation provides for continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.				
<b>Mileage Reimbursement</b>		-	200	200
This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.				
<b>Printing &amp; Duplicating</b>		568	2,000	2,500
This appropriation provides for counter handouts, notices, grant applications and other printed materials. Materials include the Development Review Manual, Storm Water Mitigation Plan and Public Works Standards. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.				
<b>Telephone &amp; Fax</b>		13,224	13,800	12,200
This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.				
<b>Postage</b>		580	1,000	1,000
This appropriation provides for mailing correspondence, notices and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.				

**CITY OF SANTEE  
DEVELOPMENT SERVICES - ENGINEERING**

Development Services Engineering 1001.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Advertising</b> This appropriation provides for soliciting proposals for services, advertising for proposed ordinances and their revisions, public meetings and notices, which are not chargeable to deposits or capital accounts.	\$ 315	\$ 500	\$ 500
<b>Rentals/Leases - Equipment</b> This appropriation provides for photocopier rentals, leases, and maintenance.	2,362	2,500	-
<b>Materials &amp; Supplies</b> This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, small office equipment and furniture and technical publications that are used in conducting daily business.	2,196	4,000	4,150
<b>Wearing Apparel</b> This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.	135	800	1,000
<b>Electricity &amp; Gas</b> This appropriation provides for cost of electricity and gas allocated to the Engineering Division.	17,383	18,800	16,300
<b>Repair/Maintenance - Equipment</b> This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Engineering Division's share of the copier pooled maintenance agreement and the large format plan copier.	1,094	2,000	3,600
<b>Total Operations &amp; Maintenance</b>	\$ 40,757	\$ 51,600	\$ 47,950

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b> This appropriation funded the purchase of a new Sharp copier.	\$ -	\$ 5,080	\$ -
<b>Total Capital Outlay</b>	\$ -	\$ 5,080	\$ -

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

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Copermittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Maintained partnerships with Santee School District, Padre Dam, Santee Chamber of Commerce, San Diego River Park, the Santee Library and the YMCA to educate staff members and the community about ways to protect water quality
- Developed a strategy, implementation plan, and set goals to address requirements under the Statewide Trash Amendment
- Established a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated completion of the Magnolia Channel Infiltration project, successfully removing the largest dry weather flow from the City's conveyance system
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education to municipal staff, developers, construction site workers, business operators and residents in Santee through events, education, meetings and inspections

## CITY OF SANTEE DEVELOPMENT SERVICES – STORM WATER

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### **2019-20 Goals and Objectives**

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Create GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by implementing a suite of structural and non-structural controls and programs
- Facilitate the implementation of the Trash Order compliance plan
- Develop and implement plans and efforts to address the Bacteria Investigative Order
- Develop an Adopt-A-Drain program
- Roll out focused storm water training specific to job responsibilities for all City employees
- Continue to seek grant opportunities and continue collecting additional information needed to strengthen current grant applications

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

Development Services Storm Water 1001.04.4102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	<u>\$ 165,087</u>	<u>\$ 194,680</u>	<u>\$ 197,740</u>
<b>Total</b>	<u><u>\$ 165,087</u></u>	<u><u>\$ 194,680</u></u>	<u><u>\$ 197,740</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

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

<b>Development Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Storm Water 1001.04.4102</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 87,463	\$ 90,510	\$ 92,770
Salaries & Wages - Part Time	50020	36,767	60,390	58,510
Retirement - PERS	50050	5,714	6,190	6,480
Retirement - Unfunded Liability	50052	10,616	12,380	14,690
Retirement - Part Time	50055	1,379	2,260	2,190
Medicare	50060	1,801	2,190	2,200
Health Insurance	50070	18,557	19,060	19,150
Dental Insurance	50071	1,164	1,300	1,320
OPEB Health	50072	1,204	-	-
Life Insurance	50075	102	100	110
Long Term Disability Insurance	50076	320	300	320
<b>Total Personnel</b>		<u>\$ 165,087</u>	<u>\$ 194,680</u>	<u>\$ 197,740</u>
<b>Grand Total</b>		<u><u>\$ 165,087</u></u>	<u><u>\$ 194,680</u></u>	<u><u>\$ 197,740</u></u>

# CITY OF SANTEE

## DEVELOPMENT SERVICES – PLANNING

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### **Mission Statement**

Guiding sustainable development through community partnership and excellence in service.

### **Program Description**

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

The Planning Division budget focuses resources on essential short-term and long-range planning services to meet the City's strategic goals and those mandated by the State. Key among state mandates is the adoption of a "Sustainable Communities" strategy that fulfills the requirement for a "Climate Action Plan".

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

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

### **2018-19 Accomplishments**

- Conducted workshops regarding the City's plan to reduce greenhouse gas ("GHG") emissions and Community Choice Aggregation ("CCA")
- Provided support to the City Attorney on the Municipal Code update process. Ensured language was added that increased flexibility for homeowners, businesses, and developers
- Facilitated the review and approval of a major revision to the Costco retail complex. The ongoing project involves the relocation and expansion of the fueling facility, as well as modifications to the food court
- Conducted or coordinated the environmental review of all City-initiated projects
- Participated in the Regional Housing Needs Assessment (RHNA) in preparation for a new Housing Element of the General Plan
- Conducted a workshop on accessibility standards designed to help local businesses become compliant with accessibility laws and regulations
- Completed review of over 15 grading permits and approximately 900 building permits
- Drafted and published an Environmental Impact Report (EIR) for the Sustainable Santee Plan with potential approval this fiscal year. Council will review this plan in June 2019.

### **2019-20 Goals and Objectives**

- Find adequate housing sites to accommodate new housing as anticipated in the Regional Housing Needs Assessment (RHNA) process.

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

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- Present affordable housing sites for City Council consideration and change General Plan Land Use designation and/or zoning as appropriate
- Apply for a Senate Bill 2 grant in support of the Housing Element update, with emphasis on “Priority Policy Areas” pursuant to the acceleration of affordable housing production.
- Seek planning grants for a Prospect Avenue Specific Plan
- Amend the Town Center Specific Plan to establish an “Entertainment District” overlay
- Participate in SANDAG’s technical working groups focused on environmental programs, energy conservation/sustainability and housing
- Enter into a professional services agreement with a housing consultant to begin work on the Housing Element update
- Update the Safety Element of the General Plan in conjunction with the Fire Department
- Host a developer workshop on the permit process in collaboration with the Building Industry Association and other stakeholders
- Present a series of workshops on the draft Multiple Species Conservation Plan

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

<b>Development Services Planning 1001.04.4106</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 664,405	\$ 824,110	\$ 1,023,970
Operations & Maintenance	34,770	62,560	75,500
Special Programs	24,469	-	-
Capital Outlay	-	5,080	-
<b>Grand Total</b>	<u>\$ 723,645</u>	<u>\$ 891,750</u>	<u>\$ 1,099,470</u>

**SUMMARY OF FUNDED POSITIONS**

Director of Development Services	0.50	0.50	0.50
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.40	0.45	0.45
Senior Planner	1.00	1.00	1.00
Development Services Technician	0.50	0.50	0.50
Associate Planner	2.00	2.00	2.00
Administrative Secretary	0.95	0.95	0.95
<b>Total Positions</b>	<u>6.35</u>	<u>6.40</u>	<u>6.40</u>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

<b>Development Services Planning 1001.04.4106</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 460,019	\$ 586,680	\$ 614,960
Salaries & Wages - Part Time	50020	15,688	14,850	161,100
Overtime	50025	431	-	-
Auto Allowance	50040	2,100	2,100	2,100
Retirement - PERS	50050	48,928	59,850	67,990
Retirement - PERS EPMC	50051	1,061	-	-
Retirement - Unfunded Liability	50052	55,093	74,470	82,310
Retirement - Part Time	50055	489	560	6,040
Medicare	50060	6,949	8,760	11,290
Health Insurance	50070	57,391	69,620	70,340
Dental Insurance	50071	3,793	4,640	5,170
OPEB Health	50072	10,339	-	-
Life Insurance	50075	508	650	670
Long Term Disability Insurance	50076	1,617	1,930	2,000
<b>Total Personnel</b>		<b>\$ 664,405</b>	<b>\$ 824,110</b>	<b>\$ 1,023,970</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 14,346	\$ 29,360	\$ 40,000
Other Governmental Purposes	51101	373	-	-
Subscriptions/Memberships	51104	1,964	3,000	3,000
Professional Development	51110	960	4,000	3,000
Mileage Reimbursement	51112	54	200	200
Printing & Duplicating	51120	708	3,500	1,500
Telephone & Fax	51121	4,262	4,500	5,400
Postage	51122	961	1,500	1,000
Advertising	51123	1,057	3,500	8,000
Rentals/Leases - Office Equipment	51141	2,362	2,500	-
Materials & Supplies	51160	1,684	3,000	3,000
Electricity & Gas	51180	5,849	6,500	8,400
Repair/Maintenance - Equipment	51211	32	1,000	2,000
Fee Waivers	51343	159	-	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 34,770</b>	<b>\$ 62,560</b>	<b>\$ 75,500</b>
<b>SPECIAL PROGRAMS</b>				
Section 6 Habitat Conservation Planning	55059	\$ 24,469	\$ -	\$ -
<b>Total Special Programs</b>		<b>\$ 24,469</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 5,080	\$ -
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 5,080</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 723,645</b>	<b>\$ 891,750</b>	<b>\$ 1,099,470</b>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ 14,346	\$ 29,360	\$ 40,000
This appropriation provides for consultant services for projects that are not covered by deposits or capital projects.			
<b>Other Governmental Purposes</b>	373	-	-
Reflects the write-off of uncollected developer deposit account balances.			
<b>Subscriptions &amp; Memberships</b>	1,964	3,000	3,000
This appropriation provides for professional memberships and subscriptions, as follows: two memberships in the Association of Environmental Professionals (AEP) and four memberships in American Planning Association/American Institute of Certified Planners.			
<b>Professional Development</b>	960	4,000	3,000
This appropriation provides for staff's continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.			
<b>Mileage Reimbursement</b>	54	200	200
This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.			
<b>Printing &amp; Duplicating</b>	708	3,500	1,500
This appropriation provides for counter handouts, public hearing notices, grant applications and other printed materials. Materials include the Zoning Ordinance and General Plan Update/Land Use Map. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account.			
<b>Telephone &amp; Fax</b>	4,262	4,500	5,400
This appropriation provides for the cost of telephone, fax machine, cellular phones, and modem line charges.			
<b>Postage</b>	961	1,500	1,000
This appropriation provides for mailing Division correspondence, hearing notices, EIR's and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.			
<b>Advertising</b>	1,057	3,500	8,000
This appropriation provides for soliciting proposals for services and advertising for proposed ordinances and their revisions, environmental documents, public meetings and public notices, which are not chargeable to deposit or capital accounts.			

**CITY OF SANTEE  
DEVELOPMENT SERVICES - PLANNING**

Development Services Planning 1001.04.4106	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Rentals/Leases - Office Equipment</b> This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.	\$ 2,362	\$ 2,500	\$ -
<b>Materials &amp; Supplies</b> This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.	1,684	3,000	3,000
<b>Electricity &amp; Gas</b> This appropriation provides for the cost of electricity and gas allocated to the Planning Division.	5,849	6,500	8,400
<b>Repair/Maintenance - Equipment</b> This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Planning Division's share of the copier pooled maintenance agreement and the large format plan copier.	32	1,000	2,000
<b>Fee Waivers</b> This account provides for the waiver of permit fees as directed by the City Council.	159	-	-
<b>Total Operations &amp; Maintenance</b>	\$ 34,770	\$ 62,560	\$ 75,500

**SPECIAL PROGRAMS**

<b>Section 6 Habitat Conservation Planning</b> This account provides funding for the preparation the City's Multiple Species Conservation Program (MSCP) Subarea Plan, including required Federal and State environmental impact statements. The City has been awarded a Cooperative Endangered Species Conservation Fund (Section 6) Grant from the California Department of Fish and Wildlife in the amount of \$188,798 for this purpose.	\$ 24,469	\$ -	\$ -
<b>Total Special Programs</b>	\$ 24,469	\$ -	\$ -

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b> This appropriation funded the purchase of a new Sharp copier.	\$ -	\$ 5,080	\$ -
<b>Total Capital Outlay</b>	\$ -	\$ 5,080	\$ -

## **CITY OF SANTEE**

### **DEVELOPMENT SERVICES – BUILDING**

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#### **Program Description**

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

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

#### **2018-19 Accomplishments**

- Implemented the new electronic permitting system, *Community Core*, in August 2018. The system has improved the ease of application for owners and contractors and has automated the tracking of permit status
- Issued over 1,300 permits with a total value of over \$1.5 million for new residential structures, over \$12 million for commercial/industrial structures additions/alterations and \$13 million for residential building additions/alteration
- Conducted over 9,000 inspections including final inspections of new buildings, completed tenant improvements, and completed residential additions/alterations
- Conducted the first ever training for business owners on disabled access requirements for commercial and industrial sites
- Provided an increased level of support on code compliance cases

#### **2019-20 Goals and Objectives**

- Perform plan checks and inspections that represent an estimated \$35 million in valuation for new residential structures and \$16 million for commercial structures
- Reduce the permit turnaround time for plan checks from 10 working days to 5 working days
- Improve and streamline the permitting processes
- Continue to provide next-day inspection service
- Calculate permit fees for applications within one to three working days
- Provide online permit application, payment, and permit issuance for 10 selected permits and then expand the process to include residential, roof-top solar PV systems
- Provide training to contractors and residents on the new permitting software
- Test and implement an electronic plan review system that will expedite plan reviews and reduce costs to the applicant
- Adopt the 2019 California Building Standards Code, Energy Code, Fire Code, Electrical Code, Green Building Standards Code, and implement changes to the Uniform Administrative Code

**CITY OF SANTEE  
DEVELOPMENT SERVICES - BUILDING**

Development Services Building 1001.04.4108	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance (Including Contractual Services)	\$ 1,513,700	\$ 1,171,470	\$ 1,063,180
<b>Total</b>	<u>\$ 1,513,700</u>	<u>\$ 1,171,470</u>	<u>\$ 1,063,180</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 1,503,962	\$ 1,155,230	\$ 1,050,000
Printing & Duplicating	51120	1,575	2,500	1,500
Telephone & Fax	51121	2,388	2,500	2,600
Postage	51122	8	100	100
Rentals/Leases - Office Equipment	51141	1,000	1,000	-
Materials & Supplies	51160	812	1,900	3,400
Electricity & Gas	51180	3,955	4,100	4,500
Repair/Maintenance - Equipment	51211	-	300	1,080
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,513,700</u>	<u>\$ 1,167,630</u>	<u>\$ 1,063,180</u>

**CAPITAL OUTLAY COSTS**

Office Equipment	60010	\$ -	\$ 3,840	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 3,840</u>	<u>\$ -</u>
<b>Grand Total</b>		<u>\$ 1,513,700</u>	<u>\$ 1,171,470</u>	<u>\$ 1,063,180</u>

**CITY OF SANTEE  
DEVELOPMENT SERVICES - BUILDING**

Development Services Building 1001.04.4108	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE (CONTRACTUAL SERVICES)</b>			
<b>Expert/Consulting Services</b>	\$ 1,503,962	\$ 1,155,230	\$ 1,050,000
This appropriation provides for contract building plan check and inspection services.			
<b>Printing &amp; Duplicating</b>	1,575	2,500	1,500
This appropriation provides for printing of forms and records, including permit forms, and informational handouts.			
<b>Telephone &amp; Fax</b>	2,388	2,500	2,600
This appropriation provides for telephone, fax machine, and cellular phone services.			
<b>Postage</b>	8	100	100
This appropriation provides for the mailing of correspondence.			
<b>Rentals/Leases - Office Equipment</b>	1,000	1,000	-
This appropriation provides for photocopier rentals, leases and maintenance.			
<b>Materials &amp; Supplies</b>	812	1,900	3,400
This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.			
<b>Electricity &amp; Gas</b>	3,955	4,100	4,500
This appropriation provides for the cost of electricity and gas.			
<b>Repair/Maintenance - Equipment</b>	-	300	1,080
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including This appropriation will cover the department's share of the copier pooled maintenance agreement and the large format plan copier.			
<b>Total Operations &amp; Maintenance (Contractual Services)</b>	<b>\$ 1,513,700</b>	<b>\$ 1,167,630</b>	<b>\$ 1,063,180</b>
<b>CAPITAL OUTLAY COSTS</b>			
<b>Office Equipment</b>	\$ -	\$ 3,840	\$ -
This appropriation funded the purchase of a new Sharp copier.			
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 3,840</b>	<b>\$ -</b>

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Involved in tracking and resolving numerous storm water violations
- Successfully reduced the number of commercial signs placed in medians
- Resolved four long-standing code compliance cases through receivership and court warrants
- Responded to approximately 3,500 questions and complaints; resolved approximately 1,300 violations, including non-permitted work, non-permitted uses, weed abatement, abandoned vehicles, signs, noise, animals, and vacant properties involving approximately 3,600 field inspections
- Beginning August 2018, Code Compliance was tasked with handling parking enforcement throughout the City. Since August 2018, we have handled over 525 complaints, issued over 700 parking citations and requested over 80 vehicles be impounded.
- Continued multi-disciplinary enforcement team meetings involving the City's enforcement officers, Storm Water Program Manager, County Sheriff's Department, and the Attorney's Office.

#### **2019-20 Goals and Objectives**

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

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

<b>Development Services Code Compliance 1001.04.2401</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 83,391	\$ 110,150	\$ 142,280
Operations & Maintenance	6,039	10,100	10,980
Capital Outlay	-	2,400	-
<b>Grand Total</b>	<u>\$ 89,430</u>	<u>\$ 122,650</u>	<u>\$ 153,260</u>

**SUMMARY OF FUNDED POSITIONS**

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

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

<b>Development Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Code Compliance 1001.04.2401</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 72,385	\$ 90,060	\$ 96,390
Salaries & Wages - Part Time	50020	-	-	20,950
Overtime	50025	141	-	-
Retirement - PERS	50050	4,729	6,160	6,730
Retirement - Unfunded Liability	50052	2,535	12,180	15,260
Retirement - Part Time	50055	-	-	790
Medicare	50060	1,056	1,310	1,700
Health Insurance	50070	354	-	-
Dental Insurance	50071	-	-	-
OPEB Health	50072	1,805	-	-
Life Insurance	50075	123	150	150
Long Term Disability Insurance	50076	263	290	310
<b>Total Personnel</b>		<b>\$ 83,391</b>	<b>\$ 110,150</b>	<b>\$ 142,280</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51140	\$ -	\$ 400	\$ 200
Subscriptions/Memberships	51104	-	200	200
Professional Development	51110	-	500	200
Mileage Reimbursement	51112	-	200	100
Printing & Duplicating	51120	200	1,000	1,000
Telephone & Fax	51121	756	800	1,300
Postage	51122	1,761	1,400	1,400
Advertising	51123	123	1,500	1,500
Rentals/Leases - Office Equipment	51141	1,000	1,000	-
Materials & Supplies	51160	1,252	1,900	1,900
Electricity & Gas	51180	947	1,000	2,300
Repair/Maintenance - Equipment	51211	-	200	880
<b>Total Operations &amp; Maintenance</b>		<b>\$ 6,039</b>	<b>\$ 10,100</b>	<b>\$ 10,980</b>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 2,400	\$ -
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 2,400</b>	<b>\$ -</b>
<b>Grand Total</b>		<b>\$ 89,430</b>	<b>\$ 122,650</b>	<b>\$ 153,260</b>

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

Development Services Code Compliance 1001.04.2401	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b> This appropriation provides for preparation of title reports.	\$ -	\$ 400	\$ 200
<b>Subscriptions/Memberships</b> This appropriation provides for annual membership in the CA Association of Code Enforcement Officers.	-	200	200
<b>Professional Development</b> This appropriation provides for registration for professional conferences and training seminars, including the CA Association of Code Enforcement Officers annual conference.	-	500	200
<b>Mileage Reimbursement</b> This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	200	100
<b>Printing &amp; Duplicating</b> This appropriation provides for production of Division correspondence and forms.	200	1,000	1,000
<b>Telephone &amp; Fax</b> This appropriation provides for the cost of telephone and cellular phones.	756	800	1,300
<b>Postage</b> This appropriation provides for mailing Division correspondence, including certified mail.	1,761	1,400	1,400
<b>Advertising</b> This appropriation provides for notice of nuisance abatement hearings and tax liens.	123	1,500	1,500
<b>Rentals/Leases - Office Equipment</b> This appropriation provides for photocopier rentals, leases and maintenance and telephones/pagers for personnel when in the field.	1,000	1,000	-
<b>Materials &amp; Supplies</b> This account provides for the purchase of reference books, boots, safety equipment such as respirators, and other supplies.	1,252	1,900	1,900
<b>Electricity &amp; Gas</b> This appropriation provides for the cost of electricity and gas allocated to the Code Enforcement Division.	947	1,000	2,300

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

Development Services Code Compliance 1001.04.2401	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

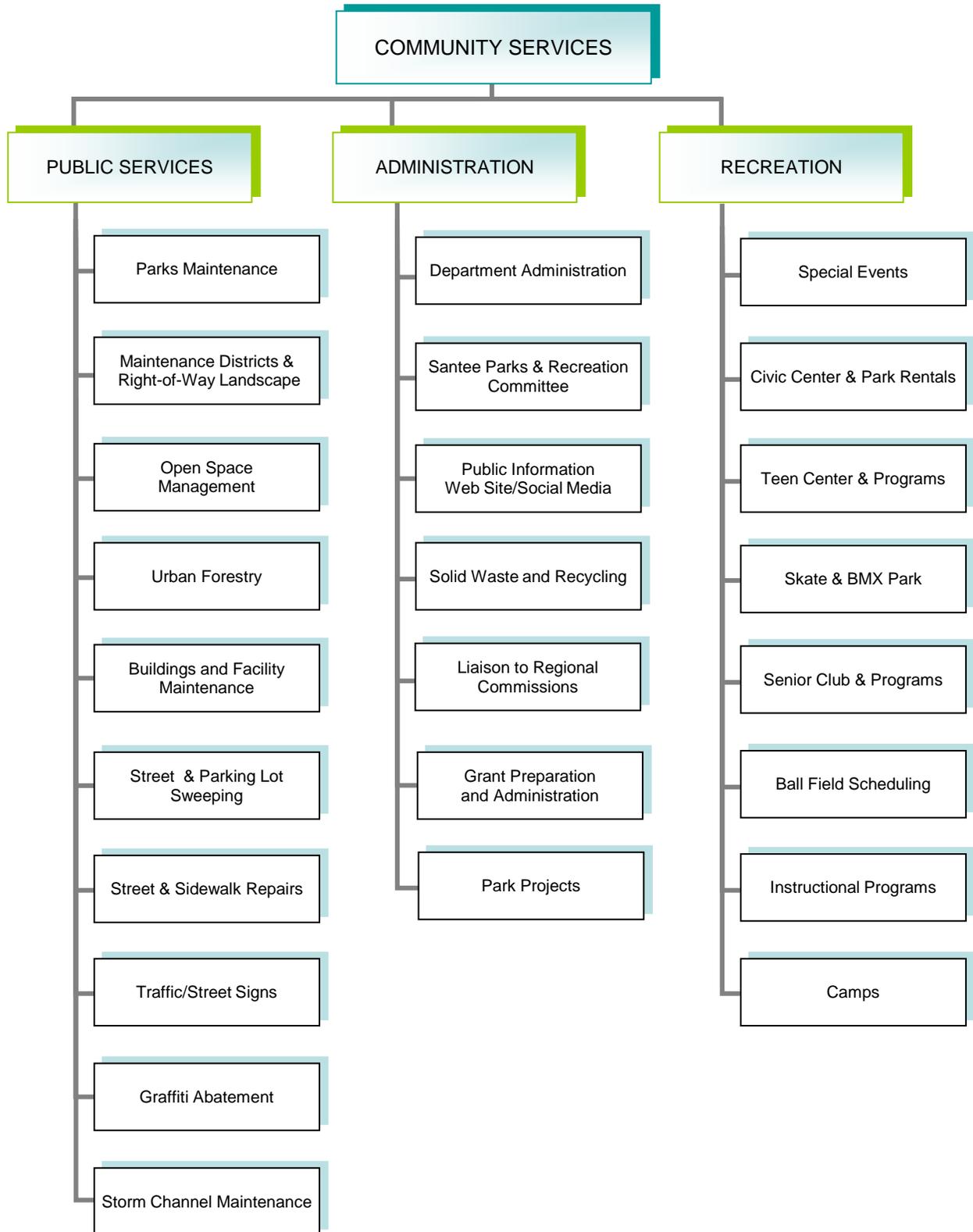
<b>Repair/Maintenance - Equipment</b>	\$ -	\$ 200	\$ 880
<p>This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Code Compliance Division's share of the copier pooled maintenance agreement and the large format plan copier.</p>			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 6,039</b>	<b>\$ 10,100</b>	<b>\$ 10,980</b>

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b>	\$ -	\$ 2,400	\$ -
<p>This appropriation funded the purchase of a new Sharp copier.</p>			
<b>Total Capital Outlay</b>	<b>\$ -</b>	<b>\$ 2,400</b>	<b>\$ -</b>

