



## City Council

Mayor John W. Minto  
Vice Mayor Dustin Trotter - District 4  
Councilmember Rob McNelis - District 1  
Councilmember Ronn Hall - District 2  
Councilmember Laura Koval - District 3

# CITY OF SANTEE REGULAR MEETING AGENDA Santee City Council

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

## MEETING INFORMATION

Wednesday, June 12, 2024  
6:30 p.m.  
Council Chamber | Building 2  
10601 Magnolia Ave • Santee, CA 92071

### TO WATCH LIVE:

AT&T U-verse channel 99 (SD Market) | Cox channel 117 (SD County)  
[www.cityofsanteeca.gov](http://www.cityofsanteeca.gov)

### IN-PERSON ATTENDANCE

Members of the public who wish to view the Council Meeting live, can watch the live taping of the Council meeting in the Council Chamber on the meeting date and time listed above.

### LIVE PUBLIC COMMENT

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

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



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

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

**LEGISLATIVE INVOCATION:** Rock Church – Phillip Icenhower

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR:**

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

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Meeting Minutes of the Santee City Council for the Regular Meetings of April 10, April 24, and May 8, 2024. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (4) **Adoption of Resolutions Calling for a November 5, 2024, General Municipal Election. (City Clerk – Ortiz)**
- (5) **Acceptance and Appropriation of FY 2023 Urban Area Security Initiative (UASI) Grant Training Funds for Training and Backfill Overtime Reimbursement. (Fire – Matsushita)**
- (6) **Authorize the City Manager to Execute an Amendment to the Five-Year Agreement with the County of San Diego for Participation in the California Identification System (CAL-ID) Remote Access Network to Extend the Agreement for Two Additional Years, Until June 30, 2026. (Assistant to the City Manager – Valverde)**
- (7) **Adoption of a Resolution Authorizing the City Manager to Execute a Professional Services Agreement with D-Max Engineering, Inc. for As-Needed Storm Water Program Staffing Services. (Engineering – Schmitz)**



- (8) **Authorize the City Manager to Execute a Professional Services Agreement with RSG Solutions for the Preparation of the 2025 – 2029 Consolidated Plan and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Planning and Building – Sawa)**
- (9) **Adoption of a Resolution Approving the Fourth Amendment to the Agreement with Paradigm Mechanical Corp. for HVAC Maintenance and Repairs. (Community Services – Chavez)**
- (10) **Acceptance and Appropriation of the Monetary Donation of \$92,515.49 for Walker Preserve from the Reda J. and Arthur B. Ballantyne Charitable Fund at the San Diego Foundation. (Community Services – Chavez)**
- (11) **Adoption of a Resolution Adopting the General Fund Reserve Policy. (Finance – Jennings)**

#### **NON-AGENDA PUBLIC COMMENT (Finance – Jennings):**

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

#### **PUBLIC HEARING:**

- (12) **Public Hearing and Introduction and First Reading of an Ordinance of the City Council of the City of Santee, California, Amending Santee Municipal Code Title 13, “Zoning” (Case File ZOA-2024-0002), and Introduction and First Reading of an Ordinance of the City Council of the City of Santee, California Amending Santee Municipal Code Title 3, “Revenue and Finance”, Title 8, “Streets, Sidewalks and Public Property”, Title 10, “Vehicles and Traffic”, and Title 12, “Subdivision of Land, Development Fees, and Dedications”, and Finding that the Actions are Exempt from Environmental Review Under the California Environmental Quality Act (“CEQA”). (City Attorney – Hagerty)**

#### Recommendation:

1. Open, conduct, and close the Public Hearing on the Ordinance Amending Title 13; and
2. Introduce and conduct the First Reading of both Ordinances; and
3. Set and conduct the Second Reading of both Ordinances for June 26, 2024.

- (13) Public Hearing for a Conditional Use Permit (P2022-9) for a Drive-Through Only Coffee Shop on a 0.39-Acre Vacant Lot at 8606 Cuyamaca Street (APN 384-311-38-00) in the General Commercial (GC) Zone and Finding the Project Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to CEQA Guidelines Section 15303 (Applicant: 2525 Ramona, LLC). (Planning and Building – Sawa)**

Recommendation:

1. Conduct and close the Public Hearing; and
2. Find P2022-9 exempt from the provisions of CEQA pursuant to Section 15303 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Adopt the Resolution approving P2022-9.

**NEW BUSINESS:**

- (14) Review of the Proposed Operating Budget for Fiscal Year 2024-25. (City Manager/Finance – Best/Jennings)**

Recommendation:

Review and discuss the Proposed Operating Budget for Fiscal Year 2024-25, and if applicable, provide direction to staff.

- (15) Resolution Awarding the Design-Build Construction Contract for the Temporary Fire Station Living Quarters (CIP 2024-36A) Project to Horizons Construction Company International, Inc., and Finding the Project Exempt from the California Environmental Quality Act (“CEQA”), Pursuant to CEQA Guidelines Sections 15301, 15303, and 15304. (Fire/Engineering – Matsushita/Schmitz)**

Recommendation:

Adopt the Resolution:

1. Awarding the Design-Build construction contract to implement the Temporary Fire Station Living Quarters (CIP 2024-36A) Project to Horizons Construction Company International, Inc. for a total amount of \$612,283; and
2. Authorizing the Fire Chief to approve change orders in a total amount not to exceed \$91,843; and
3. Finding the project exempt from the provisions of CEQA pursuant to Sections 15301, 15303, and 15304 of the CEQA Guidelines and authorizing the filing of a Notice of Exemption.
4. Authorizing the City Manager to execute all necessary documents.

**(16) Resolution Authorizing Award of the Contract for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW) to Steven Smith Landscape, LLC per RFP #24/25-40037. (Community Services – Chavez)**

Recommendation:

Adopt Resolution:

1. Authorizing award of the contract for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW) to Steven Smith Landscape, LLC and authorizing the City Manager to execute a professional services contract per RFP 24/25-40037 for an amount not to exceed \$298,675.00 for Fiscal Year 2024-25; and
2. Authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension along with the corresponding purchase orders; and
3. Authorizing the City Manager to approve annual change orders up to ten percent (10%) of the then-current contract amount; and
4. Authorizing the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for each contract term.

**(17) Resolution Authorizing Award of the Contract for Landscape and Horticultural Management Services for Area 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. 2015-1 to Steven Smith Landscape, LLC per RFP #24/25-40038. (Community Services – Chavez)**

Recommendation:

Adopt Resolution:

1. Authorizing award of the contract for Landscape and Horticultural Management Services for Area 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. 2015-1 to Steven Smith Landscape, LLC and authorizing the City Manager to execute a professional services contract per RFP 24/25-40038 for an amount not to exceed \$198,217.50 for Fiscal Year 2024-25; and
2. Authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension along with the corresponding purchase orders; and
3. Authorizing the City Manager to approve annual change orders up to ten percent (10%) of the then-current contract amount; and
4. Authorizing the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for each contract term.

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

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

**CITY COUNCIL REPORTS:**

**CITY MANAGER REPORTS:**

**CITY ATTORNEY REPORTS:**

**CLOSED SESSION:**

- (18) Public Employee Performance Evaluation**  
(Gov. Code section 54957(b)(1))  
Title: City Attorney

**ADJOURNMENT:**





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

Jun	06	SPARC		Council Chamber
Jun	10	Community Oriented Policing Committee		Council Chamber
Jun	12	Council Meeting		Council Chamber
Jun	26	Council Meeting		Council Chamber
<del>Jul</del>	<del>04</del>	<del>SPARC</del>	<del><b>CANCELLED</b></del>	<del>Council Chamber</del>
<del>Jul</del>	<del>08</del>	<del>Community Oriented Policing Committee</del>	<del><b>CANCELLED</b></del>	<del>Council Chamber</del>
Jul	10	Council Meeting		Council Chamber
<del>Jul</del>	<del>24</del>	<del>Council Meeting</del>	<del><b>CANCELLED</b></del>	<del>Council Chamber</del>

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

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

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



**MEETING DATE** June 12, 2024

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

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

**SUMMARY**

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

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

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

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

**ATTACHMENT**

None





**MEETING DATE** June 12, 2024

**ITEM TITLE** APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE REGULAR MEETINGS OF APRIL 10, APRIL 24, AND MAY 8, 2024

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

**SUMMARY**

Submitted for your consideration and approval are the minutes of the above meetings.

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENT**

Regular Meeting Minutes

- April 10, 2024
- April 24, 2024
- May 8, 2024

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
April 10, 2024**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

**ROLL CALL:** Present: Mayor John W. Minto, Vice Mayor Dustin Trotter and Councilmembers Laura Koval and Rob McNelis – 4. Excused: Councilmember Ronn Hall – 1

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

**INVOCATION** was given by Pathways Church– Pastor Phil Herrington

**PLEDGE OF ALLEGIANCE** was led by Supervisor Joel Anderson, County of San Diego

Mayor Minto requested the Santee Financial Fun Awareness Day item be heard before the Recognizing Heartland Communities Facilities Authority item.

**PROCLAMATION:** Santee Financial Fun Awareness Day

Mayor Minto and Supervisor Anderson presented proclamations to Theresa Bozhor from Momentum Tutoring. Anthony Zambelli, San Diego Center for Economic Education at Cuyamaca College, awarded Momentum Tutoring the Financial Literacy Hero Award for promoting financial literacy.

**PROCLAMATION:** Recognizing Heartland Communications Facilities Authority

Councilmember Koval, with assistance from Mayor Minto, presented the Proclamation to Jeff Logan and the Heartland Communications staff.

**CONSENT CALENDAR:**

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Adoption of a Resolution Acknowledging Receipt of a Report Made by the Fire Chief in Accordance with Section 13146.4 of the California Health and Safety Code (Annual Fire Inspection Compliance Report). (Fire – Matsushita) (Reso 024-2024)**

- (4) Adoption of a Resolution Accepting the Public Improvements for the Rancho Fanita Villas Subdivision Project (TM2005-05) as Complete and Finding this Acceptance is Not a CEQA Project. Location: Marrokal Lane South of Arminda Circle. (Engineering – Schmitz) **(Reso 025-2024)**
- (5) Adoption of a Resolution Authorizing the Submittal of a Grant Application to the Federal INFRA (Infrastructure for Rebuilding America) Grant Program for State Route 52 (SR 52) Improvements and Finding the Action is Not a Project Subject to the California Environmental Quality Act (“CEQA”). (Engineering – Schmitz) **(Reso 026-2024)**
- (6) Adoption of a Resolution Approving the Procurement of NoTraffic Vehicle Detection Systems from JTB Supply Company for the Smart Traffic Signals Project CIP 2024-09, and Finding the Action is Categorically Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to Section 15302(c) of the CEQA Guidelines. (Engineering – Schmitz) **(Reso 027-2024)**
- (7) Adoption of a Resolution Authorizing the Use of \$84,098.78 in Appropriated Funds from the Adopted Operating Budget, Planning Department for Fiscal Year 2023-2024 for Professional Services Related to the Santee Multiple Species Conservation Program Subarea Plan Provided by ICF Jones & Stokes, Inc. through an Existing Professional Services Agreement and Authorizing the City Manager to Execute Amendments to Said Agreement. (Planning and Building – Sawa) **(Reso 028-2024)**
- (8) Adoption of a Resolution Authorizing the Use of \$165,901.22 in Appropriated Funds from the Adopted Operating Budget, Planning Department for Fiscal Year 2023-2024 for Professional Services Related to the Santee Multiple Species Conservation Program (MSCP) Subarea Plan Provided by Ebbin Moser + Skaggs, LLP through an Existing Professional Services Agreement and Authorizing the City Manager to Execute Amendments to Said Agreement. (Planning and Building – Sawa) **(Reso 029-2024)**
- (9) Adoption of a Resolution Authorizing an Amendment to the Adopted Salary Schedule to Reflect a Market Adjustment Increase to the Salary Band for the Position of Fire Marshal. (Human Resources – Freeman) **(Reso 030-2024)**

**ACTION:** Councilmember McNelis moved approval of the Consent Calendar.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 0. Absent: Hall 1

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

- (A) Denise Lotta voiced concerns about the potential impact of a proposed project near her home related to construction and the environment, should the project be approved.

**PUBLIC HEARING:**

- (10) **Public Hearing for a Tentative Map (TM2020-1) and Development Review Permit (DR2020-2) for a 13-Lot Residential Subdivision with 12 Proposed Single-Family Homes on a 2.46 Acre Site Located at 9463 Slope Street (APN 384-232-03-00) in the Low-Medium Density Residential (R-2) Zone and Finding the Project Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to the Class 32 Infill Exemption, CEQA Guidelines Section 15332 (Applicant: New West Investment Group, Inc.). (Planning and Building – Sawa) (Resos 031-2024 & 032-2024)**

The Public Hearing was opened at 7:04 p.m. The Associate Planner provided a PowerPoint presentation and responded to Council questions with the assistance of the Planning and Building Director and Engineering Director.

**PUBLIC SPEAKER:**

- Greg Brown (Applicant)

**ACTION:** Councilmember McNelis moved approval of staff recommendation.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 0. Absent: Councilmember Hall – 1.

The Public Hearing was closed at 7:26 p.m.

- (11) **Public Hearing on and Resolution Adopting the TransNet Local Street Improvement Program of Projects for Fiscal Years 2025 through 2029, Amending the Capital Improvement Program Budget and Finding the Action is Not a Project Subject to the California Environmental Quality Act. (Engineering – Schmitz) (Reso 033-2024)**

The Public Hearing was opened at 7:26 p.m. The Engineering Director provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Councilmember McNelis moved approval of staff recommendation.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 0. Absent: Councilmember Hall – 1.

The Public Hearing was closed at 7:33 p.m.

**CONTINUED BUSINESS:**

- (12) Resolution Approving the Extension of the Additional 12-Hours BLS Ambulance Trial through the End of Fiscal Year 23/24 Utilizing Part-Time Emergency Medical Technicians and Approving the Appropriation of \$13,000 from the Emergency Medical Services Unrestricted Fund Balance to the Emergency Medical Services Division of the City of Santee Fire Department's FY 2023-24 Operating Budget. (Fire – Matsushita) (Reso 034-2024)

The Fire Chief provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Councilmember Koval moved approval of staff recommendation.

Councilmember McNelis seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Koval: Aye; and McNelis: Aye. Ayes: 4. Noes: 0. Absent: Councilmember Hall – 1.

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

None.

**CITY COUNCIL REPORTS:**

Councilmember Koval discussed the Ethics in Business event hosted by the East County Chamber of Commerce.

Mayor Minto announced that SANDAG is conducting interviews for the Chief Executive Officer position; he also reported he will be attending the League of California Cities Legislative Action Days in Sacramento and the Board of Directors meeting.

Vice Mayor Trotter announced that San Diego River Conservancy awarded grants to the City of Santee; he also requested Captain Hernandez introduce Lieutenant Joseph Jarjura.

**CITY MANAGER REPORTS:**

The City Manager welcomed Lieutenant Joseph Jarjura; she announced the upcoming Santee Community Celebration at the historic Edgemoor Barn on Saturday, April 13<sup>th</sup>; she also reported that the City of Santee, along with its' adopted Marine Unit at Miramar, will host the Heroes Golf Classic Tournament on May 31<sup>st</sup> in support of the Marine Corp. Birthday Ball.

**CITY ATTORNEY REPORTS:**

None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:52 p.m.

Date Approved:

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Annette Fagan Ortiz, CMC, City Clerk

DRAFT

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
April 24, 2024**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

**ROLL CALL:** Present: Mayor John W. Minto, Vice Mayor Dustin Trotter, and Councilmembers Ronn Hall, Laura Koval, and Rob McNelis – 5

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

**INVOCATION** was given by Carlton Oaks Baptist Church – Craig Barnett

**PLEDGE OF ALLEGIANCE** was led by Michael Coyne, Principal Planner

**CONSENT CALENDAR:**

Mayor Minto requested Item 13 be heard before Items 11 and 12.

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) **Approval of Payment of Demands as Presented. (Finance – Jennings)**
- (3) **Approval of the Expenditure of \$81,261.52 for March 2024 Legal Services. (Finance – Jennings)**
- (4) **Adoption of a Resolution Initiating Proceedings and Ordering the Preparation of an Engineer’s Report for the FY 2024-25 Santee Roadway Lighting District Annual Levy of Assessments; Finding the Action is Statutorily Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to State CEQA Guidelines Section 15262 (Feasibility and Planning Studies). (Finance – Jennings) (Reso 035-2024)**
- (5) **Adoption of a Resolution Initiating Proceedings and Ordering the Preparation of an Engineer’s Report for the FY 2024-25 Town Center Landscape Maintenance District Annual Levy of Assessments; Finding the Action is Statutorily Exempt from the California Environmental Quality Act (“CEQA”) Pursuant to State CEQA Guidelines Section 15262 (Feasibility and Planning Studies). (Finance – Jennings) (Reso 036-2024)**
- (6) **Adoption of a Resolution Initiating Proceedings and Ordering the**

- Preparation of an Engineer's Report for the FY 2024-25 Santee Landscape Maintenance District Annual Levy of Assessments; Finding the Action is Statutorily Exempt from the California Environmental Quality Act ("CEQA") Pursuant to State CEQA Guidelines Section 15262 (Feasibility and Planning Studies). (Finance – Jennings) (Reso 037-2024)
- (7) Adoption of a Resolution Approving the City of Santee Investment Policy and Delegating Authority to the City Treasurer, and Finding the Action is Not a Project Subject to the California Environmental Quality Act ("CEQA"). (Finance – Jennings) (Reso 038-2024)
- (8) Adoption of a Resolution Accepting the Citywide Slurry Seal and Roadway Maintenance Program 2023 (CIP 2023-06) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act ("CEQA"). (Engineering – Schmitz) (Reso 039-2024)
- (9) Adoption of a Resolution Accepting the City Hall Painting and Wood Repairs (CIP 2023-34) Project as Complete and Finding the Action is Not a Project Subject to the California Environmental Quality Act ("CEQA"). (Engineering – Schmitz) (Reso 040-2024)
- (10) Adoption of a Resolution Authorizing the Purchase of 15 Batteries for APX 8000 All-Band Portable Radios from Motorola Solutions, Inc. per County of San Diego Regional Communications System Contract No. 553982. (Fire – Matsushita) (Reso 041-2024)

**ACTION:** Councilmember McNelis moved approval of the Consent Calendar and Agenda as amended.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

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

- (A) Eleanor Aylesworth Walsh spoke about a pathway adjacent to the Countryside community, citing issues with individuals loitering along the path; she advocated for transforming the path into a designated walking and bike path for the benefit of the community.
- (B) Nanette Burrell, Santee United Methodist Church, extended an invitation to the community for the upcoming Pride Walk hosted by Santee United Methodist Church on June 22, 2024.



- (C) Linda Roach conveyed her gratitude towards City of Santee staff for their efforts in organizing the Community Celebration event; she eagerly anticipates future events that foster community unity and togetherness.

### **NEW BUSINESS:**

- (13) Proposed Support for the Blue Envelope Program Operated by the San Diego Sheriff's Department. (City Manager – Best)**

The City Manager introduced Amber Reeves, Sergeant with San Diego Sheriff's Department, who provided a PowerPoint presentation and responded to Council questions with assistance of Captain Hernandez.

**ACTION:** Councilmember McNelis moved to support the Blue Envelope Program.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Council Members Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

### **PUBLIC HEARING:**

- (11) A Public Hearing to Adopt a Resolution Approving the Program Year 2024 Annual Action Plan and Authorizing the City Manager to Submit a Grant Application for Community Development Block Grant (CDBG) Funds to the Department of Housing and Urban Development (HUD) and Finding the Action is Not a Project Subject to the California Environmental Quality Act ("CEQA"). (Planning & Building – Sawa) (Reso 042-2024)**

The Public Hearing was opened at 6:56 p.m. The Senior Management Analyst provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Councilmember McNelis moved approval of staff recommendation.

Councilmember Hall seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

The Public Hearing was closed at 6:57 p.m.

- (12) Public Hearing for a Tentative Map (TM2017-1), Development Review Permit (DR2017-1) and Mitigated Negative Declaration (AEIS2017-8) for a Proposed 17-Lot Residential Subdivision with 14 Single-Family Homes on an Undeveloped 27.35-Acre Property Located at the Southern Terminus of Tyler Street in the Low Density Residential (R-1) and Park/Open Space (P/OS) Zones. (Applicant: Mark Steve). (Planning & Building – Sawa) (Resos 043-2024, 044-2024 & 045-2024)**

Mayor Minto recused himself from the Public Hearing discussion due to a conflict of interest and left the dais at 6:57 p.m. Vice Mayor Trotter opened the Public Hearing at 6:57 p.m. The Principal Planner provided a PowerPoint presentation and responded to Council questions with assistance from Michael Jefferson, Project Biologist, and Marc Harris, the owner's representative, and the City Attorney.

**PUBLIC SPEAKERS:**

- Michael Jefferson, BLUE Consulting Group
- Suzy Foster
- Larry Walsh, Walsh Engineering and Surveying
- Marc Harris, Owner Representative
- Jose Reed

**ACTION:** Councilmember Koval moved approval of staff recommendation.

Councilmember McNelis seconded the motion, which carried by the following vote: Mayor Minto: Recused; Vice Mayor Trotter: Aye; and Councilmembers Hall: No; Koval: Aye; and McNelis: Aye. Ayes: 3. Noes: 1. Recused: 1.

The Public Hearing was closed at 7:32 p.m. Mayor Minto rejoined the meeting at 7:32 p.m.

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

None.

**CITY COUNCIL REPORTS:**

Councilmember Koval reported on attending the 2024 Public Safety Awards Banquet and provided feedback on the ceremony's organization and execution.

Councilmember McNelis reminded the community about the forthcoming Chamber of Commerce Santee Heroes Celebration dinner at Carlton Oaks; he also proudly announced that the City of Santee had been recognized as the second safest city in San Diego County.

Mayor Minto shared insights from his recent visit to Sacramento, highlighting discussions he engaged in regarding Assembly and Senate bills; he expressed concerns about the potential negative impacts these bills may have locally in Santee.

**CITY MANAGER REPORTS:**

The City Manager announced that the City has partnered with our adopted military unit to raise funds for the Marines in HMH 462, the Heavy Haulers, for the upcoming Heroes Golf Classic Tournament on Friday, May 31<sup>st</sup> at Carlton Oaks.

**CITY ATTORNEY REPORTS:**

The City Attorney delivered an update on the ongoing proceedings in the United States Supreme Court, specifically, the court is deliberating a case titled "Sheets v. County of El Dorado," which will impact the adoption and enforcement of mitigation fees; he also reported on the City of Grants Pass case and whether the enforcement of no camping ordinances potentially infringe upon 8th Amendment rights.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 7:42 p.m.

Date Approved:

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Annette Fagan Ortiz, CMC, City Clerk

DRAFT

# DRAFT

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
May 8, 2024**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 6:30 p.m.

**ROLL CALL:** Present: Mayor John W. Minto, Vice Mayor Dustin Trotter, and Councilmembers Ronn Hall, Laura Koval, and Rob McNelis – 5

Officers present: City Manager Marlene Best, City Attorney Shawn Hagerty, and City Clerk Annette Ortiz

**INVOCATION** was given by Mara Abramovitz, Tifereth Israel Synagogue

**PLEDGE OF ALLEGIANCE** was led by Greg Carter.

**PROCLAMATION:** Proclaiming April 28 to May 4, 2024, as National Small Business Week.

Mayor Minto presented the Proclamation to James Sly, East County Economic Development Council, and recognized Greg and Stephanie Carter owners of Pedego Electric Bikes.

**PROCLAMATION:** Bike Anywhere Day – May 16, 2024

Mayor Minto presented the Proclamation to Greg Carter, owner of Pedego Electric Bikes.

**PROCLAMATION:** Proclaim the Month of May 2024, to be “Jewish American Heritage Month”

Mayor Minto presented the Proclamation to Mara Abramovitz from Tifereth Israel Synagogue.

Councilmember McNelis acknowledged Karen Pearlman for attending the City Council Meeting.

**CONSENT CALENDAR:**

- (1) **Approval of Reading by Title Only and Waiver of Reading in Full, of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**

- (2) Approval of Meeting Minutes of the Santee City Council for the March 27, 2024, Regular Meeting. (City Clerk – Ortiz)
- (3) Approval of Payment of Demands as Presented. (Finance – Jennings)
- (4) Adoption of a Resolution Awarding the Traffic Signal and Communication Systems Maintenance Contract to Southwest Traffic Signal Service, Inc. for Fiscal Year 2024-25 and Approving a Categorical Exemption Pursuant to the Guidelines of the California Environmental Quality Act. (Engineering – Schmitz) (Reso 046-2024)
- (5) Adoption of a Resolution Prohibiting Parking of Vehicles Over Eight Feet in Height Between the Hours of 12 AM and 6 AM on Railroad Avenue. (Engineering – Schmitz) (Reso 047-2024)
- (6) Adoption of a Resolution Appropriating Transportation Development Act Funds for the Clock Tower in Trolley Square. (Engineering – Schmitz) (Reso 048-2024)
- (7) Adoption of a Resolution Approving the Appropriation of \$25,000 to the Planning Department Fiscal Year 2023-2024 Operating Budget to Fund the Preparation of a Water Supply Assessment by the Padre Dam Municipal Water District for Environmental Work Related to the Town Center Specific Plan Update. (Planning & Building – Sawa) (Reso 049-2024)
- (8) Authorize the City Manager to Execute the First Amendment to the Professional Services Agreement for Concession Services at Mast Park with the Dog Haus Disc Golf Shop, LLC. (Community Services – Chavez)
- (9) Rejection of all Proposals for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW) per Proposal #24/25-40034 and Area 3 – Landscape Maintenance Districts (LMDS) and Community Facilities District (CFD 2015-1) per Proposal #24/25-40035. (Community Services – Chavez)

**ACTION:** Councilmember McNelis moved approval of the Consent Calendar.

Vice Mayor Trotter seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

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

- (A) Patrick Henry, Santee Firefighters Association, provided an update about the Protect Santee Citizens initiative.

**CONTINUED BUSINESS:****(10) Municipal Code Policy Workshop. (Planning & Building – Sawa)**

The Senior Planner and Engineer Director provided a PowerPoint presentation and responded to Council questions with the assistance of the City Manager, City Attorney and Planning & Building Director.

The Council received the report and provided feedback and direction to staff.

**NEW BUSINESS:****(11) Acceptance and Appropriation of FY 2024 San Diego River Conservancy Grant Funds as Matching Funds for a FEMA Hazardous Mitigation Grant; and to Purchase Essential Equipment to Outfit a Type 6 Fire Engine, Firefighter Personal Protective Equipment, and Provide Wildland Firefighting Training. (Fire – Matsushita) (Reso 050-2024)**

The Deputy Fire Chief provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Vice Mayor Trotter moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

**(12) Resolution Adopting a List of Projects for Fiscal Year 2024-25 Funded by Senate Bill 1: The Road Repair and Accountability Act of 2017. (Engineering – Schmitz) (Reso 051-2024)**

The Engineering Director provided a PowerPoint presentation and responded to Council questions.

**ACTION:** Councilmember Hall moved approval of staff recommendation.

Councilmember Koval seconded the motion, which carried by the following vote: Mayor Minto: Aye; Vice Mayor Trotter: Aye; and Councilmembers Hall: Aye; Koval: Aye; and McNelis: Aye. Ayes: 5. Noes: 0.

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

None.

**CITY COUNCIL REPORTS:**

Councilmember Hall provided an update on an upcoming MTS vote regarding trolley routes and extensions; he also reported on an MTS application for a State of California grant.

Councilmember Koval spoke about attending a SANDAG Borders Committee meeting and reported on the Otay Mesa Border Crossing and State Route 125 toll roads audit.

Councilmember McNelis wished Vice Mayor Trotter an early Happy Birthday.

Mayor Minto reported that Mario Orso has been appointed as Chief Executive Officer of SANDAG; he also clarified the purpose of SANDAG and the role the organization is supposed to have for the county.

**CITY MANAGER REPORTS:**

The City Manager reported on the following upcoming community events: San Diego River Days Cleanup on May 11<sup>th</sup> at Santee Mast Park; Trotter Talk, hosted by Vice Mayor Trotter, on May 14<sup>th</sup> at Santee City Hall; the first Friday Nights Live on May 17<sup>th</sup> at Santee Trolley Square; and the Heroes Golf Classic Tournament on May 31<sup>st</sup> at Carlton Oaks Golf Course.

**CITY ATTORNEY REPORTS:**

None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 8:39 p.m.

Date Approved:

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Annette Fagan Ortiz, CMC, City Clerk

**MEETING DATE** June 12, 2024

**ITEM TITLE** APPROVAL OF PAYMENT OF DEMANDS

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance *HJ*

**SUMMARY**

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

**FINANCIAL STATEMENT**

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

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Approve the Payment of Demands as presented.

**ATTACHMENT**

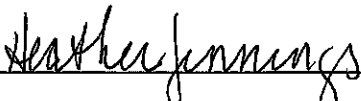
- 1) Summary of Payments Issued
- 2) Voucher Lists



Payment of Demands  
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
05/09/24	Accounts Payable	\$ 67,934.00
05/09/24	Accounts Payable	29,280.18
05/15/24	Accounts Payable	129,335.01
05/16/24	Accounts Payable	483,627.35
05/16/24	Payroll	451,195.21
05/16/24	Accounts Payable	14,965.90
05/17/24	Accounts Payable	45,064.88
05/17/24	Accounts Payable	747.05
05/21/24	Accounts Payable	151,079.07
05/22/24	Accounts Payable	624,234.35
05/23/24	Accounts Payable	27,135.62
05/30/24	Accounts Payable	107,549.50
05/30/24	Payroll	461,636.19
05/30/24	Accounts Payable	<u>18,668.17</u>
	TOTAL	<u><u>\$2,612,452.48</u></u>

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

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



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05/16/2024 5:01:05PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
2369	5/9/2024	10482 TRISTAR RISK MANAGEMENT	120203		WORKERS COMP LOSSES; APR24	29,280.18
					<b>Total :</b>	<b>29,280.18</b>
1 Vouchers for bank code : ubgen						<b>Bank total :</b> 29,280.18
1 Vouchers in this report						<b>Total vouchers :</b> ✓ 29,280.18

Prepared by:                     *Timothy*                     5.16.24  
Date: \_\_\_\_\_

Approved by:                     *[Signature]*                      
Date:                     5/17/24

vchlist  
05/16/2024 11:07:59AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
51422	5/15/2024	10956 FRANCHISE TAX BOARD	May Retiree PPE 5/8/247		CA STATE TAX WITHHELD CA STATE TAX WITHHELD	46.00 32,096.42
<b>Total :</b>						<b>32,142.42</b>
51489	5/15/2024	10955 DEPARTMENT OF THE TREASURY	May Retiree PPE 5/8/24		FEDERAL WITHHOLDING TAX FED WITHHOLDING & MEDICARE	211.00 96,981.59
<b>Total :</b>						<b>97,192.59</b>
<b>2 Vouchers for bank code : ubgen</b>						<b>Bank total : 129,335.01</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers : 129,335.01</b>

Prepared by: Juan N  
Date: 5-16-24  
Approved by: E. Bull  
Date: 5-21-24

vchlist  
05/16/2024 10:18:37AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136515	5/16/2024	10010 AIS TRUST ACCOUNT NEWPORT	2655454 2655465		EVENT INSURANCE EVENT INSURANCE	6,982.00 2,624.00 <b>Total : 9,606.00</b>
136516	5/16/2024	10189 ATTENTION GETTERS DESIGN INC	53239	54350	VEHICLE SUPPLIES	54.13 <b>Total : 54.13</b>
136517	5/16/2024	12506 BEST, MARLENE	05072024-1		PER DIEM FOR ICSC LAS VEGAS	241.50 <b>Total : 241.50</b>
136518	5/16/2024	15271 BETTER EARTH ELECTRIC INC	23-0097		PERMIT CANCELLATION REFUND	365.62 <b>Total : 365.62</b>
136519	5/16/2024	14448 CAMACHO, MARIO	05072024		CA FIRE MECHANICS ACADEMY	426.68 <b>Total : 426.68</b>
136520	5/16/2024	10035 COMPETITIVE METALS INC	506866	54526	METAL SUPPLIES & SERVICES	122.36 <b>Total : 122.36</b>
136521	5/16/2024	10711 COUNTY OF SAN DIEGO	SDR_IO-044		SD RIVER INVESTIGATIVE ORDER	72,217.00 <b>Total : 72,217.00</b>
136522	5/16/2024	10333 COX COMMUNICATIONS	038997401; MAY24 094486701; MAY24		9951 RIVERWALK DR CITY HALL GROUP BILL	57.00 3,403.34 <b>Total : 3,460.34</b>
136523	5/16/2024	13442 EBBIN MOSER + SKAGGS LLP	5075	52777	MSCP SUBAREA PLAN	38,183.25 <b>Total : 38,183.25</b>
136524	5/16/2024	13565 FAILSAFE TESTING LLC	13431	54429	EQUIPMENT TESTING	1,400.00 <b>Total : 1,400.00</b>
136525	5/16/2024	10251 FEDERAL EXPRESS	8-496-48322		FEDEX SHIPPING CHARGES	145.41 <b>Total : 145.41</b>
136526	5/16/2024	15266 FEDEX FREIGHT	776063297327		FREIGHT	46.00

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05/16/2024 10:18:37AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136526	5/16/2024	15266 15266 FEDEX FREIGHT	(Continued)			<b>Total : 46.00</b>
136527	5/16/2024	11875 HALL, RONN	05072024-2		PER DIEM FOR ICSC LAS VEGAS	241.50
						<b>Total : 241.50</b>
136528	5/16/2024	11196 HD SUPPLY FACILITIES	9225199605 9225199606	54569 54569	FACILITIES MAINTENANCE SUPPLI FACILITIES MAINTENANCE SUPPLI	309.89 21.32
						<b>Total : 331.21</b>
136529	5/16/2024	11724 ICF JONES & STOKES INC	INV-00000083958 INV-00000084838 INV00000089922	53609 53609 53609	MSCP SUBAREA PLAN MSCP SUBAREA PLAN MSCP SUBAREA PLAN	42,315.00 16,731.51 15,277.50
						<b>Total : 74,324.01</b>
136530	5/16/2024	11807 IMPERIAL SPRINKLER SUPPLY	0015083809-001		MATERIALS & SUPPLIES	229.55
						<b>Total : 229.55</b>
136531	5/16/2024	10204 LIFE ASSIST INC	1428556 1429038 1429061 1429161	54377 54377 54377 54377	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	603.79 305.57 2,746.10 796.36
						<b>Total : 4,451.82</b>
136532	5/16/2024	10507 MITEL TECHNOLOGIES INC / GREAT	36442721; MAY24		MITEL MXE III CONTROLLER SATA	1,588.52
						<b>Total : 1,588.52</b>
136533	5/16/2024	10083 MUNICIPAL EMERGENCY SERVICES	CM137023 IN2041410	54438 54721	SAFETY APPAREL FIREFIGHTING EQUIPMENT	-647.15 6,064.11
						<b>Total : 5,416.96</b>
136534	5/16/2024	10344 PADRE DAM MUNICIPAL WATER DIST	90000366; APR24		GROUP BILL	18,687.94
						<b>Total : 18,687.94</b>
136535	5/16/2024	14614 PARADIGM MECHANICAL CORP	6159 6161 6162 6163 6164	54386 54386 54386 54386 54386	HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS	140.41 251.40 286.81 154.51 123.91

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136535	5/16/2024	14614 PARADIGM MECHANICAL CORP	(Continued)			
			6165	54386	HVAC MAINT & REPAIRS	258.62
			6166	54386	HVAC MAINT & REPAIRS	147.29
			6167	54386	HVAC MAINT & REPAIRS	280.71
			6168	54386	HVAC MAINT & REPAIRS	271.58
			6169	54386	HVAC MAINT & REPAIRS	114.49
			6170	54386	HVAC MAINT & REPAIRS	238.42
			6171	54386	HVAC MAINT & REPAIRS	142.91
			6172	54386	HVAC MAINT & REPAIRS	109.93
			6173	54386	HVAC MAINT & REPAIRS	275.00
<b>Total :</b>						<b>2,795.99</b>
136536	5/16/2024	14970 PAVEMENT COATINGS COMPANY	RR-CIP2023-06		RETENTION RELEASE	197,207.29
<b>Total :</b>						<b>197,207.29</b>
136537	5/16/2024	15047 PERFECTION PAINTING CORP	0165	54731	BIG ROCK PARK PAINTING IMPRO'	17,000.00
<b>Total :</b>						<b>17,000.00</b>
136538	5/16/2024	10092 PHOENIX GROUP INFO SYSTEMS	012024031	54334	FY 23/24 PARKING CITE PROCESS	425.64
			122023031	54334	FY 23/24 PARKING CITE PROCESS	433.81
<b>Total :</b>						<b>859.45</b>
136539	5/16/2024	10150 PROBUILD	04-0372295	54677	BUILDING MATERIALS & SUPPLIES	355.90
			04-0372296	54677	BUILDING MATERIALS & SUPPLIES	188.04
			04-0372706	54677	BUILDING MATERIALS & SUPPLIES	239.54
<b>Total :</b>						<b>783.48</b>
136540	5/16/2024	11594 SAN DIEGO METROPOLITAN TRANSIT	1800020743		RIGHT TURN POCKET PROJECT	1,416.34
<b>Total :</b>						<b>1,416.34</b>
136541	5/16/2024	10677 SANTEE CHAMBER OF COMMERCE	04192024		SANTEE CHAMBER HEROES CELE	700.00
<b>Total :</b>						<b>700.00</b>
136542	5/16/2024	10212 SANTEE SCHOOL DISTRICT	9534	54480	TEEN BUS MARCH 2024	187.77
<b>Total :</b>						<b>187.77</b>
136543	5/16/2024	10768 SANTEE SCHOOL DISTRICT	9537	54583	JOINT USE FIELDS - RIO SECO	240.09

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05/16/2024 10:18:37AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136543	5/16/2024	10768 10768 SANTEE SCHOOL DISTRICT	(Continued)		<b>Total :</b>	<b>240.09</b>
136544	5/16/2024	13206 SHARP BUSINESS SYSTEMS	9004745407	54519	SHARP MAINT/COPIES 03/2024	932.80
					<b>Total :</b>	<b>932.80</b>
136545	5/16/2024	10837 SOUTHWEST TRAFFIC SIGNAL	83144	54465	USA MARKOUTS	807.30
			83145	54465	MONTHLY MAINTENANCE	4,446.29
			83146	54465	MAGNOLIA FIBER TESTING	345.00
			83147	54465	TRAFFIC SIGNAL SERVICE CALLS	4,373.64
			83148	54447	DIG ALERTS	690.00
			83149	54447	SKY RANCH & WALKWAY LED UPC	6,457.50
			83150	54447	TRAFFIC SIGNAL - EXTRA WORK Z	979.46
			83151	54447	TRAFFIC SIGNAL SERVICES CALLS	340.00
			83152	54447	TRAFFIC SIGNAL SERVICE CALLS	900.00
			83153	54447	TRAFFIC SIGNAL SERVICE CALLS	80.00
					<b>Total :</b>	<b>19,419.19</b>
136546	5/16/2024	10217 STAPLES ADVANTAGE	6001299198	54335	FY 23/24 OFFICE SUPPLIES - FINA	82.80
			6001376849	54552	OFFICE SUPPLIES - PSD	243.31
					<b>Total :</b>	<b>326.11</b>
136547	5/16/2024	10119 STEVEN SMITH LANDSCAPE INC	B247	54406	A 3 LANDSCAPE SERVICES	420.32
					<b>Total :</b>	<b>420.32</b>
136548	5/16/2024	10572 SUNBELT RENTALS INC	151855689-0001	54418	EQUIPMENT RENTAL	720.65
					<b>Total :</b>	<b>720.65</b>
136549	5/16/2024	10121 SUPERIOR READY MIX LP	420970	54648	ASPHALT MATERIALS & SUPPLIES	574.56
					<b>Total :</b>	<b>574.56</b>
136550	5/16/2024	10250 THE EAST COUNTY	00141017		INVITATION TO BID - CITYWIDE CR	854.00
			00141422		PUBLIC NOTICE - SLEMSA FY 24/2!	63.00
			00141530		RFP - BUILDING, PLANNING AND F	122.50
					<b>Total :</b>	<b>1,039.50</b>
136551	5/16/2024	12480 UNITED SITE SERVICES	114-13838888	54339	PORTABLE TOILET AND FENCE RE	352.58
					<b>Total :</b>	<b>352.58</b>



vchlist  
05/16/2024 10:18:37AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136552	5/16/2024	12030 WHITE, PAM	05072024-3		PER DIEM FOR ICSC LAS VEGAS	241.50
					<b>Total :</b>	<b>241.50</b>
136553	5/16/2024	12510 ZERO WASTE USA	704626	54738	PET WASTE BAGS	6,613.70
					<b>Total :</b>	<b>6,613.70</b>
136554	5/16/2024	10318 ZOLL MEDICAL CORPORATION	3957487	54419	EMS SUPPLIES	256.23
					<b>Total :</b>	<b>256.23</b>
40 Vouchers for bank code : ubgen						<b>Bank total : 483,627.35</b>
40 Vouchers in this report						<b>Total vouchers : 483,627.35</b>

Prepared by: Juc M  
 Date: 5.16.24  
 Approved by: [Signature]  
 Date: 5/16/24

PyBatch  
05/14/2024 10:57:57AM

Payroll Processing Report  
CITY OF SANTEE

4/25/2024 to 5/8/2024-2 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION				
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
					rhsa2%	215,466.25		4,309.31					
					rhsabc	33,789.23	675.79						
					roth	74,718.51	8,997.31						
					sb-1		87.42						
					sb-3		68.58						
					sffa		3,574.08						
					sffapc		964.80						
					st1cs3	92,842.30	2,785.30	-2,785.30					
					st2cs3	14,997.96	449.94	-449.94					
					texlif		249.64						
					vaccpr		603.25						
					vaccpt		223.51						
					vcanpr		314.41						
					vcanpt		90.25						
					vgcipt		88.70						
					vghipr		15.56						
					vision	12,342.12	553.05						
					voladd		17.50						
					voldis		230.59						
					vollif		183.29						
					vollpb			-183.29					
<b>Grand Totals</b>	15,348.50		706,971.15				255,775.94	88,174.08					

<b>Gross:</b>	706,971.15
<b>Net:</b>	451,195.21

<< No Errors / 9 Warnings >>

*KA 5/14/24*  
*EB 5/14/24*  
*PPE 5/8/24*  
*Paydate 5/16/24*

vchlist  
05/16/2024 11:29:02AM

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136555	5/16/2024	12903 AMERICAN FIDELITY ASSURANCE CO	2353907		FLEXIBLE SPENDING ACCOUNT	3,274.78
					<b>Total :</b>	<b>3,274.78</b>
136556	5/16/2024	14793 CONTROLLING INS COST IN CA, SCHOOL 2024-5			EMPLOYEE ASSISTANCE PROGRAI	395.37
					<b>Total :</b>	<b>395.37</b>
136557	5/16/2024	12722 FIDELITY SECURITY LIFE	166279245		EYEMED - VOLUNTARY VISION	1,187.29
					<b>Total :</b>	<b>1,187.29</b>
136558	5/16/2024	14458 METROPOLITAN LIFE INSURANCE	81133590		VOLUNTARY LEGAL	378.00
					<b>Total :</b>	<b>378.00</b>
136559	5/16/2024	10784 NATIONAL UNION FIRE INSURANCE	May 2024		VOLUNTARY AD&D	35.05
					<b>Total :</b>	<b>35.05</b>
136560	5/16/2024	10335 SAN DIEGO FIREFIGHTERS FEDERAL	May 2024		LONG TERM DISABILITY-SFFA	1,416.00
					<b>Total :</b>	<b>1,416.00</b>
136561	5/16/2024	10424 SANTEE FIREFIGHTERS	PPE 5/8/24		DUES/PEC/BENEVOLENT/BC EXP	4,683.08
					<b>Total :</b>	<b>4,683.08</b>
136562	5/16/2024	10776 STATE OF CALIFORNIA	PPE 5/8/24		WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
136563	5/16/2024	10776 STATE OF CALIFORNIA	PPE 5/8/24		WITHHOLDING ORDER	429.69
					<b>Total :</b>	<b>429.69</b>
136564	5/16/2024	14467 TEXAS LIFE INSURANCE COMPANY	SM0F0U20240414001		VOLUNTARY INS RIDERS	499.35
					<b>Total :</b>	<b>499.35</b>
136565	5/16/2024	10001 US BANK	PPE 5/8/24		PARS RETIREMENT	1,465.92
					<b>Total :</b>	<b>1,465.92</b>
136566	5/16/2024	14600 WASHINGTON STATE SUPPORT	PPE 5/8/24		WITHHOLDING ORDER	751.84
					<b>Total :</b>	<b>751.84</b>
<b>12 Vouchers for bank code : ubgen</b>						<b>Bank total : 14,965.90</b>

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05/16/2024 11:29:02AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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12 Vouchers in this report

Total vouchers : 14,965.90

Prepared by:

*J. Smith*

Date:

5-16-24

Approved by:

*E. Smith* 5-16-24

Date:

vchlist  
05/17/2024 10:21:11AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
6117647	5/17/2024	14704 457 MISSIONSQUARE	PPE 5/8/24		ICMA - 457	40,079.78
					<b>Total :</b>	<b>40,079.78</b>
6992857	5/17/2024	14705 RHS MISSIONSQUARE	PPE 5/8/24		RETIREE HSA	4,985.10
					<b>Total :</b>	<b>4,985.10</b>
<b>2 Vouchers for bank code : ubgen</b>						<b>Bank total : 45,064.88</b>
<b>2 Vouchers in this report</b>						<b>Total vouchers : 45,064.88</b>

Prepared by: *J. Smith*  
Date: 5-17-24  
Approved by: *E. Bull*  
Date: 5-21-24

vchlist  
05/21/2024 4:37:57PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
11049	5/17/2024	12774 LIABILITY CLAIMS ACCOUNT	051324		LIABILITY CLAIMS AWARDS & INDE	747.05
					<b>Total :</b>	<b>747.05</b>
		<b>1 Vouchers for bank code :</b>			<b>Bank total :</b>	<b>747.05</b>
		<b>1 Vouchers in this report</b>			<b>Total vouchers :</b>	<b>747.05</b>



Prepared by: *Mark*  
Date: 5-21-24  
Approved by: *[Signature]*  
Date: 5/23/24

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05/21/2024 10:28:53AM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
5243	5/21/2024	10353 PERS	05 24 3		RETIREMENT PAYMENT	151,079.07
<b>Total :</b>						<b>151,079.07</b>
1 Vouchers for bank code : ubgen						<b>Bank total : 151,079.07</b>
1 Vouchers in this report						<b>Total vouchers : 151,079.07</b>