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# CITY OF SANTEE COMMUNITY SERVICES



**CITY OF SANTEE  
COMMUNITY SERVICES SUMMARY**

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Administration	\$ 465,239	\$ 470,060	\$ 473,080
Public Services	2,707,709	3,007,090	3,338,680
Public Services - Storm Water	90,320	97,370	103,220
Solid Waste & Recycling	66,034	43,690	44,990
Facility Operations	68,478	83,980	91,940
Recreation Services	567,386	631,760	653,190
Special Events	234,320	277,980	293,170
<b>Total</b>	<b>\$ 4,199,486</b>	<b>\$ 4,611,930</b>	<b>\$ 4,998,270</b>

**SUMMARY OF FUNDED POSITIONS**

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

# CITY OF SANTEE

## COMMUNITY SERVICES ADMINISTRATION

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- In partnership with the Department of Development Services, conducted a request for bids that resulted in award of a construction contract and groundbreaking for the Mast Park Improvement Project
- Completed a Site and Economic Analysis of contemplated sites for a community center and established preferred site
- Hosted an open house with residents within the El Nopal zone of the Santee Landscape Maintenance District to provide education and options to improve the appearance and sustainability of plantings
- Coordinated with the US Bureau of Land Management and San Diego River Foundation on the design and approval of an aerator to raise oxygen levels in the San Diego River adjacent to the Mission Creek community to reduce mosquitos and odors associated with stagnant water
- Collaborated on the review and planning of trails and park plans for the proposed Fanita Ranch development

### **2019-20 Goals and Objectives**

- Collaborate with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course
- Oversee developer conditioned construction of new segments of the San Diego River Trail in Town Center
- Continue review and planning of trails and park plans for the proposed Fanita Ranch development
- Convert underutilized baseball field at Woodglen Vista Park to multi-sport field
- Administer \$2,066,000 in grants for the Mast Park Improvement and Walker Preserve projects
- Prepare and submit application for Proposition 68 Trails and Greenways grant
- Prepare plans and seek funding for the Walker Preserve Hilltop Trail project
- Pursue revenue-generating opportunities to offset operational costs of Mast Park

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 449,589	\$ 447,930	\$ 451,350
Operations & Maintenance	<u>15,650</u>	<u>22,130</u>	<u>21,730</u>
<b>Grand Total</b>	<u><u>\$ 465,239</u></u>	<u><u>\$ 470,060</u></u>	<u><u>\$ 473,080</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 298,672	\$ 315,190	\$ 312,030
Salaries & Wages - Part Time	50020	7,399	-	-
Overtime	50025	706	1,000	500
Auto Allowance	50040	4,200	4,200	4,200
Retirement - PERS	50050	44,976	38,050	35,530
Retirement - PERS EPMC	50051	1,213	-	-
Retirement - Unfunded Liability	50052	42,420	46,990	49,400
Medicare	50060	4,518	4,640	4,600
Health Insurance	50070	32,202	31,460	39,420
Dental Insurance	50071	2,085	2,250	2,370
OPEB Health	50072	8,641	-	-
Life Insurance	50075	306	310	310
Long Term Disability Insurance	50076	888	840	990
Workers' Compensation Insurance	50080	1,363	3,000	2,000
<b>Total Personnel</b>		<u>\$ 449,589</u>	<u>\$ 447,930</u>	<u>\$ 451,350</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert & Consulting	51040	\$ 499	\$ 4,780	\$ 4,780
Other Governmental Purposes	51101	-	500	500
Subscriptions/Memberships	51104	1,216	1,500	1,500
Professional Development	51110	1,655	2,000	3,000
Printing & Duplicating	51120	700	700	700
Telephone & Fax	51121	3,865	3,800	3,100
Postage	51122	307	500	500
Santee Park and Rec Committee (SPARC)	51130	720	1,000	1,000
Banners - Other Agencies	51134	(394)	-	-
Rentals/Leases - Office Equipment	51141	2,019	2,200	2,200
Materials & Supplies	51160	1,274	1,050	1,050
Electricity & Gas	51180	3,789	4,100	3,400
<b>Total Operations &amp; Maintenance</b>		<u>\$ 15,650</u>	<u>\$ 22,130</u>	<u>\$ 21,730</u>
<b>Grand Total</b>		<u><u>\$ 465,239</u></u>	<u><u>\$ 470,060</u></u>	<u><u>\$ 473,080</u></u>

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

<b>Community Services Administration 1001.02.5101</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert &amp; Consulting</b> This appropriation provides for ongoing website quality control and broken-link detection.	\$ 499	\$ 4,780	\$ 4,780
<b>Other Governmental Purposes</b> This appropriation will cover costs incurred in support of various Department special projects and activities.	-	500	500
<b>Subscriptions/Memberships</b> This appropriation will cover this Division's membership needs such as the Agency/Director's membership in National Recreation and Park Association (NRPA) and in the California Parks and Recreation Society (CPRS); annual newspaper and annual Apple App for Registration on graffiti reporting.	1,216	1,500	1,500
<b>Professional Development</b> This appropriation will fund attendance at workshops and trainings that enable staff to economically and effectively incorporate current strategies to better market City recreation programs, promote use of City parks, and remain current in the areas of Department responsibility. This appropriation will also reimburse employees for use of their automobiles while on City business; will permit attendance at other than local conferences; and, will allow for meetings with members of local committees and commissions, associations, colleagues, department staff, and community residents/leaders.	1,655	2,000	3,000
<b>Printing &amp; Duplicating</b> This appropriation will cover routine copying, printing, and purchase of printing materials such as, Council portraits, photo reproductions, informational pieces, flyers, and publications.	700	700	700
<b>Telephone &amp; Fax</b> This appropriation will cover basic telephone charges.	3,865	3,800	3,100
<b>Postage</b> This appropriation will cover the Division's postage needs and permits as needed.	307	500	500
<b>Santee Park and Recreation Committee (SPARC)</b> This appropriation will fund the Santee Park & Recreation Committee's costs including printing and photocopying expenses, postage, office supplies, training, and meetings with members.	720	1,000	1,000

**CITY OF SANTEE  
COMMUNITY SERVICES ADMINISTRATION**

Community Services Administration 1001.02.5101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Banners - Other Agencies</b>	\$ (393.75)	\$ -	\$ -
This is a pass through account to pay banner vendor for installation of other agencies' special event banners over Mission Gorge Road or other City locations.			
<b>Rentals/Leases - Office Equipment</b>	2,019	2,200	2,200
This appropriation covers a Contract for 60-month lease for Xerox Copier for the Administrative Division and various Division(s).			
<b>Materials &amp; Supplies</b>	1,274	1,050	1,050
This appropriation will cover office supplies including paper, graphic supplies, and other essentials; will enable purchase or lease of slides, films, and photographic materials for staff-produced presentations and film, reproductions, and professional assistance; provide funds for purchase of resource materials that address relevant municipal issues; and will fund miscellaneous materials and supplies.			
<b>Electricity &amp; Gas</b>	3,789	4,100	3,400
This appropriation funds the Division's share of electricity and gas charges.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 15,650</b>	<b>\$ 22,130</b>	<b>\$ 21,730</b>

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Coordinated with the Finance Department to revise, bid, award and renew maintenance contracts for custodial services, HVAC maintenance and repairs, plumbing, urban forestry management, asphalt materials, street sweeping, alarms and monitoring and synthetic turf maintenance
- Continued measures necessary to enhance current service delivery methods such as inspecting sidewalks to eliminate tripping hazards, performing annual drain inlet inspections and cleaning, implementation of new safety training programs, and annual synthetic turf maintenance
- Performed bi-annual deep cleaning, grooming and disinfection to the two synthetic fields at Town Center Community Park East (TCCPE)
- Completed the Federal Highway Administration (FHWA) mandated traffic sign inspection, asset inventory and replacement program to meet the retro-reflectivity standards
- Performed enhancements to several parks, which included the replacement of the soccer goals at TCCPE, installation of memorial benches and trees and oversaw the installation of native plants at Walker Preserve
- Proactively addressed vandalism and the abatement of graffiti
- Accepted Tree City USA designation for the 17th consecutive year
- Inspected roofs on all city buildings and prioritized repairs as needed
- Planted 100 native plants along Woodside Ave south near Davidann Road

#### **2019-20 Goals and Objectives**

- Continue to assess and evaluate service delivery methods and make adjustments necessary for the City to become a model for municipal maintenance service delivery
- Conduct an asset inventory of all walkway lights, water meters and backflows
- Continue to perform street maintenance and city parking lot repairs, including pothole patching, skin patching, crack filling, seal coating, and slurry sealing
- Continue to plant street trees, perform general park improvements, and perform landscape median improvements
- Plant 250 new trees throughout the City through the Cool Parks Grant
- Design and install new irrigation, plants and trees on Mission Gorge Rd. between Cuyamaca Street and Olive lane
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Continue to support the Recreation Department with special events throughout the year
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

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

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Public Services (Maintenance) 1001.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**SUMMARY OF EXPENDITURES**

Personnel	\$ 1,233,758	\$ 1,393,650	\$ 1,449,010
Operations & Maintenance	<u>1,473,951</u>	<u>1,613,440</u>	<u>1,889,670</u>
<b>Grand Total</b>	<b><u><u>\$ 2,707,709</u></u></b>	<b><u><u>\$ 3,007,090</u></u></b>	<b><u><u>\$ 3,338,680</u></u></b>

**SUMMARY OF FUNDED POSITIONS:**

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

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

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Public Services (Maintenance) 1001.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 499	\$ 1,000	\$ 1,000
Expert/Consulting Services	51040	12,560	-	-
Subscriptions/Memberships	51104	655	1,300	1,300
Professional Development	51110	3,480	5,000	5,000
Printing & Duplicating	51120	315	200	200
Telephone & Fax	51121	12,320	12,500	15,100
Postage	51122	85	150	150
Advertising	51123	242	500	500
Rentals/Leases - Office Equipment	51141	2,887	2,850	3,820
Materials & Supplies	51160	15,190	17,700	15,550
Wearing Apparel	51165	3,683	3,700	3,700
Small Tools	51166	2,415	2,500	2,500
Electricity & Gas	51180	16,061	17,600	21,300
Electricity & Gas - Grounds	51181	31,398	34,300	61,120
Electricity & Gas - Ball Fields	51182	71,987	66,600	80,500
Ball Field Lighting Maintenance	51183	11,333	13,250	10,000
Water & Sewer	51185	33,274	33,600	40,490
Water & Sewer - Grounds	51186	374,530	362,000	477,910
Signage	51190	2,002	3,000	3,000
Equipment Rental	51191	4,346	3,000	27,000
Custodial Services	51210	19,535	25,000	29,780
Repair/Maint. - Auto Equipment	51212	20	-	-
City Hall Maintenance	51220	36,082	54,900	60,600
Repair/Maint - Fire Station #4	51221	33,325	32,600	30,000
Repair/Maint - Fire Station #5	51222	35,963	31,500	30,000
Repair/Maint - Other	51230	2,352	660	5,100
Repair/Maint - Grounds	51231	695,568	794,600	861,620
Trail Maintenance & Security	51232	-	25,000	25,000
Graffiti Removal	51233	3,048	5,300	5,300
Vandalism Repairs	51234	5,338	6,000	8,000
Supplemental Maintenance	51235	-	5,000	-
Synthetic Fields	51236	15,243	22,000	15,300
Contract Svc Dead Animal Disposal	51242	4,770	4,840	5,540
Contract Svc Street Sweeping	51244	5,113	7,290	7,290
Parking Lot Materials	51251	-	8,000	1,000
Irrigation Materials	51252	18,335	9,000	30,000
Sidewalk/Curb Materials	51255	-	1,000	5,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 1,473,951</b>	<b>\$ 1,613,440</b>	<b>\$ 1,889,670</b>
<b>Grand Total</b>		<b>\$ 2,707,709</b>	<b>\$ 3,007,090</b>	<b>\$ 3,338,680</b>

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

Community Services Public Services (Maintenance) 1001.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> The account is used to pay for medical exams including random alcohol and drug tests, DMV medical exams, and respirator clearance exams.	\$ 499	\$ 1,000	\$ 1,000
<b>Expert/Consulting Services</b> This account used to cover fingerprinting for volunteers which is now budgeted in the Human Resources Department.	12,560	-	-
<b>Subscriptions/Memberships</b> This appropriation will support the following subscriptions and memberships; Manager and Supervisor's memberships in Maintenance Superintendents Association (CPRS/NRPA); Managers, Supervisors, and Equipment Operators memberships in Traffic Control Supervisors Association; City's Tree City USA and National Arbor Day; and Parks and Landscape Supervisor PAPA & CUF Foundation membership - ISA.	655	1,300	1,300
<b>Professional Development</b> This account will support the continuing educational needs of the maintenance staff, and attendance at conferences: Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, Manager and Parks/Landscape Supervisor (CPRS) and PAPA licensing, ISA Urban Forestry Conference - Parks/Landscape, Pesticide Applicators training/certificate renewal, and OSHA mandated fork lift certification for Maintenance Crew.	3,480	5,000	5,000
<b>Printing &amp; Duplicating</b> This appropriation covers routine printing costs.	315	200	200
<b>Telephone &amp; Fax</b> This appropriation covers long distance charges for telephones, modems, alarm systems, faxes, council chamber dais, and cell phones used by maintenance staff, including Operations Center phone rental.	12,320	12,500	15,100
<b>Postage</b> This appropriation covers the cost of postage.	85	150	150
<b>Advertising</b> This appropriation covers the cost of advertising bids.	242	500	500
<b>Rentals/Leases - Office Equipment</b> This appropriation will cover cost of leasing a copier for the Operations Center.	2,887	2,850	3,820

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

Community Services Public Services (Maintenance) 1001.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies</b>	\$ 15,190	\$ 17,700	\$ 15,550
This appropriation covers the costs of office supplies, janitorial supplies for City facilities and parks, dog bags for City parks, drinking water, and other miscellaneous repair materials for City parks and facilities.			
<b>Wearing Apparel</b>	3,683	3,700	3,700
This appropriation covers uniforms for the landscape maintenance crew and staff.			
<b>Small Tools</b>	2,415	2,500	2,500
This appropriation covers the purchase and replacement of small tools and supplies.			
<b>Electricity &amp; Gas</b>	16,061	17,600	21,300
This appropriation covers electricity and gas charges for the division.			
<b>Electricity &amp; Gas - Grounds</b>	31,398	34,300	61,120
This appropriation covers the cost of electricity and gas for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park, West Hills, Weston, Woodglen Vista, Sky Ranch and TCCP, including Santana Tennis Courts.			
<b>Electricity - Ball Fields</b>	71,987	66,600	80,500
This appropriation covers the cost of electricity for Ball Field Lighting at Town Center Park West, Town Center Park East, West Hills Park Security Lights and Chet F. Harritt field.			
<b>Ball Field Lighting Maintenance</b>	11,333	13,250	10,000
MuscoSports Lighting Safety Audit, inspection, and repairs of ball field lights as required.			
<b>Water &amp; Sewer</b>	33,274	33,600	40,490
This appropriation covers Interior water and sewer costs for all City administrative facilities, including the Public Services Operations Center.			
<b>Water &amp; Sewer - Grounds</b>	374,530	362,000	477,910
This appropriation covers water and sewer for Parks: Big Rock, Mast, Santee Mini, Shadow Hill, Town Center Community Park East & West Ball fields, West Hills, Weston, Woodglen Vista, Sky Ranch & Black Horse Estates Trail, as well as Santee School District shared water and City Hall irrigation.			

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

Community Services Public Services (Maintenance) 1001.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Signage</b> This appropriation covers miscellaneous park and facility signage including barricades and safety cones.	\$ 2,002	\$ 3,000	\$ 3,000
<b>Equipment Rental</b> This appropriation covers equipment rentals for facility cleanup and maintenance programs. Examples include cement mixers, mowers, tractors, trenchers, excavator, augers, rollers, aerator, and miscellaneous construction equipment.	4,346	3,000	27,000
<b>Custodial Services</b> This appropriation covers the city-wide contracted custodial services including extra work.	19,535	25,000	29,780
<b>Repair/Maintenance - Auto Equipment</b> This appropriation covers repair and maintenance of certain vehicles utilized by the Public Services Division. This account is no longer budgeted as Fleet Operations & Maintenance Division in the Fire Department maintains all City vehicles.	20	-	-
<b>City Hall Maintenance</b> This appropriation covers the following maintenance costs: <ul style="list-style-type: none"> <li>HVAC maintenance and repair</li> <li>Alarm system monitoring, maintenance, and repair</li> <li>Fire extinguisher maintenance</li> <li>Pest control services</li> <li>City Hall painting</li> <li>Carpet cleaning and carpet replacement</li> <li>Plumbing maintenance and repairs</li> <li>Electrical services</li> <li>Door and window maintenance and repair</li> <li>Fixtures repair and maintenance</li> <li>Stationary Generator Permit (County of SD)</li> <li>Signs and name plaques</li> </ul>	36,082	54,900	60,600
<b>Repair/Maintenance - Fire Station #4</b> This appropriation covers minor repairs in Fire Station #4 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.	33,325	32,600	30,000
<b>Repair/Maintenance - Fire Station #5</b> This appropriation covers minor repairs in Fire Station #5 such as painting, carpet replacement, sewer lateral line services, HVAC system service, and repair of rollup doors.	35,963	31,500	30,000

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

Community Services Public Services (Maintenance) 1001.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Other</b> This appropriation covers Cal Water Service for wash system located in the Operations Center.	\$ 2,352	\$ 660	\$ 5,100
<b>Repair/Maintenance - Grounds</b> This appropriation covers grounds maintenance costs for City parks, trails, open space, and City facilities.	695,568	794,600	861,620
<b>Trail Maintenance &amp; Security</b> This appropriation covers the purchase and installation of security cameras on City trails.	-	25,000	25,000
<b>Graffiti Removal</b> This appropriation covers the removal of graffiti.	3,048	5,300	5,300
<b>Vandalism Repairs</b> This appropriation covers the costs related to vandalism.	5,338	6,000	8,000
<b>Supplemental Maintenance</b> This appropriation covers unanticipated maintenance issues.	-	5,000	-
<b>Synthetic Fields</b> This appropriation covers annual synthetic turf maintenance.	15,243	22,000	15,300
<b>Contact Services Dead Animal Disposal</b> This appropriation covers the disposal of dead animals found within City rights-of-ways, parks, and facilities.	4,770	4,840	5,540
<b>Contact Services Street Sweeping</b> This appropriation covers monthly parking lot sweeping.	5,113	7,290	7,290
<b>Parking Lot Materials</b> This appropriation covers materials (asphalt, rock, sand, sealcoat, crack filler) required for the repairs and maintenance of the City's parking lots.	-	8,000	1,000
<b>Irrigation Materials</b> This appropriation covers irrigation repair supplies.	18,335	9,000	30,000
<b>Sidewalk/Curb Materials</b> This appropriation covers the installation of sidewalks, bench pads, picnic table pads and any other concrete needs at City parks.	-	1,000	5,000
	<b>\$ 1,473,951</b>	<b>\$ 1,613,440</b>	<b>\$ 1,889,670</b>

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

Community Services Public Services - Storm Water 1001.02.3102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 90,320	\$ 97,370	\$ 103,220
<b>Grand Total</b>	<b>\$ 90,320</b>	<b>\$ 97,370</b>	<b>\$ 103,220</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Professional Development	51110	\$ 1,398	\$ 1,500	\$ 1,500
Telephone & Fax	51121	2,377	2,300	2,500
Materials & Supplies	51160	12,046	11,420	16,420
Wearing Apparel	51165	4,084	5,500	4,200
Small Tools	51166	3,034	2,500	2,500
Rock, Asphalt, Concrete & Sand	51168	2,402	3,000	3,000
Water & Sewer - Grounds	51186	9,994	11,100	10,900
Signage	51190	-	2,000	1,000
Equipment Rental	51191	10,462	7,500	12,000
Repair/Maint - Automotive Equipment	51212	1,047	-	-
Repair/Maint - Bldg & Structures	51215	-	2,700	1,350
Repair/Maint - Other	51230	41,886	44,000	44,000
Contract Service Dead Animal Removal	51242	1,590	1,850	1,850
Planting Materials	51254	-	2,000	2,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 90,320</b>	<b>\$ 97,370</b>	<b>\$ 103,220</b>
<b>Grand Total</b>		<b>\$ 90,320</b>	<b>\$ 97,370</b>	<b>\$ 103,220</b>

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

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Public Services - Storm Water 1001.02.3102</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Professional Development</b>	<b>\$ 1,398</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
Storm drain maintenance training as well as legally required safety and pest control training.			
<b>Telephone and Fax</b>	<b>2,377</b>	<b>2,300</b>	<b>2,500</b>
Local and long distance charges for telephones, modems, alarm systems, faxes, and cell phones charges.			
<b>Materials &amp; Supplies</b>	<b>12,046</b>	<b>11,420</b>	<b>16,420</b>
Miscellaneous materials and supplies required for the flood control program that are not identified elsewhere in this budget. Items include sandbags, odor controlling chemicals, locks, and fencing items.			
<b>Wearing Apparel</b>	<b>4,084</b>	<b>5,500</b>	<b>4,200</b>
Uniforms and rain gear for the City's Flood Control crew, as well as disposable coveralls that meet State requirements of the Weed Abatement Program.			
<b>Small Tools</b>	<b>3,034</b>	<b>2,500</b>	<b>2,500</b>
Purchase, repair, or replace small tools on an as-needed basis to perform tasks directly related to the Flood Control Program.			
<b>Rock, Asphalt, Concrete &amp; Sand</b>	<b>2,402</b>	<b>3,000</b>	<b>3,000</b>
Materials required for the repair and maintenance of the City's flood control channels.			
<b>Water &amp; Sewer Grounds</b>	<b>9,994</b>	<b>11,100</b>	<b>10,900</b>
Water expenses for maintained landscaped areas along paths at Forester Creek and Woodglen Vista Creek.			
<b>Signage</b>	<b>-</b>	<b>2,000</b>	<b>1,000</b>
Miscellaneous signage for flood control channels.			
<b>Equipment Rental</b>	<b>10,462</b>	<b>7,500</b>	<b>12,000</b>
Rental of specialized equipment required for storm drain maintenance and flood control.			
<b>Repair/Maintenance - Automotive Equipment</b>	<b>1,047</b>	<b>-</b>	<b>-</b>
Repair and maintenance of certain vehicles utilized by the Public Services Division. This account is no longer budgeted as Fleet Operations & Maintenance Division is the Fire Department maintains all City vehicles.			

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

Community Services Public Services - Storm Water 1001.02.3102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Buildings &amp; Structures</b> Expenses related to certain jobs that City forces cannot accomplish with existing equipment and crew.	\$ -	\$ 2,700	\$ 1,350
<b>Repair/Maintenance - Other</b> On-going maintenance program for all major drainage channels.	41,886	44,000	44,000
<b>Contract Service Dead Animal Removal</b> Contracted services for disposal of dead animals found within City flood control areas.	1,590	1,850	1,850
<b>Planting Materials</b> Purchase of herbicides for the abatement of weeds and brush that block flood channels.	-	2,000	2,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 90,320</u>	<u>\$ 97,370</u>	<u>\$ 103,220</u>

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Maintained annual solid waste disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d. Santee's 2018 reporting year disposal rate was at 4.75 l/p/d.
- Continued to work with the franchise hauler to develop a recycling plan for multi-family and commercial waste generators
- Secured grant funds for used oil collection, litter recycling, and public education

#### **2019-20 Goals and Objectives**

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

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

Community Services Solid Waste & Recycling 1001.02.3201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 31,946	\$ 38,720	\$ 40,070
Operations & Maintenance	4,182	4,970	4,920
Special Programs	<u>29,907</u>	<u>-</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 66,034</u></u>	<u><u>\$ 43,690</u></u>	<u><u>\$ 44,990</u></u>

**SUMMARY OF FUNDED POSITIONS**

Senior Management Analyst	<u>0.25</u>	<u>0.25</u>	<u>0.25</u>
<b>Total Positions</b>	<u><u>0.25</u></u>	<u><u>0.25</u></u>	<u><u>0.25</u></u>

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

Community Services Solid Waste & Recycling 1001.02.3201		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 23,125	\$ 26,250	\$ 26,900
Retirement - PERS	50050	2,509	3,210	3,280
Retirement - PERS EPMC	50051	97	-	-
Retirement - Unfunded Liability	50052	3,078	3,590	4,260
Medicare	50060	335	460	390
Health Insurance	50070	2,264	4,760	4,790
Dental Insurance	50071	156	330	330
OPEB Health	50072	301	-	-
Life Insurance	50075	17	30	30
Long Term Disability Insurance	50076	63	90	90
<b>Total Personnel</b>		<u>\$ 31,946</u>	<u>\$ 38,720</u>	<u>\$ 40,070</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Telephone & Fax	51121	\$ 225	\$ 200	\$ 200
Postage	51122	109	200	200
Household Hazardous Waste Disposal	51151	3,392	4,000	4,000
Materials & Supplies	51160	220	220	220
Electricity & Gas	51180	237	350	300
<b>Total Operations &amp; Maintenance</b>		<u>\$ 4,182</u>	<u>\$ 4,970</u>	<u>\$ 4,920</u>
<b>SPECIAL PROGRAMS</b>				
Litter Control/Recycling	var	\$ 29,907	\$ -	\$ -
<b>Total Special Programs</b>		<u>\$ 29,907</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 66,034</u></u>	<u><u>\$ 43,690</u></u>	<u><u>\$ 44,990</u></u>

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

Community Services Solid Waste & Recycling 1001.02.3201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Telephone &amp; Fax</b>	\$ 225	\$ 200	\$ 200
Telephone, fax machine, and modem line charge.			
<b>Postage</b>	109	200	200
Mailing costs of annual Exemption Self Hauler Letters, correspondence and renewal of the Business Reply Permit.			
<b>Household Hazardous Waste Disposal</b>	3,392	4,000	4,000
Provide for Santee residents' hazardous waste disposal costs. The amount can vary from year to year based on anticipated use of the County's hazardous waste disposal facilities. Includes hazardous waste items from Public Services Operations Center.			
<b>Materials &amp; Supplies</b>	220	220	220
Office supplies.			
<b>Electricity &amp; Gas</b>	237	350	300
Electricity and gas charges.			
<b>Total Operations &amp; Maintenance</b>	\$ 4,182	\$ 4,970	\$ 4,920

**SPECIAL PROGRAMS**

<b>Litter Control/Recycling Grants</b>	\$ 29,907	\$ -	\$ -
Litter Control/Recycling Grants are appropriated outside of the annual budget process as grants are awarded to the City.			
<b>Total Special Programs</b>	\$ 29,907	\$ -	\$ -

## CITY OF SANTEE COMMUNITY SERVICES – FACILITY OPERATIONS

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### **Program Description**

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

### **2018–19 Accomplishments**

- Provided 867 park/picnic pavilion reservations
- Provided 1,146 Civic Center reservations for meetings, classes, and events
- Facilitated the change in location for most recreation classes to Civic Center buildings
- Installed dance mirrors in Civic Center building 7 for performing arts classes.