Prepared by:   
Date: 5-21-24  
Approved by:   
Date: 5-27-24

vchlist  
05/22/2024 4:53:31PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136567	5/22/2024	14954 ADVANCED ELECTRICAL INNOVATION	1-CIP2023-31 1R-CIP2023-31	54651	PROGRESS PAYMENT #1 - WESTO RETENTION #1 CIP 2023-31	27,468.80 -1,373.44 <b>Total : 26,095.36</b>
136568	5/22/2024	10010 AIS TRUST ACCOUNT NEWPORT	2644746		SUMMER CONCERT INSURANCE	3,622.00 <b>Total : 3,622.00</b>
136569	5/22/2024	11445 AMERICAN MESSAGING	L1072898YE		FD PAGER SERVICE	199.91 <b>Total : 199.91</b>
136570	5/22/2024	13487 ANYPROMO INC.	SA5326810		SUMMER CONCERT SPONSOR ITE	567.81 <b>Total : 567.81</b>
136571	5/22/2024	10412 AT&T	000021595190		TELEPHONE	726.94 <b>Total : 726.94</b>
136572	5/22/2024	10293 AUTO ZONE INC	3347987764	54463	VEHICLE REPAIR PARTS	23.67 <b>Total : 23.67</b>
136573	5/22/2024	14306 AZTEC LANDSCAPING INC	J1765	54464	CUSTODIAL SERVICES - PARKS	4,799.63 <b>Total : 4,799.63</b>
136574	5/22/2024	15255 BECKHELM, TERRY	1		SENIOR LUNCHEON PERFORMAN	100.00 <b>Total : 100.00</b>
136575	5/22/2024	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS APR 2024		LEGAL SVCS APR 2024	116,106.74 <b>Total : 116,106.74</b>
136576	5/22/2024	11356 CALIFORNIA STATE FIRE TRAINING	0850-2605		FF 2 APPLICATION FEE	75.00 <b>Total : 75.00</b>
136577	5/22/2024	10876 CANON SOLUTIONS AMERICA INC	4040808189 4040808190	54482 54482	SCANNER MAINTENANCE PLOTTER MAINTENANCE & USAGE	128.82 35.01 <b>Total : 163.83</b>
136578	5/22/2024	10299 CARQUEST AUTO PARTS	11102-609579 11102-610108	54426 54426	VEHICLE REPAIR PARTS VEHICLE REPAIR SUPPLIES	35.25 39.58



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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136578	5/22/2024	10299 10299 CARQUEST AUTO PARTS	(Continued)			<b>Total : 74.83</b>
136579	5/22/2024	10031 CDW GOVERNMENT LLC	QX10037 QX90292	54739	ADOBE ACROBAT SOFTWARE REN VEHICLE EQUIPMENT	15,861.93 334.75 <b>Total : 16,196.68</b>
136580	5/22/2024	12349 CHOICE LOCKSMITHING	042624CH	54483	LOCKSMITH SERVICES - AS NEEDI	85.00 <b>Total : 85.00</b>
136581	5/22/2024	10032 CINTAS CORPORATION 694	4189771447 4190411170 4191109858	54635 54635 54635	STATION SUPPLIES MISC SHOP RENTALS MISC SHOP RENTALS	52.01 72.31 72.31 <b>Total : 196.63</b>
136582	5/22/2024	10033 CITY ELECTRIC SUPPLY COMPANY	STE/099940		CLOCK TOWER REPLACEMENT LE	582.51 <b>Total : 582.51</b>
136583	5/22/2024	12153 CORODATA RECORDS	RS5008466	54527	CORODATA RECORDS MANAGEME	727.27 <b>Total : 727.27</b>
136584	5/22/2024	10358 COUNTY OF SAN DIEGO	24CTOFSAN10	54528	REGIONAL COMMUNICIATIONS SY	2,622.00 <b>Total : 2,622.00</b>
136585	5/22/2024	14811 DIGITECH COMPUTER LLC	60005252	54504	SLEMSA BILLING CONTRACT SER	11,325.76 <b>Total : 11,325.76</b>
136586	5/22/2024	13442 EBBIN MOSER + SKAGGS LLP	5078	52777	MSCP SUBAREA PLAN	56,852.08 <b>Total : 56,852.08</b>
136587	5/22/2024	12593 ELLISON WILSON ADVOCACY, LLC	2024-04-06 2024-05-06	54505 54505	LEGISLATIVE ADVOCACY SERVICE LEGISLATIVE ADVOCACY SERVICE	1,500.00 1,500.00 <b>Total : 3,000.00</b>
136588	5/22/2024	13044 FIELDTURF USA, INC	711091		SYNTHETIC TURF MAINTENANCE	8,765.42 <b>Total : 8,765.42</b>
136589	5/22/2024	15227 HARRISON HYDRAGEN LTD	251057W-IN	54745	EQUIPMENT REPAIR	3,473.75

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136589	5/22/2024	15227 15227 HARRISON HYDRAGEN LTD	(Continued)			<b>Total : 3,473.75</b>
136590	5/22/2024	10144 HDL COREN & CONE	SIN038245	54337	FY 23/24 PROP TAX AUDIT & INFO :	4,987.50
						<b>Total : 4,987.50</b>
136591	5/22/2024	14956 JET ADVERTISING LLC	11811	54561	WEBSITE REDESIGN	4,950.00
						<b>Total : 4,950.00</b>
136592	5/22/2024	11864 KIRKLAND PRINTING & MAILING	5242	54737	CENTRAL SUPPLIES - ENVELOPES	2,280.53
						<b>Total : 2,280.53</b>
136593	5/22/2024	14285 LEDERER, RICHARD	515		SENIOR LUNCHEON SPEAKER	100.00
						<b>Total : 100.00</b>
136594	5/22/2024	10204 LIFE ASSIST INC	1421390	54377	EMS SUPPLIES	3,528.81
			1424602	54377	EMS SUPPLIES	2,141.74
			1429879	54377	EMS SUPPLIES	8.89
			1430396	54377	EMS SUPPLIES	886.62
			1431116	54377	EMS SUPPLIES	1,124.77
						<b>Total : 7,690.83</b>
136595	5/22/2024	10154 MCDUGAL BOEHMER FOLEY LYON	108675		SLEMSA LEGAL SERVICES APRIL 2	150.00
						<b>Total : 150.00</b>
136596	5/22/2024	14208 MINUTEMAN PRESS EL CAJON	65972	54543	BUS CARDS-HR	53.59
						<b>Total : 53.59</b>
136597	5/22/2024	15224 NORTHERN SAFETY CO INC	906163447	54722	FIREFIGHTING EQUIPMENT	3,278.02
						<b>Total : 3,278.02</b>
136598	5/22/2024	10308 O'REILLY AUTO PARTS	2968-212703	54384	VEHICLE REPAIR PART	12.07
			2968-213529	54384	VEHICLE REPAIR PART	165.36
			2968-214448	54384	VEHICLE SUPPLIES	14.41
			CM-2968-127078	54384	CR-CORE DEPOSIT RETURNED	-43.10
			CM-2968-213750	54384	CR-VEHICLE PART RETURNED	-56.65
						<b>Total : 92.09</b>
136599	5/22/2024	10336 PADRE DAM MUNICIPAL WATER DIST	PDMWD51724	54751	WATER SUPPLY ASSESSMENT STU	25,000.00

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136599	5/22/2024	10336	10336 PADRE DAM MUNICIPAL WATER DIS` (Continued)			<b>Total : 25,000.00</b>
136600	5/22/2024	10344	PADRE DAM MUNICIPAL WATER DIST 90000367; MAY24		GROUP BILL	23,508.57
						<b>Total : 23,508.57</b>
136601	5/22/2024	10442	PAYCO SPECIALTIES 1768-04-2024 R	54669	STREET STRIPING MAINTENANCE	56,916.30
						<b>Total : 56,916.30</b>
136602	5/22/2024	15047	PERFECTION PAINTING CORP 2R-CIP2023-34 P2 CIP2023-34 RR-CIP2023-34	54582	RETENTION #3 CIP 2023-34 CITY HALL PAINTING AND WOOD F RETENTION RELEASE	-2,953.75 59,075.00 13,868.50
						<b>Total : 69,989.75</b>
136603	5/22/2024	10101	PROFESSIONAL MEDICAL SUPPLY 11035 11037	54443 54443	OXYGEN CYLINDER RENTALS OXYGEN CYLINDER RENTALS	441.19 369.19
						<b>Total : 810.38</b>
136604	5/22/2024	10221	QUALITY CODE PUBLISHING LLC PG000036086	54540	MUNICIPAL CODE CODIFICATION	170.00
						<b>Total : 170.00</b>
136605	5/22/2024	13061	SAN DIEGO HUMANE SOCIETY & MAY-24	54472	ANIMAL CONTROL SERVICES	36,794.00
						<b>Total : 36,794.00</b>
136606	5/22/2024	12543	SAN DIEGO RIVER PARK 2404-002	54749	SAN DIEGO RIVER PARK FOUNDA`	4,000.00
						<b>Total : 4,000.00</b>
136607	5/22/2024	10677	SANTEE CHAMBER OF COMMERCE 3309	54473	SUMMER CHAMBER MAGAZINE	2,376.00
						<b>Total : 2,376.00</b>
136608	5/22/2024	14523	SCA OF CA, LLC 158131PS	54396	STREET SWEEPING SVCS	29,941.58
						<b>Total : 29,941.58</b>
136609	5/22/2024	15273	SHAFFER, MARK 1		WELLNESS EVENT: PET THERAPY	100.00
						<b>Total : 100.00</b>
136610	5/22/2024	12223	SITEONE LANDSCAPE SUPPLY LLC 140699514-001	54420	IRRIGATION PARTS	2,146.91
						<b>Total : 2,146.91</b>

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136611	5/22/2024	14630 SNAP-ON INDUSTRIAL	ARV-60367802	54665	SHOP TOOLS	5,313.87
<b>Total :</b>						<b>5,313.87</b>
136612	5/22/2024	10837 SOUTHWEST TRAFFIC SIGNAL	83358	54447	USA MARKOUTS	747.50
			83359	54447	TRAFFIC SIGNAL - LED SHOEBOX	4,254.46
			83360	54447	TRAFFIC SIGNAL - EXTRA WORK 2	100.00
			83361	54447	TRAFFIC SIGNAL - EXTRA WORK 2	540.22
			83362	54465	USA MARKOUTS	852.15
			83363	54465	TRAFFIC SIGNAL SERVICE CALLS	1,464.63
<b>Total :</b>						<b>7,958.96</b>
136613	5/22/2024	14240 SPICER CONSULTING GROUP	1580	54687	ASSMNT ENG & CFD SVCS FY 23-2	2,763.56
<b>Total :</b>						<b>2,763.56</b>
136614	5/22/2024	10119 STEVEN SMITH LANDSCAPE INC	797	54405	A 1 LANDSCAPE SERVICES	210.16
<b>Total :</b>						<b>210.16</b>
136615	5/22/2024	14737 STURM, AARON	04262024		MILEAGE REIMBURSEMENT	167.50
<b>Total :</b>						<b>167.50</b>
136616	5/22/2024	10250 THE EAST COUNTY	00141149		INVITATION TO BID - CITYWIDE PA'	847.00
<b>Total :</b>						<b>847.00</b>
136617	5/22/2024	14354 TRILOGY MEDWASTE WEST, LLC	1554808	54453	BIOMEDICAL WASTE DISPSL	287.65
			1554809	54453	BIOMDICAL WASTE DISPOSAL	157.02
<b>Total :</b>						<b>444.67</b>
136618	5/22/2024	10133 UNDERGROUND SERVICE ALERT	23-2425598	54481	DIG ALERT SERVICES - STATE FEE	57.68
			420240702	54481	DIG ALERT - MONTHLY TICKETS	167.50
<b>Total :</b>						<b>225.18</b>
136619	5/22/2024	12480 UNITED SITE SERVICES	114-13846845	54339	PORTABLE TOILET RENTAL	454.08
			INV-4448739	54339	PORTABLE TOILET AND FENCE RE	155.54
<b>Total :</b>						<b>609.62</b>
136620	5/22/2024	10325 VALLEY POWER SYSTEM INC	R 29636	54409	VEHICLE REPAIR PARTS	740.89
<b>Total :</b>						<b>740.89</b>

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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136621	5/22/2024	11305 VELOCITY TRUCK CENTERS	RA290035865:01	54744	VEHICLE REPAIR	3,288.05
<b>Total :</b>						<b>3,288.05</b>
136622	5/22/2024	13949 VENTEK INTERNATIONAL	143471		DISC GOLF MACHINE ANNUAL SOF	1,020.00
<b>Total :</b>						<b>1,020.00</b>
136623	5/22/2024	10537 WETMORE'S	06P82004	54457	VEHICLE REPAIR	365.94
<b>Total :</b>						<b>365.94</b>
136624	5/22/2024	14687 WEX BANK	97010288		FLEET CARD FUELING	19,963.08
<b>Total :</b>						<b>19,963.08</b>
136625	5/22/2024	11075 WHILLOCK CONTRACTING INC	1744-1	54670	NUISANCE ABATEMENT AT 7953 R/	48,597.00
<b>Total :</b>						<b>48,597.00</b>

59 Vouchers for bank code : ubgen

Bank total : 624,234.35

59 Vouchers in this report

Total vouchers : 624,234.35

Prepared by: *J. Smith*  
Date: 5.22.24  
Approved by: *[Signature]*  
Date: 5/23/24

vchlist  
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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136627	5/23/2024	10001 US BANK	0015		WELLNESS EVENT	120.00
			0024068		SMALL TOOLS	91.20
			003609-0001		MEMBERSHIP CHARGE	10.86
			003609-0002		PROCARD PURCHASE IN ERROR	39.36
			013639		EVENT SUPPLIES	11.83
			014521		COMPUTER SUPPLIES	21.42
			017911		STATION SUPPLIES	673.78
			0191336		DEPT. BADGES	848.06
			0196241		MATERIALS AND SUPPLIES	22.83
			021967		MATERIALS & SUPPLIES	8.07
			023630		MEETING SUPPLIES	16.03
			0263434		VEHICLE REPAIR PART	215.49
			029390		SENIOR SUPPLIES	62.38
			03262024		VIMEO SOFTWARE SUBSCRIPTION	240.00
			035854		WELLNESS EVENT	10.88
			038272		WELLNESS EVENT	145.22
			039650		BUNNY TRAIL SUPPLIES	12.02
			04022024		SQUARE MARKETING	90.00
			04192024		PROCARD USED IN ERROR	21.52
			0424265		PROCARD USED IN ERROR	50.40
			05162024-1		TRANSPORTATION FOR LEAGUE C	32.18
			05162024-2		TRANSPORTATION FOR LEAGUE C	7.44
			05162024-3		TRANSPORTATION FOR LEAGUE C	7.96
			05162024-4		TRANSPORTATION FOR LEAGUE C	7.15
			05162024-5		TRANSPORTATION FOR LEAGUE C	31.89
			05162024-6		LEAGUE OF CA CITIES MEETING E	104.00
			0524529		EVENT SUPPLIES	24.73
			054184		WELLNESS EVENT	106.76
			054675		SENIOR SUPPLIES	76.17
			0623426		OFFICE SUPPLIES	42.19
			064946		TRANSPORTATION CHARGE	16.96
			069505		SPARC MEETING SUPPLIES	94.86
			070A4CA4-0002		WEBSITE SOCIAL MEDIA DISPLAY	1,128.00
			072157		ACE PARKING	15.00
			073253		PARKING	15.00
			076058		TEEN CENTER SUPPLIES	44.76

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136627	5/23/2024	10001 US BANK	(Continued)			
			0778632		MATERIALS & SUPPLIES	84.54
			081169		EVENT SUPPLIES	75.33
			0852249		OFFICE SUPPLIES	11.91
			093774		MEETING SUPPLIES	11.29
			094278		FACEBOOK BOOST	35.00
			0997807		FITNESS EQUIPMENT	29.83
			1011143		MATERIALS & SUPPLIES	223.20
			1013049		EVENT SUPPLIES	61.83
			1025484		MATERIALS & SUPPLIES	397.96
			10742330087		COMPUTER SUPPLIES	24.91
			10742334464		COMPUTER LAPTOP	1,251.59
			10742364331		COMPUTER HARDWARE	232.33
			1101471760		WELLNESS PROGRAM SUPPLIES	340.95
			1121488		CFED WEST CONFERENCE REGIS	2,006.00
			1121867		GENERAL EVENT SUPPLIES	25.85
			114557		REFERENCE MANUAL	37.71
			12430511		SUMMER BROCHURE PRINTING	596.73
			127713		PARKING FEE	5.00
			127714		PARKING FEE	5.00
			127827		PARKING FEE	15.00
			128007		PARKING FEE	15.00
			128101		PARKING FEE	2.00
			1299277		MEMBERSHIP	120.00
			134302		MATERIALS & SUPPLIES	988.77
			143414		EMS SUPPLIES	73.99
			1507428		REFERENCE MANUALS	66.70
			151488		WEARING APPAREL	682.65
			151649		MEMBERSHIP	60.00
			153658		ISA CONFERENCE REGISTRATION	650.00
			15814		MEETING SUPPLIES	20.11
			171M		D12 AWARDS AND INSTALLATION I	280.00
			200014296		BACKFLOW PREVENTION EXAM	185.00
			2024132099		RECORDING FEES	224.50
			2024CONCERTHP		2024 CONCERT HEALTH PERMIT	319.00
			212268		TRANSPORTATION CHARGE	27.94
			221818		FACEBOOK BOOST	10.00

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136627	5/23/2024	10001 US BANK	(Continued)			
			227399		FACEBOOK BOOST	50.00
			243851		FACEBOOK BOOST	25.00
			25		EVENT SUPPLIES	60.25
			25378406		SENIOR OUTINGS	1,706.40
			26967		CATERING FOR HMH-462 EVENT	102.00
			281427		FACEBOOK BOOST	25.00
			28441775		EVENT BANNERS	133.00
			28474238		EVENT PROMO	53.06
			28491811		EVENT PROMO	53.06
			28492564		EVENT BANNERS	56.12
			3010686		MATERIALS & SUPPLIES	402.81
			30937.1		COURSE REGISTRATION	495.00
			30937.2		COURSE REGISTRATION	13.61
			3201054		PLANNING SUPPLIES	15.51
			325922		FACEBOOK POST	15.00
			3319434		STATION SUPPLIES	49.54
			3371		WALMART	73.37
			34214		EQUIPMENT REPAIR	203.00
			34323		EQUIPMENT REPAIR	12.00
			354745201		LOGDING FOR LEAGUE OF CA CIT	822.20
			355084		FACEBOOK BOOST	15.00
			363060S		SD IPMA CONFERENCE REGISTRA	550.00
			388427		EVENT SUPPLIES	7.53
			3956079		FACEBOOK BOOST	3.00
			4014311		STATION SUPPLIES	275.38
			4077109		FACEBOOK BOOST	2.00
			4246030		FACEBOOK BOOST	2.00
			435115X		SD IPMA CONFERENCE REGISTRA	275.00
			438464		TRANSPORTATION CHARGE	20.81
			4654929		1 YEAR HOSTING RENEWAL	215.88
			4725827		GENERAL EVENT SUPPLIES	23.65
			4837732		FACEBOOK BOOST	2.00
			4869801		MISC OFFICE SUPPLIES	25.81
			4943328		WELLNESS PROGRAM SUPPLIES	107.86
			4949036		FACEBOOK BOOST	2.00
			4989017		SAFETY APPAREL	83.72



vchlist  
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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136627	5/23/2024	10001 US BANK	(Continued)			
			499		POSTAGE	9.85
			4GW6VK		AIRFARE FOR CALIFORNIA TRAILS	365.97
			5012287		VANDALISM	138.03
			502600		FACEBOOK BOOST	75.00
			5606141		EVENT SUPPLIES	109.81
			563672		TRANSPORTATION CHARGE	16.98
			570301		FACEBOOK BOOST	50.00
			5761813		MATERIALS AND SUPPLIES	42.01
			6026299		MATERIALS & SUPPLIES	39.80
			608176		TRANSPORTATION CHARGE	23.66
			6151337		TRAINING SUPPLIES	53.77
			615821		FACEBOOK BOOST	35.00
			6324225		EQUIPMENT SUPPLIES	36.36
			663183		FACEBOOK BOOST	7.00
			692		EVENT PROMO	50.00
			7011832		SMALL TOOLS	991.49
			7038064		FACEBOOK BOOST	7.00
			7157859		GENERAL EVENT SUPPLIES	9.69
			7336865		FACEBOOK BOOST	2.00
			7457863		MATERIALS AND SUPPLIES	8.53
			7554623		SENIOR SUPPLIES	92.42
			761932		FACEBOOK BOOST	11.84
			769186		FACEBOOK BOOST	5.00
			7719306		FACEBOOK BOOST	2.00
			7729849		COUNTY OF SD - RECORDED DOC	0.01
			7729849.2		COUNTY OF SD - RECORDED DOC	0.45
			7730790		COUNTY OF SD - RECORDED DOC	0.02
			7730790.2		COUNTY OF SD - RECORDED DOC	0.90
			786162		TRANSPORTATION CHARGE	15.88
			823803		FACEBOOK BOOST	3.00
			826228		FITNESS PROGRAM SUBSCRIPTIC	49.50
			8337014		EQUIPMENT SUPPLIES	69.07
			8401046		FITNESS EQUIPMENT	112.04
			8412025		FACEBOOK BOOST	2.00
			851277		FACEBOOK BOOST	15.00
			871063		FACEBOOK BOOST	10.00

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136627	5/23/2024	10001 US BANK	(Continued)			
			8885986		FACEBOOK BOOST	3.00
			8890		EVENT RESEARCH	225.00
			8891402		FITNESS EQUIPMENT	53.86
			8965048		PLANNING SUPPLIES	129.24
			905120		FACEBOOK BOOST	7.00
			90662225		SHIPPING CHARGE	37.37
			9082619		GENERAL EVENT SUPPLIES	16.47
			9089982004		VEHICLE SUPPLIES	133.24
			9107113		FACEBOOK BOOST	2.00
			9133856		STATION SUPPLIES	8.72
			9141018		FINANCE OFFICE SUPPLIES	37.69
			915658		TRANSPORTATION CHARGE	5.00
			9272212		REFERENCE MANUAL	19.38
			9614859		MATERIALS & SUPPLIES	43.01
			971716		FACEBOOK BOOST	50.00
			97336		MATERIALS & SUPPLIES	67.82
			989813		FACEBOOK BOOST	5.00
			9913834		EVENT SUPPLIES	62.68
			aywhqskc		DRONE CERTIFICATION	175.00
			CC24PIZZA		EVENT SUPPLIES	34.98
			INV-81441-D6W3R5		PSHRA MEMBERSHIP	420.00
			MC15245287		STANDARD MAILCHIMP PLAN	135.00
			MMASC 2024 WLS		REGISTRATION	125.00
			MPS-843627		CROSSING GUARD SUPPLIES	129.68
			MSAE24-0119-0229-021		MSA SHOW REGISTRATION	36.40
			MSAE24-0119-0230-022		MSA REGISTRATION	36.40
			N172919		PROMOTIONAL SUPPLIES	1,739.01
			uoCOsaLP		REGISTRATION FOR BUILDING EV	645.00
			WCISA2024 - SR		ISA CONFERENCE REGISTRATION	650.00
					<b>Total :</b>	<b>27,135.62</b>

1 Vouchers for bank code : ubqen

**Bank total : 27,135.62**

1 Vouchers in this report

**Total vouchers : 27,135.62**

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Voucher List  
CITY OF SANTEE

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by: Juan M  
Date: 5-23-24  
Approved by: [Signature]  
Date: 5/23/24

vchlist  
05/30/2024 10:44:10AM

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136628	5/30/2024	10003 A & B SAW & LAWNMOWER SHOP	0009 0027	54344 54344	EQUIPMENT REPAIR EQUIPMENT SUPPLIES	328.00 161.62
<b>Total :</b>						<b>489.62</b>
136629	5/30/2024	10510 AMAZON WEB SERVICES, INC	1687165109		AMAZON CLOUD SERVICES	317.17
<b>Total :</b>						<b>317.17</b>
136630	5/30/2024	10019 BERT W SALAS INC	2024-1371	54684	CURB INLET REPLACEMENT	41,897.00
<b>Total :</b>						<b>41,897.00</b>
136631	5/30/2024	11402 CARROLL, JUDI	06012024-96		MEADOWBROOK HARDSHIP PROC	135.11
<b>Total :</b>						<b>135.11</b>
136632	5/30/2024	10031 CDW GOVERNMENT LLC	RD42393		PRINTER REPLACEMENT	704.73
<b>Total :</b>						<b>704.73</b>
136633	5/30/2024	10032 CINTAS CORPORATION 694	4191861771	54635	MISC SHOP RENTALS	88.54
<b>Total :</b>						<b>88.54</b>
136634	5/30/2024	11409 CLAYTON, SYLVIA	06012024-340		MEADOWBROOK HARDSHIP PROC	141.39
<b>Total :</b>						<b>141.39</b>
136635	5/30/2024	15270 COMPASS ROSE GIS	1451		GIS CONSULTING SERVICES	1,470.00
<b>Total :</b>						<b>1,470.00</b>
136636	5/30/2024	11862 CORODATA SHREDDING INC	DN1467575		CORODATA SHREDDING	49.82
<b>Total :</b>						<b>49.82</b>
136637	5/30/2024	10039 COUNTY MOTOR PARTS COMPANY INC	612042 612627 942431	54427 54427 54427	VEHICLE REPAIR PARTS VEHICLE SUPPLIES VEHICLE REPAIR PARTS	69.39 140.71 88.93
<b>Total :</b>						<b>299.03</b>
136638	5/30/2024	10333 COX COMMUNICATIONS	052335901; MAY24 063453006; MAY24 064114701; MAY24		8950 COTTONWOOD AVE 9534 VIA ZAPADOR 8115 ARLETTE ST	193.89 96.86 194.11

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136638	5/30/2024	10333 10333 COX COMMUNICATIONS	(Continued)			<b>Total : 484.86</b>
136639	5/30/2024	14675 EAST COUNTY TRANSITIONAL	20240507C	54681	ARPA FUNDING - HOMELESS SHEL	11,760.00
						<b>Total : 11,760.00</b>
136640	5/30/2024	10009 FIRE ETC	189298	54550	FIREFIGHTING EQUIPMENT	2,597.38
						<b>Total : 2,597.38</b>
136641	5/30/2024	12760 FOCUS PSYCHOLOGICAL	SANTEE2024-3	54470	PSYCHOLOGICAL SERVICES	1,372.00
			SANTEE2024-4	54470	SANTEE2024-4	800.00
						<b>Total : 2,172.00</b>
136642	5/30/2024	15265 ISAAC, RITA	054828		EMPLOYEE REIMBURSEMENT	119.05
						<b>Total : 119.05</b>
136643	5/30/2024	12334 KEANE, JOHN	158402		PE LICENSE RENEWAL 2024	180.00
						<b>Total : 180.00</b>
136644	5/30/2024	10997 LAKESIDE FIRE PROTECTION	267	54434	EMS SOFTWARE SUBSCRIPTIONS	560.07
						<b>Total : 560.07</b>
136645	5/30/2024	10413 LARSON, SCOTT	011587		EMPLOYEE REIMBURSEMENT	250.00
						<b>Total : 250.00</b>
136646	5/30/2024	10204 LIFE ASSIST INC	1432160	54377	EMS SUPPLIES	8.89
			1432672	54377	EMS SUPPLIES	8,061.92
			1432881	54377	EMS SUPPLIES	1,807.46
			CM1433252	54377	CR, EMS SUPPLIES RETURNED	-812.44
						<b>Total : 9,065.83</b>
136647	5/30/2024	10238 MILLER, STEVE	506625		CIP SUPPLIES	155.43
						<b>Total : 155.43</b>
136648	5/30/2024	10527 MOYNEUR, KYLE	05702Z		EMPLOYEE REIMBURSEMENT	250.00
						<b>Total : 250.00</b>
136649	5/30/2024	11442 PATTERSON, EDWARD	06012024-225		MEADOWBROOK HARDSHIP PROC	130.36

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Voucher List  
CITY OF SANTEE

Bank code : ubqen

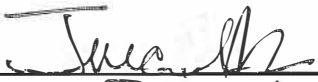

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136649	5/30/2024	11442 11442 PATTERSON, EDWARD	(Continued)		<b>Total :</b>	<b>130.36</b>
136650	5/30/2024	10101 PROFESSIONAL MEDICAL SUPPLY	10574	54443	OXYGEN CYLINDER RENTALS	180.00
			10578	54443	OXYGEN CYLINDER RENTAL & REI	108.00
					<b>Total :</b>	<b>288.00</b>
136651	5/30/2024	10095 RASA	5794	54512	MAP CHECK - LANTERN CREST RII	915.00
			5796	54512	MAP CHECK TA DEVELOPMENT	700.00
					<b>Total :</b>	<b>1,615.00</b>
136652	5/30/2024	12828 RICK ENGINEERING COMPANY	0100745	54219	AS-NEEDED ENGINEERING SERVI	1,405.33
					<b>Total :</b>	<b>1,405.33</b>
136653	5/30/2024	10097 ROMAINE ELECTRIC CORPORATION	12-061668	54487	VEHICLE SUPPLIES	262.52
					<b>Total :</b>	<b>262.52</b>
136654	5/30/2024	10407 SAN DIEGO GAS & ELECTRIC	34223805628; MAY24		ROW / MEDIANS (GAS)	247.19
			79900685777; MAY24		BALLFIELDS; FACILITIES; PARKS	16,602.25
			85097421694; MAY24		CITY HALL GROUP BILL	8,128.41
					<b>Total :</b>	<b>24,977.85</b>
136655	5/30/2024	13171 SC COMMERCIAL, LLC	2636957-IN	54395	FUEL	48.07
					<b>Total :</b>	<b>48.07</b>
136656	5/30/2024	13206 SHARP BUSINESS SYSTEMS	9004833650	54519	SHARP MAINT/COPIES 05/2024	932.80
					<b>Total :</b>	<b>932.80</b>
136657	5/30/2024	12223 SITEONE LANDSCAPE SUPPLY LLC	141020773-001	54420	IRRIGATION PARTS	19.62
			141023022-001	54420	IRRIGATION PARTS	419.86
					<b>Total :</b>	<b>439.48</b>
136658	5/30/2024	11403 ST JOHN, LYNNE	06012024-78		MEADOWBROOK HARDSHIP PROC	135.37
					<b>Total :</b>	<b>135.37</b>
136659	5/30/2024	10217 STAPLES ADVANTAGE	6002016333	54534	STAPLES OFFICE SUPPLIES	51.26
			6002207456	54335	FY 23/24 OFFICE SUPPLIES - FINAI	177.90
					<b>Total :</b>	<b>229.16</b>

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Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136660	5/30/2024	10624 STATE OF CALIFORNIA	62769-2024		LICENSE RENEWAL - ESPINOLA	180.00
					<b>Total :</b>	<b>180.00</b>
136661	5/30/2024	13451 TELEFLEX FUNDING LLC	9508389876	54408	EMS SUPPLIES	729.04
					<b>Total :</b>	<b>729.04</b>
136662	5/30/2024	11193 TMAN TRAFFIC SUPPLY	15755	54452	TRAFFIC SIGNS & SUPPLIES	168.09
					<b>Total :</b>	<b>168.09</b>
136663	5/30/2024	10642 USPS-POC	05272024		POSTAGE REIMBURSEMENT	642.99
					<b>Total :</b>	<b>642.99</b>
136664	5/30/2024	10475 VERIZON WIRELESS	9963831103		WIFI SERVICE	1,140.29
					<b>Total :</b>	<b>1,140.29</b>
136665	5/30/2024	10475 VERIZON WIRELESS	9963831102		CELL PHONE SERVICE	1,038.12
					<b>Total :</b>	<b>1,038.12</b>
<b>38 Vouchers for bank code : ubgen</b>						<b>Bank total : 107,549.50</b>
<b>38 Vouchers in this report</b>						<b>Total vouchers : 107,549.50</b>

Prepared by:   
Date: 5.30.24  
Approved by:   
Date: 5/30/24

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05/28/2024 11:27:26AM

Payroll Processing Report  
CITY OF SANTEE  
5/9/2024 to 5/22/2024-3 Cycle b

EARNINGS SECTION					DEDUCTIONS SECTION				LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost	
<b>Grand Totals</b>					<b>Employees: 192</b>									
acot	13.50		1,113.03		bnvl		110.88		a-fire	659.06	683.88			
adtk	59.00		4,643.65		catax	600,439.67	33,026.80		c-fire		232.13	134.63		
aeot	38.00		2,444.16		chdsp1		352.61		c-misc		38.01			
aertnp	24.00		119.82		chdsp2		449.53		exadm		27.00			
alrh	15.88		670.65		chdsp5		751.84		gen	217.01	293.58		0.47	
atkn	668.00		26,312.99		ct1cs1	41,093.33	410.93	-410.93	m-fhol		12.25			
caco	89.75				emppd2		79.40		mdadm		23.00			
comp	0.89		37.52		emppdt		297.80		s-bc's	29.52				
coun			3,418.84		fedtax	600,439.67	77,088.63		s-cm	3.69				
ctkn	269.25		9,842.52		icma	187,369.45	26,245.72		s-fchf	3.69				
detd	53.00		2,045.74		icmacc			769.24	s-fire	340.56	120.00			
flsa			5,690.16		icmaln		3,786.50		s-misc	303.92	304.25			
htkn	12.25		727.23		medtax	683,245.10	9,907.17	9,907.17	s-pth		38.50			
jury	1.25		47.55		mt1cs1	110,268.40	1,102.68	-1,102.68	sradmi		9.00			
lwop	224.75				mt2cs1	52,419.50	524.20	-524.20	v-exec	43.72	17.00		4.62	
mayr			1,440.45		pars	20,739.27	777.73	777.73	v-mgmt	142.56	138.00		7.70	
otsb	25.00		1,412.85		per625	161,204.90	12,493.43	12,380.61	vac-cm	7.70				
otth	1,277.50		74,269.31		pers	240,064.51	20,503.15	55,345.56						
pth	1,238.25		27,488.87		pert2m	52,419.50	3,669.38	6,206.47						
r	10,442.00		479,341.22		pert2s	14,997.96	1,349.81	3,718.00						
stdb			450.00		pert3s	113,925.63	16,519.26	16,519.26						
stkf	80.00		4,840.62		rhsa2%	215,466.25		4,228.21						
stkn	344.25		14,952.96		rhsaal		670.65							
stknpt	38.50		646.35		rhsabc	25,911.50	518.24							
ststkn	51.50		1,878.08		roth	74,823.49	9,168.64							
tup			116.26		sb-1		86.49							
unif			625.00		sb-3		68.58							
unifp			575.00		sffa		3,574.08							
vacp	73.08		2,520.40		sffapc		964.80							
vtkn	375.50		20,744.07		st1cs3	88,702.78	2,661.11	-2,661.11						
wcnt	24.00		830.87		st2cs3	14,997.96	449.94	-449.94						
					vision	16,335.59								
<b>Grand Totals</b>	<b>15,439.10</b>		<b>689,246.17</b>				<b>227,609.98</b>	<b>104,703.39</b>		<b>Gross: 689,246.17</b>				
										<b>Net: 461,636.19</b>				

<< No Errors / 9 Warnings >>

PRE 5/22/24  
Paydate 5/30/24  
5/28/24  
5/29/24  
EB



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05/30/2024 12:43:36PM

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
136666	5/30/2024	12724 AMERICAN FIDELITY ASSURANCE	D724890		VOLUNTARY LIFE INS-AM FIDELITY	4,378.92
					<b>Total :</b>	<b>4,378.92</b>
136667	5/30/2024	12903 AMERICAN FIDELITY ASSURANCE CO	2353908A		FLEXIBLE SPENDING ACCOUNT	3,274.78
					<b>Total :</b>	<b>3,274.78</b>
136668	5/30/2024	10508 LIFE INSURANCE COMPANY OF	May 2024		LIFE/LTD INSURANCE	3,062.27
					<b>Total :</b>	<b>3,062.27</b>
136669	5/30/2024	14452 MEDICAL AIR SERVICES ASSC	1836722		MEDICAL AIR TRANSPORT SVCS	193.00
					<b>Total :</b>	<b>193.00</b>
136670	5/30/2024	10424 SANTEE FIREFIGHTERS	PPE 5/22/24		DUES/PEC/BENEVOLENT	4,649.76
					<b>Total :</b>	<b>4,649.76</b>
136671	5/30/2024	10776 STATE OF CALIFORNIA	PPE 5/22/24		WITHHOLDING ORDER	449.53
					<b>Total :</b>	<b>449.53</b>
136672	5/30/2024	10776 STATE OF CALIFORNIA	PPE 5/22/24		WITHHOLDING ORDER	352.61
					<b>Total :</b>	<b>352.61</b>
136673	5/30/2024	10001 US BANK	PPE 5/22/24		PARS RETIREMENT	1,555.46
					<b>Total :</b>	<b>1,555.46</b>
136674	5/30/2024	14600 WASHINGTON STATE SUPPORT	PPE 5/22/24		WITHHOLDING ORDER	751.84
					<b>Total :</b>	<b>751.84</b>
<b>9 Vouchers for bank code : ubgen</b>						<b>Bank total : 18,668.17</b>
<b>9 Vouchers in this report</b>						<b>Total vouchers : 18,668.17</b>

Prepared by: Juan M  
 Date: 5-30-24  
 Approved by: E. Bule  
 Date: 5-30-24

**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTIONS CALLING FOR A NOVEMBER 5, 2024, GENERAL MUNICIPAL ELECTION

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

**SUMMARY**

The City of Santee is scheduled to conduct a General Municipal Election on November 5, 2024, for the purpose of electing one (1) Mayor and two (2) Members of the City Council: one (1) Councilmember for District 3 and one (1) Councilmember for District 4. The candidate Filing Period for the November election is from 8:00 a.m. on Monday, July 15, 2024, through 5:00 p.m. on Friday, August 9, 2024. If an incumbent does not file, the period is extended to Wednesday, August 14, 2024, at 5:00 p.m. for candidates other than the incumbent to file for that office.

Adoption of the attached four (4) Resolutions is required to begin the election process and consolidate with the statewide election to be held on the same date.

The Resolutions are:

1. Calling and giving notice of the November 5, 2024, election for one (1) Mayor and 2 Members of the City Council: one (1) Councilmember for District 3 and one (1) Councilmember for District 4.
2. Requesting the Board of Supervisors to conduct and consolidate the General Municipal Election with the Statewide General Election and authorizing the Registrar of Voters to provide services.
3. Pertaining to a prepaid Candidate's Statement. Candidates may file a Candidate's Statement for the Voter's Pamphlet and Council determines if the statement is to be 200 or 400 words. Historically, Council has designated a 200-word statement, which is one-half of a page and a lesser cost. This Resolution continues to reflect a 200-word statement. The Registrar of Voters estimates a cost of approximately \$800.00 for a 200-word statement. The Federal Voting Rights Act requires voters' pamphlets be translated in other languages as specified by the Registrar of Voters (Spanish, Vietnamese, Filipino and Chinese).
4. Regarding tie votes, this Resolution is OPTIONAL and is being provided to Council at this time for consideration. Resolution of a tie vote may be decided either by lot (e.g., tossing a coin, etc.) or by conducting a special runoff election involving only those candidates who receive an equal number of votes. If by lot, adoption of this Resolution would be appropriate. If Council should decide a Special Runoff Election be conducted, then the appropriate Resolution would be brought back at the next meeting. A Special Election would cost in excess of \$400,000.00.

**FINANCIAL STATEMENT** *dk*

In the City Clerk's budget, there is \$187,520 identified for election costs, \$43,520 in the current Adopted FY 2023-24 Operating Budget and \$144,000 in the FY 2024-25 Proposed Operating Budget. These funds will be pooled together to cover anticipated election costs. The Registrar of Voters Office has estimated their fee to conduct the election will fall between \$150,000.00 to \$210,000.00. Final costs are not known until after the completion of the election.

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

**RECOMMENDATION** *mlsb*

Adopt the four (4) Resolutions.

**ATTACHMENTS**

Resolutions (4)

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
CALLING AND GIVING NOTICE OF THE HOLDING OF A GENERAL MUNICIPAL  
ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024, FOR THE ELECTION  
OF CERTAIN OFFICERS AS REQUIRED BY THE PROVISIONS OF THE LAWS OF  
THE STATE OF CALIFORNIA RELATING TO CHARTER CITIES**

**WHEREAS**, under the provisions of the laws relating to charter cities in the State of California, a General Municipal Election shall be held on Tuesday, November 5, 2024, for the election of Municipal Officers.

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

**SECTION 1.** That pursuant to the laws of the State of California relating to charter cities there is called and ordered to be held in the City of Santee, California on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing one (1) Member of the City Council residing in District 3 and one (1) Member of the City Council residing in District 4, each for the full term of four years, and electing one (1) Mayor at-large, for the full term of four years.

**SECTION 2.** That the ballots to be used at the election shall be in such form and content as required by law.

**SECTION 3.** That the City Clerk is authorized, instructed and directed to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 4.** That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to Elections Code Section 10242, except as provided in Elections Code Section 14401.

**SECTION 5.** That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 6.** That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

**SECTION 7.** That the City Clerk shall certify to the passage and adoption of this Resolution and shall enter it into the book of original Resolutions.

**SECTION 8.** The City Council hereby authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of June 2024 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF SAN DIEGO  
CONSOLIDATE A GENERAL MUNICIPAL ELECTION TO BE HELD IN THE CITY OF  
SANTEE ON TUESDAY, NOVEMBER 5, 2024, WITH THE STATEWIDE GENERAL  
ELECTION TO BE HELD ON THE SAME DAY**

**WHEREAS**, the City Council of the City of Santee has called a General Municipal Election to be held in this City on Tuesday, November 5, 2024, for the purpose of the electing one (1) Mayor and two (2) Members of the City Council; and

**WHEREAS**, it is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the City precincts, vote centers and election officers of the two elections be the same, and that the Registrar of Voters of the County of San Diego canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election; and

**WHEREAS**, Section 439.1 of the Administrative Code of the County of San Diego authorizes the Registrar of Voters of the County of San Diego to render specified services relating to the conduct of an election to any city or district which has by resolution requested the Board of Supervisors to permit the Registrar to render the services, subject to requirements set forth in that section, including that the City agrees that it will be bound by such terms and conditions as the Registrar of Voters may prescribe, agrees that it will reimburse the County in full for its costs and expenses in rendering such services, and agrees to indemnify and hold harmless the County, its officers, agents and employees from expense of liability, including reasonable attorney's fees, as the result of an election contest arising after conduct of an election.

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

**SECTION 1.** That pursuant to the requirements of Section 10403 of the Elections Code, the City Council of the City of Santee does hereby request the Board of Supervisors of the County of San Diego to consent and agree to the consolidation of the General Municipal Election for the election of one (1) Mayor and two (2) Members of the City Council with the Statewide General Election to be held Tuesday, November 5, 2024, in the City of Santee, and thereby authorize the Registrar of Voters to perform and render all services and proceedings necessary to conduct said election in the manner provided by Section 10418 of the Elections Code.

**SECTION 2.** That the Registrar of Voters is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only form of one ballot shall be used.

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

**SECTION 3.** That the County of San Diego shall be reimbursed in full by the City of Santee for the services performed by the Registrar of Voters for the said election upon presentation of a bill.

**SECTION 4.** That the City agrees to be bound by such terms and conditions as the Registrar of Voters may prescribe, and agrees to indemnify and hold harmless the County, its officers, agents and employees from expense of liability, including reasonable attorney's fees, as the result of an election contest arising after conduct of an election.

**SECTION 5.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 6.** That the City Clerk is hereby directed to file a certified copy of this Resolution with both the San Diego County Board of Supervisors and the Registrar of Voters of County of San Diego.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE  
PERTAINING TO CANDIDATE STATEMENTS SUBMITTED TO THE VOTERS AT A  
GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 5, 2024**

**WHEREAS**, Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

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

**SECTION 1. GENERAL PROVISIONS.** That pursuant to Section 13307 of the Elections Code of the State of California, each candidate for elective office to be voted for at the General Municipal Election to be held in the City of Santee on November 5, 2024, may prepare a candidate's statement on an appropriate form provided by the City Clerk. Such statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. Such statement shall not include party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the Office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

**SECTION 2. FOREIGN LANGUAGE POLICY.**

- A. Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the Registrar of Voters Office of the County of San Diego. The County is required to translate candidate's statements into the following languages: Spanish, Vietnamese, Tagalog and Chinese.
- B. All translations shall be provided by professionally-certified translators.
- C. The Registrar of Voters will print and mail separate sample ballots and candidates' statements in Spanish, Vietnamese, Tagalog and Chinese to only those voters who are on the County voter file as having requested a sample ballot in a particular language. The Registrar of Voters will make the sample ballots and candidates' statements in the required languages available at all vote centers, on the County's website and in the Election Official's office.

**SECTION 3. ADDITIONAL MATERIALS.** No candidate will be permitted to include additional materials in the sample ballot package.



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

**SECTION 4. PAYMENT.** The City Clerk shall estimate the total cost of printing, handling, translating as specified, and mailing the candidate's statements filed pursuant to the Elections Code, including costs incurred as a result of complying with the Federal Voting Rights Act and require each candidate filing a statement to pay in advance his or her estimated pro rata share of \$800.00 as a condition of having his or her statement included in the voter's pamphlet.

**SECTION 5.** All previous Resolutions establishing Council policy on payment for candidate's statements are repealed.

**SECTION 6.** The City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

**SECTION 7.** The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**SECTION 8.** The City Clerk is hereby directed to file a certified copy of this Resolution with the Registrar of Voters of the County of San Diego.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA ADOPTING A PROCEDURE TO RESOLVE TIE VOTES BY LOT**

**WHEREAS**, pursuant to Section 15651(b) of the Elections Code of the State of California, the City Council may adopt a procedure to resolve a tie vote by lot or by conducting a special runoff election involving only those candidates who received an equal number of votes and the highest number of votes.

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

**SECTION 1.** Pursuant to Elections Code 15651(b) of the Elections Code of the State of California, if at any election, two or more persons receive an equal and the highest number of votes for an office to be voted upon in the City of Santee, the tie shall be resolved by lot.

**SECTION 2.** Upon a tie vote, the City Council shall forthwith summon the candidates who have received the tie votes, whether upon the canvass of the returns or upon a recount by a court, to appear before Council at such time and place as may be designated by Council. The Council shall at that time and place determine the tie by lot.

**SECTION 3.** That the City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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

**MEETING DATE** June 12, 2024

**ITEM TITLE** ACCEPTANCE AND APPROPRIATION OF FY 2023 URBAN AREA SECURITY INITIATIVE (UASI) GRANT TRAINING FUNDS FOR TRAINING AND BACKFILL OVERTIME REIMBURSEMENT

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

**SUMMARY**

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

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

During the application process, the Regional Technology Project (RTP) and the UAWG approved the proposal from the City of Santee. Training participation costs will be reimbursed up to the allocated amount, \$22,880. This award is for overtime, backfill costs, and course fees associated with participation in State Fire Training (SFT) Rope Rescue Awareness / Operations (RRAO) and Structure Collapse Systems 1 (SCS1) courses. All activities funded with this award must be completed within the sub-recipient performance period of September 1, 2023, to December 15, 2025.