### **2019-20 Goals and Objectives**

- Establish and implement online picnic shelter reservation system for most parks.
- Continue to improve maintenance and equipment replacement in Civic Center rooms to increase longevity of use.
- Continue to seek user groups for field rentals during non-prime time use hours.
- Increase social media marketing of rooms, park/picnic pavilion, and field reservations.

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

<b>Community Services Facility Operations 1001.02.5204</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 33,025	\$ 39,330	\$ 42,550
Operations & Maintenance	<u>35,454</u>	<u>44,650</u>	<u>49,390</u>
<b>Grand Total</b>	<u><u>\$ 68,478</u></u>	<u><u>\$ 83,980</u></u>	<u><u>\$ 91,940</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

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

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Facility Operations 1001.02.5204</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 14,766	\$ 19,450	\$ 19,940
Salaries & Wages - Part Time	50020	6,571	6,570	8,340
Overtime	50025	152	-	200
Retirement - PERS	50050	2,176	2,430	2,580
Retirement - PERS EPMC	50051	55	-	-
Retirement - Unfunded Liability	50052	1,762	2,660	3,160
Retirement - Part Time	50055	239	220	230
Medicare	50060	311	370	410
Health Insurance	50070	6,155	7,050	7,090
Dental Insurance	50071	391	480	490
OPEB Health	50072	361		
Life Insurance	50075	30	40	40
Long Term Disability Insurance	50076	54	60	70
<b>Total Personnel</b>		<b>\$ 33,025</b>	<b>\$ 39,330</b>	<b>\$ 42,550</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Printing & Duplicating	51120	\$ 200	\$ 250	\$ 250
Telephone & Fax	51121	50	100	100
Bank Fees	51150	11,789	11,900	11,870
Materials & Supplies	51160	1,083	1,100	2,100
Electricity & Gas	51180	11,816	17,400	16,500
Custodial Services	51210	5,415	5,100	8,630
Repair/Maint - Equipment	51211	-	200	200
Repair/Maint - Blds & Structures	51215	437	2,600	3,740
Public Events Liability Insurance	51306	4,662	6,000	6,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 35,454</b>	<b>\$ 44,650</b>	<b>\$ 49,390</b>
<b>Grand Total</b>		<b>\$ 68,478</b>	<b>\$ 83,980</b>	<b>\$ 91,940</b>

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

Community Services Facility Operations 1001.02.5204	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Printing &amp; Duplicating</b> Program supplies - on site administration area supplies.	\$ 200	\$ 250	\$ 250
<b>Telephone &amp; Fax</b> Telephone and fax charges.	50	100	100
<b>Bank Fees</b> Active Net fees and bank charges.	11,789	11,900	11,870
<b>Materials &amp; Supplies</b> Admin supplies, custodial and maintenance supplies.	1,083	1,100	2,100
<b>Electricity &amp; Gas</b> Electricity and gas charges - Buildings 7 & 8 at City Hall.	11,816	17,400	16,500
<b>Custodial Services</b> Custodial services - Buildings 7 & 8.	5,415	5,100	8,630
<b>Repair &amp; Maintenance - Equipment</b> Building 7 & 8 equipment, appliance repairs, and maintenance.	-	200	200
<b>Repair &amp; Maintenance - Buildings &amp; Structures</b> Building 7 & 8 facility repairs and maintenance.	437	2,600	3,740
<b>Public Events Liability Insurance</b> User required insurance - user fees collected to offset charges.	4,662	6,000	6,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 35,454</b>	<b>\$ 44,650</b>	<b>\$ 49,390</b>

## **CITY OF SANTEE**

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

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#### **Program Description**

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

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

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

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

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

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

#### **2018-19 Accomplishments**

- First year of operations at Santee Teen Center new location at Big Rock Park established partnerships with Chet F. Harriett school as well as enhanced programming with access to park amenities include hiking, gardening at school, and access to multiuse hard courts. Enhanced programming to include monthly presenters to engage teens in current events, hobbies, and informal education.
- Increased social media and digital marketing and improved website pages to enhance usability for customers.
- Participated in numerous outreach and promotional opportunities within the community to promote Santee Parks & Recreation including the Chamber Santee Street Fair, Santee School District Aloha 5K, Military housing events and various school and PTA events.
- Upgraded facility reservation module in Active.net system for field and facility reservations.
- Became a County of San Diego Live Well partner to increase awareness of physical and mental wellness in the Santee community.
- Established partnerships with the County of San Diego Safe Destinations “SD” Nights to increase monthly free teen recreation opportunities.

## **CITY OF SANTEE**

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

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- Obtained a Walmart grant for \$750 for teen programming through the Santee Community Foundation.
- Extended joint use agreement with Grossmont Union High School District to continue to maintain access to fields and courts for community recreation use during non-school days and hours.
- Increased free workshops, programs and fitness walks for seniors, and surveyed seniors regarding interests and needs. Established funding from SPARC.
- Implemented more free programs to increase participation at Skate Park and for teens.
- Created facility and park use map which is included in the quarterly recreation guide to improve community awareness and usability.
- Coordinated with Santee Sports Council, Santee School District, and Grossmont High School District to facilitate field use for community youth sports organizations. Addressed needs of upcoming youth sports lacrosse and flag football.
- Standardized procedures and guidelines for large events use at parks, field and facilities in turn increased revenue – pickleball tourney, car show, charity walks, Chamber OTL, Santee School District Aloha 5K

#### **2019-20 Goals and Objectives**

- Create a virtual reality promotional/marketing campaign focused on Recreation in the Santee Community highlighting Senior programs, Teen Center, and activities.
- Continue to focus on increasing revenue and enhancing program self-sufficiency; research and pursue additional sponsorships, grants and partnerships.
- Increase health and fitness related activities for all ages, and continue to promote programs to increase participation and grow recreation and wellness opportunities in the community.
- Modify programming based on trends and participation, including exploring possibility of creating a schedule for Skate Park to include non-supervised and staff supervised hours.
- Increase daily Teen Center participation and after-school bus transportation utilization.
- Research and implement the establishment of Senior programs at local mobile home parks as well as additional transportation options.

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

<b>Community Services Recreation Services 1001.02.5201</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 482,384	\$ 510,140	\$ 547,920
Operations & Maintenance	85,002	113,220	105,270
Capital Outlay	-	8,400	-
<b>Grand Total</b>	<u>\$ 567,386</u>	<u>\$ 631,760</u>	<u>\$ 653,190</u>

**SUMMARY OF FUNDED POSITIONS**

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

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

Community Services Recreation Services 1001.02.5201		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 279,505	\$ 302,400	\$ 319,040
Salaries & Wages - Part Time	50020	69,521	75,130	78,820
Overtime	50025	310	-	350
Retirement - PERS	50050	34,618	32,910	35,570
Retirement - PERS EPMC	50051	729	-	-
Retirement - Unfunded Liability	50052	25,033	36,160	50,160
Retirement - Part Time	50055	2,438	2,370	2,130
Medicare	50060	5,073	5,480	5,780
Health Insurance	50070	54,463	50,840	51,100
Dental Insurance	50071	3,420	3,450	3,480
OPEB Health	50072	5,837	-	-
Life Insurance	50075	412	410	430
Long Term Disability Insurance	50076	1,024	990	1,060
<b>Total Personnel</b>		<u>\$ 482,384</u>	<u>\$ 510,140</u>	<u>\$ 547,920</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ -	\$ 220	\$ 220
Expert/Consulting Services	51040	47,798	51,060	52,620
Subscriptions/Memberships	51104	200	230	240
Professional Development	51110	642	1,100	2,000
Mileage Reimbursement	51112	-	80	80
Printing and Duplicating	51120	585	650	680
Telephone & Fax	51121	5,637	12,400	9,300
Postage	51122	155	200	200
Promotional Activities	51131	412	500	500
Banners	51133	624	1,000	1,600
Rentals/Leases - Office Equipment	51141	2,000	2,500	-
Materials & Supplies	51160	5,333	5,980	5,230
Transportation	51172	10,391	15,500	14,400
Electricity & Gas	51180	9,671	18,400	13,300
Water and Sewer	51185	938	2,100	2,100
Software Maintenance & Licensing	51201	404	700	200
Repair/Maintenance - Equipment	51211	200	300	2,300
Repair/Maintenance - Bldg & Structures	51215	12	300	300
<b>Total Operations &amp; Maintenance</b>		<u>\$ 85,002</u>	<u>\$ 113,220</u>	<u>\$ 105,270</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 8,400</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 567,386</u></u>	<u><u>\$ 631,760</u></u>	<u><u>\$ 653,190</u></u>

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

Community Services Recreation Services 1001.02.5201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> Medical Testing requirements for new staff.	\$ -	\$ 220	\$ 220
<b>Expert/Consulting Services</b> Sports field monitoring and graphic design contracts.	47,798	51,060	52,620
<b>Subscriptions/Memberships</b> Recreation Manager, Supervisor, and Coordinators; memberships in the CA Parks and Recreation Society, National Recreation and Park Association and other professional organizations. Publications and resource materials which address relevant issues in the industry.	200	230	240
<b>Professional Development</b> Staff training, required CPR and First aid, and recreation programming seminars.	642	1,100	2,000
<b>Mileage Reimbursement</b> Mileage reimbursement for use of personal vehicles while on City business if pool car is not available.	-	80	80
<b>Printing and Duplicating</b> Routine copying, printing, and purchase of materials and portion of department copier contract.	585	650	680
<b>Telephone &amp; Fax</b> Telephone and fax charges.	5,637	12,400	9,300
<b>Postage</b> Mailing fees - stamps, express mail, metered postage.	155	200	200
<b>Promotional Activities</b> Program promotions and marketing.	412	500	500
<b>Banners</b> Installing/removing, storing, purchasing/cleaning, and repairing of banners.	624	1,000	1,600
<b>Rentals/Leases - Office Equipment</b> Copier lease charges.	2,000	2,500	-

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

Community Services Recreation Services 1001.02.5201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies</b> Office supplies and misc. recreation division supplies.	\$ 5,333	\$ 5,980	\$ 5,230
<b>Transportation</b> Transportation services provided by the Santee School District to students in grades 6-8; will be offset by revenue.	10,391	15,500	14,400
<b>Electricity &amp; Gas</b> Allocated electricity and gas charges.	9,671	18,400	13,300
<b>Water and Sewer</b> Allocated water and sewer charges.	938	2,100	2,100
<b>Software Maintenance &amp; Licensing</b> Annual licensing fee for software used to create city wide publicity materials, signs, banners, etc.	404	700	200
<b>Repair/Maintenance - Equipment</b> Repairs and maintenance for computers, copiers, printers, typewriters, and other office equipment not covered under warranty. This appropriation also provides for the department's share of the copier pooled maintenance agreement.	199	300	2,300
<b>Repair/Maintenance - Bldg &amp; Structures</b> Fire and security alarm services and inspections, pest control, and necessary repairs.	12	300	300
<b>Total Operations &amp; Maintenance</b>	<u>\$ 85,002</u>	<u>\$ 113,220</u>	<u>\$ 105,270</u>
<b>CAPITAL OUTLAY COSTS</b>			
<b>Office Equipment</b> This appropriation funded the purchase of a new Sharp copier.	\$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 8,400</u>	<u>\$ -</u>

## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Increased event participation – more than 75,000 attendees
- Increased the overall special events revenue by 7.75%
- Secured more than \$340,000 in value of in-kind donations to enhance general fund events and keep costs down
- Enhanced special events website pages to improve functionality and appearance
- Increased social media & digital marketing outreach
- Broadened the scope of the Square point of sales system by allowing vendors to pay booth fees through Square online store
- Increased opportunities for volunteers through sign up genius and social media
- Utilized over 2,300 hours of volunteer service to implement events
- Continued to use customized event URLs to help brand special events and redirect participants to the most update to information about events
- Partnered with the County of San Diego Parks and Recreation SD nights for concerts and other events to enhance teen participation at special events
- Created the new event Santee Celebrates San Diego Beer Week, a collaboration between the city and local breweries and restaurants
- Hosted the groundbreaking ceremony for the Mast Park Renovation Project
- Organized the 9th annual Bluegrass Festival (see narrative in Recreation Revolving Fund)

#### **2019-20 Goals and Objectives**

- Continue to provide, grow, and enhance existing community events
- Research opportunities to increase revenue for funding community events
- Continue to build partnerships with new businesses in town
- Boost social media & digital marketing presence while integrating the new City brand
- Provide safe, secure, and family friendly events that create lasting memories and traditions
- Continue to increase our emergency protocol and plans while working with the Fire and Sheriff Department.
- Host the Racewalk Olympic trials in January 2020
- Recognize the City's 40th anniversary throughout the year at every special event
- Coordinate the Mast Park Renovation Project grand opening

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

<b>Community Services Special Events 1001.02.5309</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 109,886	\$ 122,680	\$ 127,970
Operations & Maintenance	<u>124,434</u>	<u>155,300</u>	<u>165,200</u>
<b>Grand Total</b>	<b><u>\$ 234,320</u></b>	<b><u>\$ 277,980</u></b>	<b><u>\$ 293,170</u></b>

**SUMMARY OF FUNDED POSITIONS**

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

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

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Special Events 1001.02.5309</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 41,732	\$ 44,690	\$ 45,810
Salaries & Wages - Part Time	50020	37,437	48,130	50,720
Retirement - PERS	50050	2,726	3,060	3,290
Retirement - Unfunded Liability	50052	5,462	6,110	7,250
Retirement - Part Time	50055	1,404	1,800	1,850
Medicare	50060	1,148	1,350	1,400
Health Insurance	50070	17,595	16,190	16,280
Dental Insurance	50071	1,120	1,110	1,120
OPEB Health	50072	1,023		-
Life Insurance	50075	85	90	90
Long Term Disability Insurance	50076	153	150	160
<b>Total Personnel</b>		<b>\$ 109,886</b>	<b>\$ 122,680</b>	<b>\$ 127,970</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ -	\$ 200	\$ 200
Expert/Consulting Services	51040	25	300	300
Permits/Insurance	51041	8,873	27,500	24,000
Subscription/Memberships	51104	2,321	2,350	2,450
Professional Development	51110	3,392	3,600	3,600
Telephone & Fax	51121	578	600	700
Postage	51122	116	150	150
Promotional Activities	51131	3,805	5,500	10,400
Banners	51133	9,911	14,000	11,500
Bank Fees	51150	179	500	500
Contract Services	51155	67,820	74,600	79,500
Materials and Supplies	51160	13,006	11,000	12,000
Recreational Supplies	51164	6,253	4,200	4,200
Equipment Rental	51191	8,157	10,800	15,700
<b>Total Operations &amp; Maintenance</b>		<b>\$ 124,434</b>	<b>\$ 155,300</b>	<b>\$ 165,200</b>
<b>Grand Total</b>		<b>\$ 234,320</b>	<b>\$ 277,980</b>	<b>\$ 293,170</b>

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

Community Services Special Events 1001.02.5309	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b> As needed for testing requirements.	\$ -	\$ 200	\$ 200
<b>Expert/Consulting Services</b> CPR and 1st aid training.	25	300	300
<b>Permits/Insurance</b> Health fees/permits, ABC fees/permits, Right of Entry fees/permits and additional event insurance.	8,873	27,500	24,000
<b>Subscription/Memberships</b> ASCAP, BMI and SESAC music licensing fees.	2,321	2,350	2,450
<b>Professional Development</b> Membership and conference expenses for special event or sponsorship of specific organizations.	3,392	3,600	3,600
<b>Telephone &amp; Fax</b> Telephone and related expenses.	578	600	700
<b>Postage</b> Mailing sponsorship packages and division mail.	116	150	150
<b>Promotional Activities</b> Printing of promotional materials such as posters and flyers and the price of ads taken out in local papers to advertise events.	3,805	5,500	10,400
<b>Banners</b> Includes purchasing, installing, removing, storing, cleaning, and repairing banners.	9,911	14,000	11,500
<b>Bank Fees</b> Processing fees incurred by Square and Active Net point of sale systems.	179	500	500
<b>Contract Services</b> Contracts such as entertainers, lights, sound, bands for events, rides, service providers, pest control services and 4th of July fireworks.	67,820	74,600	79,500
<b>Materials &amp; Supplies</b> Decorations, staff shirts, name tags, water, tape, cords, and other general event supplies.	13,006	11,000	12,000

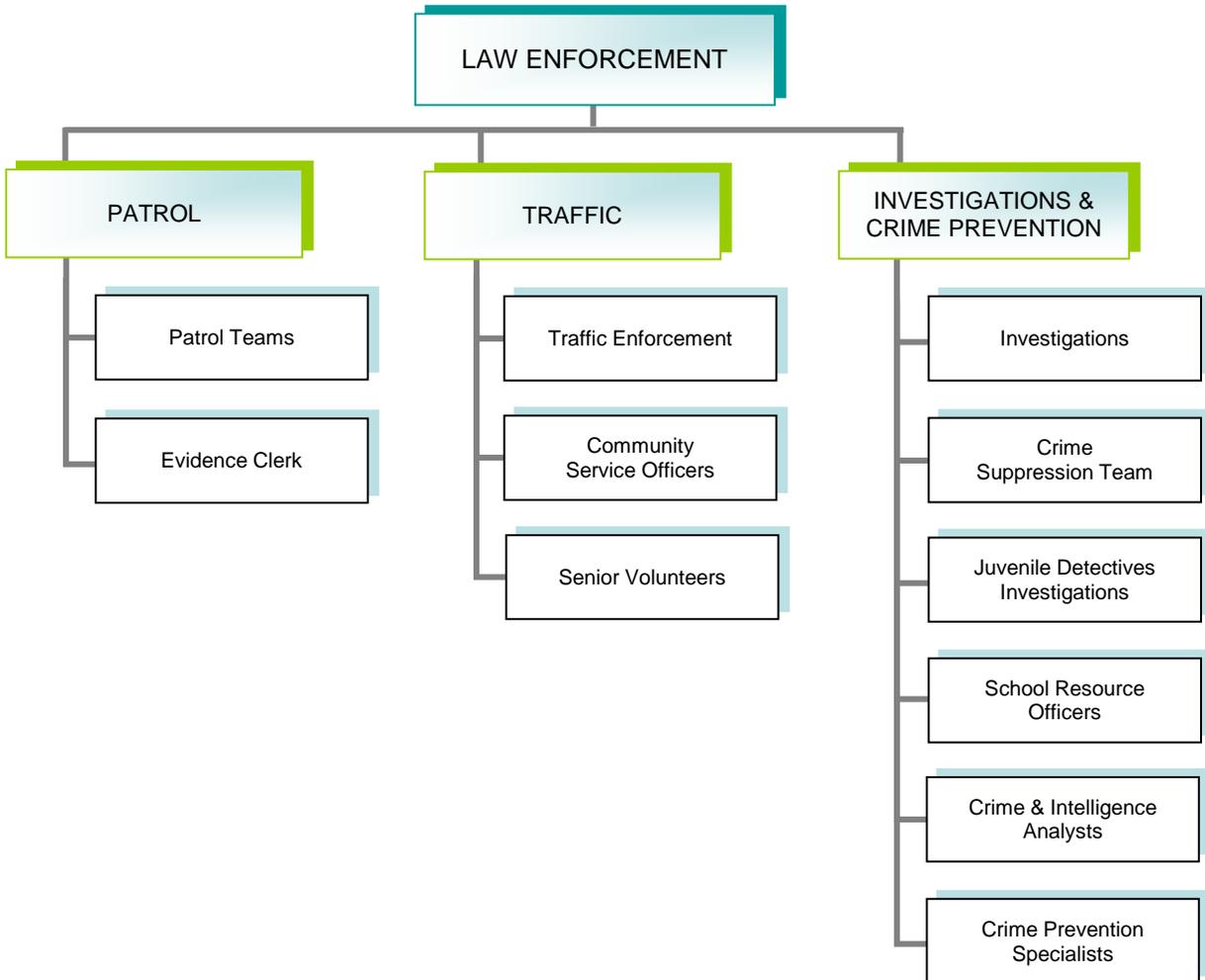
**CITY OF SANTEE  
COMMUNITY SERVICES - SPECIAL EVENTS**

Community Services Special Events 1001.02.5309	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (continued)</b>			
<b>Recreational Supplies</b>	\$ 6,253	\$ 4,200	\$ 4,200
Purchase and replacement of items such as canopies, tables, and event fence.			
<b>Equipment Rental</b>	8,157	10,800	15,700
Rental of equipment such as stages, generators, canopies, tables, chairs, trucks, and portable toilets.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 124,434</u>	<u>\$ 155,300</u>	<u>\$ 165,200</u>

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# CITY OF SANTEE LAW ENFORCEMENT

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## **CITY OF SANTEE LAW ENFORCEMENT SERVICES**

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- The Santee Crime Suppression Team continued to employ Information-Led Policing and proactive crime prevention strategies to address threats and trends in order to reduce all types of crime, including gang-related crimes, narcotic sales, burglaries and shoplifting
- Created a Retail Theft Collaborative where a team of deputies work with loss prevention specialists and local business managers to address retail theft and related crimes in the Santee Town Center area
- Increased law enforcement presence on and around the trolley to address criminal activity
- Increased traffic enforcement efforts to address various traffic issues throughout the City
- Improved community outreach and communication with the public through Coffee with the Community meetings, presentations to schools and businesses, neighborhood watch meetings, crime prevention education, senior safety presentations and prescription drug take-back operations and education
- Implemented the NextDoor app to further improve communication and expand the number of residents that are able to receive information from the Sheriff's Department
- Created an adopt-a-school program where deputies regularly engage with elementary and middle-age school children to strengthen perception of law enforcement
- Chaired the law enforcement branch of the East County Homeless Task Force to increase outreach opportunities for those in need
- Lowered the crime rate in Santee for 2018

### **2019-20 Goals and Objectives**

- Further expand homeless outreach efforts and take a comprehensive approach to managing issues related to homelessness by working with the East County Homeless Task Force and neighboring municipalities, and conducting multiagency outreach events
- Increase traffic enforcement in areas with higher levels of violations and safety concerns
- Work with retailers to establish best practices that maximize communication with law enforcement and creates a shopping environment that deters theft – a strategy known as Crime Prevention through Environmental Design
- Increase use of social media platforms to enhance communication with the community
- Increase youth programs with the assistance of the Sheriff's Juvenile Division
- Increase foot and bicycle patrols in City parks, the San Diego riverbed and retail areas to build community relationships, protect the environment and deter criminal activity
- Continue collaboration between the City and County in pursuit of a new Public Safety Center to include a new Sheriff Substation, City Fire Station and integrated administrative areas

**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

<b>Law Enforcement Services County of San Diego 1001.00.2101 &amp; 1001.00.2102</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>SUMMARY OF EXPENDITURES</b>			
Operations & Maintenance	\$ 14,081,370	\$ 14,570,400	\$ 15,398,450
Grants	-	-	-
<b>Grand Total</b>	<b><u>\$ 14,081,370</u></b>	<b><u>\$ 14,570,400</u></b>	<b><u>\$ 15,398,450</u></b>

**EXPENDITURES**

<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 46,978	\$ 50,000	\$ 50,000
Printing & Duplicating	51120	-	1,000	2,000
Telephone & Fax	51121	(49)	-	-
Contract Services - SD County Sheriff	51152	13,898,458	14,304,100	15,090,000
Other Contract Services	51155	75,000	150,000	190,000
Materials & Supplies	51160	-	-	250
Electricity & Gas	51180	4,569	4,900	5,400
Custodial Services	51210	2,264	2,400	3,300
Repair/Maint - Bldg & Structures	51215	114	3,000	2,500
Communication Charges	51332	54,036	55,000	55,000
<b>Total Operations &amp; Maintenance</b>		<b><u>\$ 14,081,370</u></b>	<b><u>\$ 14,570,400</u></b>	<b><u>\$ 15,398,450</u></b>
<b>Grand Total</b>		<b><u>\$ 14,081,370</u></b>	<b><u>\$ 14,570,400</u></b>	<b><u>\$ 15,398,450</u></b>

**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	\$ 46,978	\$ 50,000	\$ 50,000
This account provides law enforcement support services for the Automated Regional Justice Information System (ARJIS) and the California Identification (Cal-ID) Program.			
<b>Printing and Duplicating</b>	-	1,000	2,000
This account provides funding for the printing of courtesy notices, parking citations and towing notices for illegally parked vehicles.			
<b>Telephone &amp; Fax</b>	(49)	-	-
This account previously provided funding for telephone, fax, internet and security alarm charges for the Community Safety Center located in Trolley Square. Service has been transferred to the County of San Diego.			
<b>Contract Services - SD County Sheriff</b>	13,898,458	14,304,100	15,090,000
This appropriation provides funding for general and specialized law enforcement, traffic and patrol services under contract with the San Diego County Sheriff's Department. The contract amount is partially funded with \$149,100 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2019-20 is reflected as follows:			
<ul style="list-style-type: none"> <li>Twenty-eight (28) general law enforcement patrol</li> <li>Four (4) patrol sergeants</li> <li>Five (5) traffic investigation and enforcement deputies</li> <li>One (1) traffic sergeant</li> <li>One (1) motorcycle deputy</li> <li>Four (4) crime suppression COPPS deputies</li> <li>Seven (7) detectives</li> <li>One (1) detective sergeant</li> <li>Two (2) community service officers (CSOs)</li> </ul>			
<b>Other Contract Services - SD County Sheriff</b>	75,000	150,000	190,000
This appropriation provides funds to help support two Grossmont Union High School District School Resource Officers, one each at Santana High School and West Hills High School.			
<b>Materials &amp; Supplies</b>	-	-	250
This account provides funds to purchase materials and supplies for law enforcement related functions, including RSVP activities and Community Oriented Policing Committee (COMPOC) meetings.			