**FINANCIAL STATEMENT** 

Up to \$22,880 of FY 2023 Urban Area Security Initiative training funds managed by the City of San Diego will be utilized for pre-approved UASI grant training backfill costs associated with the participation in State Fire Training (SFT) Rope Rescue Awareness / Operations (RRAO) and Structural Collapse Specialist 1 (SCS1) courses, as well as tuition costs.

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

**RECOMMENDATION** 

Accept and appropriate \$22,880 in FY 2023 UASI grant training funds for UASI training and backfill costs associated with the participation in SFT RRAO and SCS1 courses, and tuition costs.

**ATTACHMENT**

Notification of Sub-recipient Award Approval



May 1, 2024

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

**SUBJECT: NOTIFICATION OF SUBRECIPIENT AWARD APPROVAL**

FY 2023 Homeland Security Grant Program

Grant# 2023-0042 Cal OES ID# 073-66000

Subrecipient Performance Period: September 1, 2023 to December 15, 2025

Subrecipient:

The San Diego Office of Emergency Services (SD OES) has approved your FY23 Urban Area Security Initiative (UASI) award.

Activities:	Amount:	Reimbursement Claim Due Date:
<b>All Projects</b>	<b>\$22,880</b>	
Project 025 Goal 3 Training <sup>1</sup>	\$22,880	December 15, 2025

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

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

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

May 14, 2024

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All non-RFP/competitive procurements will require a pre-procurement review by SD OES to ensure compliance. This includes inadequate competition scenarios, Federal Award Schedules (GSA), joint procurement endeavors, piggy-backing arrangements, cooperative agreements and non-competitive agreements. Additionally, Cal OES prior approval is required for all HSGP-funded noncompetitive procurements of training, regardless of the dollar amount, per GMM 2017-01-A.

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

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

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

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

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

Sincerely,



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

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Marlene Best  
City Manager, City of Santee

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Date

**MEETING DATE** June 12, 2024

**ITEM TITLE** AUTHORIZE THE CITY MANAGER TO EXECUTE AN AMENDMENT TO THE FIVE-YEAR AGREEMENT WITH THE COUNTY OF SAN DIEGO FOR PARTICIPATION IN THE CALIFORNIA IDENTIFICATION SYSTEM (CAL-ID) REMOTE ACCESS NETWORK TO EXTEND THE AGREEMENT FOR TWO ADDITIONAL YEARS, UNTIL JUNE 30, 2026

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

**SUMMARY**

The California Department of Justice maintains an automated system for retaining and identifying fingerprints, palm prints and photos. This system is known as the California Identification System (CAL-ID). Remote access is available for local law enforcement agencies through a statewide network of equipment and procedures. The San Diego County Sheriff's Department is the City's proprietary agency for accessing and utilizing this system.

The City has participated in the CAL-ID program through a user agreement with the Sheriff's Department since 1985, and it remains an integral part of the City's overall law enforcement efforts. Annual operating costs for the program are shared by cities in the County and are based on a percentage of population in combination with a city's percentage of FBI crimes. CAL-ID services and costs are not included as part of the general law enforcement contract with the Sheriff's Department but are budgeted separately within the law enforcement budget.

Cities have typically entered into five-year agreements with the County for these services. The current five-year agreement is set to expire on June 30, 2024. The County has requested a two-year extension of the current agreement, terminating on June 30, 2026.

**FINANCIAL STATEMENT** *KV*

The current Fiscal Year 2023-24 cost for participation in the CAL-ID program was \$10,036. Costs are expected to stay about the same and funding will be included as part of the Fiscal Year 2024-25 Proposed Operating Budget. Costs are adjusted annually and have not fluctuated significantly from year to year.

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

**RECOMMENDATION** *MAB*

Authorize the City Manager to execute the Amendment to the current five-year CAL-ID Agreement with the County of San Diego to extend the term of the Agreement for two years, terminating on June 30, 2026.

**ATTACHMENT**

Draft Amendment to the Cal-ID Agreement  
Current Cal-ID Agreement



**AGREEMENT FOR PARTICIPATION IN SAN DIEGO COUNTY'S CALIFORNIA  
IDENTIFICATION SYSTEM REMOTE ACCESS NETWORK BETWEEN COUNTY OF  
SAN DIEGO AND CITY OF SANTEE**

The County of San Diego "County" and City of Santee "City" enter into this amendment "Amendment" to amend the above-referenced Agreement as described herein.

Amendment Effective Date: Date when signed by County of San Diego Clerk of the Board.

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Description of Agreement Change(s):

1. Section 7 (Term of Agreement) is hereby replaced with the following: This Agreement shall take effect July 1, 2019 and unless terminated sooner as provided for herein, shall terminate on June 30, 2026.

All other terms and conditions of the Agreement shall remain in effect.

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IN WITNESS WHEREOF, County and City have executed this Amendment effective as of the date set forth above. This Amendment is not valid unless signed by County of San Diego Clerk of the Board.

COUNTY OF SAN DIEGO

CITY OF SANTEE

By \_\_\_\_\_  
Clerk, Board of Supervisors

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

APPROVED AS TO FORM AND  
LEGALITY

APPROVED AS TO FORM AND  
LEGALITY

By \_\_\_\_\_  
Deputy County Counsel

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

**AGREEMENT FOR PARTICIPATION IN SAN DIEGO COUNTY'S  
CALIFORNIA IDENTIFICATION SYSTEM REMOTE ACCESS NETWORK**

THIS AGREEMENT ("Agreement") is made and entered into this first day of July, 2019, by and between the County of San Diego, a political subdivision of the State of California, hereinafter referred to as the "COUNTY," and the City of Santee, a municipal corporation, hereinafter referred to as the "CITY."

**RECITALS**

- A. The state of California Department of Justice maintains an automated system for retaining and identifying fingerprints, palm prints, and photos, said system being known as the California Identification System and Cal-Photo, and hereinafter referred to as "CAL-ID."
- B. The California Penal Code, Section 11112.1 et seq. provides for the establishment of a Remote Access Network ("RAN"), consisting of a statewide network of equipment and procedures allowing local law enforcement agencies direct access to CAL-ID.
- C. The San Diego County Sheriff's Department, hereinafter referred to as "SHERIFF," is the COUNTY'S proprietary agency for San Diego County's California Identification System/Remote Access Network, hereinafter referred to as "CAL-ID/RAN."
- D. The COUNTY's CAL-ID/RAN is governed by the COUNTY's Local CAL-ID/RAN BOARD, established pursuant to Section 11112.4 of the California Penal Code, and hereinafter referred to as the "RAN BOARD."
- E. CAL-ID/RAN provides tenprint, latent fingerprint, latent palm print, and photo identifications through the use of Local Input Terminals, hereinafter referred to as "LIT's."
- F. The CITY desires to participate in CAL-ID/RAN.

NOW, THEREFORE, the parties hereto agree that the COUNTY shall provide CAL-ID/RAN services for the CITY through the SHERIFF's LIT site, subject to the following terms and conditions.

**1. SCOPE OF SERVICE**

SHERIFF shall provide CAL-ID/RAN services for the CITY, including all tenprint, fingerprint, palm print, and photo inquiries.

**2. CALCULATION AND PAYMENT OF CAL-ID OPERATIONAL COSTS**



- 2.1. Ongoing CAL-ID Operational Costs shall include those costs needed to maintain the CAL-ID Program. This includes but is not limited to:
  - 2.1.1. Support personnel costs.
  - 2.1.2. Equipment costs.
  - 2.1.3. Equipment maintenance.
  - 2.1.4. Vehicle costs.
  - 2.1.5. Information technology telecommunication maintenance.
  - 2.1.6. Services and supplies.
  - 2.1.7. Overhead.
  - 2.1.8. The cost for replacing the equipment amortized over ten years.
  - 2.1.9. Funding for system enhancements authorized by the RAN BOARD.
  - 2.1.10. Other costs necessary for the operation for CAL-ID as authorized by the RAN BOARD.
- 2.2. The COUNTY will adjust the CAL-ID Operational Costs annually.
- 2.3. The COUNTY may make a General Fund Contribution to offset CAL-ID Operational Costs.
- 2.4. The RAN BOARD may authorize the transfer of funds from the Sheriff's Fingerprint ID Trust Fund to offset Trust Fund-qualified CAL-ID Operational Costs.
- 2.5. Annual CAL-ID Operational Cost minus any Sheriff's Fingerprint ID Trust Fund contributions and any COUNTY General Fund contributions equals the annual net CAL-ID Operational Costs.

### **3. CITY COST**

The CITY shall reimburse the COUNTY for its proportional share of the annual net CAL-ID Operational Costs associated with CAL-ID/RAN, based upon the following formula:

- 3.1. The CITY'S CAL-ID Cost Allocation Percentage is the mean of the CITY'S percentage of total county population and the CITY'S percentage of Number of FBI Crimes.
  - 3.1.1. The CITY'S percentage of total County population shall be based on the San Diego Association of Governments (SANDAG) most recent issue of "Population by Jurisdiction," contained in SANDAG "Thirty Years of Crime in the San Diego Region" report, which is published annually.
  - 3.1.2. The CITY'S percentage of Number of FBI Crimes shall be based on SANDAG's most recent issue of "Number of FBI Index Crimes by Jurisdiction," contained in "Thirty Years of Crime in the San Diego Region" report, which is published annually.

- 3.2. This percentage shall be adjusted annually using the most recent SANDAG data. The data for the first year of this Agreement has been set forth as Attachment A hereto.
- 3.3. The CITY agrees to the use of SANDAG "Thirty Years of Crime in the San Diego Region" report's "Population by Jurisdiction" and "Number of FBI Index Crimes by Jurisdiction" numbers as mentioned above in sections 3.1.1 and 3.1.2.
- 3.4. The CITY'S annual CAL-ID costs equals the annual net CAL-ID Operational Costs times the CITY'S CAL-ID Cost Allocation Percentage.
- 3.5. The CITY'S estimated CAL-ID costs for the first year of this Agreement are calculated on Attachment B, which is hereby made a part of this Agreement.
- 3.6. The Sheriff of the County of San Diego may, on behalf of the COUNTY, annually revise the CITY'S estimated CAL-ID costs (Attachment B), based on the most recent SANDAG population and FBI Crime Statistics in accordance with Section 3.1 and current CAL-ID Operational Costs specified in 2.1 above. Such estimate, when approved by the CITY and the Sheriff, acting on behalf of the COUNTY, shall be made a part of this Agreement as Attachment B.
- 3.7. The CITY shall be billed semi-annually based on its proportional share of the estimated ongoing net CAL-ID Operational Costs and shall pay the COUNTY for the aforementioned costs within thirty days from the date of the invoice for such costs.
- 3.8. Actual ongoing costs shall be calculated at the end of each fiscal year. Any overages or shortages based on actual costs will be transferred to or from the Sheriff's Fingerprint ID Trust Fund.
- 3.9. The COUNTY shall maintain a separate accountability for purposes of the Sheriff's Fingerprint ID Trust Fund and shall provide a financial report at the end of each fiscal year to the State of California.

#### **4. SYSTEM OPERATING POLICIES AND PROCEDURES**

- 4.1. The primary purpose of CAL-ID/RAN shall be to serve all law enforcement agencies in San Diego County.
- 4.2. The RAN BOARD may add or remove law enforcement agencies from CAL-ID/RAN.
- 4.3. Participating CITIES, and the COUNTY, shall abide by all State and Federal statutes, as well as all policies adopted by the COUNTY, the State of California, or the Local RAN Board concerning the security, privacy, and dissemination of

any and all tenprint, fingerprint, palm print, and photo identification data contained in CAL-ID/RAN.

- 4.4. The COUNTY, in its discretion, may enter into one or more agreements (“Vendor Contracts”) with third-party providers of hardware and software to obtain CAL-ID services for the COUNTY, and to provide such services to the CITY pursuant to this Agreement. The COUNTY shall provide to the CITY any such Vendor Contracts pertaining to the services that the COUNTY provides to the CITY under this Agreement. The CITY agrees to cooperate with the COUNTY and vendor as necessary for the provision of services to the CITY. However, notwithstanding such undertaking, the CITY shall have no rights to enforce such a Vendor Contract against the COUNTY or any third-party provider, nor may the CITY seek damages against any such third-party provider under any theory of contract, including, without limitation, third-party beneficiary principles.
- 4.5. Operational policy shall be established and modified as deemed appropriate by the Local RAN BOARD. This policy shall ensure that each user is treated equitably, with primary consideration based on each user agency’s service population and crime rate.
- 4.6. The RAN BOARD shall resolve any dispute between users over operational policies established by the RAN BOARD.
- 4.7. The COUNTY shall ensure the proper and effective operation and maintenance of equipment used to participate in CAL-ID/RAN.
- 4.8. The COUNTY shall continue forwarding electronic prints submitted via live scans for arrests to the Department of Justice as required by law.
- 4.9. This Agreement incorporates by reference: California Penal Code Section 11112.1 et seq. and any related legislation enacted thereto; State Department of Justice CAL-ID/RAN Master Plan and any changes thereto; State Department of Justice CAL-ID/RAN Policy Manual and any changes thereto; and the San Diego County Local RAN BOARD Operating Policies.

## **5. AMENDMENTS OR MODIFICATIONS**

This Agreement may only be modified, amended, or otherwise changed by an amendment in writing executed by the CITY and the COUNTY.

## **6. TERMINATION**

Notwithstanding any other section or provision of this Agreement, either party hereto may terminate this Agreement by giving a one-year advance written notice of intention to terminate.

**7. TERM OF AGREEMENT**

This Agreement shall take effect July 1, 2019 and unless terminated sooner as provided for herein, shall terminate on June 30, 2024.

**8. INDEMNIFICATION**

The COUNTY shall not be liable for, and the CITY shall defend, indemnify and hold the COUNTY, its officers, agents and employees, harmless from any and all claims, demands, liability, judgments, awards, fines, mechanics' liens or other liens, labor disputes, losses, damages, expenses, charges or costs of any kind or character, including attorneys' fees and court costs (hereinafter collectively referred to as "Claims"), related to the performance of this Agreement, arising either directly or indirectly from any act, error, omission or negligence of CITY or its contractors, licensees, agents, servants or employees, except to the extent that liability is caused by the negligence or willful misconduct of COUNTY. In such case, the CITY's indemnification obligation shall be reduced in proportion to the COUNTY's share of liability for its negligence or willful misconduct, if any.

IN WITNESS WHEREOF, the COUNTY OF SAN DIEGO executes this AGREEMENT pursuant to action taken by its Board of Supervisors, and the City of Santee executes this AGREEMENT, pursuant to action taken by the City Council.

COUNTY OF SAN DIEGO

By \_\_\_\_\_  
Clerk, Board of Supervisors

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

APPROVED AS TO FORM AND  
LEGALITY

APPROVED AS TO FORM AND  
LEGALITY

By \_\_\_\_\_  
Deputy County Counsel

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

**Attachment A**  
**Cal-ID Cost Allocation**  
**Based on Population and Crime**  
**Fiscal Year 2019-2020**

City	Population	% of County Population	FBI Number of Crimes	% Of County Crime	Mean of %'s
Carlsbad	114,622	3.48%	2,346	3.55%	3.51%
Chula Vista	267,503	8.12%	4,446	6.72%	7.42%
Coronado	21,683	0.66%	332	0.50%	0.58%
Del Mar	4,322	0.13%	132	0.20%	0.17%
El Cajon	105,557	3.21%	2,784	4.21%	3.71%
Encinitas	63,158	1.92%	908	1.37%	1.65%
Escondido	151,478	4.60%	3,271	4.94%	4.77%
Imperial Beach	28,163	0.86%	431	0.65%	0.75%
La Mesa	61,261	1.86%	1,209	1.83%	1.84%
Lemon Grove	26,834	0.81%	623	0.94%	0.88%
National City	62,257	1.89%	1,472	2.22%	2.06%
Oceanside	177,362	5.39%	4,505	6.81%	6.10%
Poway	50,207	1.52%	573	0.87%	1.20%
San Diego	1,419,845	43.12%	32,776	49.53%	46.33%
San Marcos	95,768	2.91%	1,254	1.90%	2.40%
Santee	56,994	1.73%	996	1.51%	1.62%
Solana Beach	13,938	0.42%	229	0.35%	0.38%
Vista	103,381	3.14%	1,827	2.76%	2.95%
Unincorporated	468,620	14.23%	6,056	9.15%	11.69%
	<b>3,292,953</b>	<b>100.00%</b>	<b>66,170</b>	<b>100.00%</b>	<b>100.00%</b>

**Attachment B  
Cal-ID Contract Projections by Agency - FY 2019-2020**

**Revenue**

County General Gurd Contribution		\$716,000
Transfer from Trust Fund		\$5,200,659
User Fees		\$716,000
<b>Total Funding</b>		<b>\$6,632,659</b>

**Overhead**

<b>Allocated Overhead On County Salaries and Benefits</b>		<b>\$353,099</b>
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**Expenses**

County Salaries and Benefits		\$2,156,237
Services and Supplies		\$4,018,723
Fixed Assets Expense		\$430,000
<b>Total Expenses</b>		<b>\$6,604,960</b>

**User Fee Allocation**

<b>City/Jurisdiction</b>	<b>Allocation Percentage</b>	<b>Estimated FY 2019/20 Cost</b>
Carlsbad	3.51%	\$25,154
Chula Vista	7.42%	\$53,136
Coronado	0.58%	\$4,154
Del Mar	0.17%	\$1,184
El Cajon	3.71%	\$26,538
Encinitas	1.65%	\$11,779
Escondido	4.77%	\$34,165
Imperial Beach	0.75%	\$5,394
La Mesa	1.84%	\$13,201
Lemon Grove	0.88%	\$6,288
National City	2.06%	\$14,732
Oceanside	6.10%	\$43,656
Poway	1.20%	\$8,558
San Diego	46.33%	\$331,690
San Marcos	2.40%	\$17,196
Santee	1.62%	\$11,585
Solana Beach	0.38%	\$2,754
Vista	2.95%	\$21,124
Unincorporated	11.69%	\$83,712

<b>Total User Fees</b>	<b>100.00%</b>	<b>\$716,000.00</b>
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**MEETING DATE** June 12, 2024

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

**DIRECTOR/DEPARTMENT** Carl Schmitz, Engineering 

**SUMMARY**

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

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

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

Staff recommends authorizing the City Manager to execute a Professional Services Agreement with D-Max in an amount not to exceed \$ 343,700 for FY2024-25, and at the City's option, to renew the Agreement for two additional one-year terms. This is intended to be an annual Agreement that provides staff support for the Storm Water Program Division.

**ENVIRONMENTAL REVIEW**

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

**FINANCIAL STATEMENT** 

Funding for these services will be provided by funds included in the proposed FY 2024-25 Storm Water Operating Budget in the Zone 2 Flood Control District Fund, and the proposed FY 2024-2028 Capital Improvement Program, as well as, reimbursements for full cost recovery from developer deposit accounts when performing plan reviews and inspections related to

active construction sites, and for fee-based inspections of industrial and commercial properties.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *MSB*

Adopt the Resolution authorizing the City Manager to execute a Professional Services Agreement with D-Max Engineering, Inc. for as-needed Storm Water Program staffing services in an amount not to exceed \$ 343,700 for FY 2024-25.

**ATTACHMENTS**

Resolution



**RESOLUTION NO.**

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

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

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

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

**WHEREAS**, the Storm Water Program expert consulting services will be funded by the proposed FY 2024-25 Zone 2 Flood Control District Fund and the adopted 2024-2028 Capital Improvement Program budget for the San Diego River Bacteria TMDL Bacteria Reduction project;; as well as reimbursements for full cost recovery from developer deposit accounts when performing work related to Land Development projects and fee-based inspection from commercial and industrial sites.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Santee, California, authorizes the City Manager to execute a Professional Services Agreement with D-Max Engineering, Inc. for as-needed Storm Water Program Staffing Services in an amount not to exceed \$ 343,700 for FY 2024-25, with the option to renew the Agreement for two additional one-year terms.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12th day of June, 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** June 12, 2024

**ITEM TITLE AUTHORIZE THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RSG SOLUTIONS FOR THE PREPARATION OF THE 2025 – 2029 CONSOLIDATED PLAN AND FINDING THE ACTION IS NOT A PROJECT SUBJECT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (“CEQA”)**

**DIRECTOR/DEPARTMENT** Sandi Sawa, Planning and Building Director 

**SUMMARY**

This item requests the City Council authorize the City Manager to execute a professional services agreement with RSG Solutions for the preparation of the 2025-2029 Consolidated Plan.

To receive federal Community Planning and Development grant funding, including Community Development Block Grant (CDBG) funds, jurisdictions are required to prepare and adopt a Consolidated Plan documenting community needs and priorities over a three- or five-year planning period. The main objective of the Consolidated Plan (Con Plan) is to develop a comprehensive strategy for the use of federal grant funding that addresses the City’s housing and community development needs. The City’s current Consolidated Plan will expire on June 30, 2025.

The preparation of a multi-year Consolidated Plan is governed by complex and wide-ranging statutory requirements. These include development of a citizen participation plan, conducting community/stakeholder focus group meetings, developing a community profile and housing market analysis, performing a community development needs assessment, and identifying housing issues faced by special needs populations.

The County of San Diego (County) initially solicited a Request for Quotation (RFQ) for the County’s Con Plan and the potential for member jurisdictions to also use the same provider. Only one quote was received, and it was determined to be unresponsive. RSG Solutions was selected based on the recommendation of the County and their expertise. Because the City of Santee is a member of the San Diego HOME Consortium (Consortium), all six of the Consortium cities and the County of San Diego must submit their Con Plans to the U.S. Department of Housing and Urban Development (HUD) together. This coordination of Con Plans, being developed together by one consultant allows for economies of scale as much of the data collected and tables created can be done at the same time. Additionally, as the multiple Consortium jurisdictions will be updating their Citizen Participant Plans at the same time, RSG Solutions will be able to efficiently ensure compliance with HUD regulations for all Consortium jurisdictions. This coordination and efficiency are estimated to result in a 30% savings achieved by having the same consultant prepare multiple Con Plans concurrently.

This item requests the City Council to authorize the City Manager to execute the professional services agreement with RSG Solutions in an amount not to exceed \$35,380.

**ENVIRONMENTAL REVIEW**

This action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines section 15378 because it involves a fiscal activity of governments that will not result in any potentially significant impact on the environment. Even if this action is considered a project, it is exempt from environmental review under CEQA by CEQA Guidelines section 15061(b)(3), as there is no potential for the action to cause a significant environmental effect.

**FINANCIAL STATEMENT** *MS*

The cost of the proposed contract is \$35,380 which will be funded from CDBG program administration grant funds.

**CITY ATTORNEY REVIEW**     N/A         Completed

**RECOMMENDATION** *MSB*

1. Approve a professional services agreement with RSG Solutions in the amount of \$35,380 for the preparation of the Five-Year Consolidated Plan for 2025-2029; and
2. Authorize the City Manager to execute the agreement.

**ATTACHMENTS**

Professional Services Agreement with RSG Solutions

**AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF SANTEE  
AND  
RSG SOLUTIONS, INC.**

This Agreement for Professional Services (“Agreement”) is made and entered into this 1<sup>st</sup> day of July 2024, by and between the City of Santee, a California charter city (“City”) and RSG Solutions, Inc., a California corporation (“Consultant”).

**RECITALS**

- A. City is a charter city and is in need of professional services for the following project: 2025-2029 Consolidated Plan Preparation (“the Project”).
- B. Consultant is duly licensed and/or has the necessary qualifications to provide such services for the Project.
- C. The parties’ desire by this Agreement to establish the terms for the City to retain Consultant to provide the services described herein.

**AGREEMENT**

**NOW, THEREFORE, IT IS AGREED AS FOLLOWS:**

- 1. **Services**  
Consultant shall provide the City with the services described in the Consultant’s Proposal attached hereto as [Exhibit ‘A’](#) and hereby made a part of this Agreement; provided, however, that the contents of this Agreement shall supersede any provision in [Exhibit ‘A’](#) that is inconsistent herewith.
  
- 2. **Compensation**
  - a. Subject to paragraphs 2(b) - (d) below, City shall pay for the services provided by Consultant in accordance with the Schedule of Charges set forth in [Exhibit ‘B’](#) attached hereto and hereby made a part of this Agreement; provided, however that the contents of this Agreement shall supersede any provision in [Exhibit ‘B’](#) that is inconsistent herewith.
  - b. In no event shall the total amount paid for services rendered by Consultant pursuant to this Agreement exceed the sum of \$35,380. This Agreement is subject to and contingent on budgetary appropriations being approved by the City Council for each fiscal year during the term of this Agreement. If such appropriations are not approved, the Agreement will be immediately terminated without penalty to the City.
  - c. Each month Consultant shall furnish City with an original invoice for all work performed and expenses incurred during the preceding month. The invoice shall detail charges by categories, including labor, travel, materials, equipment, supplies, sub-consultant charges and miscellaneous expenses. City shall independently review each invoice submitted to determine whether the work performed, and expenses incurred are in

compliance with the provisions of this Agreement. In the event that no charges or expenses are disputed, the invoice shall be approved and paid according to the terms set forth in paragraph 2(d). In the event any charges or expenses are disputed, the original invoice shall be returned by City to Consultant for correction and resubmission.

- d. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within thirty (30) days of receipt of Consultant's invoice; provided however, that untimely invoices may be subject to nonpayment if funding has not been appropriated or budgeted for payment of the invoice due to Consultant's untimely submission. Payment to Consultant for work performed pursuant to this Agreement shall not be deemed to waive any defects in the work performed by Consultant.

**3. Additional Work**

Consultant shall not be compensated for any services outside of the Scope of Services, except as provided in this paragraph. If changes in the work seem merited by Consultant or the City, and informal consultations with the other party indicate that a change is warranted, a change in scope of the work shall be processed by the City in the following manner: a letter outlining the changes shall be forwarded to the City by Consultant with a statement of estimated changes in fee or time schedule. An amendment to this Agreement shall be prepared by the City and executed by both parties before performance of such services or the City will not be required to pay for the changes in the scope of work. Such amendment shall not render ineffective or invalidate unaffected portions of this Agreement.

**4. Maintenance of Records**

Books, documents, papers, accounting records, and other evidence pertaining to work done and costs incurred pursuant to this Agreement shall be maintained by Consultant and made available for inspection, audit and copying by the City at all reasonable times during the term of this Agreement and for four (4) years from the date of final payment under the Agreement.

**5. Ownership and Use of Work**

All documents and materials prepared pursuant to this Agreement shall be considered the property of City, and will be turned over to City upon demand, but in any event upon completion of the work. City reserves the right to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data or other documents and materials prepared under this Agreement without the permission of Consultant. All documents and materials shall be delivered in a reproducible form. As used herein, "documents and materials" include, but are not limited to, any original maps, models, designs, drawings, photographs, studies, surveys, reports, data, notes, and computer files prepared or developed pursuant to this Agreement.

**6. Findings Confidential**

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

**7. Conflict of Interest**

Consultant hereby expressly covenants that no interest presently exists, nor shall any interest, direct or indirect, be acquired during the term of this Agreement that would conflict in any manner with the performance of services pursuant to this Agreement.

**8. Term of Agreement and Time of Performance**

Consultant shall perform its services hereunder in a prompt and timely manner, and in accordance with the Activity Schedule shown in [Exhibit 'C'](#) attached hereto and made a part hereof; provided, however, that the contents of this Agreement shall supersede any provisions in [Exhibit 'C'](#) that is inconsistent herewith. Work shall commence upon receipt of a written Notice to Proceed from the City. The Notice to Proceed shall set forth the date of commencement of the work. Unless a different date is set forth in the Activity Schedule, the term of this Agreement shall be for a period of one (1) year from the date of execution of this Agreement unless terminated sooner pursuant to the provisions of this Agreement or the Work is complete. Such term may be extended upon written agreement of both City and Consultant.

**9. Delays in Performance**

Neither the City nor Consultant shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include but are not limited to, abnormal weather conditions; floods; earthquakes; fire; epidemics; war; riots and other civil disturbances; strikes, lockouts, work slowdowns, and other labor disturbances; sabotage or judicial restraint.

Should such circumstances occur, the non-performing party shall, within a reasonable time of being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

**10. Compliance with Law**

a. Consultant shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. If Consultant's failure to comply with applicable laws, ordinances, codes, and regulations results in a claim for damage or liability to City, Consultant shall be responsible for indemnifying and holding the City harmless as provided in this Agreement.

b. Consultant shall assist the City, as requested, in obtaining and maintaining all permits, if any, required of Consultant by Federal, State, and local regulatory agencies.

**11. Standard of Care**

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

**12. Assignment and Subconsultants**

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

**13. Independent Consultant**

Consultant is retained as an independent Consultant and is not an agent or employee of the City. No employee or agent of Consultant shall by this Agreement become an agent or employee of the City. The work to be performed shall be in accordance with the work described in [Exhibit 'A'](#), subject to such directions and amendments from the City as herein provided. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind City to any obligation whatsoever.

**14. Integration**

This Agreement represents the entire understanding of the City and Consultant as to those matters contained herein and supersedes and cancels any prior oral or written understanding, promises or representations with respect to those matters covered hereunder. To the extent that any provision or clause contained in an attachment to this Agreement conflicts with a provision or clause in the Agreement, the provision or clause in this Agreement shall control. This Agreement may not be modified or altered except in writing signed by both parties hereto. This is an integrated Agreement.

**15. Insurance**

a. Commercial General Liability

- (i) The Consultant shall take out and maintain, during the performance of all work under this Agreement, in amounts not less than specified herein, Commercial General Liability Insurance, in a form and with insurance companies acceptable to the City.
- (ii) Coverage for Commercial General Liability insurance shall be at least as broad as the following:
  - (1) Insurance Services Office Commercial General Liability coverage (Occurrence Form CG 0001)
- (iii) Commercial General Liability Insurance must include coverage for the following:
  - (1) Bodily Injury (including death) and Property Damage
  - (2) Personal Injury/Advertising Injury
  - (3) Premises/Operations Liability
  - (4) Products/Completed Operations Liability
  - (5) Aggregate Limits that Apply per Project
  - (6) Explosion, Collapse and Underground (UCX) exclusion deleted
  - (7) Contractual Liability with respect to this Contract
  - (8) Broad Form Property Damage

- (9) Independent Consultants Coverage
  - (10) Sexual Misconduct Coverage, with no applicable sublimit
- (iv) All such policies shall name the City of Santee, its City Council, and each member thereof, its officers, employees, and agents as Additional Insureds under the policy.
  - (v) The general liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City. All deductibles and self-insured retentions must be declared to the City prior to commencing work under this Agreement.
- b. Automobile Liability
- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Automobile Liability Insurance for bodily injury (including death) and property damage including coverage for owned, non-owned and hired vehicles, in a form and with insurance companies acceptable to the City.
  - (ii) Coverage for automobile liability insurance shall be at least as broad as Insurance Services Office Form Number CA 0001 (ed. 6/92) covering automobile liability, Code 1 (any auto).
  - (iii) The automobile liability program may utilize deductibles, but not self-insured retention, subject to written approval by the City.
- c. Workers' Compensation/Employer's Liability
- (i) At all times during the performance of the work under this Agreement the Consultant shall maintain Workers' Compensation in compliance with applicable statutory requirements and Employer's Liability Coverage in amounts indicated herein.
  - (ii) Such insurance shall include an insurer's Waiver of Subrogation in favor of the City and will be in a form and with insurance companies acceptable to the City.
  - (iii) If insurance is maintained, the workers' compensation and employer's liability program may utilize either deductibles or provide coverage excess of a self-insured retention, subject to written approval by the City.
  - (iv) Before beginning work, the Consultant shall furnish to the City satisfactory proof that he/she has taken out for the period covered by the work under this Agreement, full compensation insurance for all persons employed directly by him/her to carry out the work contemplated under this Agreement, all in accordance with the "Workers' Compensation and Insurance Act," Division IV of the Labor Code of the State of California and any acts amendatory thereof. Consultant shall require all subconsultants to obtain and maintain, for the period covered by the work under this Agreement, worker's compensation of the same type and limits as specified in this Section.
- d. Professional Liability (Errors and Omissions)
- (i) At all times during the performance of the work under this Agreement and for 60 months following the date of Project completion and acceptance by the City, the



Consultant shall maintain Professional Liability insurance, in a form and with insurance companies acceptance to the City and in an amount indicated herein; provided, however, that if the work under this Agreement involves teaching, coaching, or childcare, Consultant shall provide Educators Legal Liability (“ELL”) insurance in lieu of Professional Liability insurance.

e. Pollution/Asbestos Legal Liability

(i) At all times during the performance of the work under this Agreement and for sixty (60) months following the date of Project completion, the Consultant shall maintain Pollution Legal Liability insurance and/or Asbestos Legal Liability insurance and/or Errors and Omissions (if the Project involves environmental hazards) in an amount indicated herein.

(ii) The Consultant, along with all employees, agents and subcontractors who have a reasonable probability of coming into contact with hazardous materials, shall be adequately trained to comply with and shall comply with all laws and regulations relating to the care and protection of the environment in the performance of the work performed by the Consultant or any portion thereof.

f. Cyber Liability.

At all times during the performance of the work under this Agreement and for sixty (60) months following the date of Project completion, the Consultant shall carry and maintain, at its own expense, including any City-approved deductibles or retentions, Cyber Liability insurance in an amount stated herein. The Cyber Liability policy must include security and privacy liability, media liability, business interruption and extra expense, and cyber extortion liability, as specified by the City. Such coverage is required if Consultant provides products and/or services related to information technology and electronic data processing (including hardware and software) to the City or as otherwise required by the City.

g. Minimum Policy Limits Required.

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

Combined Single Limit

Commercial General Liability	\$2,000,000 per occurrence/\$4,000,000 aggregate for bodily injury (including death), personal injury and property damage
Automobile Liability	\$1,000,000 per occurrence for bodily injury (including death) and property damage
Employer's Liability	\$1,000,000 per accident for bodily injury or disease
Professional Liability / ELL	\$1,000,000 per claim and aggregate (errors and omissions)
Pollution/Asbestos Liability	\$1,000,000 per occurrence or claim/\$2,000,000 aggregate (if Project involves environmental hazards)

Cyber Liability Insurance	\$1,000,000 per occurrence/\$2,000,000 aggregate (if Project involves electronic data processing or development of hardware or software)
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If Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

h. Evidence Required.

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

i. Policy Provisions Required.

(i) The City of Santee, its City Council, and each member thereof, its officers, employees, and agents shall be named as an additional insured on the Commercial General Liability policy, and, if the Project involves environmental hazards, on the Pollution/Asbestos Liability policy using form 2010 1185 or equivalent. Any subconsultant, subcontractor or similar entity performing work on the Project must add the City as an additional insured using CG form 20 38, or broader coverage. Blanket endorsements may be accepted at City's discretion. All policies shall contain or shall be endorsed to contain a provision that advanced written notice of any cancellation, including cancellation for non-payment of premium, shall be provided to the City. Statements that the carrier "will endeavor" and "that failure to mail such notice shall impose no obligation and liability upon the company, its agents or representatives," will not be acceptable on endorsements. At the City's sole discretion, the requirement to endorse policies to provide advanced written notice of cancellation to the City may be waived upon the Contractor's agreement that it shall provide the City with copies of any notices of cancellation immediately upon receipt.

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

j. Qualifying Insurers.

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

Insurance carriers shall be qualified to do business in California and maintain an agent for process within the State. Such insurance carrier shall have not less than an 'A' policyholder's rating and a financial rating of not less than "Class VII" according to the latest

Best Key Rating Guide. Due to market fluctuations in the Workers Compensation sector, the City reserves the right and at its sole discretion to review and accept the Consultant's proposed Workers compensation insurance.

k. Additional Insurance Provisions

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

**16. Indemnification**

To the fullest extent permitted by law, Consultant agrees to indemnify, defend (with independent counsel approved by the City) and hold harmless the City and its officers, employees and elected and appointed officials, and volunteers (each, an "Indemnified Party") from and against any and all liabilities (including without limitation all claims, losses, damages, penalties, fines, and judgments, associated investigation and administrative expenses, and defense costs, including but not limited to reasonable attorneys' fees, court costs and costs of alternative dispute resolution) regardless of nature or type, expressly including but not limited to those arising from bodily injury (including death) or property damage, arising out of or resulting from any act or omission to act of the Consultant, Consultant's agents, officers, employees, subconsultants, or independent consultants hired by Consultant under this Agreement. The Consultant's obligations apply regardless of whether or not a liability is caused or contributed to by the negligence (including passive negligence) or other act or omission of an Indemnified Party. The acceptance or approval of the Consultant's work by an Indemnified Party shall not relieve or reduce the Consultant's indemnification obligation. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against the City, its officials, officers, agents, employees, or representatives. The provisions of this Section shall survive completion of the work under this Agreement or the termination of this Agreement and are not limited by the provisions relating to insurance.

If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated

herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

**17. Confidentiality**

Contractor shall keep confidential all information, in whatever form, produced, prepared, observed or received by Contractor to the extent that such information is confidential by law or otherwise required by this Agreement.

**18. Laws, Venue, and Attorneys' Fees**

This Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, as determined by the court.

**19. Termination or Abandonment**

- a. City may terminate this Agreement, with or without cause, at any time by giving thirty (30) days written notice of termination to Consultant. In the event such notice is given, Consultant shall cease immediately all work in progress.
- b. Consultant may terminate this Agreement at any time upon thirty (30) days written notice of termination to City.
- c. If either Consultant or City fails to perform any material obligation under this Agreement, then, in addition to any other remedies, City or Consultant may terminate this Agreement immediately upon written notice.
- d. Upon termination of this Agreement, all property belonging to City which is in Consultant's possession shall be returned to City. Consultant shall furnish City with a final invoice for work performed by Consultant. City shall have no obligation to pay Consultant for work performed after termination of this Agreement.

**20. Organization**

Consultant shall assign Tara Matthews as Project Manager. The Project Manager shall not be removed from the Project or reassigned without the prior written consent of the City. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff assigned to perform the services required under this Agreement.

**21. Notice**

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, certified mail, return receipt requested, postage prepaid, addressed as shown below and shall be effective upon receipt thereof.

CITY:  
Sandi Sawa  
Director of Planning & Building  
City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071-1222

CONSULTANT:  
Tara Matthews  
Principal  
RSG Solutions, Inc.  
170 Eucalyptus Ave, Suite 200  
Vista, CA 92084

**22. Third Party Rights**

Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and the Consultant.

**23. Severability and Waiver**

The unenforceability, invalidity, or illegality of any provision(s) of this Agreement shall not render the other provisions unenforceable, invalid, or illegal. Waiver by any party of any portion of this Agreement shall not constitute a waiver of any other portion thereof.

**24. Nondiscrimination**

Consultant shall not discriminate, in any way, against any person on the basis of race, color, religious creed, national origin, ancestry, sex, age, physical handicap, medical condition or marital status in connection with or related to the performance of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

CITY OF SANTEE

CONSULTANT

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

By: Tara E Matthews  
Tara Matthews, Principal

APPROVED AS TO FORM:

BEST BEST & KRIEGER LLP

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

- Exhibit A: Proposal
- Exhibit B: Schedule of Charges
- Exhibit C: Activity Schedule



May 8, 2024

**Via Electronic Mail**

Bill Crane  
Senior Management Analyst/Grants Coordinator  
CITY OF SANTEE  
10601 Magnolia Ave.  
Santee, CA 92071

**FY 2025-2029 CONSOLIDATED PLAN PROPOSAL**

RSG, Inc. ("RSG") welcomes the opportunity to assist the City of Santee ("City") with their Consolidated Plan for Fiscal Years 2025-2029 ("Consolidated Plan"), which is required by the U.S. Department of Housing and Urban Development's ("HUD") Office of Community Planning and Development. The following details RSG's approach to the engagement, qualifications and experience, and fee estimate to prepare the Consolidated Plan.

**QUALIFICATIONS AND EXPERIENCE**

At RSG, we believe housing is a basic human right and the foundation of a stable and successful community. We are passionate about creating opportunities for residents to live in housing they can afford, helping to provide the necessary platform to nurture and protect quality of life for all residents. RSG understands how critical housing is for all income levels. Affordable housing is the key to providing residents with the income to support other needs and stimulate economic development in their communities, allowing children a safe place to return to after school and a greater chance of attaining educational success, and allowing individuals a place to call home and recharge after work. Without an adequate supply of affordable housing, communities are deprived of the opportunity to thrive, and issues like homelessness, overcrowding, and economic decline can take hold.

We see our role as technicians, advisors, and extensions of staff to local governments and developers, sharing a common vision of producing and maintaining healthy and affordable housing in communities. As practitioners, we know firsthand that there is no one-size-fits-all solution to California's housing crisis and are ready to dig in and help our clients find solutions that work best for them. RSG's housing clients have included cities, counties, housing successor agencies, housing authorities, and developers. We have experience working in coastal communities, major cities, urban areas, Central Valley agricultural communities, islands, and rural areas from Southern to Northern California. We are adept at brainstorming and developing strategies and programs, implementing and overseeing affordable housing programs and developments, performing complex affordable housing underwriting, identifying gap financing resources, and ensuring compliance with State and Federal guidelines.

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We are not only consultants in the field, but leaders in the industry as well. As active policy committee members of the San Diego Housing Federation and the Non-Profit Housing Association of Northern California, we give a voice to the challenges our clients and communities face in California by influencing legislative initiatives. We collaborate with industry leaders, other consulting firms, and community stakeholders throughout the state to share local success stories, build capacity and broader successes in the state, and remove impediments to communities' ability to reach housing goals. Like you, we hope to solve the housing crisis in California and live in communities where all populations are adequately served and housed. We know there is a ton of work to do and, here at RSG, we are ready to roll up our sleeves and get to it!

### **Creating and Achieving Strategic Planning Goals**

Affordable housing can uplift and transform a community not only through elevating residents' quality of life, but also increasing diversity, improving neighboring property values, and attracting more businesses and jobs. Understanding community needs and the role strategic planning plays are key steps in advancing the development of affordable housing. RSG evaluates community needs by understanding State and Federal housing goals and requirements, evaluating local housing element goals and RHNA requirements, evaluating local market opportunities and constraints, assessing local community demand and demographics, and understanding local politics and staffing resources.

RSG fully understands the nuances involved in developing both short- and long-term affordable housing strategies and market studies. We help our clients identify appropriate development programming alternatives, explore policy implementation, and identify available financial and real property resources to help reach goals. Some of our areas of expertise include inclusionary housing policies, grant writing, property disposition and leveraging, accessory dwelling unit ("ADU") financing and policies, and local discretionary funding analysis. We work closely with our clients to formulate precise, accurate, and project-specific solutions and analyses.

### **State and Federal Regulatory Compliance**

We understand that regulatory compliance and reporting is a critical aspect of a local government's housing responsibilities. Our redevelopment agency roots have positioned our team well to address regulatory compliance and reporting needs. Understanding this work can be burdensome, time-consuming, and complex for some communities, RSG works closely with our clients to ensure that all annual reporting for housing successor agencies, housing authorities, and cities is completed each year. As the State legislature continues to tighten up on local government housing production and compliance with annual reporting and regulatory compliance, it is imperative that reports accurately reflect community progress towards meeting housing goals.

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We have hands-on experience in the administration of public agencies' affordable housing activities for multi-family rental projects and homebuyer assistance programs. RSG ensures that program and project operations are consistent with an applicable bond or other applicable financing provisions, including oversight of a project's financial status, tenant income recertifications, and affordability requirements, together with annual compliance monitoring and regulatory reporting. Additionally, our familiarity and experience with federal regulations positions us to successfully provide services to administer program compliance with the U.S. Treasury's American Rescue Plan Act ("ARPA"), Community Development Block Grant ("CDBG"), and other State and Federal grant programs. We understand the importance of these reporting tools and assist our clients with getting into and maintaining compliance. We strive to have all of our clients audit-ready and off any "naughty list"!

### **Community Engagement**

RSG's foundation in community engagement has been forged through a wide range of experiences. We are trusted by our clients to facilitate simple and complex public discussions ranging from household needs and shopping preferences to land use, public policy, and gentrification. We are proud to have been selected by communities, cities, and non-profit organizations to assist them in achieving their goals through an insightful process that embodies the belief that the community is the expert, which are the core values we hold as an organization.

Our team has worked on project tasks ranging from small group interviews to coordinating feedback from 3,000 residents and several hundred businesses through surveys, interviews, and workshops. The team is also experienced in working with culturally diverse groups, often in multiple languages, and managing sensitive situations, such as assisting households in neighborhood relocation projects and discussing potential policies affecting property owners and residents, including rent stabilization and inclusionary housing ordinances.

RSG has been in the affordable housing arena for over 40 years and intimately understands what it takes to see a project come to fruition and maintain affordability. Aside from our in-depth experience in multiple facets of affordable housing, we see providing housing services as an opportunity to embrace, inspire, and create the changes so desperately needed and deserved in communities across the state. To put it simply, we are passionate about affordable housing!

### **Experience**

Our qualifications and responsiveness in serving our clients are demonstrated by our established long-term consulting relationships with dozens of public agency clients throughout the state. The following descriptions provide examples of successfully accomplishing related engagements as identified in the Scope of Services section and demonstrate the collective experience and expertise of the team members assembled for this proposal. We encourage you to contact our references or follow up with additional questions.



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### County of San Diego – Affordable Housing Services

- Consolidated Plan – RSG is currently assisting the County prepare their Consolidated Plan for Fiscal Years 2025-2029. In this capacity, we are updating the Citizen Participation Plan, conducting community outreach and workshops, interviewing stakeholders, analyzing community needs (needs assessment and housing market), and drafting the plan.
- Accessory Dwelling Unit (ADU) Subsidy Program – RSG researched existing ADU programs to identify requirements, determine outcomes and overall success of the program, identify how the program is funded, and develop best practices. Based on the information gathered, RSG determined whether there was demand for the program and then researched and analyzed ADU construction trends to assist the County in determining the financial feasibility of ADU product types. RSG prepared a detailed comprehensive report based on the collective research completed. The report provided RSG's recommendations on the parameters, guidelines, and supporting analysis for the design of the Program.
- Underwriting – Since 2016, RSG has conducted the underwriting and complete technical evaluations of multiple development proposals for affordable housing projects located throughout San Diego County. In this capacity, RSG has provided a variety of services, including:
  - Developer Reviews – San Diego County retained RSG to review and evaluate responses to multiple NOFAs that the County issued regarding funding available for eligible affordable housing projects. This engagement capitalizes on our experience with the HOME Investment Partnerships Program, Section 8 Rental Assistance Project-Based Vouchers (PBVs), and Project-Based Veterans Affairs Supportive Housing (VASH) Vouchers. For each project, RSG thoroughly reviewed each developer's pro forma, including construction cost estimates, proposed sources and uses of funding, income and expense assumptions, and cash flow projections.
  - Subsidy Layering Analyses – For each application, RSG performs a subsidy layering analysis to determine the project's compliance with the strictest requirements of the various proposed funding sources. For projects proposed to be funded with TCAC funding, RSG estimates the project's competitiveness for tax credit funding.
  - Memorandums – For each development proposal we review, RSG provides the County a memo providing our recommendation regarding the amount of County funding warranted for the project and a summary of the strengths and weakness of the project. Our memo also details the developer's major pro forma assumptions and whether each assumption complies with County requirements and TCAC Guidelines (if applicable).