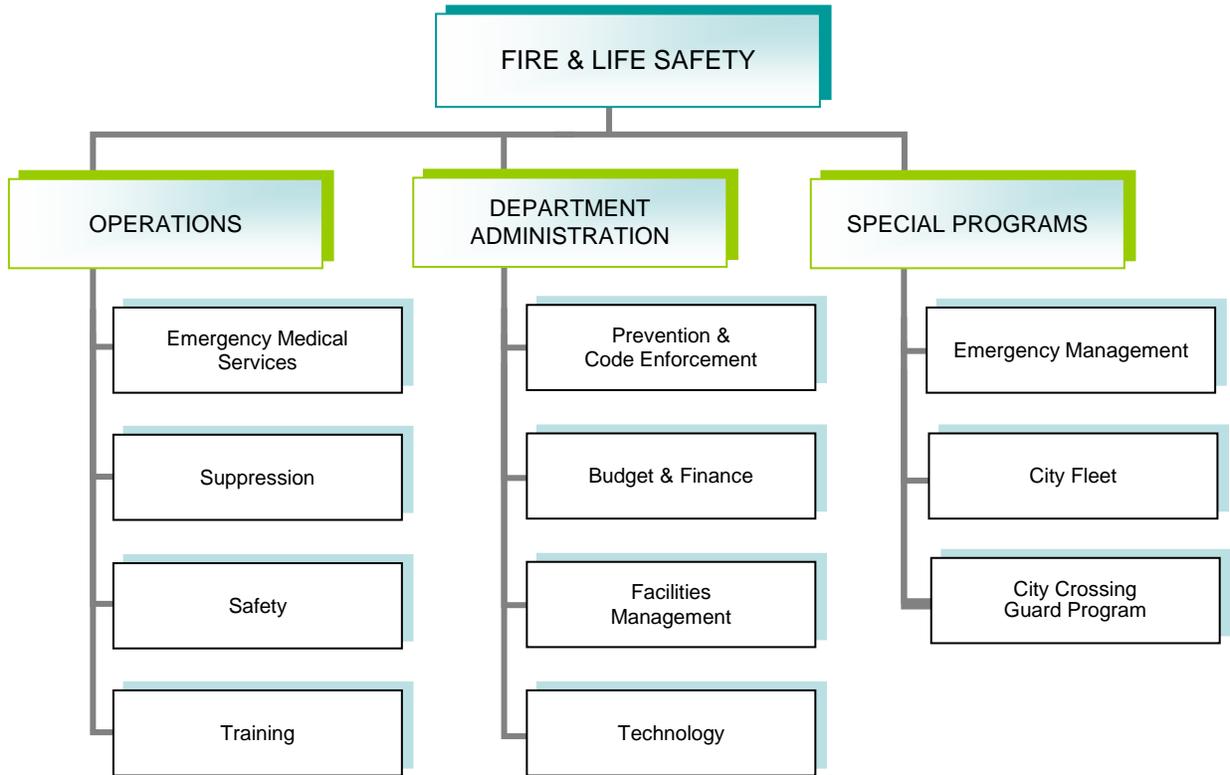
**CITY OF SANTEE  
LAW ENFORCEMENT SERVICES**

Law Enforcement Services County of San Diego 1001.00.2101 & 1001.00.2102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Electricity &amp; Gas</b>	\$ 4,569	\$ 4,900	\$ 5,400
This appropriation provides funding for the cost of gas and electricity for the Community Safety Center located in Trolley Square.			
<b>Custodial Services</b>	2,264	2,400	3,300
This appropriation provides for janitorial services at the Community Safety Center located in Trolley Square.			
<b>Repair/Maintenance - Building &amp; Structures</b>	114	3,000	2,500
This account provides for monthly alarm monitoring and inspection fees at the Community Safety Center as well as any as-needed internal facility repairs or maintenance, including plumbing and electrical repairs.			
<b>Communication Charges</b>	54,036	55,000	55,000
This appropriation provides funds for the County of San Diego 800MHZ Regional Communication System, including radio and mobile data terminal charges.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 14,081,370</u>	<u>\$ 14,570,400</u>	<u>\$ 15,398,450</u>

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# CITY OF SANTEE FIRE AND LIFE SAFETY

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

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Administration	\$ 790,449	\$ 935,280	\$ 883,430
Emergency Operations	8,660,327	9,104,328	9,285,330
Emergency Medical	3,118,710	3,372,650	3,338,120
Emergency Preparedness	23,938	26,950	26,330
Fleet Operations and Maintenance	313,684	397,310	399,120
Fire Grants	44,901	-	-
<b>Total</b>	<u>\$ 12,952,009</u>	<u>\$ 13,836,518</u>	<u>\$ 13,932,330</u>

**SUMMARY OF FUNDED POSITIONS**

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

# CITY OF SANTEE

## FIRE AND LIFE SAFETY – ADMINISTRATION

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### **Mission Statement**

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

### **Program Description**

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

### **2018-19 Accomplishments**

- Participated in meetings with the County to plan, design and construct a public safety center, for which a 10.5-acre site has been identified and conceptual design documents are ongoing
- Ordered a new replacement for Brush Engine 4
- Received Assistance Firefighters Grant (AFG) federal grant for Self-Contained Breathing Apparatus (SCBA).
- Purchased and implemented new SCBA's

### **2019-20 Goals and Objectives**

- Complete the Building 5 counter installation for employee safety and as an element of ADA upgrades to City Hall complex.
- Identify a long-term site (30-50 yr.) for the Heartland Communications Facility Authority (HCFA)
- Transition our Crossing Guard program to the Santee School District
- Study the changing status and role of fire departments and EMS delivery systems to provide the most efficient and effective service to the community

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

Fire & Life Safety Fire Administration 1001.03.2201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 750,966	\$ 865,360	\$ 819,190
Operations & Maintenance	39,483	61,520	64,240
Capital Outlay	-	8,400	-
<b>Grand Total</b>	<u>\$ 790,449</u>	<u>\$ 935,280</u>	<u>\$ 883,430</u>

**SUMMARY OF POSITIONS**

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

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

Fire & Life Safety Fire Administration 1001.03.2201		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>PERSONNEL COSTS</b>				
Salary & Wages - Regular	50010	\$ 456,074	\$ 522,160	\$ 493,260
Salary & Wages - Part Time	50020	14,966	16,550	59,770
Overtime	50025	-	45,500	3,750
Sick Leave Buy Back	50036	-	620	-
Retirement - PERS	50050	88,633	83,940	80,680
Retirement - PERS EPMC	50051	2,438	-	-
Retirement - Unfunded Liability	50052	70,921	90,010	109,410
Retirement - Part Time	50055	561	620	2,240
Medicare	50060	6,842	8,480	8,080
Health Insurance	50070	66,867	56,590	51,560
Dental Insurance	50071	4,368	4,250	3,640
OPEB Health	50072	11,048	-	-
Life Insurance	50075	409	410	420
Long Term Disability	50076	1,356	1,430	1,380
Workers Comp Insurance	50080	20,697	34,800	5,000
Billing Adjustments	50099	5,786	-	-
<b>Total Personnel</b>		<u>\$ 750,966</u>	<u>\$ 865,360</u>	<u>\$ 819,190</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 294	\$ 1,000	\$ 940
Expert/Consulting Services	51040	17,870	20,280	22,380
Subscriptions/Memberships	51104	1,142	2,640	2,790
Professional Development	51110	1,950	8,000	8,860
Mileage Reimbursement	51112	-	250	250
Printing & Duplicating	51120	229	300	300
Telephone & Fax	51121	5,328	9,770	5,400
Postage	51122	937	1,100	1,100
Rentals/Leases- Office Equipment	51141	2,155	2,210	-
Materials and Supplies	51160	4,096	7,200	10,730
Materials & Supplies - Crossing Guards	51161	84	300	950
Materials and Supplies - RSVP	51162	-	1,000	-
Wearing Apparel	51165	1,361	2,790	4,800
Electricity & Gas	51180	3,836	4,100	4,600
Repair/Maintenance - Equipment	51211	200	580	1,140
<b>Total Operations &amp; Maintenance</b>		<u>\$ 39,483</u>	<u>\$ 61,520</u>	<u>\$ 64,240</u>
<b>CAPITAL OUTLAY COSTS</b>				
Office Equipment	60010	\$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>		<u>\$ -</u>	<u>\$ 8,400</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 790,449</u></u>	<u><u>\$ 935,280</u></u>	<u><u>\$ 883,430</u></u>

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

Fire & Life Safety Fire Administration 1001.03.2201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Medical Services</b> This account provides funds for required annual respirator physicals for Fire Chief and Deputy Fire Chief.	\$ 294	\$ 1,000	\$ 940
<b>Expert/Consulting Services</b> This account provides funds for the Fire Benefit Fee consultant, fire inspection billing service, annual license for training/online risk management program, the Junior Firesetter Intervention Program, and public hearing advertisements.	17,870	20,280	22,380
<b>Subscriptions/Memberships</b> This appropriation will provide for professional memberships for Chief Officers, Fire Marshal, and Fire Administration staff.	1,142	2,640	2,790
<b>Professional Development</b> This appropriation will allow for attendance of professional conferences, classes and various training seminars by Chief Officers and Fire Marshal.	1,950	8,000	8,860
<b>Mileage Reimbursement</b> This account provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.	-	250	250
<b>Printing &amp; Duplicating</b> This account provides funds for the printing of various forms, business cards and other miscellaneous printing needs for Fire Administration.	229	300	300
<b>Telephone &amp; Fax</b> This appropriation will fund the cost of telephones for Fire Administration staff.	5,328	9,770	5,400
<b>Postage</b> This account provides funds for postage and shipping charges utilized by Fire Administration.	937	1,100	1,100
<b>Rentals/Leases - Office Equipment</b> This account is for the Fire Administration copier lease. (This appropriation has been eliminated in FY 19/20 as department no longer leases a copier).	2,155	2,210	-
<b>Materials &amp; Supplies</b> This account provides funds for the purchase of miscellaneous materials and supplies utilized by Fire Administration and Fire Prevention.	4,096	7,200	10,730

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

Fire & Life Safety Fire Administration 1001.03.2201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Materials &amp; Supplies - Crossing Guards</b> This account will provide funds for the School Crossing Guard Program for safety apparel, stop signs, and other related items.	\$ 84	\$ 300	\$ 950
<b>Materials &amp; Supplies - RSVP</b> This account will provide funds for the Retired Senior Volunteer Program (RSVP) for uniforms, badges, business cards, appreciation events, and other related items.	-	1,000	-
<b>Wearing Apparel</b> This account provides for uniforms for the Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector.	1,361	2,790	4,800
<b>Electricity &amp; Gas</b> This appropriation provides for Fire Administration's share of gas and electricity at City Hall.	3,836	4,100	4,600
<b>Repair/Maintenance - Equipment</b> This appropriation provides for AED service agreement on defibrillators in City facilities, and as-needed repair of copier and small office equipment. This appropriation also provides for the department's share of the copier pooled maintenance agreement.	200	580	1,140
<b>Total Operations &amp; Maintenance</b>	\$ 39,483	\$ 61,520	\$ 64,240

**CAPITAL OUTLAY COSTS**

<b>Office Equipment</b> This appropriation funded the purchase of a new Sharp copier.	\$ -	\$ 8,400	\$ -
<b>Total Capital Outlay</b>	\$ -	\$ 8,400	\$ -

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Purchased 6 additional portable radios with grant funds
- Upgraded Fire Department staffing program (Telestaff) to the Workforce platform edition
- Purchased and put into service new Self-Contained Breathing Apparatus utilizing budgeted funds, federal grant resources, and the Assistance to Firefighters Grant
- Explored new records management systems (RMS) through the County of San Diego
- Updated and produced new Standard Operating Procedures and Fire Department Guidelines that provide operational instruction covering the areas of safety, training, emergency medical operations, and fire prevention
- Applied to the Assistance to Firefighter's Grant (AFG) for new battery-operated hydraulic rescue tools
- During a trial period, moved Medic Unit-5 to Fire Station 4 during peak hours of operation

#### **2019-20 Goals and Objectives**

- Purchase and put into service new hydraulic rescue tools through Assistance to Firefighters (AFG) grant funds
- Continue to develop the City's Emergency Operations Center through training, table-top exercises, and full simulations
- Continue the replacement of all aged firefighter brush clothing and turnout clothing with modern garments that will better protect personnel from heat and fire exposure
- Continue to monitor chute times, with the goal of improving fire department overall response times
- Sponsor an in-house Fire Academy for new hire Firefighter Paramedics
- Purchase 6 additional portable radios with grant funds
- Continue research options for new records management system with the County of San Diego
- Complete a standards of coverage survey to ensure future fire stations and apparatus are appropriately positioned for current and future city growth
- Identify options for replacing or remodeling Fire Station 4, to include drawings and artist renderings

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

General Government Emergency Operations 1001.03.2202	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 8,020,420	\$ 8,399,690	\$ 8,607,330
Operations & Maintenance	610,332	628,850	678,000
Capital Outlay	<u>29,575</u>	<u>75,788</u>	<u>-</u>
<b>Grand Total</b>	<u><u>\$ 8,660,327</u></u>	<u><u>\$ 9,104,328</u></u>	<u><u>\$ 9,285,330</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

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

General Government Emergency Operations 1001.03.2202		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 3,655,687	\$ 3,885,720	\$ 4,127,490
Acting Pay	50011	8,531	9,000	11,000
FLSA	50012	87,751	93,790	101,230
Overtime	50025	1,222,104	1,059,400	714,480
Overtime - Acting Pay	50027	110,096	113,100	131,100
Overtime - Reimbursable	50028	34,140	206,900	250,820
Preceptor/Mentor Pay	50033	-	-	7,500
Longevity Certification Pay	50034	-	-	41,620
Sick Leave Buy Back	50036	4,796	9,020	5,750
Clothing Allowance	50041	21,720	24,100	22,950
2% RHSA	50045	65,945	70,020	75,630
Retirement - PERS	50050	741,615	793,100	798,580
Retirement - PERS EPMC	50051	2,452	-	-
Retirement - Unfunded Liability	50052	714,795	906,110	1,115,130
Medicare	50060	71,280	73,340	77,060
Health Insurance	50070	710,449	689,360	768,030
Dental Insurance	50071	34,045	36,150	41,100
OPEB Health	50072	263,104	-	-
Life Insurance	50075	3,832	3,910	4,270
Long Term Disability Insurance	50076	11,069	11,670	13,590
Workers Compensation Insurance	50080	240,550	415,000	300,000
Unemployment Insurance	50081	1,249	-	-
Billing Adjustments	50099	15,209	-	-
<b>Total Personnel</b>		<u>\$ 8,020,420</u>	<u>\$ 8,399,690</u>	<u>\$ 8,607,330</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 10,249	\$ 13,580	\$ 14,370
Expert/Consulting Services	51040	17,843	29,360	36,000
Governmental Purposes	51101	1,695	1,000	2,000
Professional Development	51110	-	500	2,840
Training & Developments - FTES	51114	14,165	15,000	15,000
Telephone & Fax	51121	12,628	12,770	13,900
Rentals/Leases - Office Equipment	51141	-	-	5,650
Materials & Supplies	51160	43,721	55,800	55,400
Wearing Apparel	51165	109,002	84,870	109,510
Electricity & Gas	51180	36,884	39,600	46,500
Water & Sewer	51185	9,093	10,500	11,560
Repair/Maintenance - Equipment	51211	20,708	21,710	24,580
Heartland Communications Facility Auth.	51330	196,716	201,550	197,290
Heartland Training Authority	51331	54,129	54,130	49,380
Communication Charges	51332	26,497	29,330	30,860
Agency Reimbursements	51335	47,923	47,930	51,940
Fitness Equipment/Education	51360	9,079	11,220	11,220
<b>Total Operations &amp; Maintenance</b>		<u>\$ 610,332</u>	<u>\$ 628,850</u>	<u>\$ 678,000</u>
<b>CAPITAL OUTLAY COSTS</b>				
Communication Equipment	60050	\$ 27,691	\$ 75,788	\$ -
Other Capital Outlay	60099	1,884	-	-
<b>Total Capital Outlay</b>		<u>\$ 29,575</u>	<u>\$ 75,788</u>	<u>\$ -</u>
<b>Grand Total</b>		<u><u>\$ 8,660,327</u></u>	<u><u>\$ 9,104,328</u></u>	<u><u>\$ 9,285,330</u></u>

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

General Government Emergency Operations 1001.03.2202	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Medical Services</b>	\$ 10,249	\$ 13,580	\$ 14,370
This account provides for required annual respirator physicals, DMV physicals, vaccinations, first aid claims and pre-placement physicals for new firefighter/paramedics.			
<b>Expert/Consulting Services</b>	17,843	29,360	36,000
This account provides funds for various contracts and services including TIP (Trauma Intervention Program), OSHA required ladder testing, fire hose testing, maintenance agreement for 4 Zoll monitors, peer support program, annual County hazardous materials permits and miscellaneous contracts associated with hazardous waste disposal, software support service and other highly technical equipment.			
<b>Other Governmental Purposes</b>	1,695	1,000	2,000
This account provides funds for expenses associated with emergencies, including meals, fluid replacement and unforeseen materials and supplies required to mitigate emergencies.			
<b>Professional Development</b>	-	500	2,840
This account will fund department-wide training activities, registration fees, travel and lodging associated with attendance of professional conferences and various training seminars by personnel.			
<b>Training &amp; Development - FTEs</b>	14,165	15,000	15,000
This account provides funding for ongoing Fire Department related training activities and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.			
<b>Telephone &amp; Fax</b>	12,628	12,770	13,900
This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.			
<b>Rentals/Leases - Office Equipment</b>	-	-	5,650
This account provides funds for the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).			
<b>Materials &amp; Supplies</b>	43,721	55,800	55,400
This account provides funds for the purchase of miscellaneous materials and supplies including but not limited to: SCBA (self-contained breathing apparatus) replacement parts, fire station materials and supplies, fire equipment and fire hose.			
<b>Wearing Apparel</b>	109,002	84,870	109,510
This account provides funds for the purchase of protective clothing, safety equipment and firefighter uniforms.			
<b>Electricity &amp; Gas</b>	36,884	39,600	46,500
This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5.			

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

General Government Emergency Operations 1001.03.2202	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Water &amp; Sewer</b> This appropriation will fund the cost of water and sewer allocated for Fire Stations 4 and 5.	\$ 9,093	\$ 10,500	\$ 11,560
<b>Repair/Maintenance - Equipment</b> This account will provide funds for repair and maintenance of equipment at Fire Stations 4 and 5. This account also provides funds for radio maintenance and repair services not included in the HCFA (Heartland Communications Facility Authority) service contract.	20,708	21,710	24,580
<b>Heartland Communications Facility Authority</b> Heartland Communication Facility Authority operational cost and required CIP contribution. 45% of this amount is budgeted in the Emergency Medical (CSA 69) budget.	196,716	201,550	197,290
<b>Heartland Training Authority</b> Heartland Training Facility operational & lease costs.	54,129	54,130	49,380
<b>Communication Charges</b> Regional Communication System radio user charges, pager service, mobile hot spot access fees and City's share of costs associated with radio service and software contracts through HCFA (Heartland Communications Facility Authority).	26,497	29,330	30,860
<b>Agency Reimbursements</b> This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program.	47,923	47,930	51,940
<b>Fitness Equipment/Education</b> Fitness equipment and education as dictated by the Firefighter MOU.	9,079	11,220	11,220
<b>Total Operations &amp; Maintenance</b>	\$ 610,332	\$ 628,850	\$ 678,000

**CAPITAL OUTLAY COSTS**

<b>Communication Equipment</b> This appropriation provides funding for a new alerting system at Stations 4 and 5.	\$ 27,691	\$ 75,788	\$ -
<b>Other Capital Outlay</b> This appropriation provides for replacement of the self-contained breathing apparatus (SCBA) equipment.	1,884	-	-
<b>Total Capital Outlay</b>	\$ 29,575	\$ 75,788	\$ -

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# CITY OF SANTEE

## FIRE AND LIFE SAFETY – EMERGENCY MEDICAL

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### **Program Description**

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

### **2018-2019 Accomplishments**

- Coordinated and participated in Central Zone Mass Casualty Incident drill
- Deployed additional transport unit in CSA 69 in collaboration with Lakeside Fire Protection District for temporary “surge” events
- Achieved billing compliance with Image Trend exceeding that of previous model
- Achieved 99% ePCR completion and compliance
- Secured five-year fixed price contract for CSA 69
- Continued discussions with County representatives regarding the implementation of an additional CSA 69 transport unit
- Received delivery of new Paramedic Unit
- Received delivery of a remounted Paramedic Unit
- Transitioned to an “in-house” gurney repair
- Attained goal of issuing 24 hours of “in house” continuing education per year
- Implementation of Video Laryngoscopes
- Implemented “Online Compliance” oversight program for 10-Minute exemption reporting
- Started uploading CPR data from Zoll monitors for better CPR analysis and follow up.
- Implemented mass casualty incident treatment kits

### **2019-2020 Goal and Objectives**

- Evaluate and update Paramedic Mentorship Program
- Complete Transition to Zoll X-series EKG monitors
- Present the CSA Board with a proposal for an Administrative Assistant
- Provide in-house EMS "Best Practices" training for all personnel
- Continue work towards implementing additional transport unit(s) in the CSA
- Develop an on-going EMS training calendar
- Implement “Rialto Fire” type CPR program
- Ensure 100% compliance with California Emergency Management System Information Sharing uploading
- Transition to 50% “in-house” continuing education training program
- Continue to maintain the highest TOC rate in the County of San Diego
- Conduct an EMS self-assessment

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

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 2,489,756	\$ 2,610,400	\$ 2,568,070
Operations & Maintenance	508,761	674,780	704,050
Capital Outlay	<u>120,193</u>	<u>87,470</u>	<u>66,000</u>
<b>Grand Total</b>	<u><u>\$ 3,118,710</u></u>	<u><u>\$ 3,372,650</u></u>	<u><u>\$ 3,338,120</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

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

Fire & Life Safety Emergency Medical 1001.03.2203		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 1,207,172	\$ 1,354,110	\$ 1,362,360
F L S A	50012	28,331	29,680	30,480
Overtime	50025	339,300	219,900	167,320
Preceptor/Mentor Pay	50033	-	-	7,500
Longevity Pay	50034	-	-	4,120
Sick Leave Buy Back	50036	2,218	1,040	1,530
Clothing Allowance	50041	8,255	8,260	8,260
2% RHSA	50045	21,356	22,160	22,760
Retirement - PERS	50050	258,751	269,370	254,290
Retirement - PERS EPMC	50051	1,238	-	-
Retirement - Unfunded Liability	50052	244,847	304,800	377,850
Medicare	50060	24,768	23,130	22,950
Health Insurance	50070	245,338	221,270	214,260
Dental Insurance	50071	13,762	13,910	13,310
Life Insurance	50075	1,412	1,440	1,460
Long Term Disability Insurance	50076	4,140	4,330	4,620
Workers Compensation Insurance	50080	113,704	137,000	75,000
Billing Adjustments	50099	(24,834)	-	-
<b>Total Personnel</b>		<u>\$ 2,489,756</u>	<u>\$ 2,610,400</u>	<u>\$ 2,568,070</u>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ 1,820	\$ 6,200	\$ 6,200
Expert/Consulting Services	51040	28,882	38,040	32,140
Outreach and Education	51046	4,626	5,000	5,000
Laundry & Cleaning	51102	1,634	5,000	2,750
Subscriptions/Memberships	51104	422	660	600
Professional Development	51110	4,355	6,500	7,510
Telephone & Fax	51121	9,139	9,100	7,250
Postage	51122	7	100	180
Rentals/Leases - Office Equipment	51141	539	750	2,020
Materials & Supplies	51160	149,290	189,110	207,510
Wearing Apparel	51165	7,981	11,870	12,830
Fuel & Oil	51171	37,876	69,290	74,700
Electricity & Gas	51180	13,763	15,550	17,450
Water & Sewer	51185	3,309	5,340	4,220
Repair/Maint - Equipment	51211	2,529	3,000	3,250
Repair/Maint - Automotive Equipment	51212	22,013	41,340	42,870
Repair/Maint - Other	51230	12,542	21,000	28,810
Property Insurance	51301	3,715	5,500	6,200
Public Liability Insurance	51305	21,859	26,650	36,200
Heartland Communications Facility Auth.	51330	160,950	169,000	161,430
Communication Charges	51332	14,945	19,110	19,810
Fitness Equipment/Education	51360	3,406	3,780	3,780
Minor Equipment	51361	3,160	22,890	21,340
<b>Total Operations &amp; Maintenance</b>		<u>\$ 508,761</u>	<u>\$ 674,780</u>	<u>\$ 704,050</u>
<b>CAPITAL OUTLAY COSTS</b>				
Medical Equipment	60030	\$ 101,578	\$ -	\$ 61,000
Communication Equipment	60050	30,515	9,660	5,000
Other Capital Outlay	60099	-	77,810	-
Trade-In Credit on Equipment	60199	(11,900)	-	-
<b>Total Capital Outlay</b>		<u>\$ 120,193</u>	<u>\$ 87,470</u>	<u>\$ 66,000</u>
<b>Grand Total</b>		<u>\$ 3,118,710</u>	<u>\$ 3,372,650</u>	<u>\$ 3,338,120</u>

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

Fire & Life Safety	FY 2017-18	FY 2018-19	FY 2019-20
Emergency Medical 1001.03.2203	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

<b>Medical Services</b>	\$ 1,820	\$ 6,200	\$ 6,200
This account provides funds for required annual respirator physicals, DMV physicals, vaccinations and first aid claims.			
<b>Expert/Consulting Services</b>	28,882	38,040	32,140
This account provides funds for various fees and costs associated with ALS & BLS certification and licensing. Costs include, but are not limited to the following: 1) Fees for state associations & licensure; 2) County accreditation; 3) Contracts with Grossmont Hospital for ACLS training and field care audits; 4) Bio Hazard Waste Disposal; 5) Reverse distribution of controlled substances; 6) Trauma Intervention Program (TIP); 7) EMS related training resulting in continuing education units and service delivery enrichment; 8) Peer support services.			
<b>Outreach and Education</b>	4,626	5,000	5,000
This account provides funds for EMS related supplies for community risk reduction through education and supplies for first aid booths at large community events.			
<b>Laundry/Cleaning Services</b>	1,634	5,000	2,750
This account provides funds for linen service for all EMS medical linen, including cleaning and replacement costs for all CSA 69 paramedic units.			
<b>Subscriptions/Memberships</b>	422	660	600
This appropriation provides for subscriptions, memberships and professional publications utilized by EMS Personnel.			
<b>Professional Development</b>	4,355	6,500	7,510
This account provides funds for purchase of EMS related training materials and supplies, as well as registration fees, travel expenses and meals for attendance of professional development seminars, classes and conferences related to emergency medical care.			
<b>Telephone &amp; Fax</b>	9,139	9,100	7,250
This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4 and 5.			
<b>Postage</b>	7	100	180
This account is for CSA 69 associated postage and shipping charges.			
<b>Rentals/Leases - Office Equipment</b>	539	750	2,020
This account provides funds for CSA 69 share of the leased copiers at Fire Stations 4 and 5 (split 75% / 25% between 2202 and 2203).			

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

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Materials &amp; Supplies</b>	\$ 149,290	\$ 189,110	\$ 207,510
This account provides funds to purchase office supplies, miscellaneous medical supplies, pharmaceuticals and other supplies related to the paramedic program.			
<b>Wearing Apparel</b>	7,981	11,870	12,830
This account provides funds to purchase safety gear for firefighter/paramedics, including turnouts, boots and protective eye wear.			
<b>Fuel &amp; Oil</b>	37,876	69,290	74,700
This account provides funds for fuel, oil, transmission fluid and lubricants for paramedic units.			
<b>Electricity &amp; Gas</b>	13,763	15,550	17,450
This appropriation will fund the cost of electricity and gas allocated for Fire Stations 4 and 5 as associated with the EMS program.			
<b>Water &amp; Sewer</b>	3,309	5,340	4,220
This account provides funds for water and sewer allocated for Fire Stations 4 and 5 as associated with the EMS program.			
<b>Repair/Maintenance - Equipment</b>	2,529	3,000	3,250
This account provides funds for repair and maintenance of radios and other communication equipment on paramedic units.			
<b>Repair/Maintenance - Automotive Equipment</b>	22,013	41,340	42,870
This account provides funds for normal repair and maintenance of all paramedic units, including funds for miscellaneous parts, wheel alignments, muffler repair, etc.			
<b>Repair/Maintenance - Other</b>	12,542	21,000	28,810
This account provides funds for miscellaneous repairs of medical equipment, including but not limited to gurneys, auto vents, automatic blood pressure cuffs, EKG monitor maintenance and mechanical CPR boards.			
<b>Property Insurance</b>	3,715	5,500	6,200
This account provides funds for the estimated cost to insure the CSA paramedic units.			
<b>Public Liability Insurance</b>	21,859	26,650	36,200
This account provides funds for the CSA 69 portion of public liability/paramedic malpractice insurance.			

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

Fire & Life Safety Emergency Medical 1001.03.2203	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Heartland Communications Facility Authority</b>	<b>\$ 160,950</b>	<b>\$ 169,000</b>	<b>\$ 161,430</b>
Heartland Communication Facility Authority (HCFA) operational cost and required CIP contribution. 55% of this amount is budgeted in the Emergency Operations budget, and 45% is charged to Emergency Medical.			
<b>Communication Charges</b>	<b>14,945</b>	<b>19,110</b>	<b>19,810</b>
Regional Communication System radio user charges, pager service, mobile hot spot access fees and CSA 69 share of costs associated with radio service and software contracts through HCFA (Heartland Communications Facility Authority).			
<b>Fitness Equipment/Education</b>	<b>3,406</b>	<b>3,780</b>	<b>3,780</b>
Fitness equipment and education as dictated by the Firefighter MOU.			
<b>Minor Equipment</b>	<b>3,160</b>	<b>22,890</b>	<b>21,340</b>
This account provides for equipment purchased that does not meet the fixed asset criteria, but does have a life expectancy greater than one (1) year.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 508,761</b>	<b>\$ 674,780</b>	<b>\$ 704,050</b>

**CAPITAL OUTLAY COSTS**

<b>Medical Equipment</b>	<b>\$ 101,578</b>	<b>\$ -</b>	<b>\$ 61,000</b>
This account will fund the purchase of one (1) monitor/defibrillator, one (1) mechanical CPR board and one (1) gurney.			
<b>Communication Equipment</b>	<b>30,515</b>	<b>9,660</b>	<b>5,000</b>
Replacement communication equipment.			
<b>Other Capital Outlay</b>	<b>-</b>	<b>77,810</b>	<b>-</b>
This account provided funds for the purchase of two (2) EKG monitors, one (1) mechanical CPR board, and 25% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 75% was included in the Emergency Medical budget).			
<b>Trade-In Credit</b>	<b>(11,900)</b>	<b>-</b>	<b>-</b>
<b>Total Capital Outlay</b>	<b>\$ 120,193</b>	<b>\$ 87,470</b>	<b>\$ 66,000</b>

# CITY OF SANTEE

## FIRE AND LIFE SAFETY – EMERGENCY PREPAREDNESS

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### **Program Description**

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

### **2018-19 Accomplishments**

- Created and deployed an online public education request form
- Enhanced Community Education and Risk Reduction webpage on city website
- Continued to enhance our Open House and Fire Prevention 3<sup>rd</sup> grade Poster Contest
- Expanded the capabilities and utilization of CERT members
- Implemented CERT website with communication activation module
- Deployed community First Aid training
- Transitioned public service announcements to video-based information for distribution via social media
- Expanded the impact of existing Senior Outreach Program
- Completed EOC Section specific training
- Conducted bi-monthly CERT meetings and training
- Staffed First Aid and Public Education booth at all high attendance community events
- Impacted over 65,000 community members through a variety of outreach programs
- Provided Fire Prevention presentation to all 9 Santee School District schools, reaching nearly 1,000 3<sup>rd</sup> grade students
- Conducted CERT Academy for 40 new members

### **2019-20 Goals and Objectives**

- Establish 8<sup>th</sup> Grade Student CPR Program
- Produce monthly video public service announcements
- Research strategies to impact local High School students through educational programs
- Update the Public Education website to increase ease of use
- Conduct EOC drills in accordance with Federal, State, and County mandates

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

Fire & Life Safety Emergency Preparedness 1001.03.2204	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 23,938	\$ 26,950	\$ 26,330
<b>Grand Total</b>	<b>\$ 23,938</b>	<b>\$ 26,950</b>	<b>\$ 26,330</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Outreach and Education	51046	\$ 8,603	\$ 7,500	\$ 7,500
Professional Development	51110	2,156	5,500	6,800
Training & Development	51113	2,652	3,000	3,000
Telephone & Fax	51121	4,135	4,200	4,300
Materials & Supplies	51160	4,656	5,000	3,000
Agency Reimbursements	51335	1,736	1,750	1,730
<b>Total Operations &amp; Maintenance</b>		<b>\$ 23,938</b>	<b>\$ 26,950</b>	<b>\$ 26,330</b>

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

Fire & Life Safety	FY 2017-18	FY 2018-19	FY 2019-20
Emergency Preparedness 1001.03.2204	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

<p><b>Outreach and Education</b></p> <p>This account provides funding to promote community risk reduction through fire and life safety programs. Programs include, but are not limited to, burn prevention, fall prevention, drowning prevention, CPR training, senior smoke detector program, and disaster preparedness. Additionally this account supports community first aid stations, school assembly presentations, station tours and community events promoting fire and life safety.</p>	\$ 8,603	\$ 7,500	\$ 7,500
<p><b>Professional Development</b></p> <p>Funds to be used for disaster preparedness training seminars and conferences, CPR instructor certification, and Emergency Operation Center (EOC) training exercises.</p>	2,156	5,500	6,800
<p><b>Training &amp; Development</b></p> <p>This account provides funds in support of the Department's CPR/AED public education efforts. Funds will be used for program supplies, equipment and maintenance of equipment.</p>	2,652	3,000	3,000
<p><b>Telephone &amp; Fax</b></p> <p>This account provides funds for ten (10) dedicated EOC lines, (21) additional cell phones and one (1) satellite phone.</p>	4,135	4,200	4,300
<p><b>Materials &amp; Supplies</b></p> <p>This account will provide funds to purchase miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.</p>	4,656	5,000	3,000
<p><b>Agency Reimbursements</b></p> <p>This account will provide funds for City's participation in the San Diego County Unified Disaster Council.</p>	1,736	1,750	1,730
<b>Total Operations &amp; Maintenance</b>	\$ 23,938	\$ 26,950	\$ 26,330

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Explored new methods and equipment to improve the quality and efficiency of the City Shop, including deploying Ron Turley and Associates (RTA) modern fleet software
- Supported the Lead Equipment Mechanic and the Equipment Mechanic in their attendance of the Fire Mechanics Academy
- Evaluated the City fleet and the appropriateness of leasing versus purchasing vehicles
- Maintained the Fleet Shop Safety Program and updated Safety Guidelines
- Evaluated and reported on the staffing needs of the City Shop based on the ability to complete work orders and address drive-up emergency repairs
- Implemented an Equipment Mechanic Intern Program

#### **2019-20 Goals and Objectives**

- Continue to deploy all facets of the RTA software program that will allow for the following:
  - Improved accountability of hours worked on a City vehicle
  - Produces monthly work orders
  - Better tracking of needed/required vehicle maintenance
  - Allows employees to alert fleet personnel of needed repairs
  - Builds up-to-date reports on work accomplished and pending
- Explore new methods and equipment to improve the quality and efficiency of the City Shop
- Determine the feasibility of a centralized fueling station for the City fleet
- Determine the feasibility of a new modern fleet services facility
- Modernize the shop where possible to increase efficiencies
- Continue to evaluate the Equipment Mechanic Intern Program for effectiveness

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

Fire Life & Safety Fleet Operations and Maintenance <b>1001.03.2206</b>	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 139,778	\$ 164,760	\$ 164,520
Operations & Maintenance	173,907	228,660	224,380
Capital Outlay	<u>-</u>	<u>3,890</u>	<u>10,220</u>
<b>Grand Total</b>	<b><u>\$ 313,684</u></b>	<b><u>\$ 397,310</u></b>	<b><u>\$ 399,120</u></b>

**SUMMARY OF POSITIONS**

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

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

<b>Fire Life &amp; Safety</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Fleet Operations and Maintenance 1001.03.2206</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 86,056	\$ 102,700	\$ 103,490
Salaries & Wages - Part Time	50020	-	10,800	10,800
Retirement - PERS	50050	11,600	11,710	11,360
Retirement - PERS EPMC	50051	282	-	-
Retirement - Unfunded Liability	50052	11,471	10,600	16,380
Retirement - Part Time	50052	-	410	410
Medicare	50060	1,248	1,650	1,660
Health Insurance	50070	21,535	23,110	17,230
Dental Insurance	50071	1,387	1,610	1,190
OPEB Health	50072	1,926	-	-
Life Insurance	50075	116	160	140
Long Term Disability Insurance	50076	318	510	360
Workers' Compensation Insurance	50080	-	1,500	1,500
Billing Adjustments	50099	3,839	-	-
<b>Total Personnel</b>		<b>\$ 139,778</b>	<b>\$ 164,760</b>	<b>\$ 164,520</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Medical Services	51012	\$ -	\$ 1,310	\$ 1,270
Expert/Consulting Services	51040	10,044	2,560	1,550
Laundry/Cleaning Services	51102	912	980	990
Subscriptions/Memberships	51104	65	80	80
Professional Development	51110	1,362	4,850	3,260
Telephone & Fax	51121	13	150	150
Materials and Supplies	51160	7,399	6,520	6,170
Wearing Apparel	51165	136	420	400
Fuel & Oil	51171	86,827	110,000	120,510
Repair/Maint - Automotive Equipment	51212	67,149	101,790	90,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 173,907</b>	<b>\$ 228,660</b>	<b>\$ 224,380</b>
<b>CAPITAL OUTLAY COSTS</b>				
Other Capital Outlay	60099	\$ -	\$ 3,890	\$ 10,220
<b>Total Capital Outlay</b>		<b>\$ -</b>	<b>\$ 3,890</b>	<b>\$ 10,220</b>
<b>Grand Total</b>		<b>\$ 313,684</b>	<b>\$ 397,310</b>	<b>\$ 399,120</b>

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

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Medical Services</b> This account provides funds for DMV physicals and first aid for Lead Equipment Mechanic and Equipment Mechanic.	\$ -	\$ 1,310	\$ 1,270
<b>Expert &amp; Consulting Services</b> This account provides funds for certain contracts and services including operating fee for the fuel dispenser at Station 5, DOT drug testing and software support service.	10,044	2,560	1,550
<b>Laundry/Cleaning Services</b> This account provides uniforms for the Mechanics, as well as floor mats, shop towels and dust mops for the fleet maintenance shop.	912	980	990
<b>Subscription/ Memberships</b> This account will fund the annual membership dues to the Southern California Fire Mechanics Association for the Mechanics.	65	80	80
<b>Professional Development</b> This account funds training activities and related costs associated with Mechanics' attendance of professional conferences and various training seminars.	1,362	4,850	3,260
<b>Telephone &amp; Fax</b> This account provides funding for the Mechanics' cellular phone service.	13	150	150
<b>Materials and Supplies</b> This account provides funds for the purchase of miscellaneous materials and supplies such as small tools, safety equipment and hardware for stock.	7,399	6,520	6,170
<b>Wearing Apparel</b> This account provides funds for the purchase of fleet maintenance t-shirts and boot allowance reimbursement for the Mechanics.	136	420	400
<b>Fuel &amp; Oil</b> This account provides funds for all fuel, oil and lubrication used by the City fleet, with the exception of the CSA-69 paramedic units. This account also funds the City's Vehicle Fuel Tracking system, fuel pump, and fuel tank maintenance, inspections, repairs and certifications.	86,827	110,000	120,510

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

Fire Life & Safety Fleet Operations and Maintenance 1001.03.2206	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Repair/Maintenance - Automotive Equipment</b>	\$ 67,149	\$ 101,790	\$ 90,000
This account provides funds for contract services, outside repair services and for parts that are required to maintain vehicles and specialized equipment assigned to the City fleet.			
<b>Total Operations &amp; Maintenance Costs</b>	\$ 173,907	\$ 228,660	\$ 224,380

**CAPITAL OUTLAY COSTS**

<b>Other Capital Outlay</b>	\$ -	\$ 3,890	\$ -
This appropriation provided 75% of funds for the purchase of an A/C service machine for the Fleet Maintenance Shop (remaining 25% was included in the Emergency Medical budget).			
<b>Total Capital Outlay</b>	\$ -	\$ 3,890	\$ -

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**CITY OF SANTEE  
DEBT SERVICE**

General Government Debt Service 1001.00.6101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 200,560	\$ 203,770	\$ -
<b>Total</b>	<b>\$ 200,560</b>	<b>\$ 203,770</b>	<b>\$ -</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ -	\$ 5,000	\$ -
Trustee Fees	80010	1,260	1,400	-
Long Term Debt - Principal	80020	185,000	190,000	-
Interest Expense	80030	14,300	7,370	-
<b>Total Operations &amp; Maintenance</b>		<b>\$ 200,560</b>	<b>\$ 203,770</b>	<b>\$ -</b>

**CITY OF SANTEE  
DEBT SERVICE**

General Government Debt Service 1001.00.6101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	\$ -	\$ 5,000	\$ -
Preparation of the interim arbitrage rebate and yield restriction analysis for the Lease Revenue Bonds, Series 2005 is prepared every fifth year. The final analysis will be done in FY 2018-19 once the final debt service payment is made in February 2019.			
<b>Trustee Fees</b>	1,260	1,400	-
Annual bond trustee fees paid for the Lease Revenue Bonds, Series 2005.			
<b>Long Term Debt - Principal</b>	185,000	190,000	-
Annual principal payments for the Lease Revenue Bonds, Series 2005.			
<b>Interest Expense</b>	14,300	7,370	-
Semi-Annual interest payments for the Lease Revenue Bonds, Series 2005.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 200,560</u>	<u>\$ 203,770</u>	<u>\$ -</u>

**CITY OF SANTEE  
OPERATING TRANSFERS**

<b>General Government Operating Transfers 1001.*.1901.</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Operating Transfers Out	\$ 2,178,860	\$ 1,000,000	\$ 1,224,000
Other Governmental Purposes	-	500,000 <sup>(1)</sup>	250,000
	<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total</b>	<u><u>\$ 2,178,860</u></u>	<u><u>\$ 1,500,000</u></u>	<u><u>\$ 1,474,000</u></u>

<sup>(1)</sup> FY 2017-18 payment to establish OPEB trust in the amount of \$400,000 has been allocated to all departments as a "health insurance" expenditure.

**EXPENDITURES**

**OPERATING TRANSFERS OUT**

To Vehicle Replacement Fund	90001	\$ -	\$ 1,000,000	\$ 444,000
To Highway 52 Coalition Fund	90001	-	-	20,000
To Capital Projects Fund	90001	2,178,860	-	760,000
		<u>                    </u>	<u>                    </u>	<u>                    </u>
<b>Total Operating Transfers Out</b>		<u><u>\$ 2,178,860</u></u>	<u><u>\$ 1,000,000</u></u>	<u><u>\$ 1,224,000</u></u>

**OTHER GOVERNMENTAL PURPOSES**

To Unfunded Liabilities (OPEB/Retiree Health)	51101	<u><u>\$ -</u></u>	<u><u>\$ 500,000</u></u>	<u><u>\$ 250,000</u></u>
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# **OTHER FUNDS**

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**CITY OF SANTEE  
SUMMARY OF OTHER FUNDS  
FY 2019-20 ADOPTED BUDGET**

Fund	Estimated Balances 07/01/19	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/20
<b>OTHER FUNDS</b>						
Risk Management Reserve	\$ 256,480	\$ 5,000	\$ -	\$ -	\$ -	\$ 261,480
Workers' Comp. Reserve	790,120	15,000	-	-	-	805,120
Vehicle Acq. & Replacement	806,490	256,970	(698,430)	444,000	-	809,030
Recreation Revolving	129,600	243,250	(230,820)	(10,000)	-	132,030
Supplemental Law Enforcement	49,150	100,500	(149,100)	-	-	550
Highway 52 Coalition	-	69,850	(89,850)	20,000	-	-
CASp Certification and Training	16,590	10,500	(13,300)	-	-	13,790
Gas Tax	28,310	1,509,200	(1,507,970)	(28,200)	(500)	840
SAFE Program	59,200	1,000	(10,000)	-	-	50,200
Gas Tax-RMRA (SB1)	800,080	942,700	-	-	(1,419,210)	323,570
Zone 2 Flood Control District	91,530	402,800	(494,330)	-	-	-
Community Dev. Block Grant	40	323,980	(323,980)	-	-	40
Community Facilities Districts:						
CFD No. 2015-1	3,810	1,680	(2,360)	-	-	3,130
CFD No. 2017-2	4,210	93,040	(79,290)	-	-	17,960
Town Center Landscape Maint. Dist:						
Zone A - Town Center	167,790	144,320	(187,380)	28,200	-	152,930
Zone B - The Lakes	27,380	7,920	(6,610)	-	-	28,690
Zone C - San Remo	28,100	8,260	(8,140)	-	-	28,220
Zone D - Mission Creek	90,680	165,580	(189,210)	-	-	67,050
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	1,790	2,290	(2,300)	-	-	1,780
Zone 3 - Country Scenes	3,730	2,130	(1,800)	-	-	4,060
Zone 4 - Camelot Heights	1,790	1,420	(1,770)	-	-	1,440
Zone 8 - Silver Country	84,000	76,940	(62,300)	-	-	98,640
Zone 9 - Mattazaro/Timberlane	1,690	1,560	(1,410)	-	-	1,840
Zone 12 - The Heights	26,850	9,160	(8,930)	-	-	27,080
Zone 13 - Prospect Hills	7,480	3,330	(3,300)	-	-	7,510
Zone 14 - Mitchell Ranch	9,150	2,840	(2,520)	-	-	9,470
Zone 17 - Dakota Ranch	25,820	5,180	(5,940)	-	-	25,060
Zone 18 - Allos	8,040	4,020	(4,320)	-	-	7,740
Roadway Lighting District (Zone A)	1,172,350	350,300	(164,000)	-	-	1,358,650
Roadway Lighting District (Zone B)	582,970	352,110	(344,590)	-	-	590,490
Mobile Home Park Admin.	102,510	44,000	(39,230)	-	-	107,280
<b>TOTAL OTHER FUNDS</b>	<b>\$ 5,377,730</b>	<b>\$ 5,156,830</b>	<b>\$ (4,633,180)</b>	<b>\$ 454,000</b>	<b>\$ (1,419,710)</b>	<b>\$ 4,935,670</b>

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

ACCT NO	1003 Risk Management Reserve	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4701	Interest Income	1,219	3,300	4,700	5,000
8001	Operating Transfers In	130,000	-	-	-
<b>Total Risk Management Reserve Fund</b>		<b>1,219</b>	<b>3,300</b>	<b>4,700</b>	<b>5,000</b>

ACCT NO	1004 Workers Comp Reserve	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4701	Interest Income	7,213	10,900	14,400	15,000
<b>Total Risk Management Reserve Fund</b>		<b>7,213</b>	<b>10,900</b>	<b>14,400</b>	<b>15,000</b>