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- Ramona Market Study – RSG evaluated a site located in the Ramona community plan area to determine whether it was suitable for the development of an affordable senior group home. RSG conducted a site assessment to identify the parameters by which an affordable senior group home could be developed on the site, as well as a market assessment to determine the level of local demand for this type of development. Based on our site assessment and market assessment, RSG found the property suitable for an affordable senior group housing development. RSG estimated that the property could be developed with up to 245 living units, a 60,000-square foot senior center, and a parking lot of about 245 spaces. Based on RSG’s assessment, the County moved forward with issuing an Request for Proposals (“RFP”) to select a developer for the project.
  - Ramona Senior Housing RFP Review – After the County solicited proposals for development of a senior group housing project on a County-owned site, RSG analyzed the financial feasibility of each development proposal submitted. For each proposal, RSG’s evaluation included assessing the reasonableness of the proposed total development budget; determining the accuracy of the developer’s assumptions regarding income, expenses, interest rates, and tax credit pricing; and auditing the developer’s 30-year cash flow projections. After reviewing all of the proposals, RSG assessed the strengths and weaknesses of each proposal and provided the County with a recommendation of the strongest proposal.
- Homekey Review – RSG assisted the County with review of a developer’s proposal to acquire a hotel for conversion into housing. The developer proposed to partially fund the project with HCD Homekey Program funding, as well as County funding. RSG reviewed the developer’s pro forma and provided the County a memo detailing our recommendation regarding the County funding request. The memo also summarized strengths and weaknesses of the project and our review of the pro forma assumptions. RSG highlighted potential changes to the pro forma that could increase the project’s financial feasibility and result in less County funding needed.
- Developer Capacity Evaluation – RSG performed analyses indicating the feasibility of potential projects, highlighting whether any gap financing is needed. RSG also scrutinized the developer’s assumptions to ensure that the anticipated costs, revenues, and operating and replacement reserves were realistic and not over/understated. This included a detailed look at developer fees and deferred fees. Additionally, RSG prepared a long-term cash flow to ensure that prospective developers could remain solvent as an operator throughout the duration of the affordability period. RSG delivered a peer review pro forma analysis, consisting of detailed construction and project phasing assessment, a phasing and post-stabilization 55-year operating forecast, and various measures of return on investment based on the proposed developer’s preferred disposition of the project once developed.
- Analysis of Rental Income Assistance – RSG assisted the County in analyzing the need for rental income assistance among individual investor landlords in the county. The

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County used RSG's analysis to inform the development of a new rental assistance program to support "mom and pop" landlords experiencing significant shortfalls in rental payments because of the COVID-19 pandemic. RSG collected data from various reputable sources and estimated the number of mom and pop landlords who lived in the county and owned five or less residential rental units in the county, the number of their tenants who were significantly delinquent in rent and ineligible for existing rental assistance programs, and the average amount by which these tenants were delinquent.

Lead Staff: Tara Matthews, Dominique Clark, Alexandra Lawrence, Cindy Blot

Contact Person: Felipe Murillo, Housing Analyst  
3989 Ruffin Road, San Diego, CA 92123  
(858) 694-4807 / Felipe.Murillo@sdcounty.gov.ca

Date of Services: 2016 - Present

Orange County Community Resources – Affordable Housing Services (Procedures, Housing Successor Annual Reporting, and Project Implementation)

Since 2015, RSG has provided on-call housing consulting services to Orange County Community Resources for a wide variety of housing programs and projects. Our services have included:

- Policies and Procedures Manuals – RSG prepared policy and procedure manuals for the County's CDBG, HOME CoC, and ESG programs, as well as for the use of IDIS and their affordable housing compliance monitoring at properties assisted by the County. The manuals were written broadly enough to ensure compliance with federal requirements while giving staff flexibility to change internal procedures without a need to constantly revise their policies and procedures. RSG continues to work with the City to routinely update the manuals in order to ensure compliance.
- SB 341 Reporting – RSG prepares the annual housing successor agency expenditure report for the County (as well as several other RSG clients). As part of this work, RSG is proactive in engaging our clients in the identification of issues and opportunities for investment to maximize the use of these resources. In this capacity, we have helped the County identify additional funding that was included in their most recent Permanent Supportive Housing NOFA. We also identify and track the use of the County's HOME funds to ensure they are leveraging funds and meeting legal requirements.
- HOME Compliance – RSG routinely identifies and tracks the use of the County's HOME funds to ensure they are leveraging funds and meeting legal requirements. Activities include conducting a Subsidy Layering Review that includes:

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- Reviewing the developer's development pro forma to determine the reasonableness of estimated development costs, revenue assumptions and proposed financing structure, including, but not limited to, the potential for receiving HOME funds; and
- Preparing a memorandum detailing our findings and recommendations regarding the economic feasibility of the proposed development, as well as whether the total requested amount of program funding and other governmental assistance exceeds the amount necessary to make the project feasible due to the unreasonableness of the costs and/or projected rate of return.

RSG also conducts a Neighborhoods Standard Review that includes determining whether the Project site is of adequate size, exposure, and contour to the proposed development, has adequate utilities, and is not in an area of minority concentration.

- Agreement Preparation – The County also requested that RSG serve as a project coordinator on multiple projects wherein we were responsible for the preparation and oversight of controlling documents. We were responsible for working with legal counsel and coordinating with the entire development team to prepare project closing documents.
- Legislative Monitoring – RSG provides the County with frequent legislative updates regarding matters that may affect them. It is common that we are asked to research or provide input on how legislative matters may impact the work the County does. We most recently advised them on Opportunity Zones.
- Emergency Rental Assistance Program Evaluation – RSG drafted a memo detailing the evaluation of funding sources for emergency rental assistance payment programs derived by the federal Coronavirus Aid, Relief and Economic Security Act (“CARES Act”) and from the federal Consolidated Appropriations Act of 2021 (“CAA”). Both funding sources aim to provide financial assistance to tenants who, as a result of the financial hardships caused by the coronavirus (“COVID-19”), were struggling to meet their monthly rental obligations. The memo detailed a comparative analysis of the requirements and intent of both emergency rental assistance payment programs. Specifically, RSG evaluated the allocated funding amounts, targeted population, eligibility requirements, and application process and weighed in on the advantages and disadvantages for each funding program.
- Compliance Monitoring – RSG partnered with the County to structure, streamline, and implement procedures for their affordable housing compliance monitoring portfolio. Services included the following:
  - Reviewing and summarizing each project's controlling agreement;
  - Detailing affordability restrictions, funding source amounts, and documentation requirements;

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- Creating a manageable database that details project information and tracks compliance data, including inspection dates, annual and quarterly compliance reporting, project contact information, and affordability requirements; and
- Training staff on policies and procedures as it relates to compliance monitoring.

In addition to setting up the compliance structure, RSG assisted with compliance monitoring coordination activities. Services included the following:

- Scheduling on-site monitoring visits;
  - Conducting file audit reviews;
  - Analyzing income-restricted reporting data;
  - Reviewing certificates of compliance to confirm correct set-asides for all income level limits; and
  - Collecting management plans.
- Residual Receipt Analysis – RSG provided financial audit services to ensure compliance pursuant to related affordable housing agreements and loan documentation. The audits focused primarily on the review of financial statements and the creation of a cash flow analysis to determine residual receipt revenue for each project. Any variances between the property owner’s calculation and RSG’s were discussed among all relevant parties.
  - Relocation Oversight – RSG provided oversight on the draft Relocation Plan prepared by Overland, Pacific, and Cutler, LLC for Jamboree Housing Corporation’s plans to rehabilitate the 60-room Tahiti Motel in Stanton, California. RSG reviewed and analyzed Notices to Vacate, Notices of Eviction, and a Notice of Ineligibility to ensure the documents met the requirements of California Relocation Law (Government Code Section 7260 et. seq.), Relocation Guidelines (Title 25, California Code of Regulations Section 6000, et. seq), and the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act (“URA”). RSG also verified Rental Assistance Payment calculations and identified areas in the plan that required follow up.

Finally, RSG was tasked with training staff to take on all monitoring activities and ensure they were properly qualified in the field of compliance review and residual receipts, all while formulating knowledge of policy and procedures with a monitoring manual, previously authored by RSG.

Lead Staff: Tara Matthews, Cindy Blot, Alexandra Lawrence, Rosa Romero

Contact: Julia Bidwell, Director of Housing & Community Development  
1770 N. Broadway, Santa Ana, CA 92706  
(714) 480-2991 / Julia.Bidwell@occr.ocgov.com

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Date of Services: 2015 – Current

### City of Westminster – Housing Consulting Services

Since 2014, RSG has been providing a wide range of services, including the following:

- Compliance Monitoring – RSG currently provides compliance monitoring services for both rental and home ownership units. For rental units, we certify that the income eligibility and rent verification comply with funding source legal requirements. For home ownership units, we verify occupancy and primary residency. We also assist with any property resale eligibility restrictions and title clearance issues.
- LEAP & PLHA Grant Assistance – The City obtained RSG's services to assist in the application process for the LEAP and PLHA Grants, both aimed at providing funding to cities to assist with promoting the development of affordable housing. RSG reviewed various funding activities and assisted the City in selecting those which would make best use of the funding while fitting the City's affordable housing needs. Additionally, RSG assisted the City with filling out the application, coordinating the receipt of required support documentation and submitting the application.
- ARPA Fund Compliance and Reporting – The City hired RSG in 2022 to assist with compliance and reporting related to the expenditure of America Rescue Plan Act, Coronavirus State & Local Fiscal Recovery Funds. RSG provides ongoing assistance with preparing quarterly Project and Expenditure Reports via the Treasury's COVID-19 Relief Hub through the end of the award period in December 2026.

Lead Staff: Tara Matthews, Cindy Blot, Rosa Romero

Contact: Alexa Smittle (now Director of Community Development, City of Seal Beach)  
211 8<sup>th</sup> Street, Seal Beach, CA 90740  
(562) 431-2527 x1313 / [asmittle@sealbeachca.gov](mailto:asmittle@sealbeachca.gov)

Date of Services: 2014 – Current

### **PROJECT TEAM**

RSG dedicates a Principal to each project assignment and creates a core group of project managers and staff who work on the individual assignments on a consistent basis throughout all stages of the contract engagement. Our staff is focused, committed, and passionate about the work we do. We conduct our engagements around our Core Values and are proud of it.

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We pride ourselves on our ability to appropriately allocate our time and resources to ensure that a project is completed on time and within budget.

This engagement will be led by Tara Matthews, Principal-in-Charge. Additional RSG staff assisting with the engagement include Dominique Clark, Director and Project Manager; Cindy Blot, Senior Associate; and Dawna Morse, Associate. Additional staff may be assigned as needed. Please see brief bios below and resumes following.

**Tara Matthews, Principal** – Tara will serve as the Principal-in-Charge of this engagement. Tara is a respected housing expert with nearly 20 years of experience focused primarily on all aspects of affordable housing. Some of her recent experience includes assisting affordable housing developers with identifying potential project funding sources and analyzing the competitiveness of their proposed project. Tara prepared strategies to spend affordable housing funds and leverage properties based on community needs and legal requirements, such as how existing resources could help make progress towards RHNA requirements and Housing Element goals. She also implemented strategies by issuing Requests for Proposals and Notices of Funding Availability, as well as direct property marketing. Additionally, she has assisted the cities of Pinole, Murrieta, Norco, and Merced develop property disposition strategies and helped secure affordable housing units. Tara oversees RSG's compliance monitoring services and annual reporting requirements at the firm. She also oversees federal funding compliance work for Orange County, San Diego County, Fillmore, Tulare, and Westminster. She is a San Diego Housing Federation Policy Committee member and is sought out as a speaker at their annual conference and other housing conferences.

**Dominique Clark, Director and Project Manager** – Dominique has been with RSG since 2013 and shares her knowledge and proficiency in affordable housing, real estate, and municipal finance to advance client and community objectives. Dominique most recently provided relocation assistance to residents of a 225-space mobilehome park in the city of Carson, where work included counseling residents one-on-one, verifying household incomes, and drafting correspondence to residents regarding relocation benefit options. She has extensive property management experience and is very familiar with maintaining tenant relationships. Dominique's housing experience also spans advising San Diego County in their establishment of an accessory dwelling unit (ADU) subsidy program and conducting site assessments and market studies for potential affordable housing projects. She is also overseeing the completion of San Diego County's Consolidated Plan. She is a licensed California Real Estate Agent (#01989248).

**Cindy Blot, Senior Associate** – Cindy specializes in federal funding compliance. Since joining RSG in 2021, she has been pivotal in ensuring ARPA expenditure compliance for municipalities like Fillmore, Tulare, and Westminster, while also managing IDIS data input. Notably, Cindy played a key role in updating the CDBG Policy and Procedures manual for the County of Orange and creating an extensive IDIS manual. Currently, Cindy assists several municipalities in developing Five-Year Consolidated Plans, updating Citizen Participation Plans, and

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conducting community outreach for compliance. Before her time at RSG, Cindy held significant roles as the Director of Community & Economic Development for Fayetteville, NC, and New Bern, NC. Her responsibilities included administering vital programs such as CDBG, HOME, and ESG. She was instrumental in revitalizing severely distressed affordable housing using HUD's Choice Neighborhood grant funds. Cindy's oversight also extended to critical programs like CDBG-DR and HMGP housing relocation initiatives. Additionally, she led grant oversight for major reuse projects like a Workforce Development Training Center, ensuring compliance with EPA grant funds.

**Dawna Morse, Associate** – Dawna has over 15 years of experience in housing and economic development working with small and large municipalities and developers. Dawna joined RSG in 2023 and has contributed to assisting jurisdictions with implementing rental stabilization and control ordinances, including the City of Santa Ana Rent Stabilization ordinance and Palmdale's Mobile Home Space Rent Control ordinance. She has also assisted with drafting program policies and guidelines related to affordable housing development for the City of Los Angeles. Dawna is currently assisting the County of San Diego in drafting their Consolidated Plan, drawing on her proficiency in drafting and assessing plans for municipalities of all sizes. Prior to joining RSG, Dawna provided affordable housing consulting services to municipalities and developers; this includes the creation of a revolving loan fund, development impact fee program, and drafting an affordable housing strategy for the City of Las Cruces, NM; drafting of RFPs for the City of Santa Fe, NM; and a land feasibility analysis for Montrose County, CO. Additionally, she oversaw temporary and permanent tenant relocation on multiple sized projects in Colorado and Michigan and provided project management services to Community Land Trusts in Colorado and Washington. Dawna provided program oversight related to federal funding sources, such as HOME, CDBG, and Section 8 for the El Camino Real Housing Authority in Socorro, NM, the County of San Diego, and numerous developers, including Community HousingWorks and Mirka Investments in San Diego, CA and Kulshan Community Land Trust in Bellingham, WA. As an analyst for the County of San Diego, Dawna provided insight and feedback to the process of the Consolidated Plan. Dawna sits on the Whatcom County Housing Advisory Board and is a member of the Washington Low Income Housing Alliance.





# TARA MATTHEWS

Principal & Vice President

714.316.2111  
tmatthews@rsgsolutions.com

## PROFILE

“I enjoy problem solving and working with people who make things happen to improve their community. Seeing a project that I worked on come to fruition is very exciting. I can say, ‘I helped make that happen!’”

## OUT & ABOUT

San Diego Housing Federation/Policy Committee and Conference Speaker

The Kennedy Commission

California Property Tax Managers Association, Annual Conference Speaker

California State Municipal Finance Officers, Speaker

California Association for Local Economic Development (CALED)

Housing California

Non-Profit Housing Association of Northern California (NPH)

Southern California Association of Non-Profit Housing (SCANPH)

California Association of Local Housing Finance Agencies (Cal-ALHFA)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

## ABOUT TARA

Driven by the passion to improve the lives of all sectors of a community, Tara expertly navigates projects with a comprehensive knowledge of community development, affordable housing, and economic development. The complexity of her projects includes property acquisition and relocation services, development impact fee analyses, and the creation and monitoring of affordable housing projects. Tara is skilled at client collaboration, strategic planning, research and analysis, financial projections, report writing, and outreach.

## EDUCATION

Tara joined RSG in 2004. She received a BS in Earth Sciences at the University of California, Santa Cruz, and a Certificate in Urban Planning and Development from the University of California, San Diego. Tara is an active member of the San Diego Housing Federation and serves on its Policy Committee. She shares her knowledge and proficiency in municipal finance, economic development policy analysis, and real estate to advance client and community objectives.

## RECENT ENGAGEMENTS

Overseeing the completion of San Diego County’s FY 2025-29 Consolidated Plan, including updating the Citizen Participation Plan, conducting community outreach and workshops, interviewing stakeholders, analyzing community needs (needs assessment and housing market), and drafting the plan and tables.

Conducted affordable housing underwriting and technical reviews for the County of San Diego for multiple projects including a variety of funding sources such as NPLH, VASH, PBV, HOME, and LIHTC.

Provided multiple affordable housing services to the County of Orange, including underwriting and subsidy layering analyses, annual reporting and compliance, and updates to policies and procedures for the HOME, ESG, CoC and CDBG programs.

Prepare strategies to spend affordable housing funds and leverage properties based on community needs and legal requirements. Including how existing resources could help make progress towards RHNA requirements and Housing Element goals. Implement strategies by issuing Requests for Proposals, Notices of Funding Availability or direct property marketing, most recently in the cities of Lake Forest, Merced, Murrieta, Norco, Pinole and Tulare. Ensure proposals meet legal requirements tied to funding sources and properties, such as Senate Bill 341 and LIHTC. Activities also included presenting findings to decision makers.





# DOMINIQUE CLARK

Director

714.316.2143  
dclark@rsgsolutions.com

## PROFILE

“My love for numbers, data, and spreadsheets benefits entire communities, not just one person or one company. I’m grateful that my analytical and project management skills contribute to work that matters to me.”

## OUT & ABOUT

Licensed California Real Estate Agent (#01989248)

Neighborhood Housing Services of the Inland Empire (NHSIE) Board of Directors

California Association for Local Economic Development (CALED)

Housing California

Non-Profit Housing Association of Northern California (NPH)

Southern California Association of Non-Profit Housing (SCANPH)

California Association of Local Housing Finance Agencies (Cal-ALHFA)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

## ABOUT DOMINIQUE

Dominique shares her knowledge and proficiency in real estate, municipal finance, and affordable housing to advance client and community objectives. Her work includes real estate disposition, pro forma analyses, affordable housing work, fiscal impact analyses, and fiscal consultant and continuing disclosure reports.

## EDUCATION

Dominique joined RSG in 2013. She earned a BA in Sociology from Wheaton College and a Master of Public Policy (MPP) from the University of Southern California.

## RECENT ENGAGEMENTS

Overseeing the completion of San Diego County’s FY 2025-29 Consolidated Plan, including updating the Citizen Participation Plan, conducting community outreach and workshops, interviewing stakeholders, analyzing community needs (needs assessment and housing market), and drafting the plan and tables.

Evaluated multifamily residential development proposals submitted in response to County of San Diego and City of Murrieta Notices of Funding Availability (NOFAs) and provided recommendations regarding whether to provide the funding requested by the applicants. Conducted a comprehensive analysis of each project, including the development budget, proposed funding sources, and cash flow projections.

Provided relocation assistance to residents of a 225-space mobilehome park in the city of Carson. Work includes counseling residents one-on-one, verifying household incomes, and drafting correspondence to residents regarding relocation benefit options.

Performed housing market analysis legally required to support an update to the City of Agoura Hills’ residential impact fee schedule.

Conducted an analysis and provided recommendations to support an update to the City of Montclair’s inclusionary housing requirements and in-lieu fees.

Assisted the County of San Diego with establishing an accessory dwelling unit (ADU) subsidy program. Analysis included researching ADU subsidy programs in comparable jurisdictions and assessing demand in the County for ADU development.





# CINDY BLOT

Senior Associate

714.316.2118  
cblot@rsgsolutions.com

## PROFILE

"I am a creative problem solver who enjoys getting deeply connected with my projects."

## OUT & ABOUT

Housing California

Non-Profit Housing Association of Northern California (NPH)

Southern California Association of Non-Profit Housing (SCANPH)

California Association of Local Housing Finance Agencies (Cal-ALHFA)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

*(The list below is related to North Carolina.)*

Chamber of Commerce

Rotary Club, Director

Habitat for Humanity

The Entrepreneur Center-Grant Writer/Organizer

SCORE, Counselor

Downtown Business Development Council

## ABOUT CINDY

Cindy's background includes community and economic development, asset management, and finance for affordable housing, mixed-income multifamily, and commercial real estate developments. Having worked in commercial banking, Cindy developed strong skills financing complex residential and commercial projects utilizing a variety of funding sources and tax credits. Her community development experience resulted in municipalities being awarded millions of dollars in federal grant funds.

## EDUCATION

Cindy joined RSG in October 2021 as a Senior Associate. She received a BS in Business Management and a master's degree in Public Administration, with an emphasis on Economic Development, from Eastern Carolina University. Cindy has worked with multiple municipalities throughout the country, focusing on affordable housing and economic development. Her affordable housing experience includes both 9% and 4% LIHTC transactions, HUD HOME and CDBG projects, and mixed income/mixed use public/private partnership developments. Her economic development experience includes new market and historic tax credit projects and public/private partnership development.

## RECENT ENGAGEMENTS

Completing San Diego County's FY 2025-29 Consolidated Plan, including updating the Citizen Participation Plan, conducting community outreach and workshops, interviewing stakeholders, analyzing community needs (needs assessment and housing market), and drafting the plan and tables.

Completed HOME, CDBG, and ESG program compliance and reporting in IDIS and HMIS for the City of Stockton.

Developed policies and procedures for federal compliance for the County of Orange.

Assisted with the development and implementation of rent stabilization ordinances for the Cities of Santa Ana and Pomona.

Loan documentation and program compliance for affordable housing programs for the City of Cypress.





# DAWNA MORSE

Associate

714.516.8171  
dmorse@rsgsolutions.com

## PROFILE

"I am dedicated to empowering communities to build the foundations of strong and resilient societies, where every individual has an equal opportunity to thrive."

## OUT & ABOUT

Housing California

Non-Profit Housing Association of Northern California (NPH)

Southern California Association of Non-Profit Housing (SCANPH)

California Association of Local Housing Finance Agencies (Cal-ALHFA)

San Diego Housing Federation (SDHF)

California Association of Local Agency Formation Commissions (CALAFCO)

Housing Advisory Committee of Whatcom County

Washington Low Income Housing Alliance (WLIHA)

## ABOUT DAWNA

Dawna's dedication to tackling disparities in education, housing, and employment is evident through her 15-year track record of supporting communities throughout the United States. Her expertise lies in housing policy and program development, creation of employment and training programs, establishing employer-based mortgage and down payment assistance programs, conducting feasibility analysis and studies, and creating innovative housing solutions for municipalities and Community Land Trusts.

## EDUCATION

Dawna possesses an MBA in Management and Strategy, a BA in Educational Studies with a focus on Adult Learning Theory and holds a Housing Development Finance Professional certification.

## RECENT ENGAGEMENTS

Completing San Diego County's FY 2025-29 Consolidated Plan, including updating the Citizen Participation Plan, conducting community outreach and workshops, interviewing stakeholders, analyzing community needs (needs assessment and housing market), and drafting the plan and tables.

Assisted in the review of the annual Development Impact Fee Reports for the City of Atwater to aid in achieving compliance.

Assisting the City of Santa Ana with the implementation of their Rental Stabilization Ordinance.

Assisting in the creation of affordable housing policies to guide the implementation of affordable housing incentives for the City of Los Angeles.

Review annual registration documents submitted by owners of mobilehome parks in the City of Palmdale and communicate back-and-forth with the owners until registration is completed pursuant to City requirements.

Assisted in drafting an Affordable Housing Incentive Guide for the City of Los Angeles.

Assisted in calculating maximum affordable purchase price for the Carson Housing Authority.

Assisted in the compliance monitoring of affordable LIHTC projects, including resident file review, for the City of Fontana.



## EXHIBIT 'A'

Bill Crane  
Senior Management Analyst/Grants Coordinator  
CITY OF SANTEE  
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### PROJECT UNDERSTANDING AND SCOPE OF SERVICES

RSG is currently assisting the County of San Diego prepare their Consolidated Plan for Fiscal Years 2025-2029. In this capacity, we will be evaluating similar information needed for the City. In preparing the tables for the County's Consolidated Plan, we are gathering data for each city within the county, including Santee. We believe that this will be advantageous to the efficient preparation of the City's Consolidated Plan preparation.

RSG understands that HUD grantees are required to submit various plans to ensure compliance with grant requirements. The City must use the Integrated Disbursement and Information System ("IDIS") to complete the following plans:

1. Consolidated Plan
2. Annual Action Plans (AAP)
3. CAPER (Consolidated Annual Performance Evaluation Report)

HUD has mandated that all CDBG, HOME, ESG, and HOPWA recipients prepare a 5-Year Consolidated Plan every five years and an Annual Action Plan every year. The 5-Year Consolidated Plan is designed to help states and local jurisdictions assess their affordable housing and community development needs and market conditions to facilitate making data-driven, place-based investment decisions. The 5-Year Consolidated Plan will also include the Year 1 Annual Action Plan. Annual Action Plans identify anticipated funding resources for the upcoming year, the City's plans for allocating the identified funding, and the anticipated outcomes of the funding. The Annual Action Plan acts as the annual grant application to HUD. HUD grantees are required to submit their 5-Year Consolidated Plan and Annual Action Plans using the Consolidated Plan template in IDIS. RSG is familiar with IDIS and has submitted required information on behalf of many of our clients.

RSG understands that the Consolidated Plan serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the HUD Community Planning and Development formula block grant programs. RSG will complete the following tasks:

1. **Community Outreach and Citizen Participation** – RSG will assist the City with ensuring that all public participation requirements for development of the Consolidated Plan are met. We will first review the City's existing Citizen Participation Plan and recommend any suggested updates. RSG will then follow the updated Citizen Participation Plan to elicit public and stakeholder participation in the preparation of the Consolidated Plan. Outreach efforts will include, but may not be limited to:
  - o Preparation and distribution of a community needs assessment survey and summary of responses;

## EXHIBIT 'A'

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- o Development of stakeholder questions, facilitation of a stakeholder meeting and/or survey, and summary of responses; and
- o Facilitation of community outreach/citizen participation workshops.

We fully expect mentors and champions to emerge and be interviewed. Influenced by our demographic analysis and other insight gained by this stage of the planning process, RSG would also aim our information gathering efforts to the traditionally underrepresented sectors in the community. Outreach to previously unrepresented communities and individuals needs to be robust and granular. RSG will pay particular attention to and invest significant contract resources in this function to ensure equity and inclusion. Using a series of surveys (aimed to capture the largest number of results in an efficient manner) and group interviews and workshops, we would discuss the impressions of the existing Consolidated Plan, as well as their thoughts and visions on how the Consolidated Plan could better meet the communities' needs. As part of the surveys and outreach, RSG will reach out to stakeholders to determine what opportunities and gaps exist in the City's current efforts. RSG assumes that we will conduct one (1) stakeholder meeting and/or one (1) stakeholder survey. If additional stakeholder meetings and/or interviews are needed, the budget will need to be adjusted to accommodate those.

RSG would analyze the qualitative data from these surveys, group interviews, and workshops to develop an overall assessment of the threats, opportunities, weaknesses, and strengths of the Consolidated Plan. RSG would also organize ideas, needs, and other impressions from these surveys and interviews. RSG will analyze community feedback that will help shape the Strategic Plan portion of the Consolidated Plan. We understand that this is a critical piece of the process and that successful community engagement is a requirement of the engagement.

RSG will conduct one (1) in-person community meeting. If additional meetings are needed, the budget will need to be adjusted to accommodate those.

2. **Consolidated Plan Tables** – RSG will prepare all Consolidated Plan tables applicable to Santee for input into IDIS. City staff will update the text in the Consolidated Plan and input the information into IDIS. Specifically, RSG will gather information and perform required analysis to draft the tables in the following Consolidated Plan sections:
  - o The Process (PR 05 through PR 15) – The section details the process undertaken to complete the Consolidated Plan, including the lead and responsible agency and the community outreach and citizen participation process employed to gather feedback for the Consolidated Plan.
  - o Needs Assessment (NA 05 through NA 50) – RSG will conduct detailed demographic, socio-economic, and public facility and CIP analysis to determine both housing and non-housing needs in the City as required by HUD.

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- o Housing Market Analysis (MA 05 through MA 65) – RSG will conduct a housing market analysis, looking at indicators, such as housing product types, rent and sales prices, and affordability. RSG will also evaluate non-housing community development assets that are important in assessing household income potential available to support housing costs, such as business activity, employment and labor statistics, and educational attainment.
- o Strategic Plan (SP 05 through SP 80) – RSG will draft tables summarizing strategies and policies addressing the opportunities and needs identified from the community outreach and citizen participation process, the needs assessment, and the market analysis.

It is anticipated that RSG will work closely with City staff throughout this engagement.

3. **Annual Action Plan** – Using the strategies and policies identified in the preparation of the Consolidated Plan, RSG will prepare the FY 2025-26 Annual Action Plan that identifies anticipated funding resources for the upcoming year, allocation plans, and the anticipated outcomes of the funding. RSG anticipates working closely with staff to identify priorities that align with the Consolidated Plan and staffing resources. It is RSG's understanding that the City will select the projects to be included in the Annual Action Plan.
4. **Public Hearing** – It is anticipated that RSG would attend one (1) public hearing. City staff will draft all staff reports for the meeting. RSG will draft all supporting documents to the staff reports (e.g., draft Consolidated Plan, preliminary data results, surveys).

### SCHEDULE

RSG will commence work no later than July 1, 2024, and complete work by approximately July 1, 2025.

## EXHIBIT 'A'

Bill Crane  
Senior Management Analyst/Grants Coordinator  
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### FEE ESTIMATE

RSG estimates that the services will be on a time-and-materials basis with a not-to-exceed fee of **\$35,380**. Additional services will be performed on a time-and-materials basis subject to notification to proceed. A breakdown of our cost estimate is provided in the following table. Note that RSG's budget assumes that we would meet with City staff at least once a month to discuss status, feedback, and pending questions.

#### CITY OF SANTEE

#### FY 2025-2029 CONSOLIDATED PLAN

	Principal	Director	Sr. Associate	Associate	Analyst	Total
	\$295	\$275	\$225	\$195	\$145	
Community Outreach & Citizen Participation						
Citizen Participation Plan	1	2	2	3	0	\$1,880
Community Survey	1	2	0	2	10	\$2,685
Stakeholder Engagement (1 stakeholder meeting and/or survey)	1	3	10	8	8	\$6,090
Community Workshops (1 in-person)	1	3	10	10	6	\$6,190
Preparation of Consolidated Plan Tables	2	15	0	0	30	\$9,065
Public Hearing (1 in-person)	2	3	5	10	0	\$4,490
FY 2025-26 Annual Action Plan	2	5	3	12	0	\$4,980
<b>Total</b>	<b>10</b>	<b>33</b>	<b>30</b>	<b>45</b>	<b>54</b>	<b>\$35,380</b>

Our firm's current fee schedule for 2024 can be found in the table below:

Principal	\$ 295
Director	\$ 275
Senior Associate	\$ 225
Associate	\$ 195
Senior Analyst	\$ 160
Analyst	\$ 145
Research Assistant	\$ 135
Technician	\$ 100
Clerical	\$ 60
Reimbursable Expenses	Cost plus 10%

**RSG does not charge clients for travel or mileage** (except direct costs related to field work/surveys), parking, standard telephone/fax expenses, general postage, or incidental copies. However, we do charge for messenger services, overnight shipping/express mail costs, and teleconferencing services. We also charge for copies of reports, documents, notices, and support material in excess of five copies. These costs are charged back at the actual expense plus a 10% surcharge.

RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended, and the hourly rate.



EXHIBIT 'A'

Bill Crane  
Senior Management Analyst/Grants Coordinator  
CITY OF SANTEE  
May 8, 2024  
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RSG is providing this letter pursuant to our contract and can provide any additional information as requested. We look forward to working with the City and appreciate the opportunity to provide these services to you. Should you have any questions, please contact me at 714.316.2111 or [tmatthews@rsgsolutions.com](mailto:tmatthews@rsgsolutions.com).

Thank you,  
**RSG, INC.**

  
Tara Matthews  
Principal

**EXHIBIT 'B'**  
**SCHEDULE OF CHARGES**

RSG estimates that the services will be on a time-and-materials basis with a not-to-exceed fee of **\$35,380**. Additional services will be performed on a time-and-materials basis subject to notification to proceed. A breakdown of our cost estimate is provided in the following table. Note that RSG's budget assumes that we would meet with City staff at least once a month to discuss status, feedback, and pending questions.

**CITY OF SANTEE**

**FY 2025-2029 CONSOLIDATED PLAN**

	Principal \$295	Director \$275	Sr. Associate \$225	Associate \$195	Analyst \$145	Total
Community Outreach & Citizen Participation						
Citizen Participation Plan	1	2	2	3	0	\$1,880
Community Survey	1	2	0	2	10	\$2,685
Stakeholder Engagement (1 stakeholder meeting and/or survey)	1	3	10	8	8	\$6,090
Community Workshops (1 in-person)	1	3	10	10	6	\$6,190
Preparation of Consolidated Plan Tables	2	15	0	0	30	\$9,065
Public Hearing (1 in-person)	2	3	5	10	0	\$4,490
FY 2025-26 Annual Action Plan	2	5	3	12	0	\$4,980
<b>Total</b>	<b>10</b>	<b>33</b>	<b>30</b>	<b>45</b>	<b>54</b>	<b>\$35,380</b>

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RSG issues monthly invoices payable upon receipt, unless otherwise agreed upon in advance. Invoices identify tasks completed to date, hours expended, and the hourly rate.



**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE FOURTH AMENDMENT TO THE AGREEMENT WITH PARADIGM MECHANICAL CORP. FOR HVAC MAINTENANCE AND REPAIRS

**DIRECTOR/DEPARTMENT** Nicolas Chavez, Community Services



**SUMMARY** On May 11, 2022, the City Council approved an agreement with Paradigm Mechanical Corp. ("Contractor") for HVAC Maintenance and Repairs for Fiscal Year 2022-23 in the amount of \$26,336.00 ("Agreement") after a formal bid process was completed per RFB #22/23-20061.

On February 22, 2023, the City approved the First Amendment to the Agreement to perform emergency replacement of a failed heating and air unit at Fire Station #5, increasing the Agreement amount by \$17,035.41 from \$26,336.00 to \$43,371.41 for Fiscal Year 2022-23.

On July 1, 2023, the City exercised its option to extend the Agreement, increasing the Agreement amount by \$1,606.50 from \$26,336.00 to \$27,942.50 for Fiscal Year 2023-24 to reflect an increase in the Consumer Price Index by 6.1%.

On August 23, 2023, the City approved the Second Amendment to the Agreement to replace a second failed HVAC unit at Fire Station #5 increasing the Agreement amount by \$16,428.50 from \$27,942.50 to \$44,371.00 for Fiscal Year 2023-24.

On September 27, 2023, the City approved the Third Amendment to the Agreement to replace a failed HVAC unit at Fire Station #4 increasing the Agreement amount by \$14,685.00 from \$44,371.00 to \$59,056.00 for Fiscal Year 2023-24.

In response to numerous service calls this fiscal year at various City facilities, staff is in need of additional funding to cover expenses incurred and any unanticipated extra work through the end of this fiscal year, and is requesting a City Council to authorize an additional \$2,600.00 which will increase the total not-to-exceed amount for Fiscal Year 2023-24 from \$59,056.00 to \$61,656.00.

Staff recommends that the City Council adopt the Resolution approving the Fourth Amendment to the Agreement, which will increase the not-to-exceed amount for Fiscal Year 2023-24 by \$2,600.00, from \$59,056.00 to \$61,656.00.

**ENVIRONMENTAL IMPACT**

This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).



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

**FINANCIAL STATEMENT** *JS*

Funding for this contract is provided in the Fiscal Year 2023-24 Community Services Department operating budget.

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

**RECOMMENDATION** *MSB*

Approve Resolution:

1. Approving Fourth Amendment to Contract with Paradigm Mechanical Corp. for HVAC Maintenance and Repairs Fiscal Year 2023-24, which will increase the contract sum by \$2,600.00 from \$59,056.00 to \$61,656.00 for Fiscal Year 2023-24.

**ATTACHMENT**

Resolution



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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA APPROVING THE FOURTH AMENDMENT TO THE AGREEMENT  
WITH PARADIGM MECHANICAL CORP. FOR HVAC MAINTENANCE AND  
REPAIRS**

**WHEREAS**, on May 11, 2022, the City Council approved an agreement with Paradigm Mechanical Corp. (“Contractor”) for HVAC Maintenance and Repairs for Fiscal Year 2022-23 in the not-to-exceed amount of \$26,336.00 (“Agreement”); and

**WHEREAS**, on February 22, 2023, the City approved the First Amendment to the Agreement to increase Extra Work to perform emergency replacement of a failed heating and air unit at Fire Station #5 in the amount of \$17,035.41, increasing the not-to-exceed amount from \$26,336.00 to \$43,371.41 for Fiscal Year 2022-23 (“First Amendment”); and

**WHEREAS**, on July 1, 2023, the City exercised its option to extend the Agreement for 12 months through June 30, 2024 in accordance with Section 6 of the Agreement and increased the not-to-exceed amount to \$27,942.50 for Fiscal Year 2023-24 to reflect an increase in the Consumer Price Index in accordance with Section 7 of the Agreement; and

**WHEREAS**, on August 23, 2023, the City approved the Second Amendment to the Agreement to increase Extra Work to perform replacement of a failed HVAC unit at Fire Station #5, in the amount of \$16,428.50 maximum, increasing the total not-to-exceed amount from \$27,942.50 to \$44,371.00 for Fiscal Year 2023-24 (“Second Amendment”); and

**WHEREAS**, on September 27, 2023, the City approved the Third Amendment to the Agreement to increase Extra Work to perform replacement of a failed HVAC unit at Fire Station #4 in the amount of \$14,685.00 maximum, increasing the total not-to-exceed amount from \$27,942.50 to \$44,371.00 for Fiscal Year 2023-24 (“Third Amendment”); and

**WHEREAS**, due to numerous services calls this fiscal year at various City facilities, staff is in need of additional funding to cover expenses incurred and any unanticipated extra work through the end of this fiscal year; and

**WHEREAS**, staff is requesting City Council authorize an additional \$2,600.00 which will increase the total not-to-exceed amount for Fiscal Year 2023-24 from \$59,056.00 to \$61,656.00; and

**WHEREAS**, this item is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

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

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

**Section 1.** The above recitals are hereby incorporated as though fully set forth herein.

**Section 2.** The City Council Authorizes the City Manager to execute the Fourth Amendment to the Agreement with Paradigm Mechanical Corp. for HVAC Maintenance and Repairs, which will increase the not-to-exceed amount by \$2,600.00, from \$57,721.00 to \$61,656.00 for Fiscal Year 2023-24 to cover expenses incurred and any unanticipated extra work through the end of this fiscal year.

**Section 3.** This action is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

**Section 4.** If any provision of this Resolution, to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

**Section 5.** This Resolution shall take effect immediately upon its passage

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

---

**JOHN W. MINTO, MAYOR**

**ATTEST:**

---

**ANNETTE ORTIZ, CITY CLERK**

**MEETING DATE** June 12, 2024

**ITEM TITLE** ACCEPTANCE AND APPROPRIATION OF THE MONETARY DONATION OF \$92,515.49 FOR WALKER PRESERVE FROM THE REDA J. AND ARTHUR B. BALLANTYNE CHARITABLE FUND AT THE SAN DIEGO FOUNDATION

**DIRECTOR/DEPARTMENT** Nicolas Chavez, Community Services



**SUMMARY**

The City of Santee received a donation from the Reda J. and Arthur B. Ballantyne Charitable Fund via the San Diego Foundation to support Walker Preserve.

The San Diego Foundation's mission is "to inspire enduring philanthropy and enable community solutions to improve the quality of life in our region". They believe nature is not an amenity but a necessity for the well-being of all San Diegans.

City policy regarding donations states all gifts to Departments must be officially accepted by the City Council inasmuch as their acceptance may involve an expenditure of funds for installation, use and/or maintenance. City staff is recommending the Council accept and appropriate the monetary donation of \$92,515.49 from the San Diego Foundation for use by the Community Services Department to support maintenance and capital improvements at Walker Preserve.

**FINANCIAL STATEMENT**

*HJ*

This donation will provide funding in support of Walker Preserve.

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

**RECOMMENDATION**

*MDB*

Accept the donation of \$92,515.49 from the San Diego Foundation and appropriate the funds to the Fiscal Year 23/24 Grants Fund to support maintenance and capital improvements at Walker Preserve.

**ATTACHMENT**

San Diego Foundation Letter





2508 Historic Decatur Rd.  
Ste. 200  
San Diego, CA 92106  
**SDFoundation.org**  
**619 235 2300**

**Board of Governors**

**Chair**

Pamela Luster, EdD

**Vice Chair & Immediate  
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Leena Gupta  
Kevin Hamilton, CFA  
Rudy Johnson  
Mel Katz  
Alessandra Lezama  
Amanda Montgomery  
Clifford Schireson  
Pedro Villegas

**President & CEO**

Mark A. Stuart, CFRE

Grant ID: GE-A24128337-1

April 26, 2024

City of Santee  
10601 Magnolia Ave.  
Santee, CA 92071-1222

Dear Friends:

The Reda J. and Arthur B. Ballantyne Charitable Fund at the San Diego Foundation is pleased to award City of Santee a grant of \$92,515.49. This grant is to support Walker Preserve. For guidelines on how to publicly recognize this grant, please visit our website at [www.sdfoundation.org/news-events/media/logos/](http://www.sdfoundation.org/news-events/media/logos/).

Please note, the donor(s) received a charitable tax-deduction receipt at the time of their gift to San Diego Foundation and no additional receipt should be provided. We prefer your nonprofit dollars be spent on the programs and people you serve, please do not send us any plaques or other material items. Should you choose to send a thank you letter, the donor has requested it be sent to the following address:

Reda J. and Arthur B. Ballantyne Charitable Fund  
c/o San Diego Foundation  
2508 Historic Decatur Rd., Ste. 200  
San Diego, CA 92106

By cashing the enclosed check, your organization certifies that it is, or is the equivalent of, a duly recognized charitable organization under Section 501(c)(3) of the Internal Revenue Code. Additionally, your organization certifies this grant will not be used to fulfill pledges or other financial obligations, pay dues, tickets to events or for other activities that would result in a benefit to the donor, fund advisor or related party. The donor, fund advisor and related party decline any benefit associated with this grant.

We are pleased to make this grant to support your good work and wish you continued success! Should you have any questions, please contact us at 619-235-2300 or [grants@sdfoundation.org](mailto:grants@sdfoundation.org).

Sincerely,

Mark A. Stuart  
President and Chief Executive Officer



Confirmed in Compliance with National Standards  
for U.S. Community Foundations

**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, ADOPTING THE GENERAL FUND RESERVE POLICY

**DIRECTOR/DEPARTMENT** Heather Jennings, Finance *HJ*

**SUMMARY**

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. A General Fund Reserve Policy assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. It is a City Council commitment to prudent fiscal management and provides the framework for how and when the reserve can be used. A General Fund Reserve Policy is also helpful in providing liquidity and is important for a city's credit rating.

On February 28, 2024, staff presented to the City Council information related to creating a formal General Fund Reserve Policy. City Council received the report and provided staff with direction in the areas of the type and desired level of a reserve, how and when funds could be used, and a replenishment plan in the case reserve funds were depleted. Staff returned to City Council on March 27, 2024 with a draft policy addressing City Council's recommendations. At this meeting, the City Council had no changes to the draft.

Based on the feedback (no changes to the draft) from the March 27, 2024 City Council meeting, staff is returning with the final policy for adoption.

**ENVIRONMENTAL REVIEW**

This item is exempt from environmental review under the California Environmental Quality Act ("CEQA") by CEQA Guidelines section 15061(b)(3).

**FINANCIAL STATEMENT**

There is no financial impact at this time.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Adopt the General Fund Reserve Policy

**ATTACHMENTS**

Resolution  
Exhibit A - General Fund Reserve Policy



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
ADOPTING THE GENERAL FUND RESERVE POLICY**

**WHEREAS**, the City Council (the “City Council”) of the City of Santee (the “City”) is charged with establishing policies to guide the various functions of the City and its related entities and to establish procedures by which such functions are performed; and

**WHEREAS**, a General Fund Reserve Policy assist the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. The City Council decided that it is in the best interest of the City to formalize a General Fund Reserve Policy as a commitment to prudent fiscal management while providing the framework for how and when the reserve can be used; and

**WHEREAS**, on February 28, 2024, staff presented information to the City Council regarding a formal General Fund Reserve Policy, and from that presentation, the City Council provided staff with direction in the areas of the type and desired level of a reserve, how and when funds could be used, and a replenishment plan in the case reserve funds were depleted; and

**WHEREAS**, on March 27, 2024 staff returned to City Council with a draft policy incorporating City Council’s recommendations. This draft policy included a twenty percent (20%) General Fund Operating Reserve as well as a five percent (5%) Supplemental General Fund Operating Reserve. The City Council had no requested changes to this draft; and

**WHEREAS**, the City Council desires to adopt the City of Santee General Fund Reserve Policy that is presented as Exhibit A.

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**Section 1. Recitals.** The above recitals are true and correct.

**Section 2. Adoption of General Fund Reserve Policy.** The City Council hereby adopts the General Fund Reserve Policy as set forth in Exhibit A attached hereto and incorporated herein by this reference.

**Section 3. Effective Date.** This Resolution shall take effect from and after its adoption.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June, 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

**JOHN W. MINTO, MAYOR**

**ATTEST:**

**ANNETTE ORTIZ, MBA, CMC, CITY CLERK**

Attachment: Exhibit A – General Fund Reserve Policy

# **GENERAL FUND RESERVE POLICY**

## **JUNE 12, 2024**

### **PURPOSE**

The General Fund accounts for all resources except for those where a separate fund is necessary for legal and administrative purposes. The primary sources of income for the City's General Fund include property tax, sales tax, charges for services, and franchise fees. The primary uses include public safety, public works, and other salaries and benefits.

Unrestricted fund balance is the accumulation of excess revenue collected over a period of time that is not otherwise committed or assigned. The General Fund Reserve is a measure of the unrestricted fund balance that is held and not available for operating expenses. A General Fund Reserve Policy assists the City in mitigating risk by providing a back-up for revenue shortfalls or unexpected expenditures as needed. It is a City Council commitment to prudent fiscal management and provides the framework for how and when the reserve can be used. A General Fund Reserve Policy is also helpful in providing liquidity and is important for a city's credit rating.

### **POLICY**

#### **General Fund Operating Reserve**

The General Fund Operating Reserve represents unrestricted resources available for appropriations by the City Council to address unanticipated, extraordinary needs. It is City Council's intention to maintain twenty percent (20%) of the annual General Fund budgeted operating expenditures in this reserve. The calculation will be based on budgeted operating expenditures and will be calculated each time an updated budget is presented to City Council.

#### **Supplemental General Fund Operating Reserve**

The Supplemental General Fund Operating Reserve is in addition to the General Fund Operating Reserve. This reserve is to be utilized for unexpected non-budgeted items that fall outside the current City Council priorities. This reserve will be funded by up to a one percent (1%) assignment of surplus unrestricted fund balance that is greater than twenty-two percent (22%) of General Fund budgeted operating expenditures (depending on availability). The 1% assignment will continue until the reserve reaches five percent (5%) of General Fund budgeted operating expenditures.

#### **Other Funds**

Other funds that have an unrestricted fund balance for the purpose of actuarial calculations and emergency fiscal situations include, but are not limited to, Worker’s Compensation, Risk Management, Vehicle Replacement, and Technology Replacement. The unrestricted fund balances within these funds are committed for the use described by the fund.

Use of Reserves

General Fund reserve allocations are eligible for use at the discretion of the City Council at a time of unforeseen fiscal need. Such determinations will be made by the City Council on a case-by-case basis. Authorized use of reserves will require a City Council majority vote.

All fund balances of funds other than the General Fund that are not legally restricted for a specific purpose, also are eligible for use at the discretion of the City Council at a time of unforeseen fiscal need. Authorized use of reserves will require a City Council majority vote.

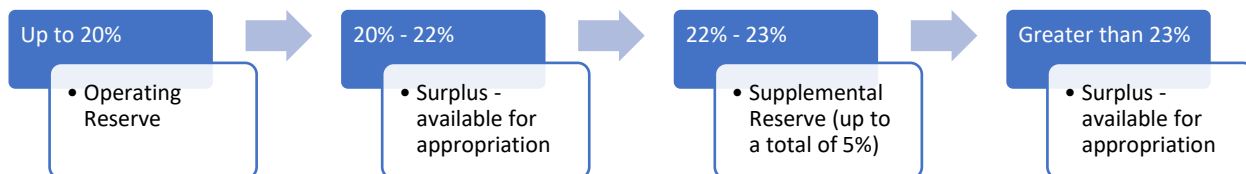
Calculation of Reserves

In determining whether General Fund reserves meet the goals of this policy, they will be measured as a percentage of General Fund budgeted operating expenditures. For this purpose, operating expenditures will exclude transfers to other funds, prior year carried forward appropriations, as well as special projects that by their nature would not be considered ongoing operational expenditures.

Replenishment of Reserves

When the General Fund Operating Reserve funds are used and the levels fall below the policy levels as described herein, a plan will be developed to replenish the reserves to their prior levels. This plan will seek to return the reserves to their policy level within one (1) to three (3) years. If the reduction of the General Fund Operating Reserve is more than can be replenished within three years, the City Manager and the Director of Finance will present a plan to incrementally replenish the reserve back to the minimum 20% level. Funds will be replenished through the budget process.

Unrestricted Fund Balance Chart – (percentage based on budgeted operating expenditures)



**MEETING DATE** June 12, 2024

**ITEM TITLE** PUBLIC HEARING AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING SANTEE MUNICIPAL CODE TITLE 13, “ZONING” (CASE FILE ZOA-2024-0002), AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AMENDING SANTEE MUNICIPAL CODE TITLE 3, “REVENUE AND FINANCE”, TITLE 8, “STREETS, SIDEWALKS AND PUBLIC PROPERTY”, TITLE 10, “VEHICLES AND TRAFFIC”, AND TITLE 12, “SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS”, AND FINDING THAT THE ACTIONS ARE EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

**DIRECTOR/DEPARTMENT** City Attorney Hagerty

### **SUMMARY**

In 2019, City Council (“Council”) approved a comprehensive update of the Santee Municipal Code (the “Code” or “SMC”). Since then, annual reviews have been conducted to ensure the Code remains consistent with current law and City practice. This is the fourth annual update brought to Council for consideration. The amendments proposed this year address changes in state law that affect existing Code provisions and updates recommended by staff to clarify, correct, and enhance consistency among Code sections. The annual update focuses on administrative and legal revisions necessary to keep the Code up to date.

Government Code section 65854 requires the planning commission to hold a public hearing on amendments to a zoning ordinance, including regulations relating to the use of buildings, structures, and land. Where, as here, there is no independent planning commission, the Council carries out the functions of the planning commission. For that reason, Council must conduct a public hearing on the Ordinance Amending Title 13. Notice of this hearing was published in the East County Californian, a newspaper of general circulation within the City of Santee at least ten days prior to the original hearing date of May 22, 2024, which has been continued to June 12, 2024 (Gov Code §§ 65090 and 65854). The other proposed Ordinance Amending Titles 3, 8, 10, and 12 does not require a public hearing.

This is the First Reading for both Ordinances.

### **ENVIRONMENTAL REVIEW**

This Agenda Item is either not governed by or is exempt from the California Environmental Quality Act (CEQA). The adoption of an ordinance amending various municipal code provisions is “an organizational or administrative activity of governments that will not result in direct or indirect physical changes in the environment” and, therefore, does not qualify as a “project” governed CEQA (see 14 CCR § 15378 (b)(5)). In addition, this type of activity would qualify for “the common sense exemption” from CEQA because “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment” (see 14 CCR 15061(b)(3)). Under either interpretation, CEQA does not apply here.



**FINANCIAL STATEMENT** *HJ*

There is no material direct fiscal impact to the City from this action.

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

**RECOMMENDATIONS** *MDB*

1. Open, conduct, and close the Public Hearing on the Ordinance Amending Title 13; and
2. Introduce and conduct the First Reading of both Ordinances; and
3. Set and conduct the Second Reading of both Ordinances for June 26, 2024.

**ATTACHMENTS**

Staff Report  
Ordinance Amending Titles 3, 8, 10, and 12  
Ordinance Amending Title 13



## STAFF REPORT

**PUBLIC HEARING AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AMENDING SANTEE MUNICIPAL CODE TITLE 13, “ZONING” (CASE FILE ZOA-2024-0002), AND INTRODUCTION AND FIRST READING OF AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AMENDING SMC TITLE 3, “REVENUE AND FINANCE”, TITLE 8, “STREETS, SIDEWALKS AND PUBLIC PROPERTY”, TITLE 10, “VEHICLES AND TRAFFIC”, AND TITLE 12, “SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS”, AND FINDING THAT THE ACTIONS ARE EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

### **CITY COUNCIL MEETING June 12, 2024**

#### **INTRODUCTION**

In 2019, City Council (“Council”) approved a comprehensive update of the Santee Municipal Code (the “Code” or “SMC”). Since then, annual reviews have been conducted to ensure the Code remains consistent with current law and City practice. This is the fourth annual update brought to Council for consideration. The amendments proposed this year address changes in state law that affect existing Code provisions and updates recommended by staff to clarify, correct, and enhance consistency among Code sections. The annual update focuses on administrative and legal revisions necessary to keep the Code up to date. Separate updates related to Council’s policy decisions and legislative actions, as further described below, will be presented independently of this annual process at a later date.

#### **SMC REVISION PROCEDURE**

The procedural standards to be met when adopting an ordinance to amend a zoning code differ slightly from those required when amending other provisions of the SMC. Specifically, amendments to the City’s Zoning Ordinance, found at SMC Title 13, require a noticed public hearing before Council sitting in lieu of a planning commission, in addition to a first and second reading of the proposed ordinance (Gov. Code §§ 36934, 65090 and 65854). Amendments to the other 12 titles of the Code require a first and second reading of the proposed ordinance, but no public hearing is required (Gov. Code § 36934). In recognition of the different procedures, two separate Ordinances are attached. The first Ordinance addresses proposed amendments to Titles 3, 8, 10, and 12 as detailed below. The second Ordinance addresses the proposed amendments to Title 13, also detailed below.

A Notice of Public Hearing for the Ordinance Amending Title 13 was published in the East County Californian, a newspaper of general circulation within the City of Santee, on May 10, 2024, in compliance with state law (Gov. Code §§ 65090 and 65854). At the City Council meeting held on May 22, 2024, this Item was continued to June 12, 2024.

## **PROPOSED REVISIONS**

Revisions to be made to Titles 3, 8, 10, 12, and 13 by adoption of the attached Ordinances and the reasons therefore follow. The reasons necessitating revision generally fall into one or more of four categories: (1) general clean up; (2) update language and terminology; (3) clarify and enhance consistency among Code sections; and (4) state legislative changes.

### **TITLE 3: REVENUE AND FINANCE, CHAPTER 3.24 PURCHASING**

In 2023, Title 3, Chapter 3.24 of the SMC was updated to increase the dollar thresholds for purchases that require formal bidding and informal bidding, increase department head and City Manager purchasing and contracting award authority, and increase the dollar threshold for contracts requiring City Council approval. During the First Reading of the 2023 Ordinance, Council increased the dollar thresholds proposed by staff and made a distinction between professional services contracts and contracts for all other purposes. Specifically, Council authorized the City Manager to execute contracts for supplies, materials, equipment, or non-professional services up to a cumulative amount of \$50,000 in a fiscal year and to execute professional services contracts up to \$25,000 in a fiscal year. At the same time, Council increased department director contracting authority up to \$25,000.

Upon implementation of the Ordinance following approval at the Second Reading on May 24, 2023, staff recognized that the authority delegated to department directors did not reflect the distinction between professional services and all other types of contracts. This update is intended to make that distinction. The proposed revision to Title 3, Chapter 3.24 will clarify that department directors are authorized to approve and execute contracts and contract amendments in the amount of \$15,000 or less when retaining professional services and of \$25,000 or less for all other contracts on behalf of the department and will be found at SMC **section 3.24.180** as follows:

#### **3.24.180 Awarding authority—Contracts and amendments.**

- A. The awarding authority for contracts and amendments to contracts subject to this chapter is as follows:
  - 1. A department director is authorized to execute contracts and amendments to contracts for professional services subject to this chapter if the cumulative amount of the contract plus any amendment(s) is \$15,000 or less and all other contracts if the

cumulative amount is \$25,000.00 or less in any single fiscal year and is on behalf of his or her department only.

## **TITLE 8: STREETS SIDEWALKS AND PUBLIC PROPERTY,**

### **CHAPTER 8.08 CITY PARKS**

Revisions to Title 8 of the Code are proposed to ensure that the language of the Code remains up to date with current practices. The new language clarifies that wheeled devices in addition to skateboards are allowed in the City's skate park, distinguishes pets from service animals, and replaces use of the word "stove" with the more appropriate word "grill". These changes are found in the following sections:

#### **8.08.010 Definitions**

"Skate park" means any facility that is designed and maintained for ~~the purpose of~~ recreational skating use of non-motorized wheeled devices, including skateboards, roller-skates, roller-blades, non-motorized BMX bikes and scooters, and wheelchairs, and includes the entire area within the fencing surrounding the skate facility, if the immediate skate facility is fenced.

#### **8.08.170 Pets.**

5. No pet is allowed to enter or remain within any structure in a City park or recreation area. This subsection does not apply to a "seeing-eye" dog accompanying an unsighted person there present. service animal under the care and control of its handler or someone designated by the handler.

#### **8.08.260 ~~Stoves~~ Grills**

Any person using a ~~park stove~~ City-provided charcoal grill must properly extinguish and dispose of all ashes in the provided hot coal containers, keep the ~~stove-grill~~ in a tidy and sanitary condition, and ~~must~~ clear away all cooking and eating utensils and waste matter after using the ~~stove grill~~. Any person who uses a park stove must bank any fire remaining in the stove after use. Open-flame grilling is prohibited.

## **SECTION 10: VEHICLES AND TRAFFIC**

### **CHAPTER 10.10 STOPPING, STANDING AND PARKING**

Revisions to Title 10, Chapter 10 are required to ensure the Code remains consistent with recent legislative changes and to add clarity. Specifically, AB 413 of the California Statutes of 2023, Chapter 652, prohibits the stopping, standing, or parking of a vehicle

within 20 feet of the vehicle approach side of any unmarked or marked crosswalk or 15 feet of any crosswalk where a curb extension is present. To remain in compliance with state law, **section 10.10.230** of the Code will be updated as follows:

**10.10.230 Stopping, standing or parking prohibited.**

- A. Except as provided in subsection B, it is unlawful for any person to stop, stand, or park a vehicle in any of the following places when signs or markings indicate prohibition of stopping, standing or parking:
1. At any place within 20 feet of a point on the curb or edge of the roadway immediately opposite the mid-block end of a safety zone;
  2. At any place within 25 feet of an intersection or within the curb return of an intersection, or within 20 feet of the approach side of a marked or unmarked crosswalk, whichever is greater;
  3. Within 25 feet of the approach to any traffic signal, stop sign, or official electric flashing device;
  4. Adjacent to either side of a crosswalk or driveway entrance so as to block access to such crosswalk or driveway;
  5. For a distance of 50 feet along the curb or edge of the roadway at the driveway of any hospital;
  6. For a distance of 50 feet along the curb or edge of the roadway immediately in front of the main driveway to any substation office of the Sheriff;
  7. For a distance of 50 feet along the curb or edge of the roadway immediately in front of the main driveway to any fire station housing motor vehicle fire-fighting equipment;
  8. At any other place where the City Traffic Engineer determines that it is necessary in order to eliminate a dangerous traffic hazard.

To eliminate risk of misunderstanding, staff and the public will find it helpful to clarify that utility trailers are treated the same as recreational vehicles when it comes to the prohibition of parking on a public street for more than 72 consecutive hours. As a result, the following change to **section 10.10.245(B)** is proposed:

**10.10.245 Prohibition of use of streets for storage.**

- B. It is unlawful for any person who owns or has possession, custody or control of a recreational vehicle or utility trailer to park that vehicle on any public street in the same location, defined as within 300 feet of the original or previously documented location, for more than 72 consecutive hours. A vehicle that has been parked in the same location for 72 consecutive hours may not return to the same location for at least 72 consecutive hours. A location may be documented by marking the vehicle, taking a photograph of the vehicle, or by other method deemed appropriate by the City.

Similar clarity is sought by confirming that the purpose and use of parking zones marked with signs or the zone color white on the top or side of a curb apply to any place that generates a high level of passenger loading and loading, such as schools, in addition to the already listed examples of hotels, theaters and mailboxes. This update is reflected

in proposed changes to **section 10.10.300(A)(3)** by the addition of new sub-paragraph (d):

**10.10.300 Stopping and parking zones.**

- A. It is unlawful for any person to fail to comply with the regulations applicable to the following zones as established by City Council and marked with signs or by the zone color on the top or side of all curbs within such zones:
3. White means no stopping, standing, or parking for any purpose other than loading or unloading of passengers for a time not to exceed three minutes between 7:00 a.m. and 6:00 p.m. of any day except Sundays and holidays as follows:
    - a. When a white zone is in front of a hotel, the restrictions apply at all times,
    - b. When a white zone is in front of a theater, the restrictions apply at all times when the theater is open,
    - c. For the purpose of depositing mail in an adjacent mailbox;
    - d. Other locations that generate high passenger loading and unloading, such as schools.

**CHAPTER 10.18 SPEED LIMITS**

Revisions to SMC section 10.18.010 are necessary to address discrepancies in road descriptions or road segments. No new speed limits are proposed. The specific changes are shown in the following chart and will be incorporated into the full table of Designated Speed Limits upon affirmation.

Roadway Segment	Limits	Speed Limit
Carlton Oaks Dr.	West Hills Pkwy. to <del>Kaschube Wy.</del> <u>Wethersfield Rd.</u>	35
Carlton Oaks Dr.	Wethersfield Rd. to <del>Pebble Beach Dr.</del> <u>Fanita Pkwy.</u>	35
Cottonwood Ave.	Mission Gorge Rd. to <del>Buena Vista Ave.</del> <u>Prospect Ave.</u>	30
<u>Cuyamaca St.</u>	<u>Chaparral Dr. to Beck Dr.</u>	<u>35</u>
<u>Cuyamaca St.</u>	Mission Gorge Rd. to <del>Buena Vista Ave.</del> <u>south City limit</u>	35
<u>Fanita Pkwy</u>	<u>Mast Blvd. to Carlton Oaks Dr.</u>	<u>35</u>
Magnolia Ave.	Mission Gorge Rd. to <del>Prospect Ave.</del> <u>south City limit</u>	<del>40</del> <u>45</u>
<del>Magnolia Ave.</del>	<del>Mission Gorge Rd. to City limit</del>	<del>40</del>
Mission Gorge Rd.	West City limit to <del>West Hills Pkwy.</del> <u>Father Junipero Serra T</u>	55
<u>Mission Gorge Rd.</u>	<u>Father Junipero Serra Trail to West Hills Pkwy.</u>	<u>50</u>
Mission Gorge Rd.	West Hills Pkwy. to <del>Big Rock Rd.</del> <u>SR-52 eastbound off-ramp</u>	<del>50</del> <u>45</u>
Mission Gorge Rd.	SR-52 <u>eastbound off-ramps</u> to Fanita Dr.	40
Mission Gorge Rd.	Carlton Hills Blvd. to <del>Town Center Pkwy.</del> <u>Cuyamaca St.</u>	35
Mission Gorge Rd.	Cuyamaca St. to <del>Cottonwood Ave.</del> <u>Riverview Pkwy.</u>	40
Mission Gorge Rd.	<del>Cottonwood Ave.</del> <u>Riverview Pkwy.</u> to Magnolia Ave.	40

Roadway Segment	Limits	Speed Limit
<u>Park Center Dr.</u>	<u>Mast Blvd. to Riverwalk Dr.</u>	<u>30</u>
<u>Riverview Pkwy.</u>	<u>Mission Gorge Rd. to Town Ctr Pkwy.</u>	<u>30</u>
Town Center Pkwy.	<del>Cuyamaca St. to Costeo Dwy.</del> <u>Mission Gorge Rd. to Cuyamaca St.</u>	35
Town Center Pkwy.	<del>Costeo Dwy. Town Ctr. Pkwy. Cuyamaca St. to Mission Gorge Rd.</del> <u>Riverview Pkwy.</u>	<del>35</del> <u>25</u>
Woodside Ave.	<del>Shadow Hill Rd.</del> <u>SR-67 off-ramp</u> to east City limit	45

**TITLE 12: SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS**

**DIV. I: SUBDIVISION OF LAND, CHAPTER 12.21 URBAN LOT SPLITS**

In consultation with the Fire Department, revisions to the lot access requirements for an urban lot split are suggested to ensure safe and appropriate emergency access to each lot resulting from a split. Section **12.21.050(I)** will be updated as follows:

**12.21.050 Requirements.**

An urban lot split must satisfy each of the following requirements:

- I. Lot Access.
  - 1. Each resulting lot must provide vehicular access to the public right-of-way.
  - 2. Each resulting lot must have frontage on the public right-of-way of at least ~~46~~ 20 feet and a minimum of 150 feet in length unless otherwise approved by the Fire Department.

The foregoing updates are reflected in the attached Ordinance of the City Council of the City of Santee, California Amending Santee Municipal Code Title 3, Revenue and Finance, Title 8, Streets, Sidewalks and Public Property, Title 10, Vehicles and Traffic, and Title 12 Subdivision of Land, Development Fees, and Dedications.

**TITLE 13: ZONING**

The following updates are presented for public hearing and first reading of the attached Ordinance of the City Council of the City of Santee, California Amending Santee Municipal Code Title 13, Zoning, as noticed by publication in the East County Californian, a newspaper of general circulation within the City of Santee at least ten days prior to the original hearing date of May 22, 2024, which has been continued to June 12, 2024 (Gov. Code §§ 65090 and 65854).

**CHAPTER 13.04 ADMINISTRATION**

California case law confirms that cities may exempt themselves from the provisions of their own zoning regulations. This is an important exemption that can be made clear by adding

a new sub-paragraph (8) to **section 13.04.020(C)**, which address applicability of the Zoning Code:

**13.04.020 Zoning districts.**

C. Applicability.

8. The provisions of this title do not apply to the development, use, or improvement of property or facilities owned, operated, or financed by the City, including but not limited to City Parks (active or passive parks), City Libraries, Fire Stations, or Sheriff Stations, or to property or facilities leased to a third-party for the provision of public services and public health services such as Transitional and Supportive Housing.

**CHAPTER 13.06 PERMITS**

The following revision to **section 13.06.060(E)**, which lists the mandatory conditions for the operation of a home occupation, will help clarify the intent of condition number 10 and eliminate the risk of ambiguity for those applying for a home occupation permit:

**13.06.060 Home occupations.**

- E. Mandatory Conditions for Operation of Home Occupations. Home occupations may be permitted on property used for residential purposes based on the following conditions:
10. The use shall not involve the use of commercial vehicles or trailers for delivery of materials to or from the premises, other than one vehicle not to exceed a capacity of one and one-half tons owned by the operator of such home occupation.

Another revision intended to add certainty and appropriate guidance to the permitting process is proposed for the performance standards applicable to permitted temporary uses found in **section 13.06.070(D)**. This revision will add a new sub-paragraph (6) to further ensure that temporary uses do not create an unnecessary hardship to the surrounding community:

**13.06.070 Temporary uses.**

- D. Performance Standards. The temporary uses allowed pursuant to this section shall comply with the following standards:
1. All lighting shall be directed away from and shielded from adjacent residential areas. An electrical permit shall be obtained if required pursuant to the building code;
  2. Adequate parking shall be provided and the use shall not obstruct the use of any required driveway;

3. The use shall not obstruct any public sidewalk or otherwise be located within the public right-of-way unless an encroachment permit is obtained from the Department;
4. The use shall comply with any applicable requirement of the Fire Department;
5. The use shall not adversely affect traffic circulation on surrounding public streets.
6. The use shall end by midnight.

## CHAPTER 13.08 DEVELOPMENT REVIEW

Adding the modifier “multiple family” to the type of residential construction, reconstruction, or alteration that requires an application for development review will help eliminate questions and concerns about whether the same requirements apply to single family residential construction. The added language will ensure that the requirements more clearly align with the intent of **section 13.08.020(A)**:

### **13.08.020 Projects requiring development review.**

- A. An application for development review is required and the Director is authorized to grant a development review permit involving the issuance of a building permit for construction or reconstruction of a structure which meets any of the criteria below. The Director may require a public hearing and City Council review based on the potential impacts to adjacent properties.
  1. New commercial, industrial, institutional, or multiple family residential construction on vacant property.
  2. One or more structural additions or new buildings involving commercial, industrial, institutional, or multiple family residential uses, with a total floor area of 2,500 square feet or more.
  3. Reconstruction or alteration of existing commercial, industrial, institutional, or multiple family residential buildings on sites when the alteration significantly affects the exterior appearance of the building or traffic circulation of the site. Exceptions are maintenance or improvement of landscaping, parking, exterior re-painting or other common building and property maintenance activities.

## CHAPTER 13.10 RESIDENTIAL DISTRICTS

Adjustments to site development criteria related to storage space and trash enclosures in residential districts and to photovoltaic system requirements for new construction, whether a single-family home or a detached accessory dwelling unit, found at **sections 13.10.040(H), (I) and (K)**, respectively, will assist with implementation of these criteria and create appropriate parity between commercial and residential trash enclosure regulations. Further, limitations on outdoor storage space in the R-7 and R-14 districts has been difficult to implement. As a result, staff recommends that the limitation in those areas be lifted, but remain for R-22 and R-30, because those districts are more densely populated and such limitations are more appropriate. Proposed edits addressing both of these issues are as follows:



### 13.10.040 Site development criteria.

- H. Storage Space. In the ~~R-7, R-14, and~~ R-22 districts, a minimum of 150 cubic feet of lockable enclosed storage per unit shall be provided in an easily accessible location for all residents (garages, carports, private patios). Storage area shall be in addition to any minimum size requirements for garages, carports, private patios or other areas. . In the R-30 district, development projects shall provide a minimum of 200 cubic feet of lockable enclosed storage space for residents which may be located in common areas. Substitutions meeting the intent of this requirement may be approved.
- I. Trash Enclosures and Trash Bins. Trash enclosures or individual trash bins must be provided for all developments.
1. When trash enclosures are provided, a minimum of two must be provided on-site when dumpsters and commercial waste disposal are to be provided for the development. Additional trash enclosures shall be provided as needed to meet the requirements of Chapter 9.06 and Chapter 13.36 of the City of Santee Municipal Code. The enclosures shall be designed to the satisfaction of the Director and shall include:
    - d. The trash enclosures shall be properly sized to include all containers for trash, recyclable organic waste, and renderings and shall be easily accessible.
    - e. The trash enclosures shall not be located within any required street setback or landscape area and shall be set back a minimum of ten feet from side and rear property lines.
    - f. The trash enclosures shall not block any required parking area or driveway.
    - eg. Anti-graffiti surfaces shall be provided pursuant to Section 7.16.120 of this code.
- K. Photovoltaic Solar. This section sets forth provisions for solar access and systems. The provisions of this section shall apply to all residential districts.
2. Photovoltaic (PV) System. PV systems shall utilize high-efficiency equipment and fixtures consistent with the current Green Building Code and California Code of Regulations, Title 24 energy conservation standards.
    - a. A new single-family home ~~and a~~ or a new detached accessory dwelling unit shall include at least a two kilowatt (kW) PV system.
    - b. Multifamily residential units shall each include at least a one kW PV system.
    - c. A solar feasibility study, prepared by a qualified solar consultant shall be submitted to the Department of Development Services if the installation is infeasible due to poor solar resources.

Recently adopted AB 976 eliminates the ability of local agencies to impose owner-occupancy requirements on any Accessory Dwelling Unit (ADU), regardless of when it was permitted, as opposed to allowing such requirements after January 1, 2025. This legislative change requires the following updates to Code **section 13.10.045(D)(6)**:

**13.10.045 Accessory dwelling units.**

D. General Provisions. The following requirements apply to all ADUs and JADUs that are approved under subsections (F) and (G) below.

6. Owner Occupancy.

a. An ADU ~~that is permitted before January 1, 2025,~~ is not subject to any owner-occupancy requirement.

b. ~~Unless applicable law requires otherwise, all ADUs that are permitted on or after January 1, 2025 are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property as the person's legal domicile and permanent residence.~~

c. ~~As required by state law, all JADUs are subject to an owner-occupancy requirement. A natural person with legal or equitable title to the property must reside on the property, in either the primary dwelling or JADU, as the person's legal domicile and permanent residence. However, the owner-occupancy requirement of this paragraph does not apply if the property is entirely owned by another governmental agency, land trust, or housing organization. As required by Government Code Section 65852.22(a)(3), a deed restriction meeting the requirements of Government Code Section 65852.22(a)(3) must be recorded and filed.~~

Development impact fees for proposed ADU to be constructed on a lot with a proposed or single-family residence have been waived by state statute for the past five years through a trial program that expires on September 27, 2024. The following update to **section 13.10.045(H)(1)(c)** will extend the waiver beyond the trial period:

H. Fees.

1. Impact Fees.

c. All applicable development impact fees for an ADU proposed to be constructed on a lot with a proposed or existing single family residence shall be waived, ~~for a five-year trial period, commencing on~~

~~September 27, 2019, and ending on September 27, 2024.~~

Independent of the legislative changes related to front yard accessory structures, which is the subject of a recent Council Policy Workshop and will be brought back before the City Council as a separate agenda item at a later date, it is appropriate during the Annual Update process to ensure that the setback requirements for back and side yards defined in the Zoning Code at **section 13.10.050 (A)(1)** align with the setback required by the Building Code. This revision is made only for the purposes of ensuring consistency with existing Building Code requirements and thereby eliminate any risk of confusion. The following revisions remove any impediment to the issuance of a building permit related to appropriate setback distances:

**13.10.050 Special development criteria.**

The special development criteria set forth in this section are intended to provide minimum standards for residential development.

- A. Attached and Detached Residential Accessory Structures.
  - 1. Attached and detached residential accessory structures ~~which require a building permit~~ (including, but not limited to, unenclosed patio covers, cabanas, garages, carports, and storage buildings) may encroach in a required interior side yard or rear yard, except as required in Table 13.10.040A, subject to the following limitations:
    - a. Height. The maximum height for accessory structures is 16 feet (one story).
    - b. Rear Yard Setback. Attached ~~and/or~~ detached residential accessory structures or additions may be located ~~four~~five feet from the rear property line, excluding eave overhang.
    - c. Side Yard Setback. Attached or detached residential accessory structures may be located ~~four~~five feet from the side interior property line, excluding eave overhang. Attached and detached residential accessory structures may not encroach into required exterior side yard setbacks.

**CHAPTER 13.12 COMMERCIAL/OFFICE DISTRICTS**

The following edit to the commercial and office use regulations found at **section 13.20.030(G)(1)** offers clarification and consistency to the regulation of outdoor eating areas:

**13.12.030 Commercial and office use regulations.**

Uses listed in Table 13.12.030A shall be allowable in one or more of the commercial districts as indicated in the columns beneath each district heading. Where indicated with the letter "P," the use shall be a permitted use in that district. Where indicated with the letter "C," the use shall be a conditional use subject to a conditional use permit in that district. Where indicated with the letters "MC," the use shall be a conditional use subject to a minor conditional use permit in that district. Where indicated with a

dash “—,” or if the use is not specifically listed in Table 13.12.030A and is not subject to the use determination procedures contained in Section 13.04.040, the use shall not be permitted in that district. This section shall not be construed to supersede more restrictive use regulations contained in the conditions, covenants, and restrictions of any property. However, in no case shall uses be permitted beyond those allowable in this section. In the event a given use cannot be categorized in one of the districts by the Director, the use determination procedure outlined in Section 13.04.040 shall be followed.

G. Condition of Uses.

1. Outdoor Displays and Sales of Merchandise. All businesses shall be conducted completely within an enclosed building. The following outdoor sales and commercial activities may be permitted to operate outdoors, within their respective districts and subject to any required reviews and permits:

- i. Outdoor eating areas with more than 16 chairs (are subject to a minor conditional use permit) ~~For accessory out-door eating areas in conjunction with a food establishment that features take-out service; see subdivision (5) of this subsection;~~ and

In addition, a correction is needed to ensure that **Table 13.12.030A**, which lists the use regulations for commercial and office districts, is accurate. Specifically, auction houses, addressed in the table at **B.9** are not permitted in either the Office/Professional District or the Neighborhood Commercial District, and automotive repairs, including painting, body work and services, listed in the table at **B.10.c.**, is a conditional use subject to a conditional use permit. The following edit will retain the “C” designation and delete the inaccurate “P” designation. Such repairs have never been a permitted use in the referenced district.

A further correction to the table at **C.13** is appropriate to confirm that public buildings and facilities are permitted uses in all commercial/office districts. This will align with and properly reflect the addition of section 13.04.020(C)(8) above. These revisions are reflected in the Table excerpt below and, upon approval, will be incorporated in the full Table.

**Table 13.12.030A  
Use Regulations for Commercial/Office Districts**

Use	OP	NC	GC
<b>B. General Commercial Uses</b>			
9. Auction house (conducted completely within an enclosed building and subject to the provisions contained in Title 4 of this code)	—	—	P

Use	OP	NC	GC
10. Automotive services including automobiles, trucks, motorcycles, boats, trailers, mopeds, recreational vehicles or other similar vehicles as determined by the Director			
c. Repairs including painting, body work and services	—	—	PC
<b>C. Public and Semi-Public Uses</b>			
13. Public buildings and facilities	EP	EP	EP

## CHAPTER 13.14 INDUSTRIAL DISTRICTS

Revision to the Table of Use Regulations for Industrial Districts is appropriate for similar reasons. The proposed changes confirm that equipment sales/rental yards are the type of use that is subject to a minor conditional use permit in both the Light Industrial and General Industrial Districts at **Table B.3**, and, at entry **D.13**, reflect the same revisions made to the Residential Use Table at C.13 and the addition of section 13.04.020(C)(8) discussed above:

**Table 13.14.030A  
Use Regulations for Industrial Districts**

Use	IL	IG
<b>B. Storage Trades</b>		
3. Equipment sale/rentals	P MC	P MC
<b>D. Public and Semi-Public Uses</b>		
13. Public buildings and facilities	EP	EP

## CHAPTER 13.24 PARKING REGULATIONS

Safety and consistency reasons underlie proposed revisions to the design standards and requirements applicable to parking within both the residential and the commercial and industrial districts. These changes are captured in **sections 13.24.030 and .040**:

### **13.24.030 Design standards.**

Design standards are established by this section to set basic minimum dimensions and guidelines for design, construction and maintenance of parking within both the residential, commercial and industrial districts.

A. General. The following standards shall apply to the residential, commercial and industrial districts.

11. Dead end drive aisles shall provide a minimum 3-foot indentation in the perimeter landscaping to facilitate the backing up of vehicles from the last parking stalls.

B. Residential.

1. The following design standards shall apply to the residential districts and developments:

b. One car garages for single-family or multifamily dwellings shall have a minimum interior dimension of 12 feet in width and 20 feet in depth of unobstructed area provided for parking purposes. In the high density residential (R-22 and R-30 zones), an enclosed single-car garage shall be a minimum of 10 feet in width, and 20 feet in length. Each enclosed garage shall and provide a minimum vertical clearance of seven ~~and one-half~~ feet.

...

4. The driveway for each required garage in the HL, R-1, R-1A, R-2, R-7, and R-14 zones shall be a minimum of 20 feet long.

45. Notwithstanding subdivisions 2 and 3 of this subsection, all driveways and access way widths and designs must be approved by the Santee Fire Department for purposes of emergency accessibility.

56. No property owner shall sublease, sublet or otherwise make available to residents of other properties, the off-street parking spaces required by this section.

67. All required covered off-street parking spaces shall be located conveniently accessible to the dwelling unit served by such parking space.

78. Residential developments which provide private streets shall be planned, designed and constructed to meet minimum City engineering and Santee Fire Department requirements for private streets.

89. The following design standards shall apply to parking garages:

**13.24.040 Parking requirements.**

The following sections list the minimum amount of parking for each category of uses, special requirements and optional requirements.

B. Nonresidential.

1. Commercial, Retail and Service Uses.

c. Retail uses: one off-street parking space for each 250 square feet of gross floor area.

d. For new or redeveloped shopping centers within one-quarter mile of the Santee Light Rail Transit station, parking space requirements shall be reduced by 10% from the current parking requirements.

~~d. Automobile service and gas station: three spaces plus two for each service bay.~~

- e. Financial services, medical offices, administrative offices, and related office uses: one for each 250 square feet of gross floor area.
  - ~~f. Mortuaries and funeral homes: one parking stall for every 25 square feet or fraction thereof of assembly room or floor area.~~
8. Other uses:
- a. Day care centers not accessory to an existing business, including preschools and nursery schools: As determined by a parking demand study approved by the Director.
  - b. Lumber yards: one for each 250 square feet of gross floor area for retail sales, plus one for each 1,000 square feet of open area devoted to display (partially covered by roof, awning, etc.) or sales.
  - c. Cemeteries: as specified by conditional use permit.
  - d. Mortuaries and funeral homes: one parking stall for every 25 square feet or fraction thereof of assembly room or floor area.
  - e. Motels and hotels: one parking space for each guest unit and two spaces for resident manager or owner, plus one space per 50 square feet of banquet seating area.
  - f. Caretaker's residence: two-car garage with a minimum interior dimension of 20 feet in width and 20 feet in depth of unobstructed area provided for parking purposes.
  - g. Other uses not listed: as determined by a parking demand study approved by the Director of Planning and Building.

## CHAPTER 13.30 GENERAL DEVELOPMENT AND PERFORMANCE STANDARDS

Finally, clarification and revision to the language in **section 13.30.020** is necessary to ensure consistency between the general development standards and the refinement of language presented in the foregoing revisions, specifically with respect to parking and trash enclosure setbacks:

### **13.30.020 General development standards.**

Unless stated otherwise within this code, the following standards shall be met for all developments:

- J. Trash Enclosures. All office, commercial and industrial developments shall provide an adequate number of trash enclosures on site to meet the requirements of Chapter 9.06 and Section 9.02.230 or amendments thereto. The enclosures shall be designed to the satisfaction of the Director and shall include:

1. A minimum six-foot high solid decorative masonry wall with a solid roof and solid metal gate painted to match the on-site buildings. The enclosures shall prevent rainfall from entering the enclosure and prevent wind dispersal as well as offsite transport of trash and recycling.
2. Each trash dumpster shall have an attached, water-proof cover that shall be kept closed at all times.
3. All gaps between walls and roof of the enclosure must be screened with a five mm gauge.
4. The trash enclosures:
  - a. ~~s~~shall be properly sized to include all containers for trash, recyclable, and organic waste, and ~~shall~~ be easily accessible;
  - b. ~~s~~shall not be located within any required street yards, shall be setback a minimum of 5 feet to side and rear property lines when adjacent to non-residential zones, 10 feet when adjacent to a residential zones and shall not be located within a ~~of~~ landscape area; and
  - c. ~~s~~shall not block any required parking area or driveway.

### **MISCELLANEOUS CORRECTIONS**

Grammatical and typographical corrections do not require the passing of an Ordinance to become effective and will be made when identified. The following is a sample of the type of corrections that will be made:

- 1.02.040 – change “neuter” to neutral”
- 7.04.060 – in the definition of “Retailer” change “form” to “from” and “exclusive” to “exclusively”
- 13.04.140 (B) -- change “park” to “part”
- 13.08.020(C)(2) – change “resident” to “residential”

### **LEGISLATIVE AGENDA**

The Annual Municipal Code Update is intended to address changes required by state law or clarifications and operational changes suggested by City staff. Large policy issues will be brought forward to Council individually. The following policy issues have been identified either by Council or by City staff for further discussion and will be presented separately to Council for consideration and possible action. We plan to bring forward, in this general order, the following policy issues for Council consideration in Fiscal Year 24-25:

1. Consideration of a moratorium on the development of new car wash locations
2. City authority to address community events that do not obtain a Special Events Permit
3. Regulation of accessory front yard structures and carports



4. Consideration of Building Code updates
5. Considerations of adjustments to the government claim rejection process

If Council believes there are additional policy questions that should be included on this list, please identify them and they will be added to our legislative calendar for FY 24-25.

### **RECOMMENDATION**

Staff requests that the City Council:

1. Open and conduct the public hearing on the Ordinance amending Title 13, and introduce and conduct the first reading of that Ordinance;
2. Introduce and conduct the first reading of the proposed Ordinance amending Titles 3, 8, 10, and 12.
3. Set the second reading for both Ordinances for June 26, 2024.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING SANTEE MUNICIPAL CODE TITLE 3, "REVENUE AND FINANCE", TITLE 8, "STREETS, SIDEWALKS AND PUBLIC PROPERTY", TITLE 10, "VEHICLES AND TRAFFIC", AND TITLE 12, "SUBDIVISION OF LAND, DEVELOPMENT FEES, AND DEDICATIONS", AND FINDING THAT THE ACTION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**WHEREAS**, pursuant to article XI, section 5 of the California Constitution and Government Code section 37100, the legislative body of a city may pass ordinances not in conflict with the Constitution and laws of the State or the United States;

**WHEREAS**, in 2019, the City completed a comprehensive update to the Santee Municipal Code ("Code"); and

**WHEREAS**, the City desires to conduct annual updates to ensure the Code remains consistent with current law and City practice; and

**WHEREAS**, City staff and the City Attorney have reviewed the Code and have determined that certain updates to the Code are required and appropriate; and

**WHEREAS**, proposed revisions to Titles 3, 8, 10, and 12 of the Code are detailed in the Staff Report ;

**WHEREAS**, the City Council conducted first reading of the proposed revisions to the foregoing Titles on June 12, 2024;

**WHEREAS**, the City Council scheduled and held a second reading of proposed revisions to the foregoing Titles on June 26, 2024;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals Incorporated.** The Recitals set forth above are true and correct and are incorporated into this Ordinance.

**SECTION 2. Amendments.** Titles 3, 8, 10, and 12 of the Santee Municipal Code are amended as follows:

**Section 3.24.1180(A)(1)** shall be amended to now read as follows:

1. A department director is authorized to execute contracts and amendments to contracts for professional services subject to this chapter if the cumulative amount of the contract plus any amendment(s) is \$15,000 or less and all other contracts if the cumulative amount is \$25,000.00 or less in any single fiscal year and is on behalf of his or her department only.

**Section 8.08.010** shall be amended to read as follows:

“Skate park” means any facility that is designed and maintained for recreational use of non-motorized wheeled devices, including skateboards, roller-skates, roller-blades, non-motorized BMX bikes and scooters, and wheelchairs, and includes the entire area within the fencing surrounding the skate facility, if the immediate skate facility is fenced.

**Section 8.08.170(5)** shall be amended to read as follows:

5. No pet is allowed to enter or remain within any structure in a City park or recreation area. This subsection does not apply to service animal under the care and control of its handler or someone designated by the handler.

**Section 8.08.260** shall be amended to read as follows:

#### **8.08.260 Grills**

Any person using a City-provided charcoal grill must properly extinguish and dispose of all ashes in the provided hot coal containers, keep the grill in a tidy and sanitary condition, and clear away all cooking and eating utensils and waste matter after using the grill. Open-flame grilling is prohibited.

**Section 10.10.030(A)(2)** shall be amended to read as follows:

2. At any place within 25 feet of an intersection or within the curb return of an intersection, or within 20 feet of the approach side of a marked or unmarked crosswalk, whichever is greater;

**Section 10.10.245(B)** is amended to read as follows:

- B. It is unlawful for any person who owns or has possession, custody or control of a recreational vehicle or utility trailer to park that vehicle on

any public street in the same location, defined as within 300 feet of the original or previously documented location, for more than 72 consecutive hours. A vehicle that has been parked in the same location for 72 consecutive hours may not return to the same location for at least 72 consecutive hours. A location may be documented by marking the vehicle, taking a photograph of the vehicle, or by other method deemed appropriate by the City.

**Section 10.10.300(A)(3)(d)** is added to read as follows:

- d. Other locations that generate high passenger loading and unloading, such as schools.

The table at **Section 10.18.010** is replaced with the following:

Roadway Segment	Limits	Speed Limit
Carlton Hills Blvd.	Lake Canyon Rd. to Mast Blvd.	35
Carlton Hills Blvd.	Mast Blvd. to Carlton Oaks Dr.	35
Carlton Hills Blvd.	Carlton Oaks Dr. to Mission Gorge Rd.	35
Carlton Oaks Dr.	West Hills Pkwy. to Wethersfield Rd.	35
Carlton Oaks Dr.	Wethersfield Rd to Fanita Pkwy.	35
Carlton Oaks Dr.	Fanita Pkwy. to Carlton Hills Blvd.	35
Carlton Oaks Dr.	Carlton Hills Blvd. to Stoyer Dr.	30
Cottonwood Ave.	Mission Gorge Rd. to Prospect Ave.	30
Cuyamaca St.	Chaparral Dr. to Beck Dr.	35
Cuyamaca St.	Beck Dr. to Mast Blvd.	35
Cuyamaca St.	Mast Blvd. to Town Center Pkwy.	35
Cuyamaca St.	Town Center Pkwy. to Mission Gorge Rd.	35
Cuyamaca St.	Mission Gorge Rd. to south City	35
El Nopal	Magnolia Ave. to City limit	35
Fanita Dr.	Mission Gorge Rd. to Prospect Ave.	40
Fanita Dr.	Prospect Ave. to south City limit	40
Fanita Dr.	Mast Blvd. to Ganley Rd.	40
Fanita Pkwy.	Mast Blvd. to Carlton Oaks Drive	35
Graves Ave.	Prospect Ave. to Pepper Dr.	35
Halberns Blvd.	Mast Blvd. to Stoyer Dr.	35
Magnolia Ave.	Princess Joann Rd. to Woodglen Vista Dr.	40
Magnolia Ave.	Woodglen Vista Dr. to El Nopal	40
Magnolia Ave.	El Nopal to Mast Blvd.	40
Magnolia Ave.	Mast Blvd. to San Diego River	45
Magnolia Ave.	San Diego River to Mission Gorge Rd.	45
Magnolia Ave.	Mission Gorge Rd. to south City limit	45
Mast Blvd.	Western City limit to Fanita Pkwy.	40
Mast Blvd.	Fanita Pkwy. to Carlton Hills Blvd.	40
Mast Blvd.	Carlton Hills Blvd. to Halberns Blvd.	40
Mast Blvd.	Halberns Blvd. to Cuyamaca St.	40
Mast Blvd.	Cuyamaca St. to Magnolia Ave.	40
Mast Blvd.	Magnolia Ave. to Los Ranchitos Rd.	35
Mesa Rd.	Mission Gorge Rd. to Prospect Ave.	35

Roadway Segment	Limits	Speed Limit
Mission Gorge Rd.	West City limit to Father Junipero Serra Trail	55
Mission Gorge Rd.	Father Junipero Serra Trail to West Hills Pkwy.	50
Mission Gorge Rd.	West Hills Pkwy. to SR-52 eastbound off-ramps.	45
Mission Gorge Rd.	SR-52 eastbound off-ramps.to Fanita Dr.	40
Mission Gorge Rd.	Fanita Dr. to Carlton Hills Blvd.	35
Mission Gorge Rd.	Carlton Hills Blvd. to Cuyamaca St.	35
Mission Gorge Rd.	Cuyamaca St. to Riverview Pkwy.	40
Mission Gorge Rd.	Riverview Pkwy. to Magnolia Ave.	40
Olive Ln.	Mission Gorge Rd. to Prospect Ave.	30
Park Center Dr.	Mast Blvd. to Riverwalk Dr.	30
Prospect Ave.	Mesa Rd. to Fanita Dr.	35
Prospect Ave.	Fanita Dr. to Olive Ln.	35
Prospect Ave.	Olive Ln. to Cuyamaca St.	40
Prospect Ave.	Cuyamaca St. to Cottonwood Ave.	35
Prospect Ave.	Cottonwood Ave. to Magnolia Ave.	35
Riverview Pkwy.	Mission Gorge Rd. to Town Ctr Pkwy.	30
Town Center Pkwy.	Mission Gorge Rd to Cuyamaca St.	35
Town Center Pkwy.	Cuyamaca St.to Riverview Pkwy.	25
Woodside Ave.	Magnolia Ave. to SR-67 off-ramp	45
Woodside Ave. North	SR-67 off-ramp to City limit	40
Woodside Ave.	SR-67 off ramp. to east City limit	45

**Section 12.21.050(I)(2)** is amended to read as follows:

2. Each resulting lot must have frontage on the public right-of-way of at least 20 feet and a minimum of 150 feet in length unless otherwise approved by the Fire Department.

**SECTION 3. CEQA.** Based upon the whole of the administrative record before it, the City Council hereby finds that the amendments to the Code set forth in this Ordinance constitute an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment and, therefore, do not qualify as a “project” subject to environmental review under the California Environmental Quality Act (“CEQA”) (Pub. Res. Code, § 21000 et seq.), as defined by the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15061(b)(3)). Council further finds that approval of these amendments and adoption of this Ordinance qualify for “the common sense exemption” from CEQA because “it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment” (14 CCR § 15378(b)(5)). Accordingly, the adoption of this Ordinance is either not governed by or is exempt from CEQA. Staff is hereby directed to prepare, execute and file with the San Diego County Clerk a CEQA Notice of Exemption within five (5) working days after the adoption of this Ordinance.

**SECTION 4. Codification.** The City has adopted the “City of Santee Municipal Code Editorial Guidelines” and, except as otherwise provided herein, authorizes Quality Code Publishing to make technical, non-substantive changes to conform the codified Ordinance to the guidelines. In the event a substantive conflict arises on the basis of the changes authorized by this Section, the language adopted by this Ordinance prevails. The City Clerk is authorized to provide certified copies and notice of this Ordinance or any part of this Ordinance required or advised by the law or any regulation.