ACCT NO	1005 Vehicle Replacement	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4690	Reimbursement Agreements	111,405	163,600	210,800	229,300
4701	Interest Income	6,212	10,500	16,500	16,000
4821	Sale of Property	-	14,500	14,500	11,670
8001	Operating Transfers In	600,000	1,000,000	1,000,000	444,000
<b>Total Vehicle Replacement Fund</b>		<b>717,617</b>	<b>1,188,600</b>	<b>1,241,800</b>	<b>700,970</b>

ACCT NO	1006 Recreation Revolving	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4671	Instructional Classes	66,681	66,750	66,750	66,750
4672	Senior Trips	3,204	6,200	6,200	8,200
4674	Day Camps	59,249	55,000	55,000	56,300
4675	Contractual Camps	11,520	15,000	11,500	12,000
4676	Teen Programs	8,715	-	-	-
4677	Skate Park	2,403	2,700	1,500	2,000
4678	Rec Activity Donations	-	200	-	-
4679	Non-resident Fees	2,866	3,000	3,000	3,000
4680	Special Events	99,039	85,000	107,000	95,000
<b>Total Recreation Revolving Fund</b>		<b>253,678</b>	<b>233,850</b>	<b>250,950</b>	<b>243,250</b>

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

ACCT NO	2101 Supplemental Law Enforcement	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4201	Allocations	139,416	100,000	148,750	100,000
4701	Interest Income	502	500	800	500
Total Supplemental Law Enforce. Fund		139,918	100,500	149,550	100,500

ACCT NO	2104 Highway 52 Coalition	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4701	Interest Income	-	-	80	-
4802	Donations	-	60,230	60,380	69,850
8001	Operating Transfers In	-	-	16,140	20,000
Total Highway 52 Coalition Fund		-	60,230	76,600	89,850

ACCT NO	2106 CASp Certification and Training	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4308	AB 1379 Surcharge	7,693	8,200	9,900	10,500
4701	Interest Income	-	100	-	-
Total Supplemental Law Enforce. Fund		7,693	8,300	9,900	10,500

ACCT NO	2201 Gas Tax	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4040	Section 2103	223,344	218,500	209,050	490,900
4041	Section 2105	304,050	334,100	316,560	316,500
4042	Section 2106	208,574	219,100	212,580	212,600
4043	Section 2107	403,967	414,800	413,450	413,400
4044	Section 2107.5	7,500	7,500	7,500	7,500
4045	Loan Repayment	64,913	64,900	64,270	64,300
4701	Interest Income	5,693	2,000	9,000	4,000
4645	Cost Recovery - Subrogation	1,207	-	200	-
4801	Miscellaneous	-	-	9,510	-
Total Gas Tax Fund		1,219,248	1,260,900	1,242,120	1,509,200

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

ACCT NO	2202 SAFE Program	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4701	Interest Income	627	500	1,080	1,000
Total SAFE Program Fund		627	500	1,080	1,000

ACCT NO	2203 Road Maint. Rehab Acct. Fund	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4046	Gas Tax - Road Maint. and Rehab	334,581	948,200	903,760	936,700
4701	Interest Income	-	3,000	4,000	6,000
Total Road Maint. Rehab. Acct. Fund		334,581	951,200	907,760	942,700

ACCT NO	2302 Zone 2 Flood Control District	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4001	Property Taxes	357,335	373,600	378,800	401,800
4701	Interest Income	486	500	2,200	1,000
Total Zone 2 Flood Control Dist. Fund		357,821	374,100	381,000	402,800

ACCT NO	2401 CDBG	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4220	Grants - Federal	239,786	312,130	312,130	323,940
4701	Interest Income	39	-	-	40
Total CDBG Fund		239,825	312,130	312,130	323,980

ACCT NO	2510 thru 2572 CFDs	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
2510.4050	Special Tax - CFD No. 2015-1	1,519	1,560	1,560	1,620
2510.4701	Interest Income	21	50	60	60
2572.4050	Special Tax - CFD No. 2017-2	-	46,450	28,140	92,840
2572.4701	Interest Income	-	200	100	200
Total CFD Funds		1,540	48,260	29,860	94,720

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

ACCT NO	2601 thru 2604 Town Center LMD	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
2601.4101	Assessments - Zone A	141,814	141,820	141,820	141,820
2601.4701	Interest Income - Zone A	905	1,500	2,000	2,500
2601.8001	Operating Transfer In	25,149	26,400	23,200	28,200
2602.4101	Assessments - Zone B	7,605	7,520	7,520	7,520
2602.4701	Interest Income - Zone B	192	280	400	400
2603.4101	Assessments - Zone C	7,852	7,860	7,860	7,860
2603.4701	Interest Income - Zone C	173	300	400	400
2604.4101	Assessments - Zone D	164,003	164,580	164,580	164,580
2604.4701	Interest Income - Zone D	617	650	1,000	1,000
<b>Total Town Center LMD Funds</b>		<b>348,311</b>	<b>350,910</b>	<b>348,780</b>	<b>354,280</b>

ACCT NO	2701 thru 2710 Santee LMD	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
2701.4101	Assessments - Zones 1 & 2	2,254	2,260	2,260	2,260
2701.4701	Interest Income - Zones 1 & 2	14	20	30	30
2702.4101	Assessments - Zone 3	1,992	2,070	2,070	2,070
2702.4701	Interest Income - Zone 3	26	40	60	60
2703.4101	Assessments - Zone 4	1,384	1,390	1,390	1,390
2703.4701	Interest Income - Zone 4	15	30	30	30
2704.4101	Assessments - Zone 8	75,253	75,740	75,740	75,740
2704.4701	Interest Income - Zone 8	442	670	1,000	1,200
2705.4101	Assessments - Zone 9	1,526	1,530	1,530	1,530
2705.4701	Interest Income - Zone 9	7	10	30	30
2706.4101	Assessments - Zone 12	8,750	8,760	8,760	8,760
2706.4701	Interest Income - Zone 12	174	300	350	400
2707.4101	Assessments - Zone 13	3,221	3,230	3,230	3,230
2707.4701	Interest Income - Zone 13	44	60	100	100
2708.4101	Assessments - Zone 14	2,689	2,690	2,690	2,690
2708.4701	Interest Income - Zone 14	58	90	150	150
2709.4101	Assessments - Zone 17	4,824	4,830	4,830	4,830
2709.4701	Interest Income - Zone 17	179	300	350	350
2710.4101	Assessments - Zone 18	3,919	3,920	3,920	3,920
2710.4701	Interest Income - Zone 18	33	70	100	100
<b>Total Santee LMD Funds</b>		<b>106,804</b>	<b>108,010</b>	<b>108,620</b>	<b>108,870</b>

**CITY OF SANTEE  
OTHER FUNDS  
REVENUE DETAIL  
FY 2019-20 ESTIMATES**

ACCT NO	2801 Roadway Lighting Dist Zone A	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4001	Property Tax	304,475	314,570	314,570	330,300
4645	Cost Recovery/Subrogation	2,137			-
4701	Interest Income	7,393	12,000	18,500	20,000
Total Street Lighting Tax Zone A Fund		314,005	326,570	333,070	350,300

ACCT NO	2802 Roadway Lighting Dist Zone B	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4101	Assessments	330,759	332,940	332,940	343,110
4645	Cost Recovery/Subrogation	1,246			-
4701	Interest Income	4,793	6,400	9,500	9,000
4801	Miscellaneous	1,841			-
Total Road Lighting Dist Zone B Fund		338,637	339,340	342,440	352,110

ACCT NO	2901 Mobile Home Park Admin	FY 2017-18 Actual	FY 2018-19 Adopted	FY 2018-19 Revised	FY 2019-20 Estimate
4101	Assessments	41,724	41,700	41,200	42,000
4701	Interest Income	688	1,100	1,700	2,000
Total Mobile Home Park Admin Fund		42,412	42,800	42,900	44,000



# DEPARTMENT DETAIL

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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-19 Accomplishments**

- Purchased four (4) replacement and one (1) new vehicle that included:
  - Ford Explorer for the Fire Chief – Fire Department
  - Ford F-150 XL Supercrew 4x4 Pickup for Engineering Inspector– Development Services
  - Ford Explorer for Fire Marshal – Fire Department
  - Paramedic ambulance box remount Ford E-450 – Fire Department
  - Pierce Type III Brush Engine – Fire Department

#### **2019-20 Goals and Objectives**

- The vehicle acquisition for FY 2019-20 will include the purchase of four (4) vehicles and equipment. The new vehicles include the following:
  - Fire Paramedic Ambulance Box Remount onto a new Ford F-450 Chassis
  - Ford Explorer to replace the Deputy Fire Chief vehicle, which will be transferred to Public Services Manager, who's current vehicle (Ford Escape) will replace V-108, a 1999 Ford Taurus
  - PB Loader 2 Yard Dump Truck that will replace V-121, a 2000 2 Yard Dump Truck
  - Kubota Tractor that will replace V-062, a 1988 Kubota Tractor
- Continue to manage the City's pool vehicle program to maximize the utilization of current city vehicles
- Continue to examine fleet resources to identify opportunities to share vehicles within individual departments
- Research options to procure vehicles from local dealers when possible

**CITY OF SANTEE  
VEHICLE ACQUISITION REPLACEMENT FUND**

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations and Maintenance	\$ 407,518	\$ 366,680	\$ 356,990
Capital Outlay	<u>25,359</u>	<u>675,300</u>	<u>341,440</u>
<b>Grand Total</b>	<u><u>\$ 432,878</u></u>	<u><u>\$ 1,041,980</u></u>	<u><u>\$ 698,430</u></u>

**OPERATIONS & MAINTENANCE COSTS**

**Community Services**

Long Term Debt - Principal	80020	\$ 45,340	\$ 46,630	\$ 38,260
Interest Expense	80030	6,668	5,390	4,060

**Fire and Life Safety**

Long Term Debt - Principal	80020	298,548	266,210	274,290
Interest Expense	80030	<u>56,963</u>	<u>48,450</u>	<u>40,380</u>

<b>Total Operations and Maintenance</b>		<u><u>\$ 407,518</u></u>	<u><u>\$ 366,680</u></u>	<u><u>\$ 356,990</u></u>
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**CAPITAL OUTLAY COSTS**

**Community Services - Public Services**

Automotive Equipment	60040	\$ -	\$ -	\$ 111,830
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**Community Services - Recreation Services**

Automotive Equipment	60040	25,104	-	-
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**Fire and Life Safety**

Automotive Equipment	60040	255	622,700	229,610
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**Development Services - Engineering**

Automotive Equipment	60040	-	52,600	-
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<b>Total Capital Outlay</b>		<u><u>\$ 25,359</u></u>	<u><u>\$ 675,300</u></u>	<u><u>\$ 341,440</u></u>
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<b>Grand Total</b>		<u><u>\$ 432,878</u></u>	<u><u>\$ 1,041,980</u></u>	<u><u>\$ 698,430</u></u>
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**CITY OF SANTEE  
VEHICLE ACQUISITION REPLACEMENT FUND**

Fire & Life Safety Vehicle Replacement Fund 1005	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

**LONG TERM DEBT - Principal and Interest**

**Fire and Life Safety**

2010 Pierce Arrow Triple Combination Pumper	\$ 40,882	\$ -	\$ -
2014 Pierce Arrow Triple Combination Pumper	88,743	88,750	88,750
2016 Pierce Arrow XT Pumper	96,831	96,840	96,850
2016 Pierce Arrow XT Tiller	129,054	129,070	129,070

**Community Services - Public Services**

2013 Vactor Model 2100 Plus Series Jet Rodder	32,612	32,620	32,620
2013 Caterpillar Model 430F Backhoe	19,396	19,400	9,700

**Total Operations & Maintenance**

<b>\$ 407,518</b>	<b>\$ 366,680</b>	<b>\$ 356,990</b>
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**CAPITAL OUTLAY COSTS**

**AUTOMOTIVE EQUIPMENT**

**Community Services - Recreation Services**

Ford Passenger Van	\$ 25,104	\$ -	\$ -
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**Community Services - Public Services**

2-Yard PB Loader Dump Truck	-	-	94,450
Kubota Tractor	-	-	17,380

**Fire and Life Safety**

2018 Braun North Star 171-3 Paramedic Ambulance on a Ford E-450 Chassis	255	-	-
Fire Type III Brush Fire Engine	-	400,000	-
Fire Paramedic Ambulance Box Remount onto F-450 Chassis	-	153,700	-
Ford Explorer or equivalent for Fire Chief	-	38,000	-
Ford Escape for Fire Marshal	-	31,000	-
Fire Paramedic Box Remount	-	-	189,300
Ford Explorer Base 4x4 for Deputy Fire Chief	-	-	40,310

**Development Services - Engineering**

Ford XL Supercrew 4 x4 for Engineering Inspector	-	52,600	-
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**Total Capital Outlay**

<b>\$ 25,359</b>	<b>\$ 675,300</b>	<b>\$ 341,440</b>
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## **CITY OF SANTEE**

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

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#### **Program Description**

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

#### **2018-2019 Accomplishments**

- Introduced new instructional classes for adults and youth including new Tiny Tots program
- Dance and Martial Arts programs performed at the Santee Street Fair and San Diego County Fair
- Purchase of dance mirrors and portable flooring to increase functionality of performing arts instructional classes
- Addition of instructional classes at the Santee Skate Park for BMX and scooter
- Offered free skate/BMX/scooter clinics to increase interest in Skate Park camps and classes
- Increased senior programming by adding more bus trips and an additional luncheon to be held in spring, partially funded through community enhancement fund through SPARC
- Enhanced recreation website pages to increase usability and improve appearance
- Coordinated annual Bluegrass Festival
  - Increased revenue by 11.1% to \$110,000
  - Secured \$80,267 of in-kind donations (giving tree and event elements) to keep costs down
  - Tickets sold out prior to event date with ticket sales of 1,427
  - Secured 15 additional food & beverage vendors to provide free samples
  - Bluegrass Festival proceeds were allocated towards community enhancement projects: Senior Trips and programs, recreation equipment, Teen Center operations and financial assistance program

#### **2019-2020 Goals and Objectives**

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

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

<b>Community Services Recreation Revolving Fund 1006.02.5301 - 5312</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 86,962	\$ 90,220	\$ 95,250
Operations & Maintenance	<u>131,452</u>	<u>140,410</u>	<u>145,570</u>
<b>Grand Total</b>	<u><u>\$ 218,414</u></u>	<u><u>\$ 230,630</u></u>	<u><u>\$ 240,820</u></u>

**SUMMARY OF FUNDED POSITIONS**

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

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

<b>Community Services Recreation Revolving Fund 1006.02.5301 - 5312</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 38,727	\$ 37,850	\$ 38,800
Salaries & Wages - Part Time	50020	32,201	38,130	41,070
Overtime	50025	46	-	-
Retirement - PERS	50050	2,890	2,650	2,930
Retirement - PERS EPMC	50051	16	-	-
Retirement - Unfunded Liability	50052	5,345	5,180	6,140
Retirement - Part Time	50055	1,207	1,440	1,450
Medicare	50060	1,032	1,100	1,150
Health Insurance	50070	4,974	3,460	3,260
Dental Insurance	50071	302	220	230
Life Insurance	50075	79	70	80
Long Term Disability Insurance	50076	143	120	140
<b>Total Personnel</b>		<b>\$ 86,962</b>	<b>\$ 90,220</b>	<b>\$ 95,250</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Expert/Consulting Services	51040	\$ 50,104	\$ 40,430	\$ 40,380
Permits/Insurance	51041	482	3,450	2,750
Subscriptions/Memberships	51104	250	300	200
Professional Development	51110	397	630	630
Printing & Duplicating	51120	4,909	5,000	5,000
Telephone & Fax	51121	795	800	500
Postage	51122	772	500	800
Promotional Activities	51131	1,896	3,650	1,950
Voucher Incentive Program	51132	3,205	5,500	4,500
Banners	51133	1,308	1,800	1,150
Bank Fees	51150	5,908	9,000	9,000
Contract Services	51155	5,364	6,000	6,500
Materials & Supplies	51160	24,397	22,400	31,300
Recreational Supplies	51164	3	50	50
Transportation	51172	2,800	4,700	5,700
Electricity & Gas	51180	1,248	1,400	-
Water & Sewer	51185	1,419	1,600	-
Equipment Rental	51191	9,606	15,000	14,000
Custodial	51210	2,548	3,200	3,200
SPARC Community Enhancement	51370	4,040	5,000	7,960
Operating Transfer Out	90001	10,000	10,000	10,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 131,452</b>	<b>\$ 140,410</b>	<b>\$ 145,570</b>
<b>Grand Total</b>		<b>\$ 218,414</b>	<b>\$ 230,630</b>	<b>\$ 240,820</b>

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	<b>\$ 50,104</b>	<b>\$ 40,430</b>	<b>\$ 40,380</b>
This appropriation includes funds for contractor and consultant fingerprinting, staff CPR and first aid training, as well as contract payments for programs.			
Instructional Classes [5302]	40,902	32,000	32,000
Day Camps [5305]	200	200	200
Contract Camps [5306]	9,054	8,000	8,000
Special Events [5309]	-	50	-
Recreation Revolving Support [5311]	(52)	180	180
<b>Permits/Insurance</b>	<b>482</b>	<b>3,450</b>	<b>2,750</b>
Required permits and insurance for Events [5309].			
<b>Subscriptions/Memberships</b>	<b>250</b>	<b>300</b>	<b>200</b>
Subscriptions and professional memberships for staff Recreation Revolving Support [5311].			
<b>Professional Development</b>	<b>397</b>	<b>630</b>	<b>630</b>
Conferences, workshops, and team building activities.			
Day Camp [5305]	292	330	330
Recreation Revolving Support [5311]	105	300	300
<b>Printing &amp; Duplicating</b>	<b>4,909</b>	<b>5,000</b>	<b>5,000</b>
Printing of marketing materials and supplies.			
Senior Trips [5303]	200	200	200
Day Camps [5305]	-	-	-
Special Events [5309]	125	800	1,300
Recreation Revolving Support [5311]	4,584	4,000	3,500
<b>Telephone &amp; Fax</b>	<b>795</b>	<b>800</b>	<b>500</b>
Telephone and fax charges for a Recreation Coordinator and Recreation front desk administration.			
Special Events [5309]	16	-	-
Recreation Revolving Support [5311]	779	800	500
<b>Postage</b>	<b>772</b>	<b>500</b>	<b>800</b>
Mail charges for marketing materials.			
Senior Trips [5303]	100	100	100
Special Events [5309]	72	200	500
Recreation Revolving Support [5311]	600	200	200
<b>Promotional Activities</b>	<b>1,896</b>	<b>3,650</b>	<b>1,950</b>
Event and program marketing and promotions.			
Special Events [5309]	1,259	1,300	600
Recreation Revolving Support [5311]	637	2,350	1,350

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Voucher Incentive Program</b>	<b>\$ 3,205</b>	<b>\$ 5,500</b>	<b>\$ 4,500</b>
Financial assistance for qualifying senior and youth participants for recreation programs and classes. Provided by recreation activity donations and Bluegrass Festival proceeds.			
Senior Trips [5303]	-	-	-
Special Events [5309]	3,205	5,500	4,500
<b>Banners</b>	<b>1,308</b>	<b>1,800</b>	<b>1,150</b>
Installing/removing, storing, purchasing, cleaning and repairing new and existing banners.			
Instructional Classes [5302]	650	-	-
Day Camps [5305]	288	-	-
Special Events [5309]	169	600	600
Recreation Revolving Support [5311]	201	1,200	550
<b>Bank Fees</b>	<b>5,908</b>	<b>9,000</b>	<b>9,000</b>
Active Net and bank charges.			
Special Events [5309]	2,134	3,000	3,000
Recreation Revolving Support [5311]	3,774	6,000	6,000
<b>Contract Services</b>	<b>5,364</b>	<b>6,000</b>	<b>6,500</b>
Entertainment, light, sound and other vendor contracts for Special Events [5309].			
<b>Materials &amp; Supplies</b>	<b>24,397</b>	<b>22,400</b>	<b>31,300</b>
Supplies, equipment, computer upgrades and incidental furnishings for Recreation Programs.			
Instructional Classes [5302]	166	200	200
Senior Trips [5303]	2,891	4,000	6,000
Day Camps [5305]	8,596	8,500	8,800
Teen Special Programs [5307]	4,235	-	-
Skate Park [5308]	18	100	100
Special Events [5309]	7,891	9,000	14,600
Recreation Revolving Support [5311]	600	600	1,600
<b>Recreational Supplies</b>	<b>3</b>	<b>50</b>	<b>50</b>
Miscellaneous supplies for Day Camps.			
Day Camps [5305]			
<b>Transportation</b>	<b>2,800</b>	<b>4,700</b>	<b>5,700</b>
Bus and Transportation Fees.			
Senior Trips [5303]	-	1,000	1,000
Day Camps [5305]	2,800	3,700	4,700
<b>Electricity &amp; Gas</b>	<b>1,248</b>	<b>1,400</b>	<b>-</b>
Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].			

**CITY OF SANTEE  
RECREATION REVOLVING FUND**

Community Services Recreation Revolving Fund 1006.02.5301 - 5312	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Water &amp; Sewer</b>	\$ 1,419	\$ 1,600	\$ -
Utilities for CSD 1 activity buildings at Big Rock Park. Recreation Revolving Support [5311].			
<b>Equipment Rental</b>	9,606	15,000	14,000
Rental Equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events [5309].			
<b>Custodial Services</b>	2,548	3,200	3,200
Custodial Services for the Teen Center at Big Rock Park. [5311].			
<b>SPARC Community Enhancement</b>	4,040	5,000	7,960
Special projects funded with proceeds from the Santee Bluegrass Festival.			
<b>Operating Transfers Out</b>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
SPARC donation to Recreation Services General Fund from proceeds of the annual Bluegrass Festival Fundraiser [5309].			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 131,452</u>	<u>\$ 140,410</u>	<u>\$ 145,570</u>

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

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**Program Description**

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

**CITY OF SANTEE  
SUPPLEMENTAL LAW ENFORCEMENT SERVICES**

<b>Supplemental Law Enforcement Services County of San Diego 2101.00.2101</b>		<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Contract Services - SD County Sheriff	51152	<u>\$ 143,990</u>	<u>\$ 140,520</u>	<u>\$ 149,100</u>
<b>Total</b>		<u><u>\$ 143,990</u></u>	<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

<b>Contract Services - SD County Sheriff</b>	<u>\$ 143,990</u>	<u>\$ 140,520</u>	<u>\$ 149,100</u>
This appropriation provides funding for a portion of the cost of one special purpose deputy under contract with the San Diego County Sheriff's Department.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 143,990</u></u>	<u><u>\$ 140,520</u></u>	<u><u>\$ 149,100</u></u>

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

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### **Program Description**

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

### **2018-2019 Accomplishments**

- Established the Highway 52 Coalition and hosted the first public meeting in September 2018
- Hosted two additional public meetings
- Retained a federal lobbyist to support the Coalition's efforts
- Met with legislators in Sacramento and Washington D.C. to educate officials on funding needed to improve the SR-52 corridor for the benefit of the entire region
- Submitted a Federal INFRA (Infrastructure for Rebuilding America) grant application in the amount of \$26 million for SR-52 improvements

### **2019-2020 Goals and Objectives**

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

**CITY OF SANTEE  
HIGHWAY 52 COALITION FUND**

<b>Non-Departmental Highway 52 Coalition</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ -	\$ 84,850	\$ 89,850
<b>Total</b>	<u>\$ -</u>	<u>\$ 84,850</u>	<u>\$ 89,850</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ -	\$ 21,400	\$ 21,400
Expert/Consulting Services	51040	-	55,000	60,000
Meetings and Outreach	51118	-	7,850	7,850
Bank Fees	51150	-	200	200
Materials and Supplies	51160	-	200	200
Software Maintenance and Licensing	51201	-	200	200
<b>Total Operations &amp; Maintenance</b>		<u>\$ -</u>	<u>\$ 84,850</u>	<u>\$ 89,850</u>

**CITY OF SANTEE  
HIGHWAY 52 COALITION FUND**

Non-Departmental Highway 52 Coalition	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services - City Attorney</b>	\$ -	\$ 21,400	\$ 21,400
This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.			
<b>Expert/Consulting Services</b>	-	55,000	60,000
This appropriation provides funding for the federal lobbyist hired in support of the Highway 52 Coalition, in particular as it relates to efforts to obtain federal funding for improvements to Highway 52.			
<b>Meetings and Outreach</b>	-	7,850	7,850
This appropriation provides for meeting expenses with local, regional, state and federal representatives and their staff in support of the Highway 52 Coalition's efforts.			
<b>Bank Fees</b>	-	200	200
This appropriation covers credit card processing charges incurred with the receipt of donations to the Coalition.			
<b>Materials &amp; Supplies</b>	-	200	200
This appropriation provides funding for promotional materials and other supplies incurred in support of the Highway 52 Coalition.			
<b>Software Maintenance and Licensing</b>	-	200	200
This appropriation covers the cost of website domain licensing for the Highway 52 Coalition.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ -</u>	<u>\$ 84,850</u>	<u>\$ 89,850</u>