**SECTION 5. Severability.** If any provision of this Ordinance is ever held to be unconstitutional or unenforceable, such holding will not affect the validity of the remainder of this Ordinance. The City Council of the City of Santee hereby declares that it would have passed each provision on its own, irrespective of the fact that another provision might be declared unconstitutional or unenforceable.

**SECTION 6. Effective Date.** This Ordinance shall become effective thirty (30) days after its adoption.

**SECTION 7. Publication.** The City Clerk is hereby directed to certify the adoption of this Ordinance and cause a summary or 1/4 page advertisement of the same to be published as required by law.

**INTRODUCED AND FIRST READ** at a Public Hearing held at a Regular Meeting of the City Council of the City of Santee, California, on the 12th day of June, 2024, and thereafter **ADOPTED** at a Regular Meeting of the City Council held on this 26th day of June 2024, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED**

---

**JOHN MINTO, MAYOR**

**ATTEST:**

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**ANNETTE ORTIZ, CMC, CITY CLERK**

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE AMENDING TITLE 13 OF THE SANTEE MUNICIPAL CODE, "ZONING" (CASE FILE ZOA-2024-0002) AND FINDING THAT THE ACTION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**WHEREAS**, pursuant to article XI, section 5 of the California Constitution and Government Code section 37100, the legislative body of a city may pass ordinances not in conflict with the Constitution and laws of the State or the United States;

**WHEREAS**, in 2019, the City completed a comprehensive update to the Santee Municipal Code ("Code"); and

**WHEREAS**, the City desires to conduct annual updates to ensure the Code remains consistent with current law and City practice; and

**WHEREAS**, City staff and the City Attorney have reviewed the Code and have determined that certain updates to the Code are required and appropriate; and

**WHEREAS**, proposed revisions to the City's zoning ordinance set forth in Title 13 of the Code are detailed in the Staff Report ;

**WHEREAS**, the City Council conducted a properly noticed public hearing and first reading of the proposed revisions to Title 13 on June 12, 2024;

**WHEREAS**, the City Council scheduled and held a second reading of proposed revisions to Title 13 on June 26, 2024;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. Recitals Incorporated.** The Recitals set forth above are true and correct and are incorporated into this Ordinance.

**SECTION 2. Amendments.** Title 13 of the Santee Municipal Code is amended as follows:

**Section 13.04.020(C)(8)** shall be added and read as follows:

8. The provisions of this title do not apply to the development, use, or improvement of property or facilities owned, operated, or financed by the City, including but not limited to City Parks (active or passive parks), City Libraries, Fire Stations, or Sheriff Stations, or to property or facilities leased to a third-party for the provision of public services and public health services such as Transitional and Supportive Housing.

**Section 13.06.060(E)(10)** shall be amended to now read as follows:

10. The use shall not involve the use of commercial vehicles or trailers, other than one vehicle not to exceed a capacity of one and one-half tons owned by the operator of such home occupation.

**Section 13.060.070(D(6))** shall be added and read as follows:

6. The use shall end by midnight.

**Section 13.08.020(A)(1)** shall be amended to read as follows:

1. New commercial, industrial, institutional, or multiple family residential construction on vacant property.

**Section 13.08.020(A)(3)** shall be amended to read as follows:

3. Reconstruction or alteration of existing commercial, industrial, institutional, or multiple family residential buildings on sites when the alteration significantly affects the exterior appearance of the building or traffic circulation of the site. Exceptions are maintenance or improvement of landscaping, parking, exterior re-painting or other common building and property maintenance activities.

**Section 13.10.040(H)** shall be amended to read as follows:

- H. Storage Space. In the R-22 districts, a minimum of 150 cubic feet of lockable enclosed storage per unit shall be provided in an easily accessible location for all residents (garages, carports, private patios). Storage area shall be in addition to any minimum size requirements for garages, carports, private patios or other areas. . In the R-30 district, development projects shall provide a minimum of 200 cubic feet of lockable enclosed storage space for residents



which may be located in common areas. Substitutions meeting the intent of this requirement may be approved.

**Section 13.10.040(I)(1)(d), (e), (f) and (g)** shall be amended to read as follows:

- d. The trash enclosures shall be properly sized to include all containers for trash, recyclable organic waste, and renderings and shall be easily accessible.
- e. The trash enclosures shall not be located within any required street setback or landscape area and shall be set back a minimum of ten feet from side and rear property lines.
- f. The trash enclosures shall not block any required parking area or driveway.
- g. Anti-graffiti surfaces shall be provided pursuant to Section 7.16.120 of this code.

**Section 13.10.040(K)(2)(a)** shall be amended to read as follows:

- a. A new single-family home or a new detached accessory dwelling unit shall include at least a two kilowatt (kW) PV system.

**Section 13.10.045(D)(6)** shall be amended to read as follows:

- 6. Owner Occupancy.
  - a. An ADU is not subject to an owner-occupancy requirement.

**Section 13.10.045(H)(1)(c)** shall be amended to read as follows:

- c. All applicable development impact fees for an ADU proposed to be constructed on a lot with a proposed or existing single family residence shall be waived.

**Section 13.10.050(A)(1)(b) and (c)** shall be amended to read as follows:

- 1. Attached and detached residential accessory structures (including, but not limited to, unenclosed patio covers, cabanas, garages, carports, and storage buildings) may encroach in a required interior side yard or rear yard, except as required in Table 13.10.040A, subject to the following limitations:
  - ...

- b. Rear Yard Setback. Attached or detached residential accessory structures or additions may be located five feet from the rear property line, excluding eave overhang.
- c. Side Yard Setback. Attached or detached residential accessory structures may be located five feet from the side interior property line, excluding eave overhang. Attached and detached residential accessory structures may not encroach into required exterior side yard setbacks.

**Section 13.12.030(G)(1)(i)** shall be amended to read as follows:

- i. Outdoor eating areas with more than 16 chairs (are subject to a minor conditional use permit); and

**Table 13.12.030A** shall be amended as follows:

Use	OP	NC	GC
...			
<b>B. General Commercial Uses</b>			
...			
9. Auction house (conducted completely within an enclosed building and subject to the provisions contained in Title 4 of this code)	—	—	P
10. Automotive services including automobiles, trucks, motorcycles, boats, trailers, mopeds, recreational vehicles or other similar vehicles as determined by the Director			
...			
c. Repairs including painting, body work and services	—	—	C
...			
<b>C. Public and Semi-Public Uses</b>			
...			
13. Public buildings and facilities	P	P	P

**Table 13.14.030A** shall be amended as follows:

Use	IL	IG	
...			
<b>B. Storage Trades</b>			
...			
3. Equipment sale/rentals	MC	MC	
...			
<b>D. Public and Semi-Public Uses</b>			
...			
13. Public buildings and facilities	P	P	

**Section 13.24.030(A)(11)** shall be added as follows:

11. Dead end drive aisles shall provide a minimum 3-foot indentation in the perimeter landscaping to facilitate the backing up of vehicles from the last parking stalls.

**Section 13.24.030(B)(1)(b)** shall be amended to read as follows:

- b. One car garages for single-family or multifamily dwellings shall have a minimum interior dimension of 12 feet in width and 20 feet in depth of unobstructed area provided for parking purposes. In the high density residential (R-22 and R-30 zones), an enclosed single-car garage shall be a minimum of 10 feet in width, and 20 feet in length. Each enclosed garage shall provide a minimum vertical clearance of seven feet.

**Section 13.24.030(B)(4)** shall be added and **(4) – (8)** shall be renumbered as follows:

4. The driveway for each required garage in the HL, R-1, R-1A, R-2, R-7, and R-14 zones shall be a minimum of 20 feet long.
5. Notwithstanding subdivisions 2 and 3 of this subsection, all driveways and access way widths and designs must be approved by the Santee Fire Department for purposes of emergency accessibility.
6. No property owner shall sublease, sublet or otherwise make available to residents of other properties, the off-street parking spaces required by this section.
7. All required covered off-street parking spaces shall be located conveniently accessible to the dwelling unit served by such parking space.
8. Residential developments which provide private streets shall be planned, designed and constructed to meet minimum City engineering and Santee Fire Department requirements for private streets.
9. The following design standards shall apply to parking garages:

A new **section 13.24.040(B)(1)(c)** is added and current (B)(1)(c) is re-designated as **(B)(1)(d)** to read as follows:

- c. Retail uses: one off-street parking space for each 250 square feet of gross floor area.
- d. For new or redeveloped shopping centers within one-quarter mile of the Santee Light Rail Transit station, parking space requirements shall be reduced by 10% from the current parking requirements.

Current **section 13.24.040(B)(1)(d)** is deleted.

Current **section 13.24.040(B)(1)(f)** is deleted.

**Sections 13.24.040(B)(8)(f) and (g)** are added as follows:

- f. Caretaker's residence: two-car garage with a minimum interior dimension of 20 feet in width and 20 feet in depth of unobstructed area provided for parking purposes.
- g. Other uses not listed: as determined by a parking demand study approved by the Director of Planning and Building.

**Section 13.30.020(D)** shall be amended to read as follows:

- D. Auxiliary Structures. Auxiliary structures shall meet all of the setback requirements for main buildings unless otherwise specified within this code. Height of auxiliary structures shall be a maximum of 16 feet. Carports in the commercial or industrial zones shall be a maximum of 25 feet high and are subject to the parking setback requirements.

**Section 13.30.020(J)(4)** shall be amended to read as follows:

- 4. The trash enclosures:
  - a. Shall be properly sized to include all containers for trash, recyclable, and organic waste, and be easily accessible;
  - b. Shall not be located within any required street yards, shall be setback a minimum of 5 feet to side and rear property lines when adjacent to non-residential zones, 10 feet when adjacent to a residential zones and shall not be located within a landscape area; and
  - c. Shall not block any required parking area or driveway.

**SECTION 3. CEQA.** Based upon the whole of the administrative record before it, the City Council hereby finds that the amendments to the Code set forth in this Ordinance constitute an organizational or administrative activity of the City that will not result in direct or indirect physical changes in the environment and, therefore, do not qualify as a "project" subject to environmental review under the California Environmental Quality Act ("CEQA") (Pub. Res. Code, § 21000 et seq.), as defined by the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15061(b)(3)). Council further finds that approval of these amendments and adoption of this Ordinance qualify for "the common sense exemption" from CEQA because "it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment" (14 CCR § 15378(b)(5)). Accordingly, the adoption of this Ordinance is either not governed by or is exempt from CEQA. Staff is hereby directed to prepare, execute and file with the San Diego County

Clerk a CEQA Notice of Exemption within five (5) working days after the adoption of this Ordinance.

**SECTION 4. Codification.** The City has adopted the “City of Santee Municipal Code Editorial Guidelines,” and, except as otherwise provided herein, authorizes Quality Code Publishing to make technical, non-substantive changes to conform the codified Ordinance to the guidelines. In the event a substantive conflict arises on the basis of the changes authorized by this Section, the language adopted by this Ordinance prevails. The City Clerk is authorized to provide certified copies and notice of this Ordinance or any part of this Ordinance required or advised by the law or any regulation.

**SECTION 5. Severability.** If any provision of this Ordinance is ever held to be unconstitutional or unenforceable, such holding will not affect the validity of the remainder of this Ordinance. The City Council of the City of Santee hereby declares that it would have passed each provision on its own, irrespective of the fact that another provision might be declared unconstitutional or unenforceable.

**SECTION 6. Effective Date.** This Ordinance shall become effective thirty (30) days after its adoption.

**SECTION 7. Publication.** The City Clerk is hereby directed to certify the adoption of this Ordinance and cause a summary or 1/4 page advertisement of the same to be published as required by law.

**INTRODUCED AND FIRST READ** at a Public Hearing held at a Regular Meeting of the City Council of the City of Santee, California, on the 12th day of June, 2024, and thereafter **ADOPTED** at a Regular Meeting of the City Council held on this 26th day of June 2024, by the following vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED**

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**JOHN MINTO, MAYOR**


**ATTEST:**

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**ANNETTE ORTIZ, CMC, CITY CLERK**

**MEETING DATE** June 12, 2024


**ITEM TITLE** PUBLIC HEARING FOR A CONDITIONAL USE PERMIT (P2022-9) FOR A DRIVE-THROUGH ONLY COFFEE SHOP ON A 0.39-ACRE VACANT LOT AT 8606 CUYAMACA STREET (APN 384-311-38-00) IN THE GENERAL COMMERCIAL (GC) ZONE AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15303 (APPLICANT: 2525 RAMONA, LLC)

**DIRECTOR/DEPARTMENT** Sandi Sawa, Planning & Building Department 

**SUMMARY** The project is a request for a Conditional Use Permit (P2022-9) for a proposed 1,294 square-foot drive through only coffee shop on a vacant 0.39-acre property located at the northwest corner of Prospect Avenue and Cuyamaca Street, addressed as 8606 Cuyamaca Street (APN 384-311-38-00) in the General Commercial (GC) Zone. The site is surrounded by existing commercial and industrial development, including an industrial trades training facility to the north, Cuyamaca Street and a gas station to the east, a commercial machine shop and associated office building to the west and Prospect Avenue and a commercial office building to the south. The project is consistent with the GC General Plan Land Use Designation and GC Zoning Classification.

The proposed 19-foot-tall building would be located on the northwest portion of the site. The interior layout includes a service/work area, wash area, restroom, office, and storage. The layout is designed to be drive-through service only. Primary vehicular access will be from Prospect Avenue. A single-lane drive-through entrance would be provided and accommodate twelve queued vehicles within the designated space and three vehicles in the parking lot before a vehicle reaches Prospect Avenue. A total of nine parking spaces would be provided on-site. Landscaping would be provided along the site perimeter and the building and surface parking perimeter.

**ENVIRONMENTAL REVIEW** The project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3 of the CEQA Guidelines (New Construction or Conversion of Small Structures), because the project consists of constructing a commercial building less than 2,500 square feet in floor area for use as a coffee shop that does not involve the use of significant amounts of hazardous substances. Through review of the project and project site, none of the exceptions to the Class 3 exemption found in CEQA Guidelines Section 15300.2 apply to the project.

**FINANCIAL STATEMENT**  Staff costs for application processing are paid on an actual cost recovery basis. Development Impact Fees are estimated to total \$40,733.

**CITY ATTORNEY REVIEW**  N/A  Completed



**RECOMMENDATION** *MSB*

1. Conduct and close the Public Hearing; and
2. Find P2022-9 exempt from the provisions of CEQA pursuant to Section 15303 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Adopt the attached resolution approving P2022-9.

**ATTACHMENTS**

Staff Report  
Aerial Vicinity Map  
Project Plans  
Resolution

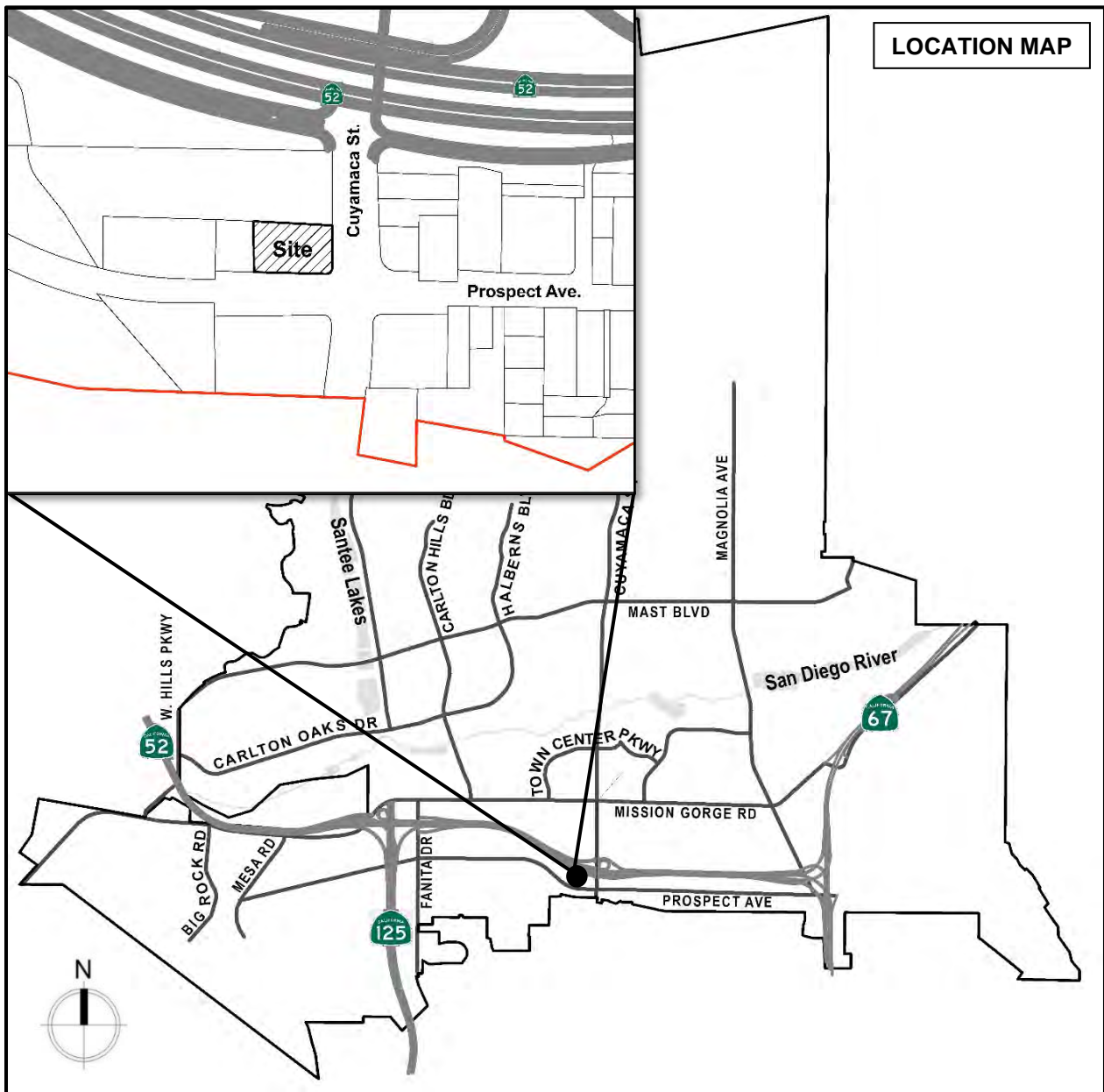
# STAFF REPORT

**PUBLIC HEARING FOR A CONDITIONAL USE PERMIT (P2022-9) FOR A DRIVE-THROUGH ONLY COFFEE SHOP ON A 0.39-ACRE LOT AT 8606 CUYAMACA STREET (APN 384-311-38-00) IN THE GENERAL COMMERCIAL (GC) ZONE AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15303**

**APPLICANT: 2525 RAMONA LLC**

**CITY COUNCIL MEETING  
JUNE 12, 2024**

Notice of the Public Hearing was published in the East County Californian on May 31, 2024 and 160 adjacent owners of property within 300 feet of the request and other interested parties were notified by U.S. Mail on May 31, 2024.





**A. SITUATION AND FACTS**

1. Requested by ..... 2525 Ramona LLC.
2. Land Owner..... 2525 Ramona LLC.
3. Type and Purpose of Request..... Conditional Use Permit request for a 1,294 square-foot drive-through only coffee shop
4. Location..... 8606 Cuyamaca Street
5. Site Area..... 0.39 acre
6. Number of lots ..... 1
7. Hillside Overlay ..... No
8. Existing Zoning..... GC (General Commercial)
9. Proposed Zoning ..... GC
10. Surrounding Zoning ..... North: GC and IL (Light Industrial)  
South: GC  
East: GC  
West: IL
11. General Plan Designation ..... GC
12. Existing Land Use ..... Vacant
13. Surrounding Land Use ..... North: Union Pipe Trades Training Center  
South: Prospect Avenue; commercial office building  
East: Cuyamaca Street; commercial uses; gas station  
West: Commercial machine shop; office building
14. Terrain..... Generally flat
15. Environmental Status ..... The project is exempt from the California Environmental Quality Act (“CEQA”) pursuant to the CEQA Guidelines Section 15303, Class 3: New Construction or Conversion of Small Structures
16. APN..... 384-311-38-00
17. Within Airport Influence Area ..... Yes, the project is within Airport Influence Area 1, Airport Safety Zone 2 and was determined consistent with the Gillespie Field Airport Land Use Compatibility Plan (ALUCP).

## **B. BACKGROUND**

### **Existing Conditions:**

The project site consists of a 0.39-acre site at the northwest corner of Cuyamaca Street and Prospect Avenue. The site is currently vacant; however, evidence (i.e., concrete driveway and remnant foundation material) of previous development is located on-site. The project site is adjacent to an industrial trades training center to the north, a commercial office building across Prospect Avenue to the south, commercial uses across Cuyamaca Street to the east, and a commercial machine shop and associated office building to the west.

## **C. PROJECT DESCRIPTION**

### **Overview**

The project is a request for a Conditional Use Permit for a 1,294 square-foot Starbucks drive-through only coffee shop located at 8606 Cuyamaca Street. The building would be located on the northwest portion of the site with ingress and egress provided by a single driveway located along Prospect Avenue. A one-lane drive-through entrance would be provided at the southeast corner of the building. Traffic would queue around the building passing the pickup window on the west side allowing for a total of up to twelve queued vehicles within the designated drive-through lane and three within the parking lot before reaching Prospect Avenue. A total of 9 parking spaces would be provided on-site. Landscaping would be provided along the site perimeter, including the building and surface parking lot.

The building layout is designed for drive-through services only. The interior layout includes a service/work area, wash area, restroom, office, and storage area. The building design features a parapet roof that varies in height and a variation of exterior finishes facing Cuyamaca Street and Prospect Avenue. Exterior finishes would be stucco, metal siding panels, and fiber cement panels.



*East elevation (looking from parking lot and Cuyamaca Street)*

## **D. ANALYSIS**

### **General Plan Consistency**

The General Plan designation of this site is General Commercial (GC). The GC designation provides for a wide range of retail and service activities, including restaurants, and should have direct access to major roads or prime arterials. The proposed project is aligned with the recommended uses of the General Plan and has direct access to Prospect Avenue, which is designated as a collector street in the Mobility Element, and frontage along Cuyamaca Street, which is designated as a prime arterial in the Mobility Element. The General Plan also recommends that all new commercial developments contribute to an overall positive visual identity. As designed, the building contributes to a positive visual identity by providing variation in roofline and materials. The site and right-of-way design include a public sidewalk, landscape buffer between the sidewalk and on-site parking lot. Based on the analysis above, the project is consistent with the General Plan.

### **Zoning Ordinance Consistency:**

Development Standards: This site is in the General Commercial (GC) zoning district, which outlines the base development standards. These standards are found in Chapter 13.12 of the Santee Municipal Code (SMC). The maximum building height not within 50 feet of the residential district is 40 feet. As proposed, the building would be 19 feet tall at the highest point. The required building setbacks are 10 feet from the ultimate rights-of-way of Cuyamaca Street and Prospect Avenue and five feet from the north and west property lines. The parking lot setbacks are 10 feet from the ultimate rights-of-way, five feet from the north property line, and zero feet from the rear property line. The site design conforms with all of the setbacks listed above.

Landscaping: Landscaping is required within all setback areas and must also be incorporated into the parking lot. The design includes landscaping in all setbacks and the parking lot will have trees and areas of groundcover. Additionally, the site was designed with an additional landscape buffer along the sidewalks of Cuyamaca Street and Prospect Avenue, as recommended in the Community Enhancement Element of the General Plan.

On-Site Parking: Since the project does not propose consumption of food and beverages on the premises, the parking requirement for drive-through only food and beverage establishments is one space for every 250 square feet of gross floor area. The gross floor area of the building is 1,294 square feet and would require a total of five parking spaces. The site design includes nine parking spaces. The zoning code also requires at least one electric vehicle (EV) space, and the design shows one EV charging station will be provided.

### **Compatibility with Adjacent Land Uses**

The proposed project is adjacent to commercially zoned properties on the north,

south, and east sides. Further north is the Office/Professional district, and further east and west is industrially zoned. The proposed project would serve as a convenient stop for businesses and employees in the areas.

### **Airport**

The project is within 400 feet of the Gillespie Field Airport and is located within Airport Influence Area 1, Airport Safety Zone 2 of the Gillespie Field Airport Land Use Compatibility Plan (ALUCP). On December 7, 2022, the Federal Aviation Administration (FAA) determined that the proposed project, as designed, presented no hazard to air navigation. In addition, the Airport Land Use Commission (ALUC) reviewed the proposed project and FAA determination and provided an ALUC determination letter dated February 3, 2023, indicating the Project is conditionally consistent with the ALUCP. The ALUC conditions include the building must be sound attenuated to 50 decibel community noise equivalent level (dB CNEL) interior noise level and an aviation easement for aircraft noise and height must be recorded with the County Recorder.

### **Drainage**

The property is within 400 feet of Forester Creek. The property lies outside any flood hazard areas as delineated on the FEMA flood maps, however, the City's General Plan Safety Element flood map (Figure 8-1) identifies the site as within a 100-year floodplain. The project proposes using infiltration basins along with detention chambers as an effective infiltration/detention system to detain water to limit the amount of run-off caused by the development and to help treat the water prior to release. The detention chambers have been sized to accommodate for the anticipated runoff and to detain any additional flow caused by a 100-year storm. Once water is treated through the infiltration system, it will be released to the City-maintained catch basin located at the northeastern corner of the lot.

### **Noise**

A noise memorandum was completed to ensure noise and vibration will not be detrimental to surrounding properties during construction or operation of the restaurant. Chapter Five of the SMC outlines standards for noise during both construction and business operation with standards for vibration being based on those established by the Federal Transit Administration and the California Department of Transportation.

The modeled construction noise output found that nearby occupants of buildings on surrounding commercial properties would not be subject to noise in excess of what is allowed in the SMC. Operational noise generated from the menu boards, queueing vehicles, and HVAC equipment were also found to be within the allowable range of what is allowed in the SMC. Speaker noise would be within the normally acceptable range for office and commercial uses shown. Noise from operation of the menu board speaker at 50 feet from the source would attenuate to approximately 50.1 decibels (dBA). This would be less than the typical conversational noise level of 65 dBA which is the anticipated noise level at 3 feet from the menu board. Thus, the project would

be consistent with the City’s noise standards.

### **Traffic**

A queuing analysis was prepared for the project to demonstrate that the design of the drive-through lanes will accommodate the necessary capacity to contain queuing vehicles within the property’s boundaries. Drive-through queues were recorded at the two locations Starbucks locations for the morning (AM) and afternoon (PM) peak periods. The morning peak was selected to represent the morning rush and capture commuters purchasing coffee on their way to work. The afternoon peak was selected to represent the time period where traffic is typically the highest on the surrounding streets. The number of vehicles in the drive-through lane and spillback into the parking lot were recorded in five-minute increments for a total of 24 data points during each peak period. Of the 96 observations made at the two sites, five queued vehicles were the most common occurrence during the AM peak period and three queued vehicles was the most common occurrence during the PM peak period. The AM peak period experienced a maximum queue of 12 vehicles while the PM peak period experienced a maximum queue of nine vehicles.

The project drawings show that the number of vehicles that can queue from the pickup window to the menu board is seven. If vehicles extend past the menu board and into the parking lot, then the queue length increases to a total of 15 vehicles before reaching Prospect Avenue. The queuing analysis concluded that the queuing length on the subject property should account for the maximum expected number of vehicles.

A Focused Local Transportation Assessment and Vehicle Miles Traveled (VMT) Analysis were also prepared for the project and found that the project is forecasted to generate a total of 557 daily trips with 90 AM peak-hour trips and 41 PM peak-hour trips at the project driveways. After applying pass by trip credits, the project is forecasted to generate a net total of 278 daily trips with 45 AM peak-hour trips and 20 PM peak-hour trips. Pass by trip credits are trips that are already on the road network and “passing by” the project site. As described in the City’s VMT Guidelines, projects generating 500 or fewer net new daily vehicle trips may be considered a “small project” and presumed to have a less than significant traffic impact absent of substantial evidence to the contrary. The project is estimated to generate 278 net new daily trips, and therefore considered a small project and screened out from additional CEQA Transportation Analysis.

### **Environmental Status:**

The project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3 of the CEQA Guidelines (New Construction or Conversion of Small Structures) because the project consists of constructing a commercial building less than 2,500 square feet in floor area for use as a drive-through only coffee shop that does not involve the use of significant amounts of hazardous substances. Through review of the project and project site, none of the exceptions to the Class 3 exemption found in CEQA Guidelines Section 15300.2 apply

to the project.

**Impact Fees:**

Through the processing of the project, an essential nexus and rough proportionality was determined for public Drainage, Traffic and Traffic Signal Impact Fees. The Santee General Plan, including Objective 3.0, Policy 3.1 and Policy 3.4 of the Land Use Element, establish that the City will ensure that all development provides for all necessary public facilities to serve that development, either through construction of those facilities and/or a fee program.

Treated storm water from the development site will be released into publicly maintained drainage systems. The City’s General Plan, along with a drainage study, determined what new or enlarged major drainage facilities need to be constructed to serve the proposed development as well as the costs for new public drainage facilities. The rough proportionality cost of these drainage fees are assigned based on the amount of impermeable surface of a project.

The City’s General Plan, along with a comprehensive traffic study, establishes which major thoroughfares would need to be constructed or enlarged in order to serve the additional daily trips created by new developments. The rough proportionality cost of these facilities have been determined through the fee study and based on the number of daily trips the project is anticipated to generate.

As part of the comprehensive traffic study completed for the General Plan, future daily trips along the City's street network were assessed. Based on the assessment, it was determined where the location of future traffic signals would need to occur to serve these additional trips with the City. The rough proportionality cost of these future signals has been determined through the fee study and assigned based on the number of daily trips a project will generate.

Therefore, based on the proposed development’s impermeable surface area and the anticipated trip generation based on the site’s use and square footage, the project is conditioned to pay development impact fees to the City in the estimated amounts as listed below:

Drainage .....	\$ 23,687.06.
Traffic.....	\$ 14,678.71
Traffic Signal.....	\$ 2,367.68
<b>Total</b>	<b>\$ 40,733.45</b>

**E. STAFF RECOMMENDATION**

1. Conduct and close the Public Hearing; and
2. Find P2022-9 Categorically Exempt from the provisions of CEQA pursuant to Section 15303 of the CEQA Guidelines and authorize the filing of a Notice of Exemption; and
3. Adopt the attached resolution approving P2022-9.

**AERIAL VICINITY MAP**  
Conditional Use Permit - P2022-9  
8606 Cuyamaca Street (APN: 384-311-38-00)



CA-52

CA-52 Exit Ramp

CA-52 Entrance Ramp

Project Site

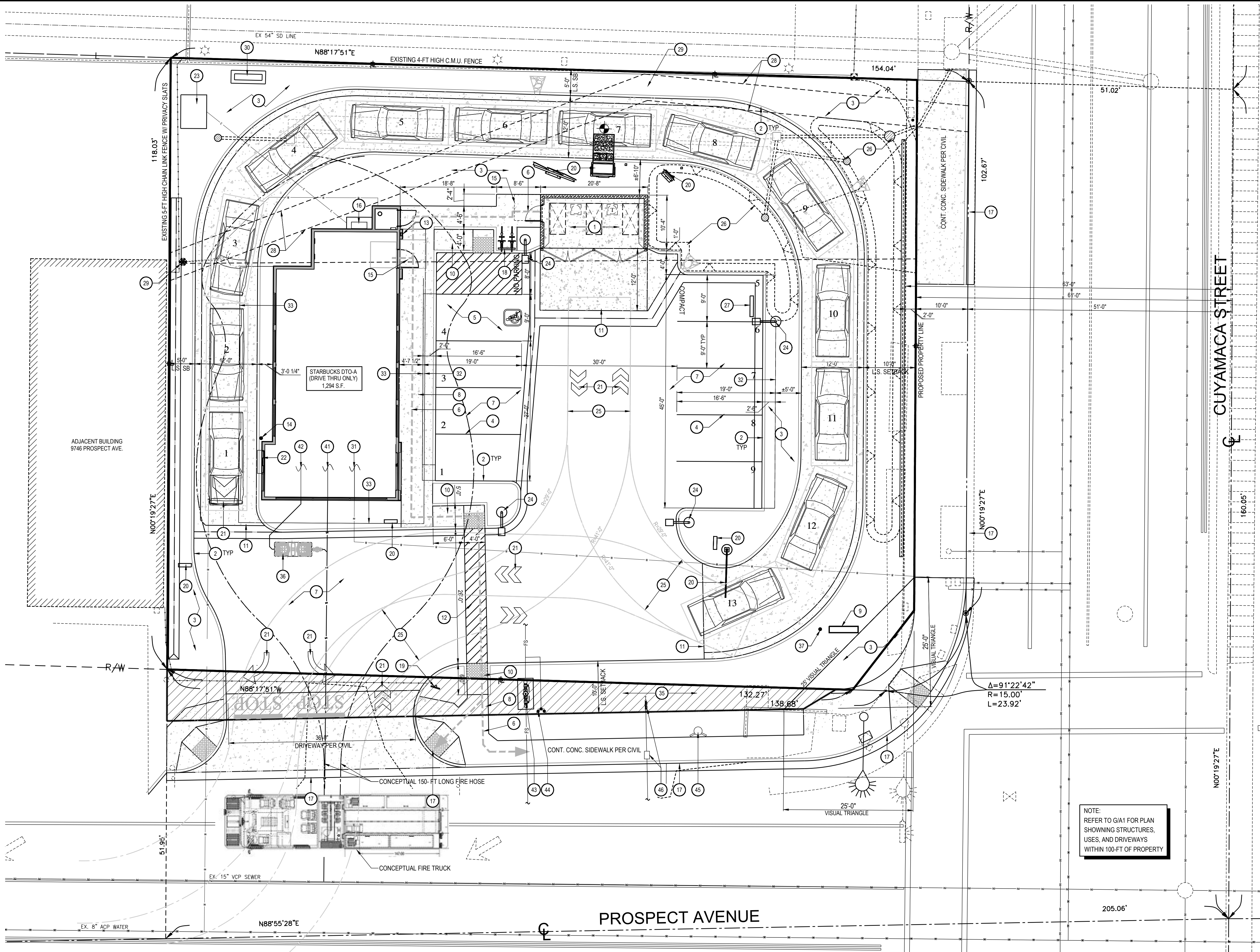
Prospect Avenue

Cuyamaca Street

City of Santee

City of El Cajon





**PROJECT DIRECTORY**

**ARCHITECT & MEP DESIGN:**  
 MPA ARCHITECTS, INC.  
 5375 30TH ST  
 SAN DIEGO, CA 92104  
 CONTACT: JOHN RUMSEY  
 P. 619-236-0595 x 1322  
 F. 619-236-0557  
 e-mail: jrumsey@mpa-architects.com

**CIVIL ENGINEER:**  
 ANACAL ENGINEERING COMPANY  
 1211 NORTH TUSTIN AVENUE  
 ANAHEIM, CA 92807  
 CONTACT: DAVID QUEYREL -RCE-LS  
 P. 714-774-1763 x 107  
 F. 714-774-4890  
 e-mail: ansacal@anacalengineering.com

**LANDSCAPE ARCHITECT:**  
 ROYAL OAK DESIGN  
 CONTACT: SYLVIA LYONS  
 P. 909-244-9667  
 e-mail: royaloakdesign@verizon.net

**OWNER/LANDLORD:**  
 2525 RAMONA LLC  
 10463 AUSTIN DRIVE, SUITE A  
 SPRING VALLEY, CA 91978  
 CONTACT: HASSAN AMIRSADEGHI  
 P. 310-293-7161  
 F. e-mail: hassan@hablatproperties.com

**TENANT:**  
 STARBUCKS COFFEE COMPANY  
 CONTACT: JOHN KIM Design Manager  
 O. 714-477-2816  
 C. 925-963-4566  
 e-mail: jorkim@starbucks.com

**GENERAL CONTRACTOR:**  
 TBD

**SITE ANALYSIS**

NOTE: THIS PROJECT IS TO COMPLY WITH THE 2022 CALIFORNIA BUILDING CODE, 2022 CALIFORNIA ELECTRICAL CODE, 2022 CALIFORNIA MECHANICAL CODE, 2022 PLUMBING CODE, 2022 CALIFORNIA ENERGY CODE, 2022 CALIFORNIA FIRE CODE, 2022 CALIFORNIA GREEN BUILDING STANDARDS CODE, AND THE 2022 CALIFORNIA REFERENCED STANDARDS

APN:	384 - 311 - 38
SITE AREA:	16,993 SQUARE FEET (NET)
PROPOSED SITE AREA:	T B D (w/ QUIT CLAIM)
PROPOSED BLDG. AREA:	1,294 SQUARE FEET
COVERAGE:	7 %
NUMBER OF STORIES (CBC TABLE 504.4):	ONE
PROPOSED BLDG. HEIGHT (CBC TABLE 504.3):	18'-0"
CONSTRUCTION TYPE:	V - N
OCCUPANCY GROUP:	B
PROPOSED USE:	DRIVE THRU ONLY RESTAURANT
AREA SEPARATION WALL:	NONE
BUILDING FIRE SPRINKLER:	YES
TRASH ENCLOSURE FIRE SPRINKLER:	YES
BLDG. FIRE ALARM:	YES
ZONING:	GENERAL COMMERCIAL (GC)
JURISDICTION:	CITY OF SANTEE

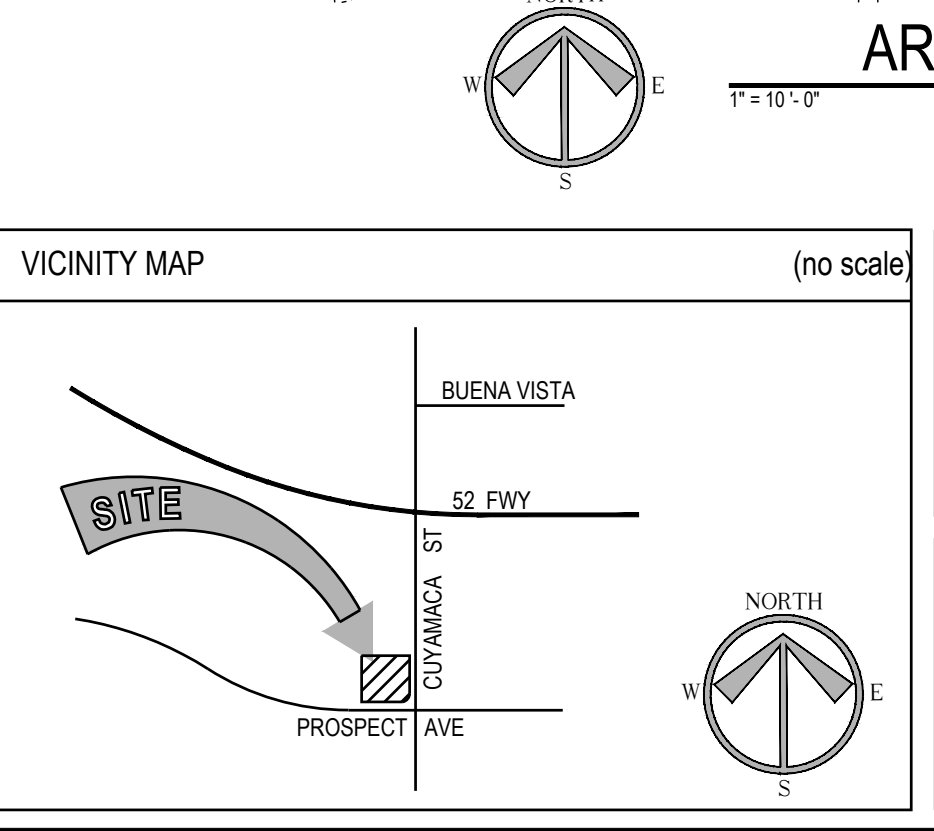
**BLDG SETBACK:**  
 FRONT: 10' STREET SIDE: 10' REAR: 5' INT SIDE: 5'  
**DRIVE-THRU SETBACK:**  
 FRONT: 10' STREET SIDE: 10' REAR: 5' INT SIDE: 5'

**PARKING REQUIREMENTS (Per City of Santee):**

USE	AREA	REQUIRED	TOTAL
DRIVE-THRU ONLY FAST FOOD (NO DINING)	1,294 SQ.FT. (NO DINING)	1,250 GROSS FLOOR AREA	5 STALLS
(NO WALK-UP SERVICE)			
TOTAL PARKING REQUIRED			9 STALLS
ACCESSIBLE SPACES (CBC TABLE 11A-208.2)			01 STALLS
CLEAN AIR/VAN POOL/VEHICLE (CGSBC TABLE 5.106.5.2)			01 STALLS
FUTURE EV SPACES REQ'D (CGSBC TABLE 5.106.5.3.3)			01 STALLS
VAN ACCESSIBLE EV SPACES REQ'D (CBC TABLE 11A-228.3.2.1)			NONE
STAND ACCESSIBLE EV SPACES REQ'D (CBC TABLE 11A-228.3.2.1)			NONE
BICYCLE PARKING REQ'D (SHORT-TERM) (CGSBC 5.106.4.1)			2 SPACES

- 7 SITE PLAN KEY NOTES**
- MASONRY TRASH ENCLOSURE. TRASH ENCLOSURE TO CONSTRUCTED PER CITY STANDARDS INCLUDING MAN DOOR THAT COMPLIES WITH CBC LLB-206.2.2 AND CBC 11B FOR THE FOLLOWING: ROUTE, GATE DESIGN, HARDWARE AND A LEVEL LANDING ON THE EXTERIOR SIDE OF THE DOORS.
  - CONC. CURB TYPICAL. REFER TO CIVIL PLANS.
  - LANDSCAPED AREA. REFER TO LANDSCAPE PLANS.
  - PARKING STALLS PAINTED PER CITY REQUIREMENTS. SIZE PER PLAN.
  - ACCESSIBLE PARKING STALL AS SHOWN TO COMPLY W/ STATE AND FEDERAL STANDARDS.
  - PEDESTRIAN ACCESSIBLE PATH OF TRAVEL (DASHED LINE). 5% MAX. SLOPE IN DIRECTION OF TRAVEL & 2% MAX. CROSS-SLOPE.
  - PAVEMENT AREA. REFER TO CIVIL PLANS.
  - CONCRETE SIDEWALK. G.C. TO ENSURE 5% MAX. SLOPE & 2% MAX. CROSS-SLOPE. SURFACE WATER MUST DRAIN AWAY FROM BUILDING. THE GRADE SHALL FALL A MINIMUM OF 5% WITHIN THE FIRST 10 FEET (2% FOR IMPERVIOUS SURFACES).
  - APPROXIMATE LOCATION OF PROPOSED MONUMENT SIGN **SHOWN FOR REFERENCE ONLY. NOT A PART OF THIS PERMIT.** (MONUMENT AS SHOWN IS NOT WITHIN THE 15-FT VISIBILITY TRIANGLE)
  - ACCESSIBLE CURB RAMP. RAMP TO COMPLY W/ STATE AND FEDERAL STANDARDS.
  - CONCRETE TO ASPHALT TRANSITION.
  - STRIPED AREA (MIN 48" WIDE) TO COMPLY W/ STATE AND FEDERAL STANDARDS
  - PROPOSED KNOX BOX LOCATION. REFER TO FLOOR PLAN & EXTERIOR ELEVATIONS
  - CONCRETE FILLED STEEL BOLLARD. REFER TO FLOOR PLAN
  - PROVIDE A LEVEL FLOOR OR LANDING ON EACH SIDE OF EXTERIOR DOORS, NOT MORE THAN 1/2" LOWER THAN THE THRESHOLD OF THE DOORWAY
  - PROPOSED LOCATION OF NEW ELECTRICAL SERVICE.
  - REFER TO CIVIL PLANS FOR ALL DRIVEWAY, SIDEWALK AND R.O.W. IMPROVEMENTS
  - BICYCLE PARKING SPACES REQ'D PER CALGREEN CODE (REFER TO PARKING ANALYSIS). BICYCLE PARKING SHALL COMPLY WITH CGC SEC. 5.106.4
  - INSTALL HANDICAP ACCESSIBILITY SIGN AT SITE ENTRANCE
  - PER LANDLORD WORK LETTER, G.C. SHALL INSTALL CONCRETE FOOTINGS AND BOLTS FOR ALL FUTURE TENANT'S PROVIDED DRIVE-THRU RELATED EQUIPMENT, INCLUDING: MENU BOARD, ORDER MENU BOARD CANOPY, PREVIEW BOARD, SPEAKER POST, DIRECTIONAL SIGNS, ENTRY & EXIT SIGNS, HEIGHT RESTRICTION BAR, MONUMENT SIGN. G.C. SHALL COORDINATE W/ FUTURE TENANT FOR LOCATIONS & REQUIREMENTS
  - DIRECTIONAL PAINTED ARROWS. G.C. SHALL COORDINATE W/ FUTURE TENANT FOR LOCATIONS & REQUIREMENTS
  - DRIVE-THRU WINDOW PER PLANS
  - PROPOSED ELECTRICAL TRANSFORMER LOCATION AS PART OF PROPOSED ELECTRICAL SERVICE MODIFICATION. COORDINATE POWER REQUIREMENTS TO BLDG. W/ UTILITY CO.
  - PROPOSED MAX. 15-FT HIGH LIGHT POLE LOCATION. PROVIDE SHIELDING AS REQUIRED
  - LINE OF EDGE OF MINIMUM 12-FT WIDE TRASH TRUCK ACCESS PATH. TYPICAL AS SHOWN
  - LOCATION OF DRAINAGE RETENTION BASIN PER CIVIL PLANS
  - 48" PRECAST CONC. WHEEL STOP INSTALLED IN COMPLIANCE WITH CITY STANDARDS.
  - EXISTING S.D.G.E. AND A.T. & T. EASEMENT THRU PROPERTY. REFER TO CIVIL PLANS
  - EXITING POWER POLE AND GUY WIRES TO BE REMOVED. REFER TO CIVIL PLANS
  - NEW UTILITIES PULL BOX FOR UTILITIES UNDERGROUND CONDUIT BEING EXTENDED. REFER TO CIVIL PLANS
  - PROPOSED LOCATION OF WATER LINE INTO BUILDING
  - LINE OF PARKING SPACE OVERHANG
  - LINE OF BUILDING CANOPY ABOVE
  - PROPOSED LOCATION OF GREASE INTERCEPTOR G.C. TO COORDINATE SITE CONNECTION W/ UTILITY PLANS.
  - THIS HATCHED AREA INDICATES PROPOSED QUIT CLAIM LAND PER DOC.
  - PROPOSED LOCATION OF FIRE RISER AND FIRE ALARM PANEL IN FIRE RISER ROOM
  - NEW 6" CONCRETE FILLED BOLLARD 12" CLEAR OF MONUMENT SIGN
  - PROVIDE 48" PRECAST CONC. WHEEL STOP HERE INSTALLED IN CONFORMANCE WITH CITY STD'S.
  - PROPOSED LOCATION OF SANITARY SEWER LATERAL. OUT OF BUILDING
  - PROPOSED LOCATION OF GREASE SEWER LATERAL. OUT OF BUILDING
  - APPROXIMATE LOCATION OF FIRE SYSTEM BACK FLOW PREVENTER. REFER TO CIVIL PLANS
  - APPROXIMATE LOCATION OF FIRE SYSTEM F.D.C. REFER TO CIVIL PLANS
  - APPROXIMATE LOCATION OF PROPOSED FIRE HYDRANT. REFER TO CIVIL PLANS
  - APPROXIMATE LOCATION OF PROPOSED RECYCLED WATER SERVICE. REFER TO CIVIL PLANS

- PROJECT NOTES**
- ALL ROOF DOWNSPOUTS AND H.V.A.C. SYSTEMS ARE NOT PERMITTED TO BE CONNECTED TO ANY STORM DRAIN CONVEYANCE SYSTEM. ALL NON-STORM WATER DISCHARGES MUST EITHER DRAIN TO LANDSCAPED AREAS, OR BE PLUMBED TO THE SEWER.
  - FIRE SUPPRESSION SYSTEMS MUST BE DESIGNED TO BE ABLE TO DISCHARGE TO A SEWER. CLEAN OUT FOR ALL MAINTENANCE AND TESTING ACTIVITIES, OR OTHERWISE CAPTURED AND CONTAINED ON-SITE.
  - THIS PROJECT SHALL BE IN COMPLIANCE WITH THE ADOPTED CALIFORNIA BUILDING STANDARDS CODE AT THE TIME OF BUILDING PERMIT APPLICATION AND SHALL BE SUBJECT TO EXPIRATIONS FOR PLAN REVIEW PER THE CITY OF SANTEE MUNICIPAL CODE 11.04.030 AND 11.06.030.
  - ALL BUILDING PERMITS SHALL EXPIRE PER THE CALIFORNIA BUILDING CODES SECTION 105.
  - THIS PROJECT SHALL BE IN COMPLIANCE WITH ALL SAN DIEGO COUNTY REQUIREMENTS AS REQUIRED BY THE COMPLETION OF THE HAZARDOUS MATERIALS QUESTIONNAIRE.
  - THIS PROJECT IS SUBJECT TO REQUIREMENTS FOR PERSONS WITH DISABILITIES PER CALIFORNIA BUILDING CODE (CBC) TITLE 24, PART 2, SECTIONS 11B.
  - THIS BUILDING IS REQUIRED TO BE CONSTRUCTED WITH AN APPROVED AUTOMATIC FIRE SPRINKLER SYSTEM INSTALLED BY A LICENSED FIRE SPRINKLER CONTRACTOR. SEPARATE PLANS ARE REQUIRED TO BE SUBMITTED TO THE FIRE DEPARTMENT FOR APPROVAL PRIOR TO INSTALLATION. IF THE FIRE SPRINKLER SYSTEM HAS 20 OR MORE SPRINKLER HEADS, THE SPRINKLER SYSTEM IS REQUIRED TO BE MONITORED BY AN APPROVED CENTRAL STATION MONITORING COMPANY. A POTTER, SAGH-100' HORN/STROBE (OR EQUIVALENT) SHALL BE LOCATED BELOW EACH ADDRESS PLACEMENT FOR INDICATION OF FIRE SPRINKLER ACTIVATION.
  - A MANUAL AND/OR AUTOMATIC FIRE ALARM SYSTEM IS REQUIRED FOR THE BUILDING. SEPARATE PLANS SHALL BE SUBMITTED TO THE FIRE DEPARTMENT FOR ANY FIRE ALARM SYSTEM(S) OR DEVICES FOR APPROVAL PRIOR TO INSTALLATION. THE FIRE ALARM CONTROL PANEL OR A REMOTE KEYPAD FOR THE SYSTEM SHALL BE LOCATED IN THE "FIRE RISER ROOM" PLANS & DOCUMENTATIONS FOR THE FIRE ALARM SYSTEM SHALL INCLUDE MANUFACTURER CUT SHEETS FOR ALL FIRE ALARM DEVICES. CALIFORNIA STATE FIRE MARSHAL LISTING SHEETS FOR ALL APPROPRIATE DEVICES. PLANS SHOWING LOCATIONS OF ALL DEVICES, LINE DIAGRAM & POINT TO POINT DIAGRAM OF THE ALARM SYSTEM AND COMPLETE BATTERY & VOLTAGE DROP CALCULATIONS FOR THE SYSTEM, MONITORING OF THE SPRINKLER SYSTEM, THE CONTROL VALVES ON THE DEVICE SHALL BE MONITORED FOR TAMPER OF THE VALVES.
  - SANTEE HAS ADOPTED THE USE OF KNOX FIRE DEPARTMENT CONNECTION (FDC) PLUGS FOR FDC HOSE CONNECTIONS TO THE AUTOMATIC FIRE SPRINKLER SYSTEMS. THESE PLUGS ENSURE THAT THE FDC'S WILL BE CLEAR OF OBSTRUCTIONS AND ALLOW FOR THE PROPER FIRE DEPARTMENT USE OF AUTOMATIC FIRE SPRINKLER SYSTEMS. KNOX PLUGS CAN BE ORDERED ONLINE DIRECTLY FROM THE KNOX COMPANY AT KNOXBOX.COM. ORDER FDC PLUGS FOR USE IN THE CITY OF SANTEE. ORDER MODEL #3043 (TWO PER BUILDING IF USING SIAMENSE CONNECTION). CONTACT SANTEE FIRE DEPARTMENT IF ASSISTANCE IS NEEDED IN ORDERING.
  - ONE OR MORE FIRE HYDRANTS ARE REQUIRED FOR THIS PROJECT. HYDRANT(S) SHALL HAVE TWO, 2 1/2" PORTS AND ONE, 4" PORT, WITH A MINIMUM FIRE FLOW OF 3000 GALLONS PER MINUTE FOR 3 HOURS. HYDRANTS SHALL BE OF ALL BRONZE CONSTRUCTION, PAINTED "FIRE HYDRANT YELLOW" AND BE INSTALLED PER PADRE DAM WATER DISTRICT REQUIREMENTS. EXACT LOCATION OF REQUIRED HYDRANTS IS TO BE DETERMINED BY THE FIRE CODE OFFICIAL PRIOR TO INSTALLATION. ALL UNDERGROUND UTILITIES INCLUDING FIRE MAINS, FIRE HYDRANTS AND FIRE SERVICE UNDERGROUND DEVICES SHALL BE INSTALLED AND APPROVED PRIOR TO THE DELIVERY OF CONSTRUCTION MATERIALS.
  - THE UNDERGROUND WATER SUPPLY PIPING THAT FEEDS THE AUTOMATIC FIRE SPRINKLER SYSTEM IS REQUIRED TO BE FLUSHED OF DIRT AND DEBRIS PRIOR TO CONNECTING WITH THE OVERHEAD PORTION OF THE AUTOMATIC FIRE SPRINKLER SYSTEM. THE UNDERGROUND PIPING CANNOT BE FLUSHED INTO THE STORM DRAIN SYSTEM. THIS MUST BE DONE INTO AN ON-SITE RETENTION BASIN, OR OTHER APPROVED MEANS. THIS WATER DISCHARGE SHALL BE PLANNED FOR AS A PART OF THE ON-SITE SWPPP. PLEASE CONTACT THE FIRE DEPARTMENT REGARDING OTHER APPROVED METHODS OF FLUSHING THIS UNDERGROUND SYSTEM. SEPARATE PLANS SHALL BE SUBMITTED TO THE FIRE DEPARTMENT FOR UNDERGROUND FIRE LINES.
  - AT THE TIME OF MID-CONSTRUCTION, OR ROUGH FIRE INSPECTIONS, A GIS SHAPE FILE OR GEO-REFERENCED TIFF FILE OF THE SITE-PLAN SHALL BE PROVIDED ELECTRONICALLY OR ON DIGITAL MEDIA TO THE FIRE DEPARTMENT FOR EMERGENCY RESPONSE MAPPING. IF NEITHER OF THE TWO ARE AVAILABLE, A PDF SHALL BE PROVIDED. THE SITE PLAN SHALL SHOW ALL FIRE ACCESS ROADWAYS/DRIVEWAYS, BUILDINGS, ADDRESS NUMBERS, FIRE HYDRANTS, FIRE SPRINKLER CONNECTIONS, AND OTHER DETAILS AS REQUIRED. PLEASE CONTACT THE FIRE DEPARTMENT FOR EXACT DETAILS TO BE SUBMITTED FOR THIS PROJECT



**ARCHITECTURAL SITE PLAN**

SCALE: 1" = 10'

**SHEET INDEX**

ARCHITECTURAL SECTION	CIVIL SECTION	TRAFFIC IMPROVEMENT SECTION
A1 ARCHITECTURAL SITE PLAN	1 of 3 PRELIMINARY GRADING PLAN	T-001 TITLE SHEET, NOTES, AND DETAILS
A2 FLOOR PLAN	2 of 3 PRELIMINARY GRADING PLAN	T-002 SIGNING & STRIPING PLAN
A3 EXTERIOR ELEVATIONS		T-003 TRAFFIC SIGNAL MODIFICATION PLAN AND DETAILS
A4 COLORED ELEVATIONS		
A5 PHOTOMETRIC SITE PLAN	LP-1 PRELIMINARY LANDSCAPE PLAN	T-004 TRAFFIC SIGNAL MODIFICATION DETAIL
	LI-1 PRELIMINARY IRRIGATION PLAN	

**SCOPE OF WORK**

PROJECT DESCRIPTION:  
 A PROPOSED 1,294 SQ.FT., GREY SHELL BUILDING FOR A DRIVE-THRU ONLY (NO INSIDE DINING), 1-STORY BUILDING. DEVELOPMENT SHALL INCLUDE BUT NOT LIMITED TO ALL SITE PLAN DESIGN FEATURES AND INFRASTRUCTURE: CONCRETE CURBS, PARKING LOT, SITE LIGHTING, TRASH ENCLOSURE, STORM WATER SYSTEM, ACCESSIBILITY, DRIVE-THRU LANE, LANDSCAPE, ETC.

NO FINAL OCCUPANCY PROPOSED UNDER THIS PERMIT.

**MPA ARCHITECTS, INC.**  
 MEMBER AMERICAN INSTITUTE OF ARCHITECTS

3578 30th Street  
 San Diego, CA 92104  
 V. 619.236.0595  
 F. 619.236.0557  
 www.mpa-architects.com

**CLIENT**

**PROJECT**

**STARBUCKS COFFEE**

**STARBUCKS**  
 8606 CUYAMACA STREET  
 SANTEE, CA. 92071

**REVISIONS**

NO.	DESCRIPTION	DATE
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**PERMIT No. P2022-9**

**PLAN SUBMITTAL LOG**

DATE	DESCRIPTION	REVISION
3-11-24	SUBMITTAL TO BLDG DEPT. - 1st REVIEW	

**SEAL**  
 JOHN RUMSEY  
 ARCHITECT  
 Exp. 3-31-2025

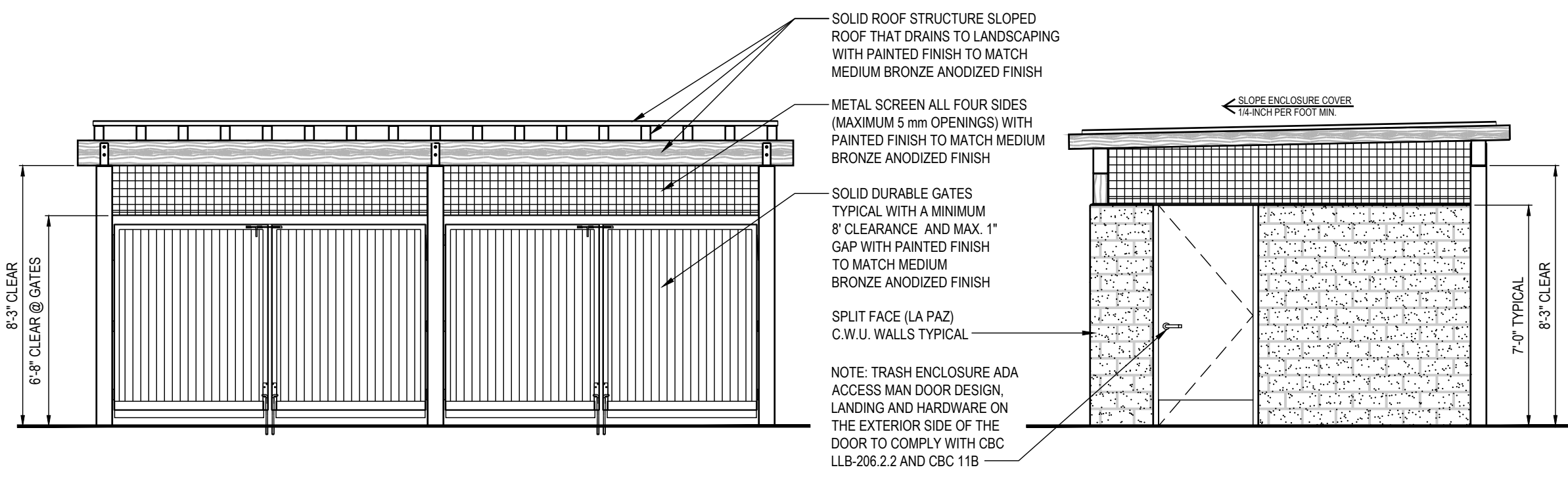
**SHEET TITLE**  
 ARCHITECTURAL SITE PLAN

DATE: 02-05-24  
 DRAWN BY: KRM  
 CHECKED BY: [ ]  
 PROJECT NO: 22150

SCALE: AS NOTED  
 DATE: 2/15/24  
 SHEET NUMBER: 22150  
 TOTAL SHEETS: 46

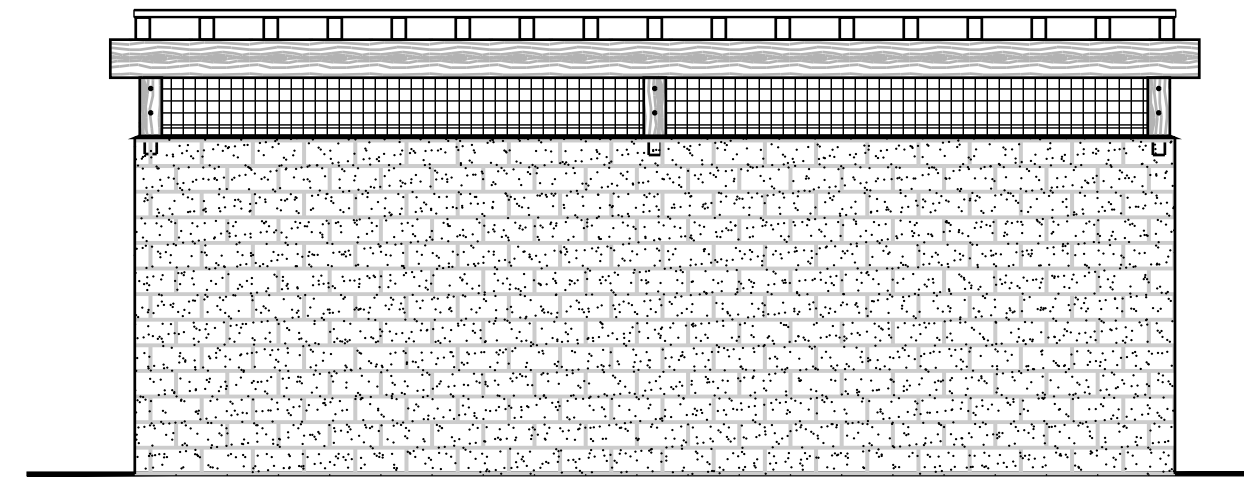
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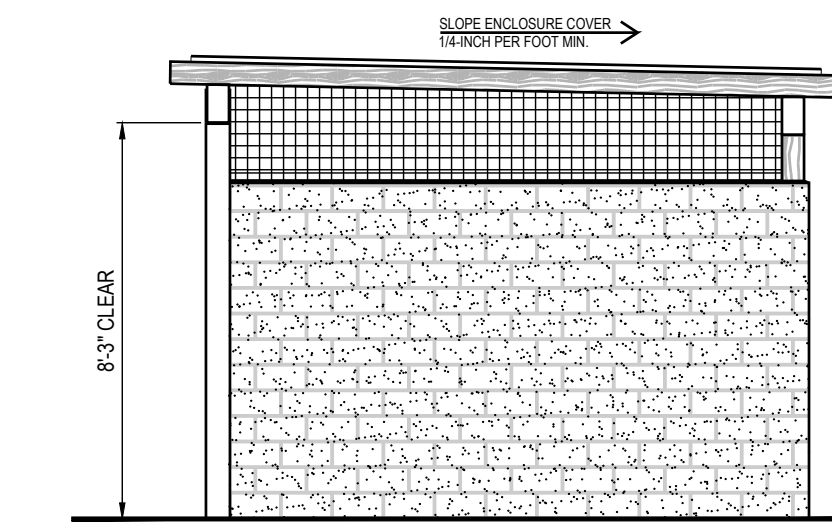


TRASH ENCLOSURE ELEVATION C

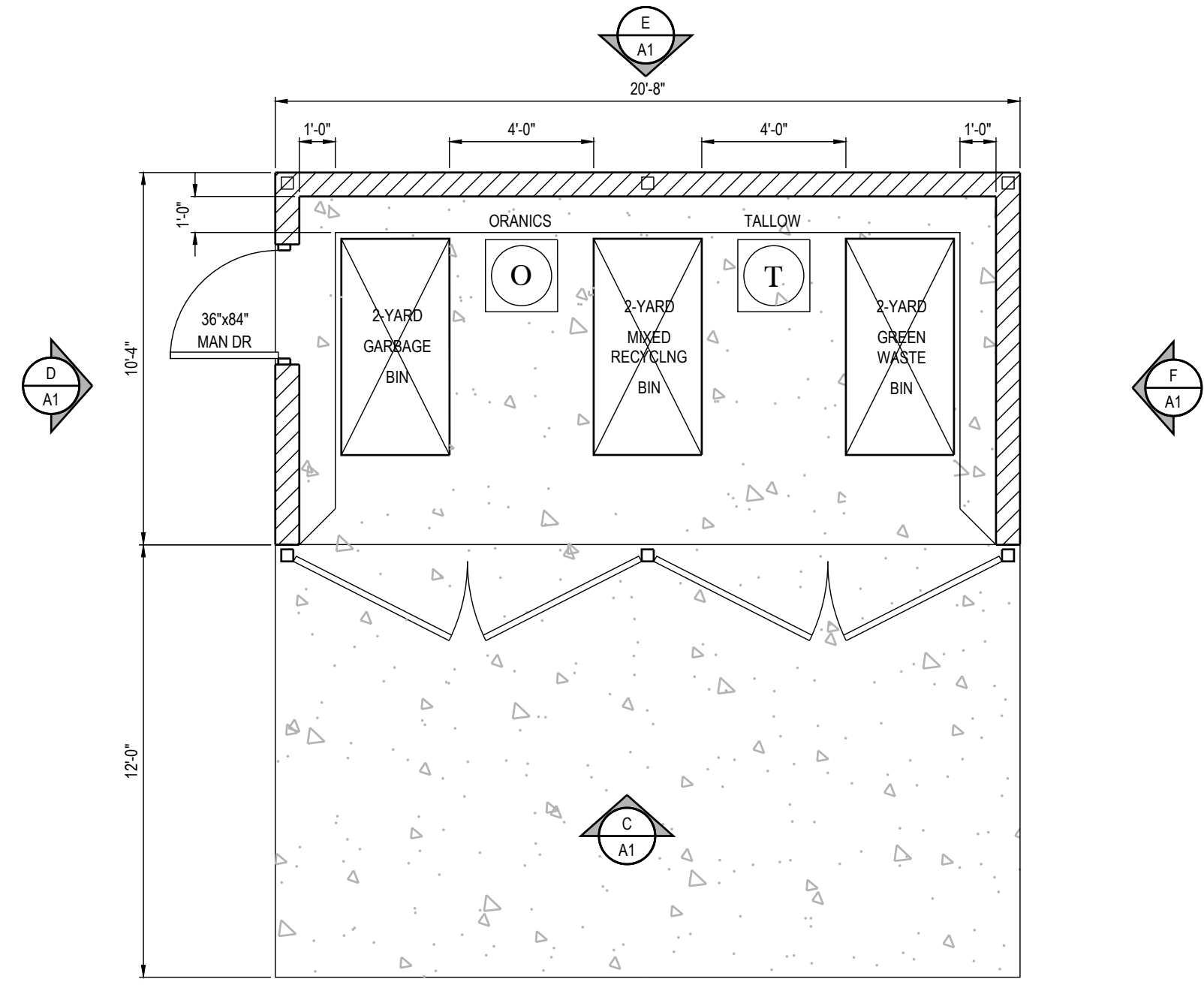
TRASH ENCLOSURE ELEVATION D



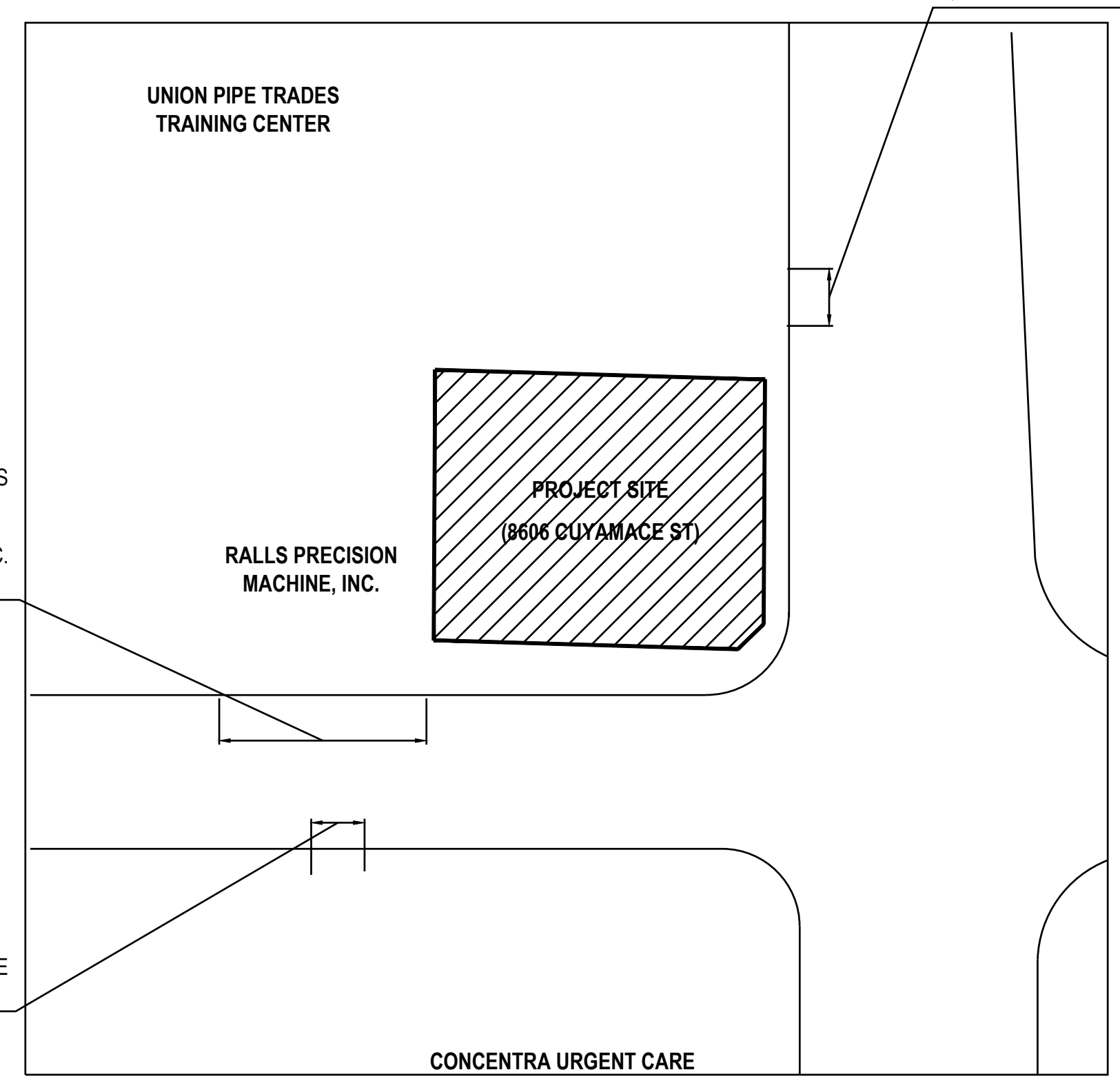
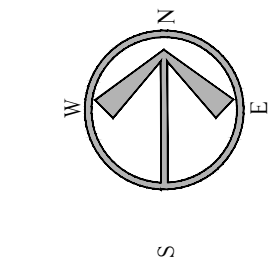
TRASH ENCLOSURE ELEVATION E



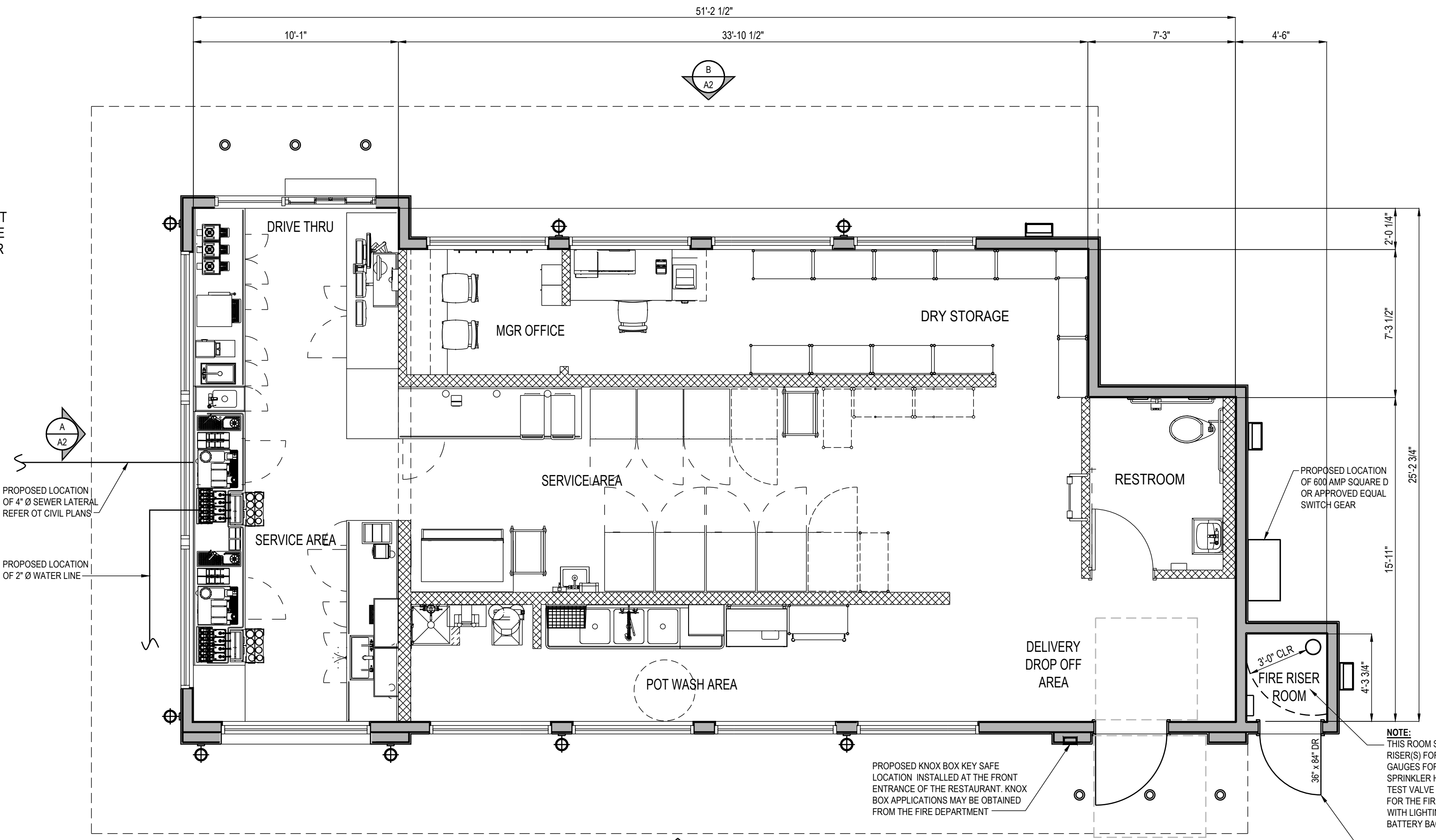
TRASH ENCLOSURE ELEVATION F



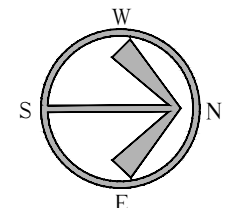
TRASH ENCLOSURE PLAN B



DRIVEWAYS WITHIN 100-FT G



FLOOR PLAN A



NOTE: BUILDING WILL BE 100% ELECTRIC WITH NO GAS

NOTE: A MINIMUM OF ONE 2A10BC FIRE EXTINGUISHER SHALL BE LOCATED EVERY 75' OF TRAVEL THROUGHOUT THE BUILDING. EXACT EXTINGUISHER LOCATION TO BE DETERMINED BY THE FIRE DEPARTMENT PRIOR TO INSTALLATION.

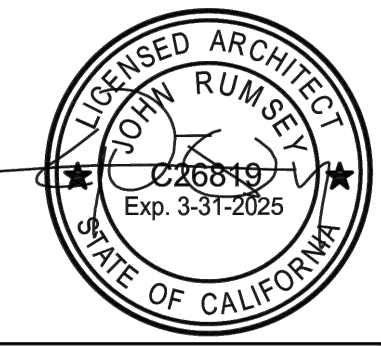
NOTE: THIS ROOM SHALL CONTAIN THE FIRE SPRINKLER RISER(S) FOR THE BUILDING ADDRESS, PRESSURE GAUGES FOR THE SYSTEM, APPLICABLE VALVES, SPRINKLER HEAD BOX, TEST AND DRAIN INSPECTORS TEST VALVE AND ANY DIAGRAMS OR DOCUMENTATION FOR THE FIRE PROTECTION SYSTEMS, PROVIDED WITH LIGHTING ON THE EMERGENCY CIRCUIT OR HAVE BATTERY BACKUP POWER.

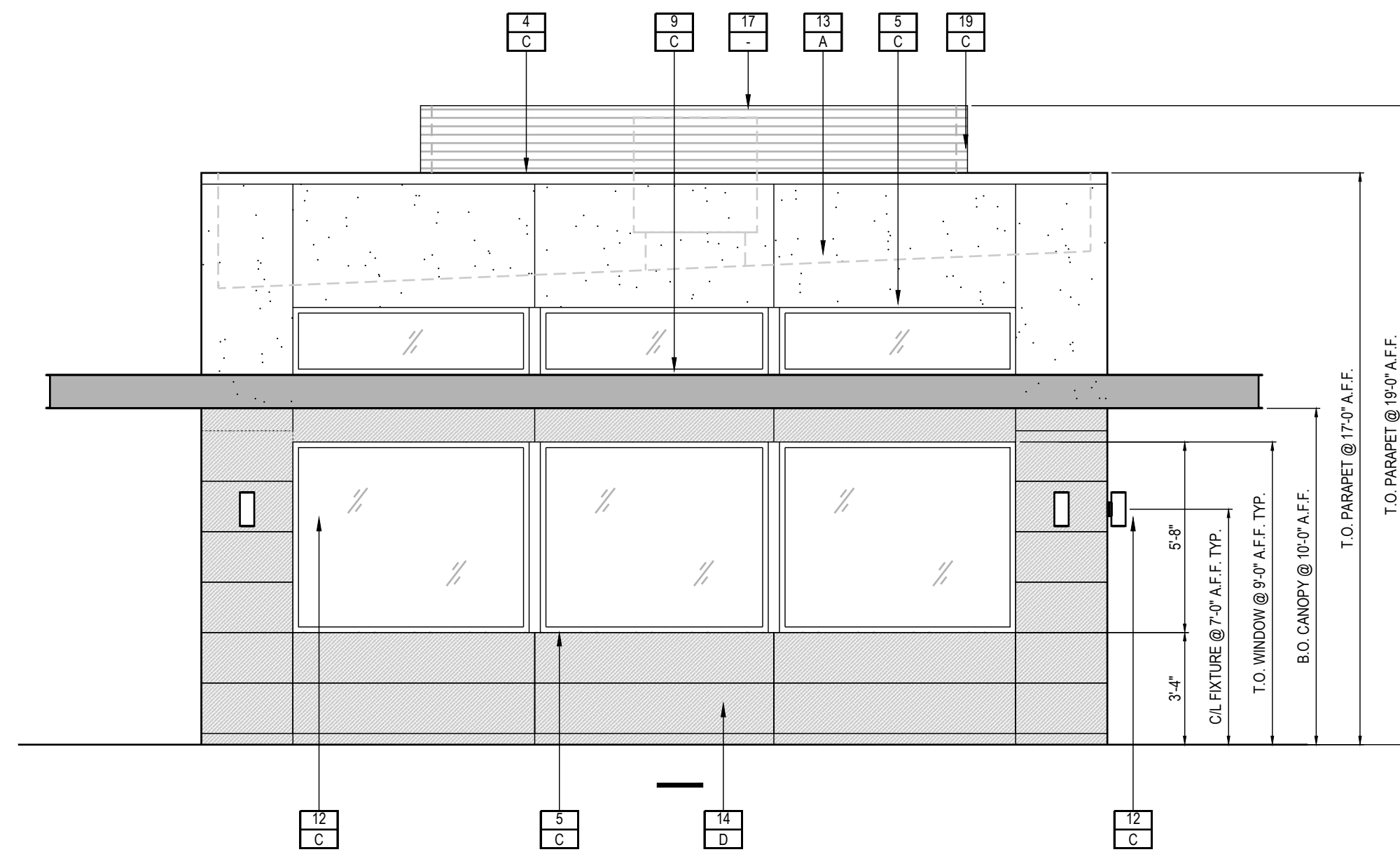
NOTE: THIS DOOR SHALL HAVE EXTERIOR LOCKING HARDWARE AND A KNOX BOX SHALL BE LOCATED AT AN APPROVED LOCATION NEAR THE ROOM FOR EASY FIRE DEPARTMENT ACCESS. THE EXTERIOR SIDE OF THE RISER ROOM DOOR SHALL HAVE LABELING OR SIGNAGE APPROVED BY THE FIRE CODE OFFICIAL INDICATING "FIRE RISER ROOM".



REVISIONS		
NO.	DESCRIPTION	DATE

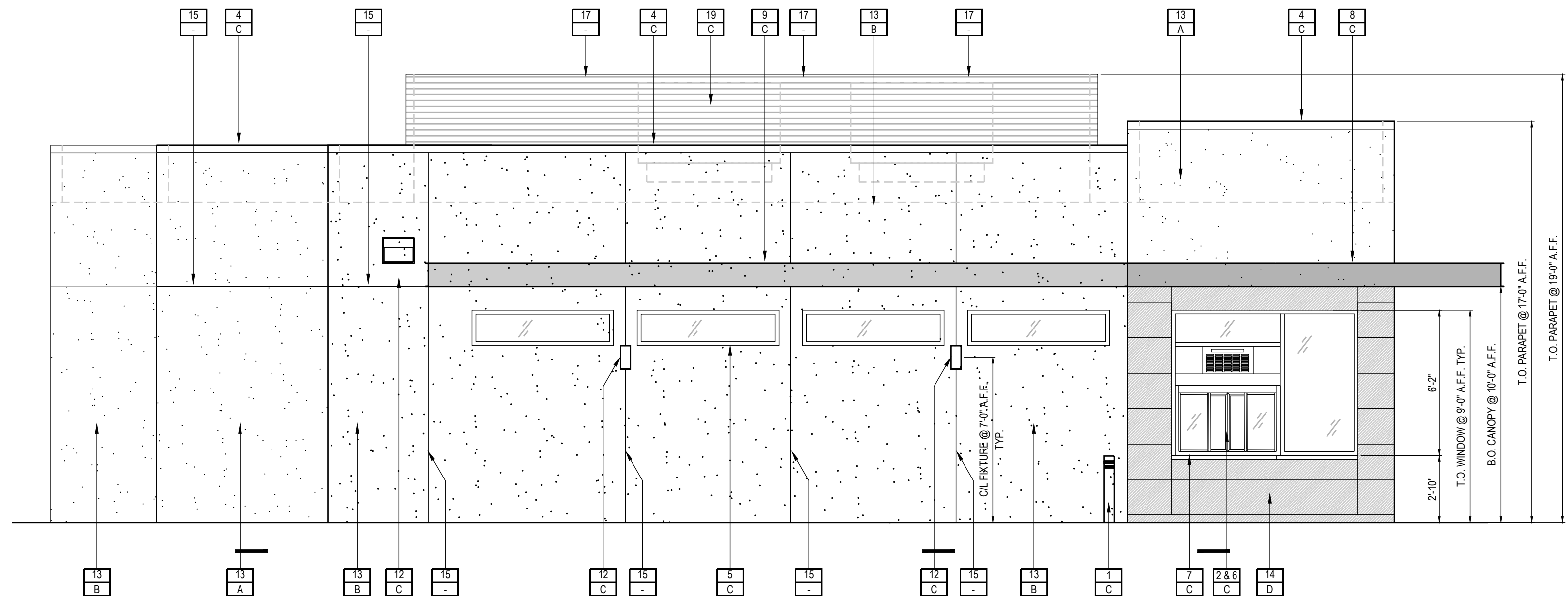
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PLAN SUBMITTAL LOG	
PLAN DATE	3-31-25
CHECKED BY	KRM
PROJECT NO.	22150





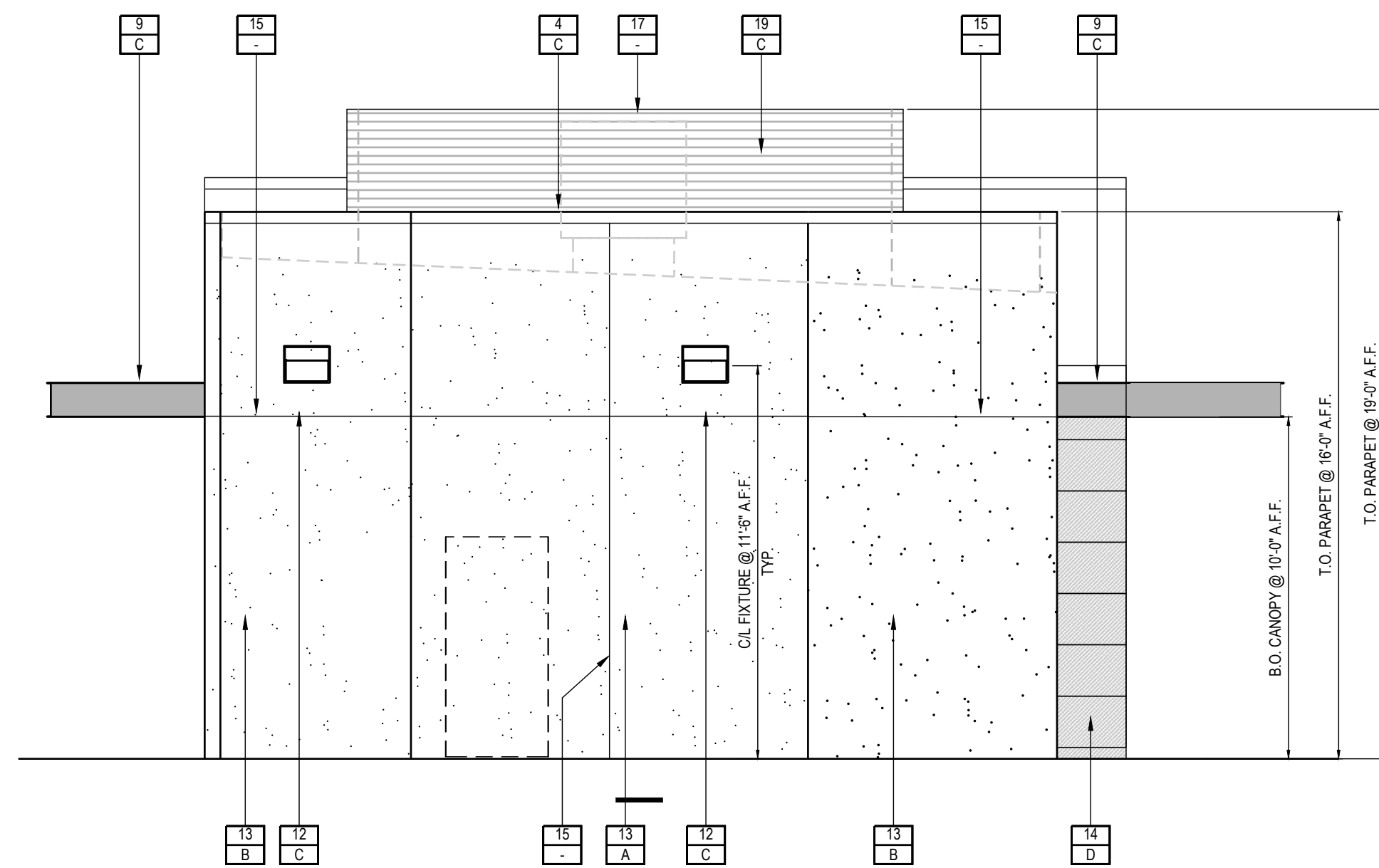
SOUTH ELEVATION

A



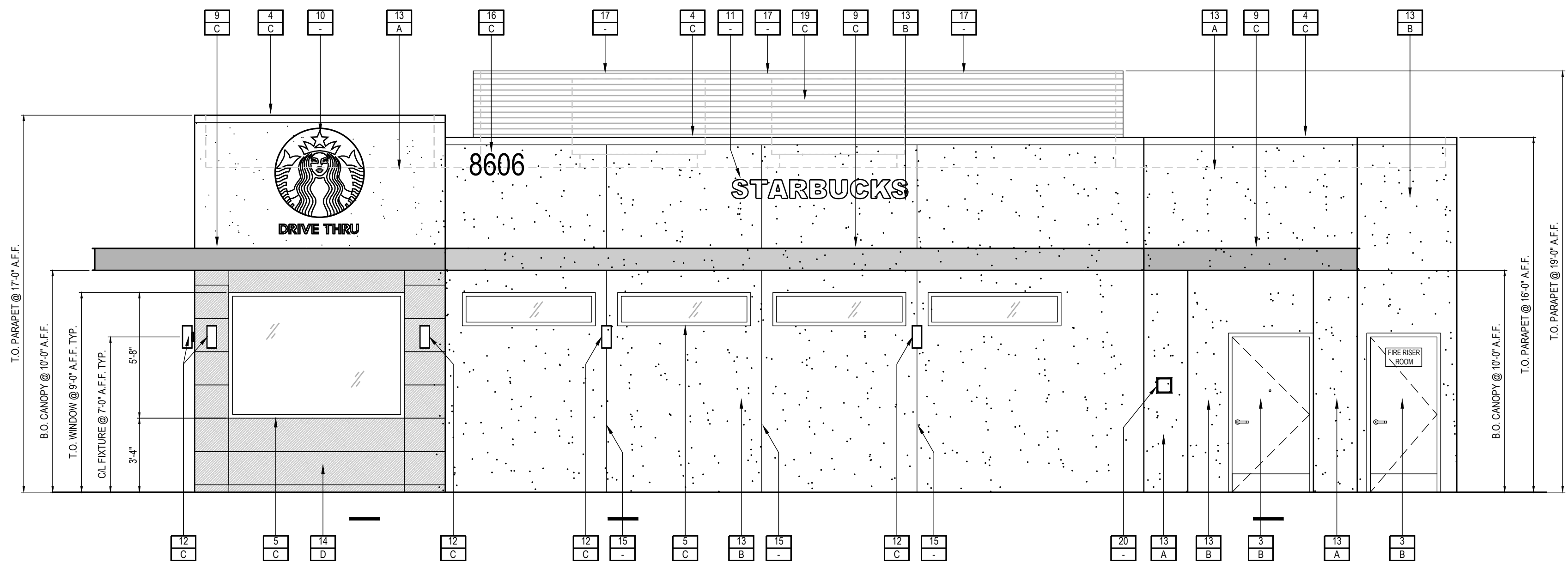
WEST ELEVATION

B



NORTH ELEVATION

C



EAST ELEVATION

D

#	EXTERIOR MATERIALS
A	COLOR TO MATCH: DUNN EDWARDS # DE6225 "FOSSIL"
B	COLOR TO MATCH: DUNN EDWARDS #DE6228 "PLAY ON GREY"
C	COLOR TO MATCH: MEDIUM BRONZE ANODIZED FINISH
D	COLOR: CONCRETE GREY
E	PAINT TO MATCH ADJACENT SURFACE

#	EXTERIOR ELEVATION KEYNOTES
1.	NON-ILLUMINATED PROTECTIVE BOLLARD.
2.	PRIMARY DRIVE THRU SERVICE WINDOW: GLAZING TO BE CLEAR, NON-TINTED, NON-REFLECTIVE, DOUBLE GLAZED AND LOW-E.
3.	SERVICE METAL DOOR & FRAME.
4.	PRE-FINISHED METAL COPING.
5.	ALUMINUM STOREFRONT WINDOW w/ CLEAR GLAZING. EXTEND GLAZING TO 9'-0" AFF. w/ TEMPERED GLAZING PER CODE.
6.	DT WINDOW: PROVIDE READY ACCESS DT SERVICE WINDOW PER REGIONAL SPECIFICATION. WINDOW AND AIR CURTAIN FINISH TO MATCH ADJACENT STOREFRONT.
7.	DRIVE THRU WINDOW SHELF: INSTALL SERVICE WINDOW SHELF AT 36" A.F.F. ON THE INSIDE AND MIN. 42" A.F.F. OUTSIDE, AS MEASURED ABOVE THE DRIVE THRU SURFACE, OR AS PER REGIONAL OR SITE REQUIREMENTS.
8.	DRIVE THRU CANOPY, CANOPY AT DRIVE THRU WINDOW SHALL BE MIN. 9'-6" A.F.F. CLEAR ABOVE THE DRIVE THRU LANE.
9.	AWNING BOTTOM HEIGHT OF 9'-0" AFF TO ALIGN WITH TOP OF STOREFRONT HEADER.
10.	STARBUCKS PRIMARY SIGNAGE OPTION: CENTER OF SECTION OF WALL TYPICAL.
11.	WORDMARK: SECONDARY SIGNAGE OPTION. PREFERRED USAGE OF "STARBUCKS" RATHER THAN "STARBUCKS COFFEE"
12.	EXTERIOR LIGHTING: PROVIDE EXTERIOR SCONCES AS INDICATED. LOCATE SECURITY LIGHT AT EXTERIOR ENTRANCES. MOUNT AT 10'-0" CLEAR AFF OR AS CANOPY HEIGHT PERMITS.
13.	EXTERIOR STUCCO w/ SAND FINISH
14.	NICHHA INDUSTRIAL 18" HIGH PANELS
15.	STUCCO EXPANSION JOINT. SPACING AS SHOWN
16.	ADDRESS NUMBERS SHALL BE PLACED NEAR THE ROOFLINE OF EACH STRUCTURE VISIBLE FROM THE STREET. NUMBERS SHALL BE BLOCK STYLE, 12" IN HEIGHT, BLACK IN COLOR (OR OTHER APPROVED COLOR), IN CONTRAST WITH THEIR BACKGROUND. ADDRESS NUMBERS SHALL ALSO BE ILLUMINATED FOR NIGHTTIME VISIBILITY. A POTTER "SASH-120" HORNSTROBE (OR EQUIVALENT) SHALL BE LOCATED BELOW EACH ADDRESS PLACEMENT FOR INDICATION OF FIRE SPRINKLER ACTIVATION. EXACT LOCATION AND COLOR OF ADDRESS NUMBERS SHALL BE APPROVED BY THE FIRE DEPARTMENT PRIOR TO INSTALLATION.
17.	ROOF TOP UNIT BEYOND PARAPET
18.	PROPOSED LOCATION OF BUILDING ELECTRICAL SERVICE
19.	METAL BOX RIB HORIZONTAL PANELS. FINISH HEIGHT TO OBSTRUCT VIEW OF ALL ROOF TOP MECHANICAL UNITS FROM PUBLIC VIEW
20.	PROPOSED KNOX BOX KEY SAFE LOCATION. INSTALLED AT THE FRONT ENTRANCE OF THE RESTAURANT. KNOX BOX APPLICATIONS MAY BE OBTAINED FROM THE FIRE DEPARTMENT