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

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**Program Description**

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

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

Development Services CASp Certification and Training Fund 2106.04.4108	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
AB 1379 Disabled Access	51372    \$ -	\$ 13,300	\$ 13,300
<b>Total</b>	<u>\$ -</u>	<u>\$ 13,300</u>	<u>\$ 13,300</u>

**EXPENDITURES**

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

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

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### **Program Description**

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

### **2018-2019 Accomplishments**

- Re-striped approximately eight miles of arterial and collector roadways along with 4,000 feet of crosswalks and painted 4,000 feet of red curb
- Maintained and repaired the 61 City owned traffic signals and communication system, as needed
- Repaired and replaced damaged and lifted sidewalks, curb and gutter repairs, in addition to performing horizontal sidewalk cutting to eliminate tripping hazards citywide
- Provided monthly street sweeping services for all public streets, intersections and parking lots
- Maintained right-of-way landscaping, planted trees and replaced landscaping on medians and parkways
- Performed pothole repairs and asphalt patching citywide

### **2019-2020 Goals and Objectives**

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

**CITY OF SANTEE  
GAS TAX FUND SUMMARY**

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 844,922	\$ 1,079,430	\$ 1,206,170
Development Services	<u>195,178</u>	<u>327,500</u>	<u>330,000</u>
<b>Grand Total</b>	<u><u>\$ 1,040,100</u></u>	<u><u>\$ 1,406,930</u></u>	<u><u>\$ 1,536,170</u></u>

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

Community Services Gas Tax Fund 2201.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 844,922	\$ 1,079,430	\$ 1,206,170
<b>Total</b>	<b>\$ 844,922</b>	<b>\$ 1,079,430</b>	<b>\$ 1,206,170</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Accounting/Auditing	51010	\$ 2,443	\$ 2,500	\$ 2,500
Professional Development	51110	681	3,000	2,100
Telephone & Fax	51121	3,577	3,500	3,800
Materials & Supplies	51160	17,076	17,000	17,000
Wearing Apparel	51165	2,468	2,500	3,500
Small Tools	51166	924	1,600	2,000
Electricity & Gas - Grounds	51181	1,414	1,500	1,900
Water & Sewer - Grounds	51186	143,004	159,200	180,460
Signage	51190	12,361	12,000	13,500
Equipment Rental	51191	-	1,600	6,600
Repair/Maint - Automotive Equipment	51212	314	1,500	-
Repair/Maint - Grounds	51231	247,476	285,450	317,550
Contract Svc Road Maintenance	51240	6,443	11,300	15,000
Contract Svc Concrete Replacement	51241	42,903	140,940	70,000
Contract Svc Dead Animal Removal	51242	9,540	10,680	10,800
Contract Svc Street Sweeping	51244	174,440	196,760	196,760
Irrigation Materials	51252	13,248	7,000	9,500
Internal Service Charges	51399	141,460	195,000	325,000
Operating Transfer Out	90001	25,149	26,400	28,200
<b>Total Operations &amp; Maintenance</b>		<b>\$ 844,922</b>	<b>\$ 1,079,430</b>	<b>\$ 1,206,170</b>

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

Community Services Gas Tax Fund 2201.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Accounting/Auditing</b>	\$ 2,443	\$ 2,500	\$ 2,500
This amount will provide for the preparation of the annual Street Report and review of Gas Tax Fund expenditures by the State Controller's Office.			
<b>Professional Development</b>	681	3,000	2,100
This appropriation will cover specific street and road maintenance training as well as weed abatement, pest control, pesticide licensing, traffic control, and roadside safety training.			
<b>Telephone &amp; Fax</b>	3,577	3,500	3,800
This appropriation will cover local and long distance charges for telephones, modems, alarm systems, faxes and cell phones.			
<b>Materials &amp; Supplies</b>	17,076	17,000	17,000
This appropriation will cover the costs of miscellaneous traffic and street materials, and supplies not identified elsewhere in this budget. Items include lumber, hardware, tools, disposable coveralls, welding supplies, mark-out paints and other related supplies.			
<b>Wearing Apparel</b>	2,468	2,500	3,500
This appropriation provides a portion of the cost of uniforms, steel toed boots, as-needed safety clothing for the maintenance crew and staff representing the City.			
<b>Small Tools</b>	924	1,600	2,000
This appropriation will fund the purchase and replacement of small tools.			
<b>Electricity &amp; Gas - Grounds</b>	1,414	1,500	1,900
This appropriation funds the cost of electricity to irrigation controllers in rights-of-way and medians.			
<b>Water &amp; Sewer - Grounds</b>	143,004	159,200	180,460
This appropriation covers the cost of water within the City's rights-of-way and medians.			
<b>Signage</b>	12,361	12,000	13,500
This appropriation is required to cover the cost of miscellaneous traffic and street name signage.			
<b>Equipment Rental</b>	-	1,600	6,600
This appropriation will provide for rental of specialized equipment required for street repairs and maintenance such as graders, gradalls, skip loaders, rollers grinders and other street related equipment.			

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

Community Services Gas Tax Fund 2201.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS (Continued)</b>			
<b>Repair/Maintenance - Automotive Equipment</b> This account provides funds for normal repair and maintenance of fleet vehicles, including funds for miscellaneous parts, wheel alignments, muffler repair, etc.	\$ 314	\$ 1,500	\$ -
<b>Repair/Maintenance - Grounds</b> This appropriation will be used to provide rights-of-way landscape maintenance including maintenance of medians, parkways, bike paths and street trees. This program also includes our street tree planting and replacement program.	247,476	285,450	317,550
<b>Contract Service Road Maintenance</b> This appropriation will be used to provide contractual roadway repairs such as minor asphalt patching.	6,443	11,300	15,000
<b>Contract Service Concrete Replacement</b> This appropriation will fund the City's ongoing concrete curb, gutter and sidewalk replacement program. This also includes the sidewalk cutting and grinding program. The contracted services also include the installation of ADA ramps throughout the City.	42,903	140,940	70,000
<b>Contract Service Dead Animal Removal</b> The appropriation will enable utilization of contracted services for disposal of dead animals found within City rights-of-way.	9,540	10,680	10,800
<b>Contract Service Street Sweeping</b> This appropriation will fund the street sweeping contract for commercial and residential streets, medians and intersections. This appropriation also provides funds for additional emergency sweeping as required.	174,440	196,760	196,760
<b>Irrigation Materials</b> This appropriation will cover the cost of purchasing irrigation repair supplies.	13,248	7,000	9,500
<b>Internal Service Charges</b> This account is used to reimburse the General Fund. Reimbursements are for the cost of personnel and vehicle expenses used for right-of-way program work.	141,460	195,000	325,000
<b>Operating Transfer Out</b>	<u>25,149</u>	<u>26,400</u>	<u>28,200</u>
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 844,922</u></u>	<u><u>\$1,079,430</u></u>	<u><u>\$ 1,206,170</u></u>

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

Development Services Gas Tax Fund 2201.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 195,178	\$ 327,500	\$ 330,000
<b>Grand Total</b>	<b>\$ 195,178</b>	<b>\$ 327,500</b>	<b>\$ 330,000</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 2,241	\$ 4,500	\$ 6,000
Electricity & Gas	51180	54,505	60,000	59,000
Repair/Maintenance - Traffic Signals	51214	95,883	138,000	140,000
Contract Svc Street Striping/Painting	51243	29,881	100,000	100,000
Internal Service Charges	51399	12,668	25,000	25,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 195,178</b>	<b>\$ 327,500</b>	<b>\$ 330,000</b>

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

<b>Development Services Gas Tax Fund 2201.04.4101</b>	<b>FY 2017-18 Actual</b>	<b>FY 2018-19 Amended</b>	<b>FY 2019-20 Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Expert/Consulting Services</b>	<b>\$ 2,241</b>	<b>\$ 4,500</b>	<b>\$ 6,000</b>
This appropriation provides funds for the execution of special traffic studies requested by Council or not funded elsewhere. Also included is \$2,500 annually for services provided by Underground Service Alert for notices of potential conflicts with City owned underground electrical facilities.			
<b>Electricity &amp; Gas</b>	<b>54,505</b>	<b>60,000</b>	<b>59,000</b>
This appropriation funds the cost of energy for traffic signals, flashing beacons, sign lighting and the cost of State-owned freeway off-ramp/on-ramp facilities per agreement with Caltrans.			
<b>Repair/Maintenance - Traffic Signals</b>	<b>95,883</b>	<b>138,000</b>	<b>140,000</b>
This appropriation funds contract services to provide routine and emergency maintenance and repairs to the City's traffic signals and intersection safety lighting.			
<b>Contract Service Street Striping/Painting</b>	<b>29,881</b>	<b>100,000</b>	<b>100,000</b>
This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.			
<b>Internal Service Charges</b>	<b>12,668</b>	<b>25,000</b>	<b>25,000</b>
This appropriation will reimburse the General Fund. Reimbursements are for the cost of personnel expenses used for right-of-way program work.			
<b>Total Operations &amp; Maintenance Costs</b>	<b><u>\$ 195,178</u></b>	<b><u>\$ 327,500</u></b>	<b><u>\$ 330,000</u></b>

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

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### **Program Description**

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

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

### **2018-2019 Accomplishments**

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

### **2019-2020 Goals and Objectives**

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

**CITY OF SANTEE  
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 20,161	\$ 25,000	\$ 10,000
<b>Total</b>	<u>\$ 20,161</u>	<u>\$ 25,000</u>	<u>\$ 10,000</u>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 50	\$ -	\$ -
Internal Service Charges	51399	20,111	25,000	10,000
<b>Total Operations &amp; Maintenance</b>		<u>\$ 20,161</u>	<u>\$ 25,000</u>	<u>\$ 10,000</u>

**CITY OF SANTEE  
SAFE PROGRAM FUND**

Development Services SAFE Program 2202.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<b>Expert/Consulting Services</b>	\$ 50	\$ -	\$ -
This appropriation paid for the costs related to a speed survey sent to City of Santee Residents.			
<b>Internal Service Charges</b>	20,111	25,000	10,000
This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 20,161</u>	<u>\$ 25,000</u>	<u>\$ 10,000</u>

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

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### **Program Description**

The Road Repair and Accountability Act of 2017 (SB 1) represents a significant new investment in California's transportation systems of about \$5.2 billion per year. The Act increases per gallon fuel excise taxes, diesel fuel sales taxes and vehicle registration taxes, stabilizes the problematic price-based fuel tax rates and provides for inflationary adjustments to rates in future years. The Act will more than double local street and road funds allocated through the State Highway Users Tax Account (HUTA), allocating funds from new taxes through a new "Road Maintenance and Rehabilitation Account (RMRA).

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

### **2018-2019 Accomplishments**

- Completed the Illuminated Street Sign Lighting Replacement project by replacing all light fixtures with energy efficient and long-lasting LED lights
- Completed the Citywide Pavement Repair & Maintenance Program 2018 Project (CIP 2018-07 and 2018-15) with SB1 funding combined with Transnet funding

### **2019-2020 Goals and Objectives**

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

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

Development Services Gas Tax-RMRA (SB1) Fund 2203.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 29,881	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 29,881</b>	<b>\$ -</b>	<b>\$ -</b>

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

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

<b>Contract Svc Street Striping/Painting</b>	51243	\$ 29,881	\$ -	\$ -
This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing street and legends.				
<b>Total Operations &amp; Maintenance</b>		<b>\$ 29,881</b>	<b>\$ -</b>	<b>\$ -</b>

## **CITY OF SANTEE**

### **ZONE 2 FLOOD CONTROL DISTRICT FUND**

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#### **Mission Statement**

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

#### **Program Description**

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

#### **2018-19 Accomplishments**

- Implemented strategic programs to work toward compliance with the Regional Storm Water Permit
- Collaborated with 20 other local jurisdictions (Copermittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets and reporting to the state
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Maintained partnerships with Santee School District, Padre Dam, Santee Chamber of Commerce, San Diego River Park, the Santee Library and the YMCA to educate staff, members and the community about ways to protect water quality
- Developed a strategy, implementation plan, and set goals to address requirements under the Statewide Trash Amendment
- Established a business improvement process with the Public Services Division to improve understanding and compliance with storm water program components and requirements
- Facilitated completion of the Magnolia Channel Infiltration project, successfully removing the largest dry weather flow from the City's conveyance system
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Provided outreach and education to municipal staff, developers, construction site workers, business operators and residents in Santee through events, education, meetings and inspections
- Conducted discharge investigations and inspections of construction sites, commercial and industrial facilities, post-construction storm water facilities and Storm Water Hotline reports
- Performed annual inspection and cleaning of selected channels and storm drain facilities

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

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**2019-20 Goals and Objectives**

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Continue to reduce persistent non-storm water flow from the City's outfalls
- Create GIS map layers which will display the inventory of businesses and structural Best Management Practices (BMPs) inventory so that staff can further strategize efforts
- Seek to decrease bacteria Total Maximum Daily Load (TMDL) by implementing a suite of structural and non-structural controls and programs
- Facilitate the implementation of the Trash Order compliance plan
- Develop and implement plans and efforts to address the Bacteria Investigative Order
- Develop an Adopt-A-Drain program
- Roll out focused storm water training specific to job responsibilities for all City employees
- Continue to seek grant opportunities and continue collecting additional information needed to strengthen current grant applications

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

	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ -	\$ -	\$ 60,800
Development Services	<u>158,828</u>	<u>374,850</u>	<u>433,530</u>
<b>Grand Total</b>	<u>\$ 158,828</u>	<u>\$ 374,850</u>	<u>\$ 494,330</u>

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

Community Services Zone 2 Flood Control 2302.02.3102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

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

**EXPENDITURES**

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

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

Community Services	FY 2017-18	FY 2018-19	FY 2019-20
Zone 2 Flood Control 2302.02.3102	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

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

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

Development Services Zone 2 Flood Control 2302.04.4102	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 158,828	\$ 374,850	\$ 433,530
<b>Total</b>	<b>\$ 158,828</b>	<b>\$ 374,850</b>	<b>\$ 433,530</b>

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

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 413	\$ 45,000	\$ 20,000
State Permit Renewal Fee	51042	21,344	24,850	24,850
Regional Coordination	51044	13,147	96,000	123,000
Water Quality Monitoring	51045	21,686	80,000	64,000
Outreach & Education	51046	500	500	500
Subscriptions/Memberships	51104	220	500	500
Professional Development	51110	159	2,000	2,000
Mileage Reimbursement	51112	91	200	200
Printing & Duplicating	51120	171	2,000	1,750
Telephone & Fax	51121	-	-	3,730
Postage	51122	448	1,000	700
Rentals/Leases - Office Equipment	51141	800	800	-
Materials & Supplies	51160	1,808	1,500	1,500
Wearing Apparel	51165	391	500	500
Electricity & Gas	51180	-	-	4,500
Repair/Maint - Equipment	51211	-	-	600
Minor Equipment	51361	-	-	600
Internal Service Charges	51399	97,650	120,000	184,600
<b>Total Operations &amp; Maintenance</b>		<b>\$ 158,828</b>	<b>\$ 374,850</b>	<b>\$ 433,530</b>

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

Development Services	FY 2017-18	FY 2018-19	FY 2019-20
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS**

<b>Expert /Consulting Services</b>	\$ 413	\$ 45,000	\$ 20,000
This appropriation provides for as-needed engineering consultant services to fulfill state and federal requirements for compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit.			
<b>State Permit Renewal Fee</b>	21,344	24,850	24,850
This appropriation provides for the annual renewal of the City's National Pollutant Discharge Elimination System (NPDES) permit administered by the State of California.			
<b>Regional Coordination</b>	13,147	96,000	123,000
This appropriation provides for regionally shared costs for the development and implementation of water quality programs, including: Program Development and Reporting, Water Quality Improvement Planning, Water Quality Monitoring, Data Clearinghouse Services and Education and Outreach.			
<b>Water Quality Monitoring</b>	21,686	80,000	64,000
This appropriation provides for wet and dry weather waterway monitoring including: sampling, analysis and reporting on discharges from Santee's storm water conveyance system. Also included is monitoring of compliance with the San Diego River Water Quality Improvement Plan.			
<b>Outreach &amp; Education</b>	500	500	500
This appropriation provides for booth displays, demonstration models and incentive items.			
<b>Subscriptions/Memberships</b>	220	500	500
This appropriation provides for membership in the California Storm Water Quality Association and the Association of Environmental Professionals. Also included are subscriptions to industry BMP (best management practice) handbooks.			
<b>Professional Development</b>	159	2,000	2,000
This appropriation provides for continuing education, technical storm water management training and certification classes. Also included is funding for staff to attend the annual Storm Water Conference and travel and miscellaneous expenses associated with attending training seminars and professional association meetings.			
<b>Mileage Reimbursement</b>	91	200	200
This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.			

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

Development Services	FY 2017-18	FY 2018-19	FY 2019-20
Zone 2 Flood Control 2302.04.4102	Actual	Amended	Adopted

**OPERATIONS & MAINTENANCE COSTS (Continued)**

<b>Printing &amp; Duplicating</b>	\$ 171	\$ 2,000	\$ 1,750
This appropriation provides for the production of day to day work (letters, reports, etc.), mail outs, and outreach materials. Also included is production of maps, plans and exhibits, and photo documentation of development projects.			
<b>Telephone and Fax</b>	-	-	3,730
This appropriation provides for the cost of telephone, fax machine, cellular phones, monthly hot spot and modem line charges.			
<b>Postage</b>	448	1,000	700
This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.			
<b>Rentals/Leases - Office Equipment</b>	800	800	-
This account provides funds for leased photocopiers and communication equipment.			
<b>Materials &amp;Supplies</b>	1,808	1,500	1,500
This appropriation provides for office and field supplies.			
<b>Wearing Apparel</b>	391	500	500
This appropriation provides for the purchase of apparel, including safety vests/jackets, work boots, hard hats and rain gear.			
<b>Electricity and Gas</b>	-	-	4,500
This appropriation provides for cost of electricity and gas allocated to the Flood Control\Storm Water Division.			
<b>Repair/Maint - Equipment</b>	-	-	600
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Flood Control\Storm Water Division's share of photocopiers and the large format plan copier.			
<b>Minor Equipment</b>	-	-	600
This appropriation provides for the purchase of two tablets to be utilized for Storm Water inspections.			
<b>Internal Service Charges</b>	97,650	120,000	184,600
This account is used to reimburse the General Fund for personnel cost incurred in Storm Water activities.			
<b>Total Operations &amp; Maintenance</b>	\$ 158,828	\$ 374,850	\$ 433,530

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

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### **Program Description**

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

### **2018-19 Accomplishments**

- Administered the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of eight program activities
- Completed the Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to HUD
- Selected consultant to prepare the City's 2020-2024 Consolidated Plan

### **2019-20 Goals and Objectives**

- Prepare and Adopt 2020 – 2024 Analysis of Impediments to Fair Housing
- Complete Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER)
- Conduct randomized testing of fair housing practices

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

Development Services CDBG 2401.04.4201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 48,357	\$ 58,480	\$ 52,350
Special Programs	<u>191,429</u>	<u>253,650</u>	<u>271,630</u>
<b>Grand Total</b>	<b><u>\$ 239,786</u></b>	<b><u>\$ 312,130</u></b>	<b><u>\$ 323,980</u></b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Accounting/Auditing	51010	\$ 1,225	\$ 2,000	\$ 2,000
Expert/Consulting Services	51040	-	31,000	32,550
Professional Development	51110	78	500	500
Mileage Reimbursement	51112	-	100	100
Printing & Duplicating	51120	-	100	100
Postage	51122	51	150	150
Advertising	51123	699	500	850
Materials & Supplies	51160	-	500	500
Repair/Maintenance - Equipment	51211	-	100	100
Internal Service Charges	51399	30,804	8,030	-
CSA San Diego County	51401	<u>15,500</u>	<u>15,500</u>	<u>15,500</u>
<b>Total Operations &amp; Maintenance</b>		<b><u>\$ 48,357</u></b>	<b><u>\$ 58,480</u></b>	<b><u>\$ 52,350</u></b>

**SPECIAL PROGRAMS**

**Public Services**

Crisis House	52002	\$ 5,000	\$ 5,490	5,620
Cameron Family YMCA	52003	2,000	2,190	1,870
Elderhelp	52004	2,500	3,260	3,270
Meals on Wheels	52005	6,800	5,490	4,680
Santee Food Bank	52006	14,470	14,270	14,050
Santee Santas	52007	4,719	9,880	6,000

**Public Facilities**

Caring Neighbors	53001	2,500	3,260	3,740
Debt Service (Section 108 Loan)	80020	153,440	149,884	147,010
Debt Service Reserve	80050	-	59,926	85,390

<b>Total Special Programs</b>		<b><u>\$ 191,429</u></b>	<b><u>\$ 253,650</u></b>	<b><u>\$ 271,630</u></b>
<b>Grand Total</b>		<b><u>\$ 239,786</u></b>	<b><u>\$ 312,130</u></b>	<b><u>\$ 323,980</u></b>

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

Development Services CDBG 2401.04.4201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

**Administrative Activities** \$ 32,857      \$ 42,980      \$ 36,850

Identified below are the estimated program administration costs:

Accounting/Auditing	1,225	2,000	2,000
Expert/Consulting Services	-	31,000	32,550
Professional Development	78	500	500
Mileage Reimbursement	-	100	100
Printing & Duplicating	-	100	100
Postage	51	150	150
Advertising	699	500	850
Materials & Supplies	-	500	500
Repair/Maintenance - Equipment	-	100	100
Internal Service Charges	30,804	8,030	-

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

Provides Fair Housing Services and landlord/tenant counseling services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 48,357</b>	<b>\$ 58,480</b>	<b>\$ 52,350</b>
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**SPECIAL PROGRAMS**

**Crisis House** \$ 5,000      \$ 5,490      \$ 5,620

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

**Cameron Family YMCA** 2,000      2,190      1,870

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

**Elderhelp** 2,500      3,260      3,270

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

**Meals-on-Wheels** 6,800      5,490      4,680

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

**Santee Food Bank** 14,470      14,270      14,050

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

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

Development Services CDBG 2401.04.4201	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SPECIAL PROGRAMS (Continued)**

<b>Santee Santas</b> Provides funding support to assist with emergency food and housing services to Santee residents.	\$ 4,719	\$ 9,880	\$ 6,000
<b>Caring Neighbors</b> Provides minor home repairs for low-income seniors and disabled Santee homeowners.	2,500	3,260	3,740
<b>Debt Service (Section 108 Loan)</b> Provides funding for annual debt service payment for \$1.5 million Section 108 loan for the rehabilitation of several infrastructure components along Buena Vista Avenue and Railroad Avenue. The project includes two main components: sidewalk and pedestrian ramp construction, and street and storm drain rehabilitation. Underground conduit for street light installation would be included in the project.	153,440	149,884	147,010
<b>Debt Service Reserve</b> This appropriation provides funding for a debt service reserve to ensure sufficient funding for Section 108 Loan debt service payments in the event future CDBG allocations are further reduced.	-	59,926	85,390
<b>Total Special Programs</b>	<u>\$ 191,429</u>	<u>\$ 253,650</u>	<u>\$ 271,630</u>

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

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### **Program Description**

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

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

### **2018-19 Accomplishments**

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

### **2019-20 Goals and Objectives**

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

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

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>CFD No. 2015-1 2510.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 224	\$ 1,250	\$ 2,360
<b>Total</b>	<b>\$ 224</b>	<b>\$ 1,250</b>	<b>\$ 2,360</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ -	\$ 100	\$ 100
Repair/Maintenance - Grounds	51231	224	1,000	1,800
Internal Service Charges	51399	-	150	460
<b>Total Operations &amp; Maintenance</b>		<b>\$ 224</b>	<b>\$ 1,250</b>	<b>\$ 2,360</b>

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

Community Services CFD No. 2015-1 2510.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services - City Attorney</b> This appropriation is to cover as-needed legal services.	\$ -	\$ 100	\$ 100
<b>Repair/Maintenance - Grounds</b> This appropriation is to cover the cost of storm water facilities maintenance.	224	1,000	1,800
<b>Internal Service Charges</b> This appropriation is to cover the cost of staff time related to storm water facilities maintenance as well as in the administration of the District.	-	150	460
<b>Total Operations &amp; Maintenance</b>	<u>\$ 224</u>	<u>\$ 1,250</u>	<u>\$ 2,360</u>

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

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>CFD No. 2017-2 2572.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ -	\$ 25,000	\$ 79,290
<b>Total</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 79,290</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Legal Services - City Attorney	51020	\$ -	\$ 1,000	\$ 1,000
Expert/Consulting Services	51040	-	4,000	3,000
Internal Service Charges	51399	-	20,000	75,290
<b>Total Operations &amp; Maintenance</b>		<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 79,290</b>

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

Community Services CFD No. 2017-2 2572.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services - City Attorney</b> This appropriation is to cover as-needed legal services.	\$ -	\$ 1,000	\$ 1,000
<b>Expert/Consulting Services</b> This appropriation is to cover the cost of contract special district administration services.	-	4,000	3,000
<b>Internal Service Charges</b> This appropriation is to reimburse for costs incurred in providing public services within the District and to cover the cost of staff time related to the administration of the District.	-	20,000	75,290
<b>Total Operations &amp; Maintenance</b>	<u>\$ -</u>	<u>\$ 25,000</u>	<u>\$ 79,290</u>

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## **CITY OF SANTEE**

### **TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

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#### **Program Description**

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

#### **2018-19 Accomplishments**

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

#### **2019-20 Goals and Objectives**

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

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

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Town Center LMD</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Repair & Maintenance - Grounds:				
Zone A - Town Center	var	\$ 167,333	\$ 175,890	\$ 187,380
Zone B - The Lakes	var	5,483	9,130	6,610
Zone C - San Remo	var	4,259	6,980	8,140
Zone D - Mission Creek	var	192,715	183,540	189,210
<b>Total Operations &amp; Maintenance</b>		<u>\$ 369,790</u>	<u>\$ 375,540</u>	<u>\$ 391,340</u>

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

Community Services TCLMD Zone A - Town Center 2601.02.3101		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone A - Town Center	2601	\$ 167,333	\$ 175,890	\$ 187,380
<b>Total</b>		<u>\$ 167,333</u>	<u>\$ 175,890</u>	<u>\$ 187,380</u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

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

**Zone A / Town Center Parkway**

Expert/Consulting Services	51040	\$ 2,854	\$ 2,940	\$ 3,000
Advertising	51123	-	300	210
Electricity & Gas - Grounds	51181	33,386	36,400	33,400
Water & Sewer - Grounds	51186	43,488	48,500	44,500
Repair/Maintenance - Grounds	51231	77,649	76,750	103,900
Irrigation Materials	51252	668	1,000	1,000
Internal Service Charge	51399	9,287	10,000	1,370
<b>Total Operations &amp; Maintenance</b>		<u>\$ 167,333</u>	<u>\$ 175,890</u>	<u>\$ 187,380</u>

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

Community Services TCLMD Zone B - The Lakes 2602.02.3101		FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone B - The Lakes	2602	\$ 5,483	\$ 9,130	\$ 6,610
<b>Total</b>		<u>\$ 5,483</u>	<u>\$ 9,130</u>	<u>\$ 6,610</u>

**OPERATIONS & MAINTENANCE COSTS**

**Repair and Maintenance Grounds**

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

**Zone B / The Lakes**

Expert/Consulting Services	51040	\$ 151	\$ 160	\$ 160
Advertising	51123	-	20	20
Water & Sewer - Grounds	51186	3,954	4,000	4,000
Repair/Maintenance - Grounds	51231	1,124	4,150	1,970
Internal Service Charge	51399	254	800	460

<b>Total Operations &amp; Maintenance</b>		<u>\$ 5,483</u>	<u>\$ 9,130</u>	<u>\$ 6,610</u>
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**CITY OF SANTEE  
TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT**

Community Services		FY 2017-18	FY 2018-19	FY 2019-20
TCLMD Zone C - San Remo 2603.02.3101		Actual	Amended	Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone C - San Remo	2603	\$ 4,259	\$ 6,980	\$ 8,140
<b>Total</b>		<u>\$ 4,259</u>	<u>\$ 6,980</u>	<u>\$ 8,140</u>

**OPERATIONS & MAINTENANCE COSTS**

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

<b>Zone C / San Remo</b>				
Expert/Consulting Services	51040	\$ 158	\$ 160	\$ 170
Advertising	51123	-	20	20
Water & Sewer - Grounds	51186	2,457	2,900	3,000
Repair/Maintenance - Grounds	51231	1,474	3,300	4,490
Internal Service Charge	51399	169	600	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 4,259</u>	<u>\$ 6,980</u>	<u>\$ 8,140</u>

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

Community Services		FY 2017-18	FY 2018-19	FY 2019-20
TCLMD Zone D - Mission Creek 2604.02.3101		Actual	Amended	Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone D - Mission Creek	2604	\$ 192,715	\$ 183,540	\$ 189,210
<b>Total</b>		<u>\$ 192,715</u>	<u>\$ 183,540</u>	<u>\$ 189,210</u>

**OPERATIONS & MAINTENANCE COSTS**

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

<b>Zone D / Mission Creek</b>				
Expert/Consulting Services	51040	\$ 3,312	\$ 3,410	\$ 3,480
Advertising	51123	-	330	240
Electricity & Gas - Grounds	51181	23,804	23,300	29,000
Water & Sewer - Grounds	51186	73,254	60,000	73,500
Repair/Maintenance- Grounds	51231	77,427	87,000	80,590
Irrigation Materials	51252	1,025	400	1,030
Internal Service Charge	51399	13,894	9,100	1,370
<b>Total Operations &amp; Maintenance</b>		<u>\$ 192,715</u>	<u>\$ 183,540</u>	<u>\$ 189,210</u>

## **CITY OF SANTEE**

### **SANTEE LANDSCAPE MAINTENANCE DISTRICT**

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#### **Program Description**

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

#### **2018-19 Accomplishments**

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

#### **2019-20 Goals and Objectives**

- Continue to replace shrubs, trees, groundcover and irrigation that are damaged in order to sustain the beauty of the landscaping within the District
- Convert high water use landscape materials to drought tolerant / low water use materials
- Modify the level of landscape maintenance where necessary in order to maintain the fiscal sustainability of the District
- Complete the property owner ballot process for the El Nopal zone and, if the ballot is successful, install new irrigation and drought tolerant landscaping

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

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Repair & Maintenance- Grounds:				
Zones 1 & 2 - El Nopal	var	\$ 3,515	\$ 3,000	\$ 2,300
Zone 3 - Country Scenes	var	1,423	2,110	1,800
Zone 4 - Camelot Heights	var	1,789	1,600	1,770
Zone 8 - Silver Country	var	64,410	71,320	62,300
Zone 9 - Timberline	var	1,525	1,540	1,410
Zone 12 - The Heights	var	6,109	6,790	8,930
Zone 13 - Prospect Hills	var	2,861	3,600	3,300
Zone 14 - Mitchell Ranch	var	1,971	2,740	2,520
Zone 17 - Dakota Ranch	var	3,370	4,810	5,940
Zone 18 - Allos	var	2,159	3,420	4,320
<b>Total Operations &amp; Maintenance</b>		<u>\$ 89,132</u>	<u>\$ 100,930</u>	<u>\$ 94,590</u>

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

Community Services Santee LMD - El Nopal 2701.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

Zones 1 & 2 - El Nopal	2701	\$ 3,515	\$ 3,000	\$ 2,300
<b>Total</b>		<u>\$ 3,515</u>	<u>\$ 3,000</u>	<u>\$ 2,300</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zones 1 and 2 - El Nopal**

Expert/Consulting Services	51040	\$ 182	\$ 190	\$ 190
Advertising	51123	-	10	10
Electrical & Gas - Grounds	51181	100	100	110
Water & Sewer - Grounds	51186	2,634	2,200	1,400
Repair/Maintenance - Grounds	51231	514	400	490
Internal Service Charges	51399	85	100	100
<b>Total Operations &amp; Maintenance</b>		<u>\$ 3,515</u>	<u>\$ 3,000</u>	<u>\$ 2,300</u>

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

Community Services Santee LMD - Country Scenes 2702.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

Zone 3 - Country Scenes	2702	\$ 1,423	\$ 2,110	\$ 1,800
<b>Total</b>		<u>\$ 1,423</u>	<u>\$ 2,110</u>	<u>\$ 1,800</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 3 - Country Scenes**

Expert/Consulting Services	51040	\$ 57	\$ 60	\$ 60
Advertising	51123	-	10	10
Electrical & Gas - Grounds	51181	144	150	150
Water & Sewer - Grounds	51186	623	750	630
Repair/Maintenance - Grounds	51231	514	1,090	490
Internal Service Charges	51399	85	50	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,423</u>	<u>\$ 2,110</u>	<u>\$ 1,800</u>

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

Community Services Santee LMD - Camelot Heights 2703.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

Zone 4 - Camelot Heights	2703	\$ 1,789	\$ 1,600	\$ 1,770
<b>Total</b>		<u>\$ 1,789</u>	<u>\$ 1,600</u>	<u>\$ 1,770</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 4 - Camelot Heights**

Expert/Consulting Services	51040	\$ 40	\$ 40	\$ 50
Advertising	51123	-	10	10
Electrical & Gas - Grounds	51181	114	100	130
Water & Sewer - Grounds	51186	454	500	460
Repair/Maintenance - Grounds	51231	1,125	900	970
Internal Service Charges	51399	56	50	150
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,789</u>	<u>\$ 1,600</u>	<u>\$ 1,770</u>

**CITY OF SANTEE  
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD - Silver Country 2704.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone 8 - Silver Country	2704	<u>\$ 64,410</u>	<u>\$ 71,320</u>	<u>\$ 62,300</u>
<b>Total</b>		<u><u>\$ 64,410</u></u>	<u><u>\$ 71,320</u></u>	<u><u>\$ 62,300</u></u>

**OPERATIONS & MAINTENANCE COSTS**

<b>Zone 8 - Silver Country</b>				
Expert/Consulting Services	51040	\$ 617	\$ 640	\$ 650
Advertising	51123	-	330	330
Electrical & Gas - Grounds	51181	871	800	1,360
Water & Sewer - Grounds	51186	16,431	18,000	16,500
Repair/Maintenance - Grounds	51231	40,708	48,000	41,590
Irrigation Materials	51252	499	150	500
Internal Service Charges	51399	<u>5,284</u>	<u>3,400</u>	<u>1,370</u>
<b>Total Operations &amp; Maintenance</b>		<u><u>\$ 64,410</u></u>	<u><u>\$ 71,320</u></u>	<u><u>\$ 62,300</u></u>

**CITY OF SANTEE  
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD - Timberlane 2705.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**OPERATIONS & MAINTENANCE COSTS**

Zone 9 - Timberline	2705	\$ 1,525	\$ 1,540	\$ 1,410
<b>Total</b>		<u>\$ 1,525</u>	<u>\$ 1,540</u>	<u>\$ 1,410</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 9 - Timberline**

Expert/Consulting Services	51040	\$ 137	\$ 140	\$ 150
Advertising	51123	-	10	10
Water & Sewer - Grounds	51186	594	620	610
Repair/Maintenance - Grounds	51231	539	570	490
Internal Service Charges	51399	255	200	150
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,525</u>	<u>\$ 1,540</u>	<u>\$ 1,410</u>

**CITY OF SANTEE  
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD - The Heights 2706.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**OPERATIONS & MAINTENANCE COSTS**

Zone 12 - The Heights	2706	<u>\$ 6,109</u>	<u>\$ 6,790</u>	<u>\$ 8,930</u>
<b>Total</b>		<u><u>\$ 6,109</u></u>	<u><u>\$ 6,790</u></u>	<u><u>\$ 8,930</u></u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 12 - The Heights**

Expert/Consulting Services	51040	\$ 242	\$ 250	\$ 260
Advertising	51123	-	40	40
Water & Sewer - Grounds	51186	4,181	4,600	4,200
Repair/Maintenance - Grounds	51231	1,436	1,600	3,970
Internal Service Charges	51399	<u>250</u>	<u>300</u>	<u>460</u>
<b>Total Operations &amp; Maintenance</b>		<u><u>\$ 6,109</u></u>	<u><u>\$ 6,790</u></u>	<u><u>\$ 8,930</u></u>

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

Community Services Santee LMD - Prospect Hills 2707.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

Zone 13 - Prospect Hills	2707	\$ 2,861	\$ 3,600	\$ 3,300
<b>Total</b>		<u>\$ 2,861</u>	<u>\$ 3,600</u>	<u>\$ 3,300</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 13 - Prospect Hills**

Expert/Consulting Services	51040	\$ 174	\$ 180	\$ 190
Advertising	51123	-	20	20
Water & Sewer - Grounds	51186	1,649	2,000	1,660
Repair/Maintenance - Grounds	51231	868	1,200	970
Internal Service Charges	51399	170	200	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,861</u>	<u>\$ 3,600</u>	<u>\$ 3,300</u>

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

<b>Community Services</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD - Mitchell Ranch 2708.02.3101</b>	<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>

**OPERATIONS & MAINTENANCE COSTS**

Zone 14 - Mitchell Ranch	2708	<u>\$ 1,971</u>	<u>\$ 2,740</u>	<u>\$ 2,520</u>
<b>Total</b>		<u>\$ 1,971</u>	<u>\$ 2,740</u>	<u>\$ 2,520</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 14 - Mitchell Ranch**

Expert/Consulting Services	51040	\$ 65	\$ 70	\$ 70
Advertising	51123	-	20	20
Water & Sewer - Grounds	51186	953	1,000	1,000
Repair/Maint - Grounds	51231	868	1,450	970
Internal Service Charges	51399	<u>85</u>	<u>200</u>	<u>460</u>
<b>Total Operations &amp; Maintenance</b>		<u>\$ 1,971</u>	<u>\$ 2,740</u>	<u>\$ 2,520</u>

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

Community Services Santee LMD - Dakota Ranch 2709.02.3101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

Zone 17 - Dakota Ranch	2709	\$ 3,370	\$ 4,810	\$ 5,940
<b>Total</b>		<u>\$ 3,370</u>	<u>\$ 4,810</u>	<u>\$ 5,940</u>

**OPERATIONS & MAINTENANCE COSTS**

**Zone 17 - Dakota Ranch**

Expert/Consulting Services	51040	\$ 81	\$ 80	\$ 90
Advertising	51123	-	20	30
Electrical & Gas - Grounds	51181	106	130	110
Water & Sewer - Grounds	51186	1,662	1,450	1,700
Repair/Maintenance - Grounds	51231	1,352	2,450	3,470
Irrigation Materials	51252	-	80	80
Internal Service Charges	51399	170	600	460
<b>Total Operations &amp; Maintenance</b>		<u>\$ 3,370</u>	<u>\$ 4,810</u>	<u>\$ 5,940</u>

**CITY OF SANTEE  
SANTEE LANDSCAPE MAINTENANCE DISTRICT**

<b>Community Services</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Santee LMD - Allos 2710.02.3101</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Zone 18 - Allos	2710	\$ 2,159	\$ 3,420	\$ 4,320
<b>Total</b>		<u>\$ 2,159</u>	<u>\$ 3,420</u>	<u>\$ 4,320</u>

**OPERATIONS & MAINTENANCE COSTS**

<b>Zone 18 - Allos</b>				
Expert/Consulting Services	51040	\$ 24	\$ 20	\$ 30
Advertising	51123	-	20	20
Electrical & Gas - Grounds	51181	96	100	110
Water & Sewer - Grounds	51186	718	900	730
Repair/Maintenance - Grounds	51231	868	1,880	2,970
Internal Service Charges	51399	453	500	460
		<u>\$ 2,159</u>	<u>\$ 3,420</u>	<u>\$ 4,320</u>
<b>Total Operations &amp; Maintenance</b>		<u>\$ 2,159</u>	<u>\$ 3,420</u>	<u>\$ 4,320</u>

## **CITY OF SANTEE**

### **ROADWAY LIGHTING DISTRICT – ZONE A**

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#### **Program Description**

Utilizing property tax proceeds flowing to the City from the 1983 dissolution of a prior street light maintenance district, the City funds the electrical, maintenance and capital costs for street lights of general benefit within the City limits. The City owns 2,145 (1,993 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,176 (LS1). Zone A funds a portion of each streetlight's energy and maintenance cost based on an updated Street Lighting Traffic Study to be completed in 2019.

#### **2018-2019 Accomplishments**

- SDG&E owned and maintained streetlights – LS1 (1,176 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone A funds 13% (\$28,568) of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,993) and metered (152)
  - Managed the City owned streetlight maintenance contract
  - Responded to 60 burnouts or other streetlight maintenance needs
  - Responded to 135 utility mark-out requests
  - Replaced 3 knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Completed an updated Traffic Study to be used as a basis for allocating costs between Zones A and B

#### **2019-2020 Goals and Objectives**

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

**CITY OF SANTEE**  
**ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 123,796	\$ 158,300	\$ 164,000
<b>Total</b>	<b>\$ 123,796</b>	<b>\$ 158,300</b>	<b>\$ 164,000</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ -	\$ -	\$ -
Electricity & Gas	51180	98,673	108,300	109,000
Repair/Maintenance - Street Lights	51213	18,305	35,000	40,000
Internal Service Charges	51399	6,818	15,000	15,000
<b>Total Operations &amp; Maintenance</b>		<b>\$ 123,796</b>	<b>\$ 158,300</b>	<b>\$ 164,000</b>

**CITY OF SANTEE  
ROADWAY LIGHTING DISTRICT - ZONE A**

Development Services Roadway Lighting District - Zone A 2801.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<p><b>Electricity &amp; Gas</b> This appropriation funds Zone A's share of the estimated total cost of electricity for all street lights within the City.</p>	\$ 98,673	\$ 108,300	\$ 109,000
<p><b>Repair/Maintenance - Street Lights</b> This appropriation funds maintenance and repair costs for street lights located in Zone A.</p>	18,305	35,000	40,000
<p><b>Internal Service Charges</b> This appropriation reimburses the General Fund for staff time associated with the administration of Zone A.</p>	6,818	15,000	15,000
<b>Total Operations &amp; Maintenance</b>	<u>\$ 123,796</u>	<u>\$ 158,300</u>	<u>\$ 164,000</u>

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## **CITY OF SANTEE**

### **ROADWAY LIGHTING DISTRICT – ZONE B**

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#### **Program Description**

Utilizing assessment proceeds flowing to the City from benefiting property owners, the City funds a portion of the electrical, maintenance and capital cost for streetlights of special benefit within the City. This assessment district was formed in a 1983 election. There are 3,321 streetlights within the City. The City owns 2,145 (1,993 LS2 and 152 metered) of the total number of streetlights and SDG&E owns 1,176 (LS1). Zone B funds a portion of each streetlight's energy and maintenance cost based on an updated Street Light Traffic Study to be completed in 2019.

#### **2018-2019 Accomplishments**

- SDG&E owned and maintained streetlights – LS1 (1,173 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone B funds 87% (\$191,188) of the total LS1 energy cost. The LS1 cost includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (1,993) and metered (152)
  - Managed the City owned streetlight maintenance contract
  - Responded to 60 burnouts or other streetlight maintenance needs
  - Responded to 135 utility mark-out requests
  - Replaced 3 knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Assisted the yearly preparation of the Street Light Engineer Report that reviews the tax assessment for Zone B
- Completed an updated Traffic Study to be used as a basis for allocating costs between Zones A and B

#### **2019-2020 Goals and Objectives**

- Continue to maintain the induction street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal poles as necessary
- Install new street lights in areas where there are currently no lights as funding becomes available

**CITY OF SANTEE**  
**ROADWAY LIGHTING DISTRICT - ZONE B**

Development Services Roadway Lighting District - Zone B 2802.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Operations & Maintenance	\$ 318,661	\$ 360,110	\$ 344,590
<b>Total</b>	<b>\$ 318,661</b>	<b>\$ 360,110</b>	<b>\$ 344,590</b>

**EXPENDITURES**

**OPERATIONS & MAINTENANCE COSTS**

Expert/Consulting Services	51040	\$ 6,232	\$ 6,420	\$ 6,550
Advertising	51123	-	480	480
Electricity & Gas	51180	278,836	306,100	299,600
Repair/Maintenance - Street Lights	51213	20,394	35,000	30,000
Internal Service Charges	51399	6,091	5,000	5,000
Long Term Debt - Principal	80020	7,107	7,110	2,960
<b>Total Operations &amp; Maintenance</b>		<b>\$ 318,661</b>	<b>\$ 360,110</b>	<b>\$ 344,590</b>

**CITY OF SANTEE  
ROADWAY LIGHTING DISTRICT - ZONE B**

Development Services Roadway Lighting District - Zone B 2802.04.4101	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**OPERATIONS & MAINTENANCE COSTS**

<p><b>Expert/Consulting Services</b></p> <p>This appropriation provides for the preparation of the annual Engineer's Report, as required by State law. The report determines the benefit which accrues to various land uses, thus enabling the equitable spread of assessments.</p>	\$ 6,232	\$ 6,420	\$ 6,550
<p><b>Advertising</b></p> <p>This appropriation funds the cost of publishing public hearing notices for the annual levy of assessments.</p>	-	480	480
<p><b>Electricity &amp; Gas</b></p> <p>This appropriation funds Zone B's share of the estimated total cost of electricity for all street lights within the City.</p>	278,836	306,100	299,600
<p><b>Repair/Maintenance - Street Lights</b></p> <p>This appropriation provides funds for maintenance and repair costs for street lights located in Zone B.</p>	20,394	35,000	30,000
<p><b>Internal Service Charges</b></p> <p>This appropriation reimburses the General Fund for staff time associated with the administration of Zone B.</p>	6,091	5,000	5,000
<p><b>Long Term Debt - Principal</b></p> <p>This appropriation funds repayment of an SDG&amp;E loan for the replacement of streetlight fixtures.</p>	7,107	7,110	2,960
<b>Total Operations &amp; Maintenance</b>	<u>\$ 318,661</u>	<u>\$ 360,110</u>	<u>\$ 344,590</u>

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## **CITY OF SANTEE**

### **MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

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#### **Program Description**

The Mobile Home Park Administrative Assessment Fund provides for the administration of the City's Manufactured Home Fair Practices Ordinance which protects the owners of manufactured homes from unreasonable space rental increases while recognizing and providing for manufactured home park owners to receive a just and reasonable return on their investment. The Department of Development Services provides support and technical assistance to the Santee Mobile Home Fair Practices Commission which is appointed by the City Council.

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

General Government Mobile Home Park Admin 2901.04.4106	FY 2017-18 Actual	FY 2018-19 Amended	FY 2019-20 Adopted
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**SUMMARY OF EXPENDITURES**

Personnel	\$ 31,669	\$ 23,690	\$ 22,670
Operations & Maintenance	<u>1,150</u>	<u>16,560</u>	<u>16,560</u>
<b>Grand Total</b>	<u><u>\$ 32,819</u></u>	<u><u>\$ 40,250</u></u>	<u><u>\$ 39,230</u></u>

**SUMMARY OF FUNDED POSITIONS**

Senior Management Analyst	0.20	0.10	0.10
Administrative Secretary	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>Total Positions</b>	<u><u>0.30</u></u>	<u><u>0.20</u></u>	<u><u>0.20</u></u>

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

<b>General Government</b>		<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>
<b>Mobile Home Park Admin 2901.04.4106</b>		<b>Actual</b>	<b>Amended</b>	<b>Adopted</b>
<b>PERSONNEL COSTS</b>				
Salaries & Wages - Regular	50010	\$ 20,377	\$ 14,580	\$ 15,330
Retirement - PERS	50050	2,748	1,190	1,070
Retirement - PERS EPMC	50051	79	-	-
Retirement - Unfunded Liability	50052	3,196	3,580	2,430
Medicare	50060	296	210	220
Health Insurance	50070	4,608	3,820	3,320
Dental Insurance	50071	291	240	230
Life Insurance	50075	4	20	20
Long Term Disability Insurance	50076	70	50	50
<b>Total Personnel</b>		<b>\$ 31,669</b>	<b>\$ 23,690</b>	<b>\$ 22,670</b>
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>				
Legal Services	51020	\$ 23	\$ 5,000	\$ 5,000
Expert/Consultant Services	51040	550	10,500	10,500
Printing & Duplicating	51120	-	100	100
Telephone & Fax	51121	179	200	200
Postage	51122	113	200	200
Advertising	51123	-	100	100
Materials & Supplies	51160	-	160	160
Electricity & Gas	51180	284	300	300
<b>Total Operations &amp; Maintenance</b>		<b>\$ 1,150</b>	<b>\$ 16,560</b>	<b>\$ 16,560</b>
<b>Grand Total</b>		<b>\$ 32,819</b>	<b>\$ 40,250</b>	<b>\$ 39,230</b>

**CITY OF SANTEE**  
**MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT**

General Government	FY 2017-18	FY 2018-19	FY 2019-20
Mobile Home Park Admin 2901.04.4106	Actual	Amended	Adopted
<b>OPERATIONS &amp; MAINTENANCE COSTS</b>			
<b>Legal Services</b>	\$ 23	\$ 5,000	\$ 5,000
This appropriation provides for legal services in support of commission activities and rent control issues (non-litigation only).			
<b>Expert/Consulting Services</b>	550	10,500	10,500
This appropriation provides for economic analysis and other consulting support related to mobile home rent control issues. It also provides commissioners with a \$50 stipend per meeting.			
<b>Printing &amp; Duplicating</b>	-	100	100
This appropriation funds printing and copying of agendas and related materials.			
<b>Telephone &amp; Fax</b>	179	200	200
This appropriation funds a proportionate cost of postage related to staff administration of the MHFP Ordinance and Commission activities.			
<b>Postage</b>	113	200	200
This appropriation funds the cost of postage related to staff administration of the MHFP Ordinance and Commission activities.			
<b>Advertising</b>	-	100	100
This appropriation funds the costs for mandatory public noticing.			
<b>Materials &amp; Supplies</b>	-	160	160
This appropriation provides for office supplies and for publications used by staff and the Commission.			
<b>Electricity &amp; Gas</b>	284	300	300
This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP activities.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 1,150</u>	<u>\$ 16,560</u>	<u>\$ 16,560</u>