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PROJECT



A PROPOSED COMMERCIAL DEVELOPMENT FOR:  
**STARBUCKS**  
8606 CUYAMACA STREET  
SANTEE, CA. 92071

REVISIONS

NO.	DESCRIPTION	DATE
NO. 1	NO. 1	NO. 1

PERMIT No. P2022-9

PLAN SUBMITTAL LOG

PLAN DATE	DESCRIPTION
3-11-25	SUBMITTAL TO BLDG DEPT. - 1st REVIEW



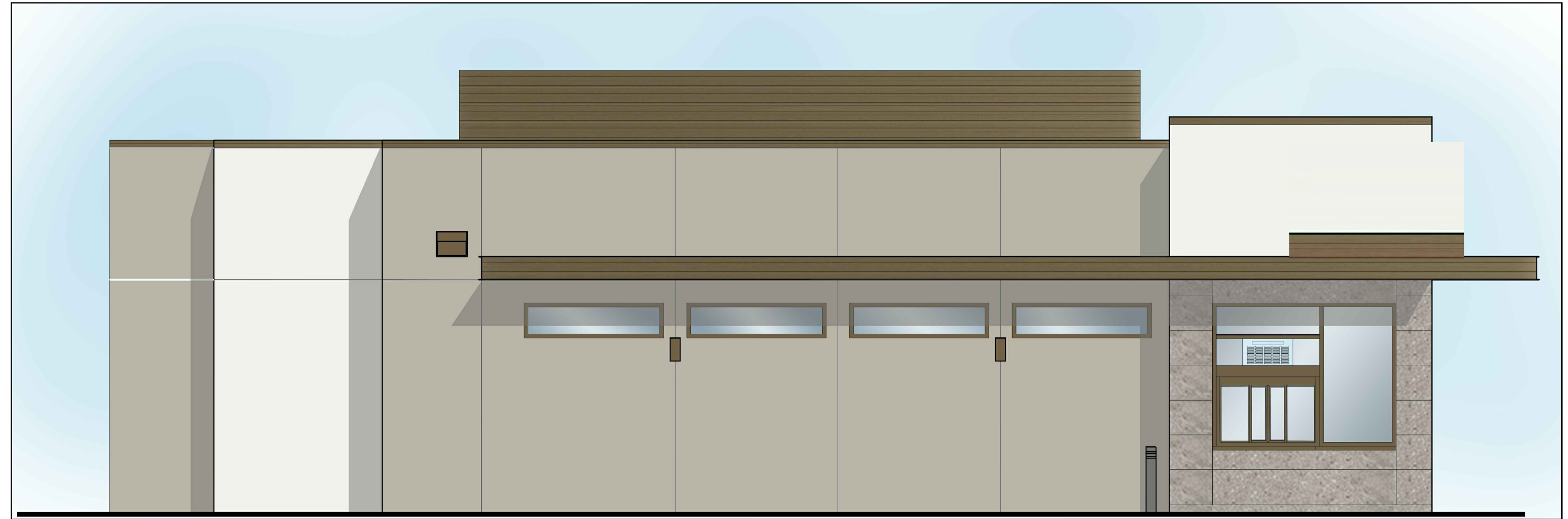
SHEET TITLE

EXTERIOR ELEVATIONS

DATE:	SCALE:
02-05-24	AS NOTED
DRAWN BY:	CHECKED BY:
KRM	22150 planning
PROJECT NO.:	SHEET NUMBER:
22150	22150



SOUTH ELEVATION (A) 1/4" = 1'-0"



WEST ELEVATION (B) 1/4" = 1'-0"



NORTH ELEVATION (C) 1/4" = 1'-0"



EAST ELEVATION (D) 1/4" = 1'-0"

CLIENT

PROJECT



A PROPOSED COMMERCIAL DEVELOPMENT FOR:  
**STARBUCKS**  
8606 CUYAMACA STREET  
SANTEE, CA. 92071

REVISIONS

NO.	DESCRIPTION	DATE

PERMIT No. P2022-9

PLAN SUBMITTAL LOG

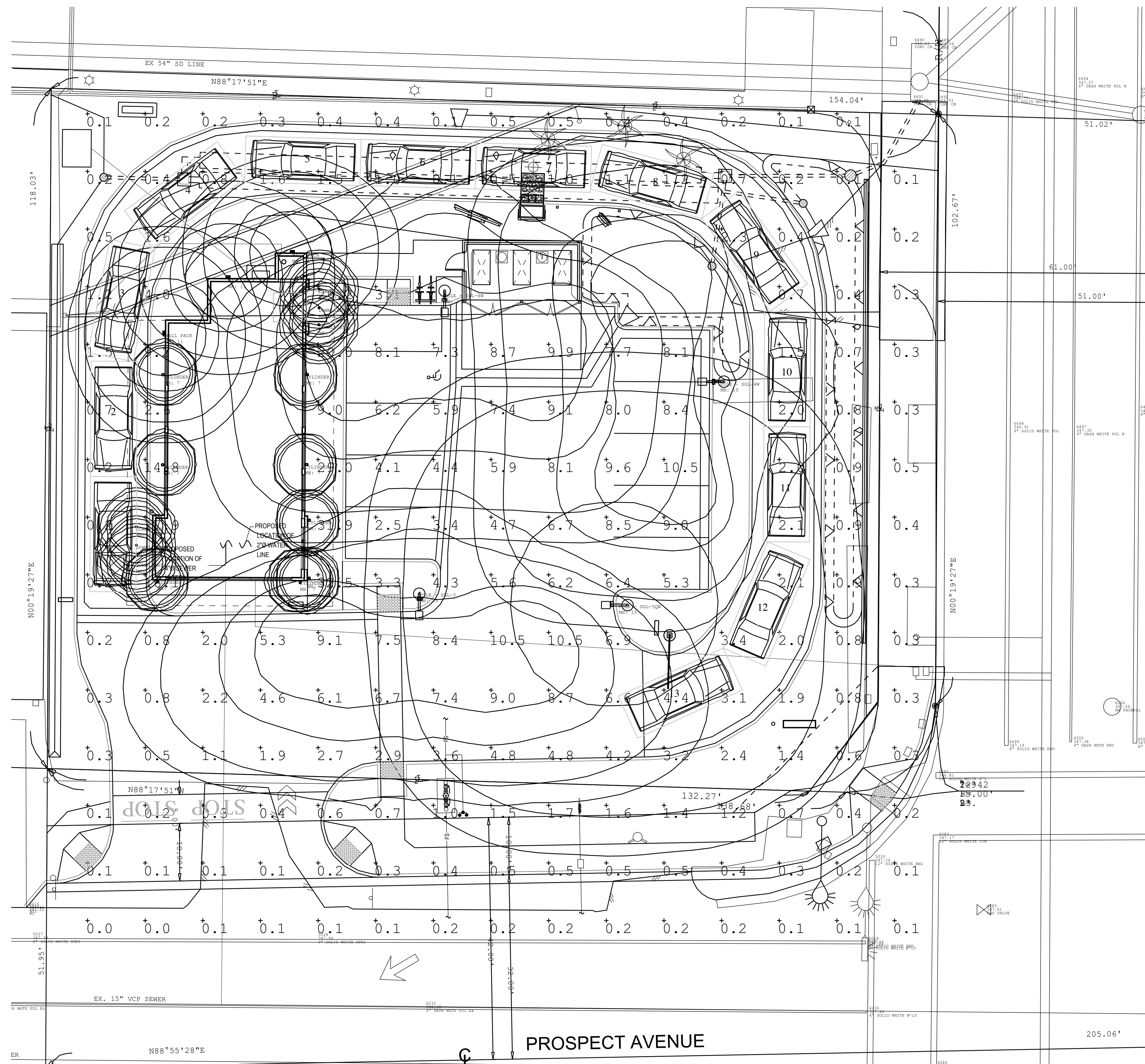
PLAN DATE	DESCRIPTION
3-11-22	SUBMITTAL TO BLDG DEPT. - 1st REVIEW



SHEET TITLE

**COLORED ELEVATIONS**

DATE	SCALE
02-05-24	AS NOTED
DRAWN BY: KRM	CHECKED BY: KRM
DATE: 22150 planning	SHEET NUMBER: 22150
PROJECT NO: 22150	



Symbol	Qty	Tag	Label	Arrangement	Lum. Lumens	Lum. Watts	BIG Rating	LLF	Description
1	1	POLE - 80L-SQW	ASHI-160L-115-487-SQW	Single	15432	109.7	B4-US-G0	0.900	ASHI-160L-115-487-SQW-U
2	1	POLE - 80L-SQ	ASHI-160L-115-487-SQ	Single	15432	109.7	B4-US-G0	0.900	ASHI-160L-115-487-SQ-U
3	1	POLE - 80L-SQ	ASHI-160L-115-487-SQ	Single	15432	109.7	B2-US-G0	0.900	ASHI-160L-115-487-SQ-U
4	1	DOWNLIGHT	LFR-48D-M-101.35KRW-DI1 LFR-4	Single	935	7.8	B1-US-G0	0.900	LFR-48D-M-101.35KRW-DI1 LFR-4R-D-T-CL-S
5	8	DOWNLIGHT	LYA-48D-100W-CK-CL-P-2-CL-182302	Single	4330	42.3	B1-US-G0	0.250	LYA-48D-100W-CK-CL-P-2-CL-182302
6	3	WALL PACK	SWP-3L-U-40-BRE-11	Single	3310	22.8	B2-US-G0	0.900	SWP-3L-U-40-BRE

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
Object 1 Planar	Illuminance	fc	1.39	32.3	0.0	N.A.	N.A.

NOTES:

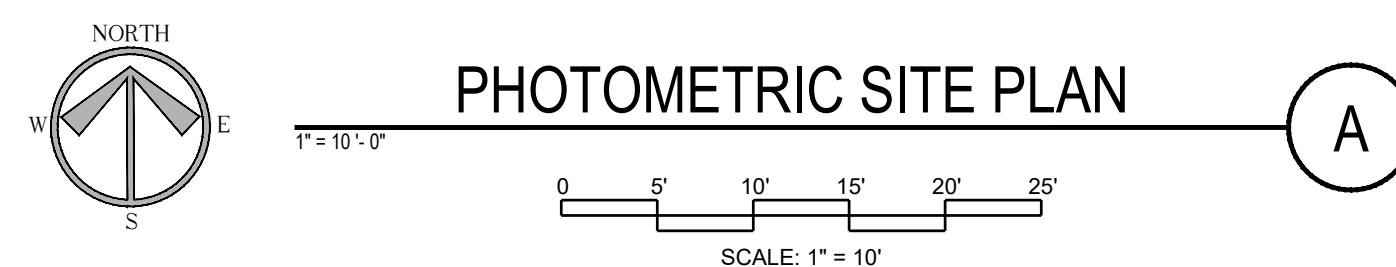
- MOUNTING HEIGHTS:
  - POLE FIXTURES: 15'-0" A.F.F.
  - WALL PACKS: 11'-0" A.F.F.
  - SCENES (CYLINDERS): 7'-0" A.F.F.
  - DOWNLIGHTS: 9'-0" A.F.F.
- CALC PTS @ GROUND: 0'-0" A.F.F.

Calculations have been performed according to information provided regarding room dimensions, reflectances, furniture and architectural element placement. Some differences between measured values and calculated results may occur if the real environment conditions do not match the input data.

Photometric Data used as input for these calculations is based on established IES procedures and published lamp & ballast ratings.

Field Performance will depend on actual lamp, ballast, electrical and site characteristics.

For design reference only - All calculations should be reviewed for accuracy by a certified electrical engineer.



**MPA ARCHITECTS INC.**  
MEMBER AMERICAN INSTITUTE OF ARCHITECTS

3578 30th Street  
San Diego, CA 92104  
V. 619.236.0595  
F. 619.236.0557  
www.mpa-architects.com

CLIENT



A PROPOSED COMMERCIAL DEVELOPMENT FOR:

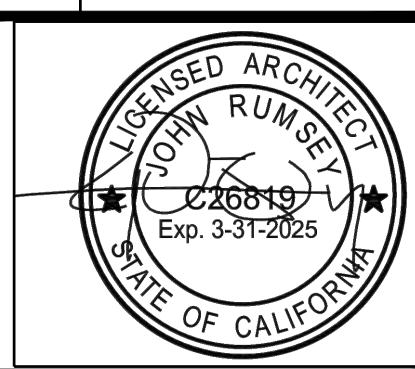
**STARBUCKS**  
8606 CUYAMACA STREET  
SANTEE, CA. 92071

REVISIONS		
NO.	DESCRIPTION	DATE

PERMIT No. P2022-9

PLAN SUBMITTAL LOG

PLAN DATE	DESCRIPTION
3/1/23	SUBMITTAL TO BLDG DEPT. - 1st REVIEW



SHEET TITLE  
**PHOTOMETRIC SITE PLAN**

DATE: 02-05-24 SCALE: AS NOTED  
DRAWN BY: KRM DATE: 2/15/2024  
CHECKED BY: KRM SHEET NUMBER: 22150  
PROJECT NO: 22150

**GENERAL NOTES**

- SURVEYOR HAS RELIED UPON INFORMATION SUPPLIED IN THE CURRENT TITLE REPORT BY COMMONWEALTH LAND TITLE COMPANY REPORT NO. 92016554 DATED MARCH 21, 2022 TO DISCLOSE RECORD EASEMENTS THAT BURDEN OR BENEFIT THIS PROPERTY.
- THE PHRASE "FLOOD HAZARD" WITHIN THE CERTIFICATION HEREON REFERS TO "SPECIAL FLOOD HAZARD AREA" AS DEFINED BY FEMA AND THE NFIP AND ONLY REFERS TO THOSE AREAS ON FLOOD INSURANCE RATE MAPS AS BEING WITHIN ZONES A OR V OF SAID MAPS.
- BY OBSERVATION NO CEMETERIES ARE KNOWN OR FOUND ON SUBJECT PROPERTY.
- NO MONUMENTATION WAS FOUND OR SET AT THE PROPERTY CORNERS UNLESS NOTED OTHERWISE.
- ASSESSORS PARCEL NUMBER FOR THIS PROPERTY IS 384-311-38.
- SURVEYOR TAKES NO RESPONSIBILITY OF ITEMS OMITTED DUE TO A RESULT OF VISUAL OBSTRUCTIONS, SUCH AS AUTOMOBILES, EQUIPMENT & THICK SHRUBBERY.
- THIS PLAN AND/OR DATA FILES INCLUDING ALL CONTENTS HEREIN ARE FOR THE SOLE USES AND PARTIES INDICATED HEREON INCLUDING THEIR SUCCESSORS AND ASSIGNS. ANY DEVIATION OR MISUSE OF THIS PLAN AND/OR DATA FILES WITHOUT PRIOR WRITTEN AGREEMENTS BY ANACAL ENGINEERING IS PROHIBITED AND IS THE RESPONSIBILITY OF THE PARTIES USING SAID DRAWING AND/OR DATA FILES, UPON THE REUSE OF THIS PLAN AND/OR DATA FILES ANACAL ENGINEERING RELINQUISHES ALL RESPONSIBILITIES OF THE ACCURACY AND GENERAL CONTENT OF SAID PLAN AND/OR DATA FILES CONTAINED HEREIN.
- THE EXISTENCE AND APPROXIMATE LOCATION OF UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS WERE DETERMINED BY A SEARCH OF THE AVAILABLE PUBLIC RECORDS OR FROM PLANS PROVIDED BY OTHERS AND ABOVE GROUND OBSERVANCE. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
- THERE WAS NO RESEARCH DONE AT THE CITY'S &/OR COUNTY'S PUBLIC WORKS DEPARTMENTS TO INDICATE THAT THERE ARE ANY CHANGES IN THE STREET RIGHT OF WAY LINES AS SHOWN HEREON. FURTHERMORE THERE IS NO OBSERVABLE EVIDENCE OF ANY RECENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS. IT IS THE RESPONSIBILITY OF THE DESIGN PROFESSION TO VERIFY THIS INFORMATION PRIOR TO ANY FUTURE DESIGN WORK.
- IF UNDERGROUND UTILITIES OR OTHER STRUCTURES, ZONES, SETBACK AND/OR STREET WIDENING DATA ARE SHOWN HEREON, IT IS FOR INFORMATION ONLY, HAVING BEEN OBTAINED FROM A GENERAL REQUEST AT THE LOCAL AGENCY'S PUBLIC COUNTER AND/OR OTHER SOURCES NOT CONNECTED WITH THIS COMPANY. NO REPRESENTATION IS MADE AS TO THE ACCURACY, CURRENCY OR COMPLETENESS OF SAID INFORMATION DUE TO CHANGED CONDITIONS NOT REFLECTED IN THE STANDARD RESEARCH PERFORMED FOR THIS PROJECT. ANY USER OF SAID INFORMATION ARE URGED TO CONTACT THE UTILITY COMPANY OR LOCAL AGENCY DIRECTLY.
- SURVEYOR DOES NOT ASCERTAIN OWNERSHIP OF FENCES AND PERIMETER WALLS.

**LEGAL DESCRIPTION**

ALL THAT CERTAIN REAL PROPERTY SITUATED IN THE CITY OF SANTEE, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, DESCRIBED AS FOLLOWS:

THE NORTHERLY 118.0 FEET OF THE EASTERLY ONE-HALF OF THE SOUTHERLY 160 FEET OF THE EASTERLY 550 FEET (EXCEPTING THEREFROM THE WESTERLY 100.00 FEET) OF LOT 1, BLOCK 19 OF THE SUBDIVISION OF LOTS "H" & "O" OF RANCHO EL CAJON, IN THE COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, IN THE CITY OF SANTEE, COUNTY OF SAN DIEGO, STATE OF CALIFORNIA, ACCORDING TO MAP THEREOF NO. 817, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, APRIL 2, 1896 OF OFFICIAL RECORDS ALSO EXCEPTING THEREFROM THAT PORTION THEREOF CONVEYED TO THE CITY OF SANTEE, A MUNICIPAL CORPORATION, IN DEED RECORDED IN THE OFFICE OF THE COUNTY RECORDER OF SAN DIEGO COUNTY, AUGUST 30, 1985 AS FILE/PAGE NO. 85-318761 OF OFFICIAL RECORDS, DESCRIBED AS FOLLOWS:

ALL THAT PORTION OF SAID LAND LYING SOUTHEASTERLY OF A CIRCULAR CURVE, CONCAVE TO THE NORTHWEST AND HAVING A RADIUS OF 15.00 FEET, SAID CURVE BEING TANGENT WESTERLY WITH THE EXISTING NORTHERLY RIGHT OF WAY, LINE OF PROSPECT AVENUE SAID LINE BEING PARALLEL WITH AND DISTANT 42.00 FEET NORTHERLY (MEASURED AT RIGHT ANGLES) FROM THE CENTER LINE OF SAID PROSPECT AVENUE, SAID CENTER LINE BEING THE NORTHERLY LINE OF LOT 2 IN BLOCK 19 OF THE SUBDIVISION OF LOTS "H" AND "O" OF THE RANCHO EL CAJON, AS SHOWN ON A MAP THEREOF RECORDED AS MAP NO. 817, RECORDS OF SAID COUNTY AND STATE, SAID CURVE BEING TANGENT NORTHERLY WITH THE EXISTING WESTERLY RIGHT OF WAY LINE OF CUYAMACA STREET, SAID LINE BEING PARALLEL WITH AND DISTANT 51.00 FEET WESTERLY FROM THE EXISTING CENTER LINE OF SAID CUYAMACA STREET.

ASSESSOR'S PARCEL NUMBER: 384-311-38

**EASEMENT NOTES**

THE FOLLOWING ITEMS WERE FOUND IN COMMONWEALTH LAND TITLE COMPANY REPORT NO. 92016554 DATED MARCH 21, 2022:

- EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT: IN FAVOR OF: SAN DIEGO GAS AND ELECTRIC COMPANY PURPOSE: AERIAL AND UNDERGROUND PUBLIC UTILITIES AND INCIDENTAL PURPOSES RECORDING DATE: FEBRUARY 1, 1949 RECORDING NO: BOOK 3100, PAGE 314 OF OFFICIAL RECORDS. EASEMENT AFFECTS SUBJECT PROPERTY AND THE CENTERLINE OF UNDEFINED WIDTH EASEMENT IS PLOTTED HEREON.
- EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS SET FORTH IN A DOCUMENT: IN FAVOR OF: COUNTY OF SAN DIEGO PURPOSE: COUNTY HIGHWAY AND INCIDENTAL PURPOSES RECORDING DATE: SEPTEMBER 23, 1965 RECORDING NO: 172916 OF OFFICIAL RECORDS. EASEMENT AFFECTS SUBJECT PROPERTY AND IS PLOTTED HEREON.
- EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: GRANTED TO: SAN DIEGO GAS AND ELECTRIC COMPANY, A CALIFORNIA CORPORATION PURPOSE: RIGHT OF WAY IN, UPON, OVER, UNDER AND ACROSS THE LANDS SHOWN OR DESCRIBED BELOW, FOR THE PURPOSE RECORDING DATE: JULY 13, 1994 RECORDING NO: 94-436381 OF OFFICIAL RECORDS. EASEMENT AFFECTS SUBJECT PROPERTY AND ITS APPROXIMATE LOCATION IS PLOTTED HEREON.
- EASEMENT FOR THE PURPOSE SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT: GRANTED TO: PACIFIC BELL, A CALIFORNIA CORPORATION, ITS SUCCESSORS AND ASSIGNS PURPOSE: CONSTRUCT, USE, MAINTAIN, OPERATE, ALTER, ADD TO, REPAIR, REPLACE, RECONSTRUCT, INSPECT AND REMOVE AT ANY TIME AND FROM TIME TO TIME UNDERGROUND ELECTRICAL SUPPLY SYSTEMS AND COMMUNICATION SYSTEMS, CONSISTING OF WIRES, UNDERGROUND CONDUITS, CABLES, VAULTS, MANHOLES, HANDHOLES, AND INCLUDING ABOVE-GROUND ENCLOSURES, MARKERS AND CONCRETE PADS AND OTHER APPURTENANT FIXTURES AND EQUIPMENT NECESSARY OR USEFUL FOR DISTRIBUTING ELECTRICAL ENERGY AND FOR TRANSMITTING INTELLIGENCE BY ELECTRICAL MEANS RECORDING DATE: OCTOBER 3, 1994 RECORDING NO: 94-582854 OF OFFICIAL RECORDS. EASEMENT AFFECTS SUBJECT PROPERTY AND ITS APPROXIMATE LOCATION IS PLOTTED HEREON.

**APPROXIMATE EARTHWORK QUANTITIES**

CUT: 45 C.Y. FILL: 445 C.Y. OVER-"X": 1,000 C.Y.  
SHRINKAGE: 100 C.Y. IMPORT: 500 C.Y.

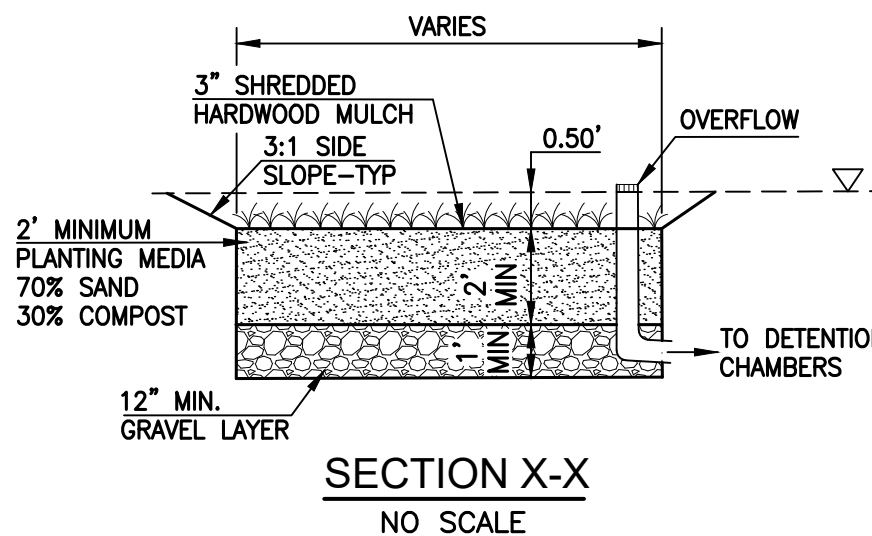
THE ABOVE QUANTITIES ARE FOR REFERENCE AND FEE PURPOSES ONLY. THE GRADING CONTRACTOR IS RESPONSIBLE FOR DETERMINING HIS OWN QUANTITIES FOR CONSTRUCTION AND CONTRACT PURPOSES. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF IT BECOMES APPARENT THERE WILL BE AN EXCESS OR SHORTAGE OF MATERIAL SO THAT A ACCEPTABLE SOLUTION CAN BE REACHED.

**FLOOD ZONE INFORMATION**

ZONE: 'X' SHADED  
2% ANNUAL CHANCE FLOOD HAZARD  
PANEL NO. 06073C 1653G

DATED: MAY 16, 2012

NO FIELD SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE AND AN ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THIS DETERMINATION OR APPLY FOR VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY.

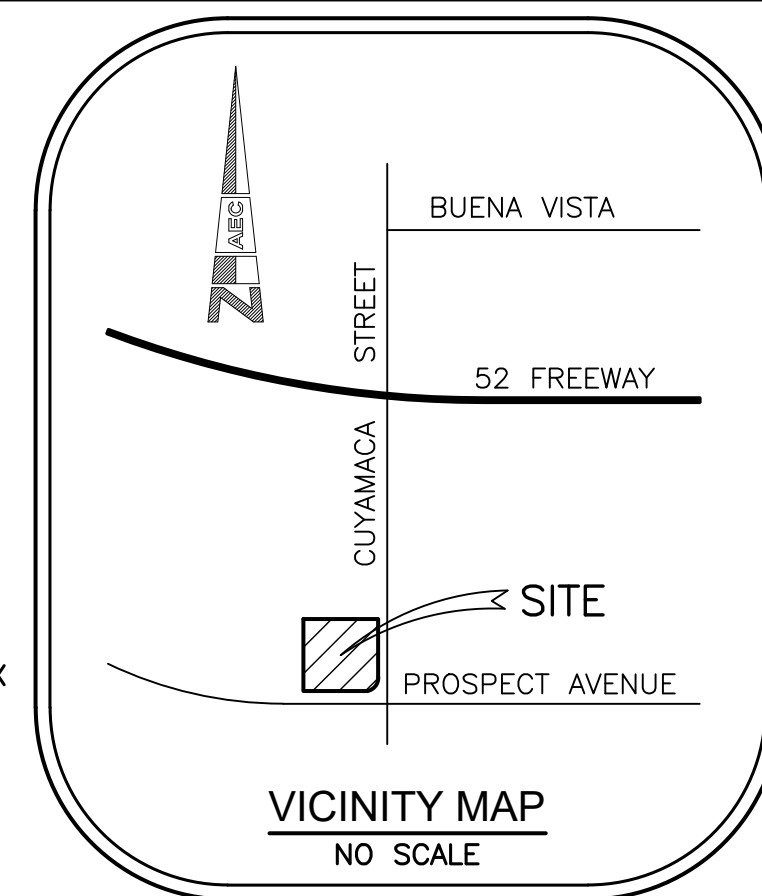


**BMP NOTE**

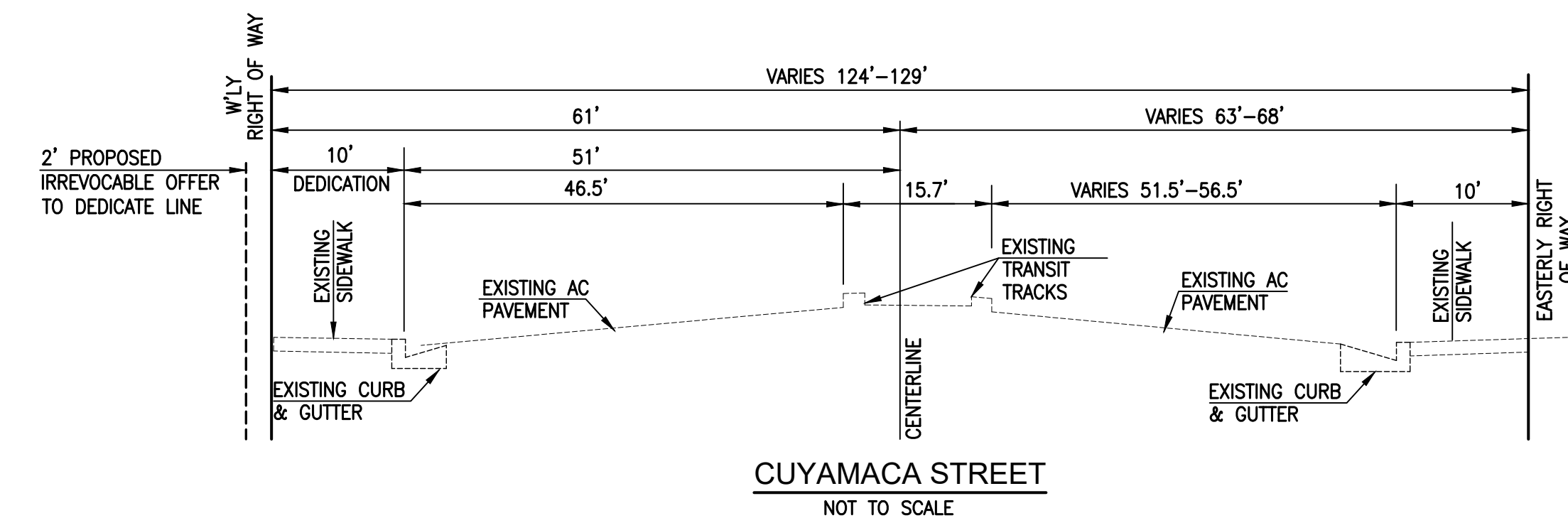
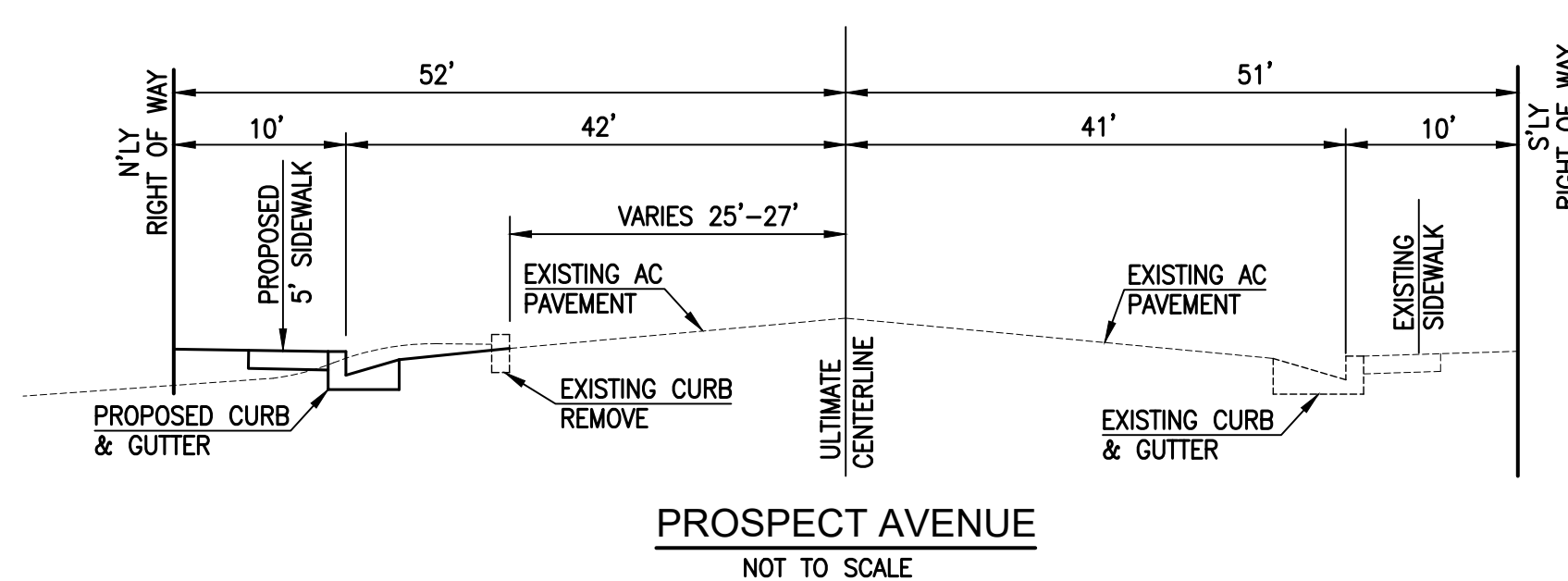
- PROPOSED BMP SHALL CONFORM TO FACT SHEET INF-1 FOR INFILTRATION BASINS OF THE SANTEE BMP MANUAL.
- INFILTRATION BASIN SHALL BE CONSTRUCTED WITH 2% MAXIMUM GRADE THROUGHOUT.

**LEGEND**

- FIRE HYDRANT
- EDGE PAVEMENT
- WATER VALVE
- METER, PULL BOX
- SIGN
- CONCRETE
- BLOCK WALL
- LIGHT STANDARD
- TRAFFIC SIGNAL (TS)
- STREET LIGHT
- WROUGHT IRON FENCE
- WOOD FENCE
- CHAINLINK FENCE
- ASPHALT PAVEMENT
- BOTTOM OF X
- DRIVEWAY RAMP
- STORM DRAIN
- CONCRETE SWALE
- GRATE INLET
- SD JUNCTION BOX
- EXISTING TREE (TO BE REMOVED)
- LANDSCAPE AREA
- INFILTRATION AREA
- PROP. CONCRETE
- EDGE OF GUTTER
- EP
- EPB
- FC
- FL
- L
- NG
- PL
- PP
- R/W
- SDMH
- SMH
- TC
- TC
- TSPB
- TX
- TW
- (OO)
- OO



**LAND AREA**  
18,126 SQUARE FEET  
0.416 ACRES



**BENCH MARK**

DESCRIPTION: + IN SEWER MANHOLE RIM  
LOCATION: INTERSECTION OF CUYAMACA STREET AND PROSPECT AVENUE  
ELEVATION: 348.01 FEET DATUM:  
RECORD FROM: COUNTY PLANS ROS 11252

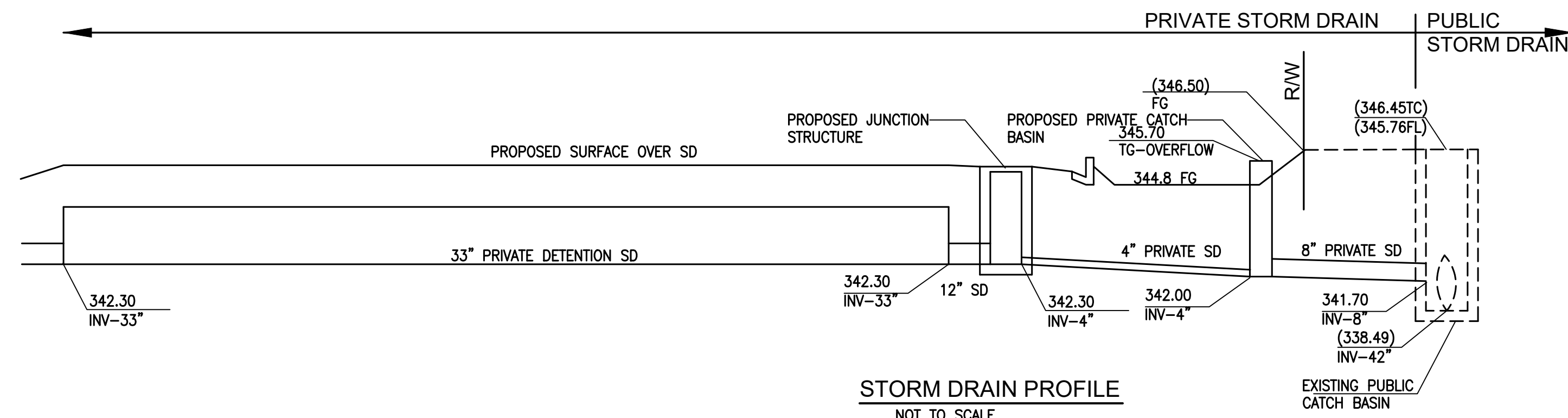
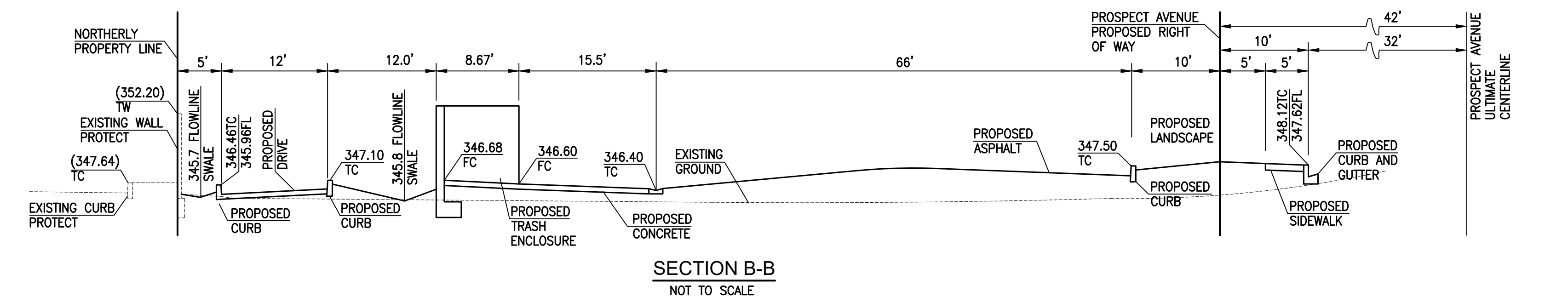
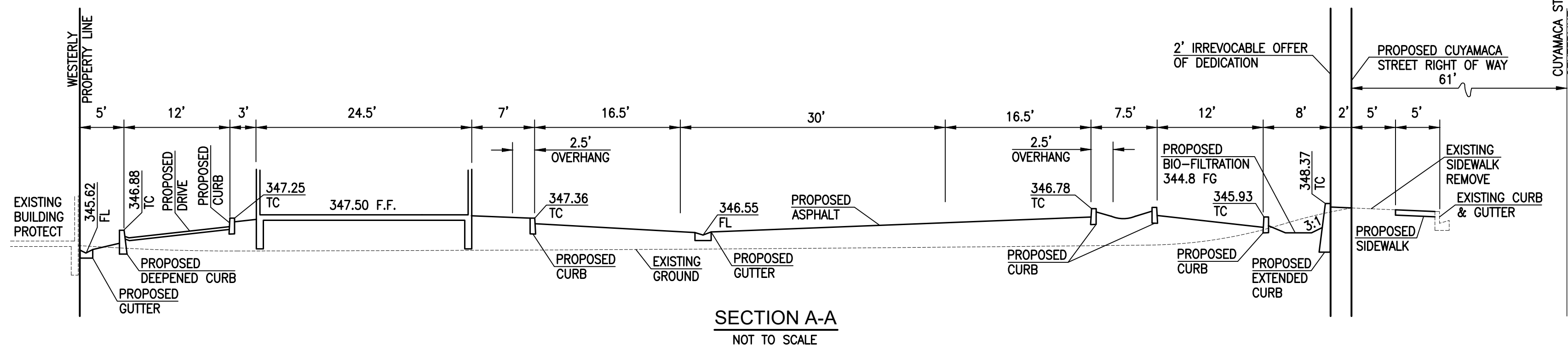
**BASIS OF BEARINGS**

COORDINATES AND BEARINGS ARE BASED ON CCS83 (1991.35) ZONE 6. PER RECORD OF SURVEY NO. 11252.

**UTILITIES INFORMATION**

- ELECTRICITY**  
SAN DIEGO GAS & ELECTRIC  
1801 S. ATLANTIC BLVD.  
SANTEE, CA 91754  
PHONE: 800-411-7343
- GAS**  
SAN DIEGO GAS & ELECTRIC  
1801 S. ATLANTIC BLVD.  
SANTEE, CA 91754  
PHONE: 800-411-7343
- WATER DISPOSAL**  
WASTE MANAGEMENT  
1001 W. BRADLEY AVENUE  
EL CAJON, CA 92020  
PHONE: 619-596-5100
- SEWER & WATER SERVICES**  
PADRE DAM MUNICIPAL WATER DISTRICT  
9800 FANITA PARKWAY  
SANTEE, CA 92071  
PHONE: 649-448-3111

THE EXISTENCE AND APPROXIMATE LOCATION OF UNDERGROUND UTILITIES OR STRUCTURES SHOWN ON THESE PLANS WERE DETERMINED BY A SEARCH OF THE AVAILABLE PUBLIC RECORDS AND ABOVE GROUND OBSERVANCE. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL UTILITIES IN THE AREA, EITHER IN SERVICE OR ABANDONED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED ALTHOUGH HE/SHE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.

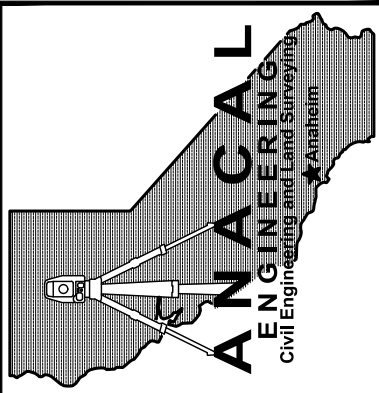


**ANACAL ENGINEERING & LAND SURVEYING**  
CIVIL ENGINEERING & LAND SURVEYING  
1211 NORTH TUSTIN AVENUE  
ANAHEIM, CALIFORNIA 92807  
PHONE: 714-774-1763 FAX: 714-774-4690  
E-MAIL ADDRESS: ANACAL@ANACALENGINEERING.COM

**PRELIMINARY GRADING PLAN**  
**STARBUCKS CORNER**  
8606 CUYAMACA STREET

PROJECT ENGINEER  
DATE: 02/05/24  
SCALE: AS NOTED  
DRAWN: V. F. L.  
CHECKED: D. C. Q.

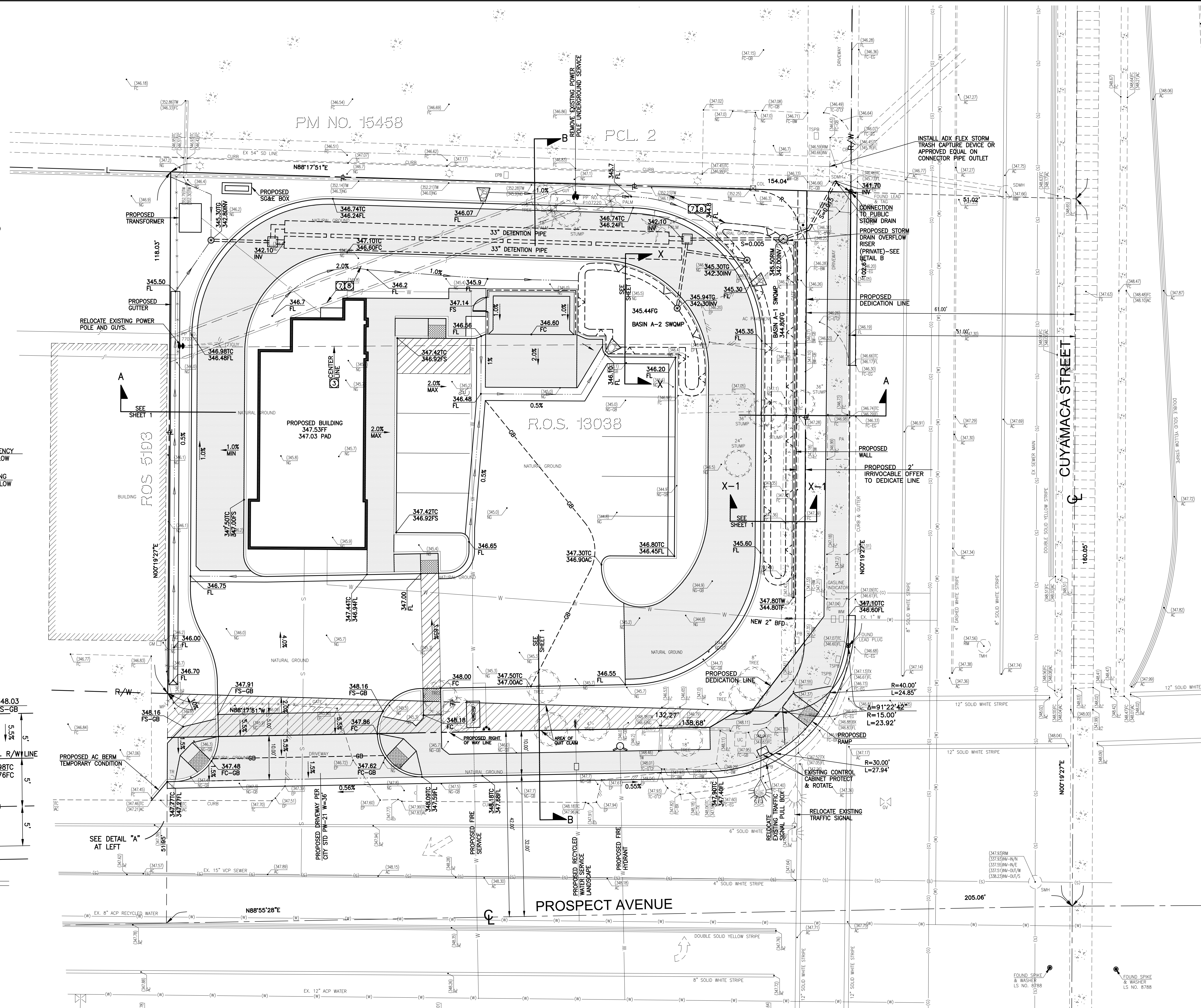
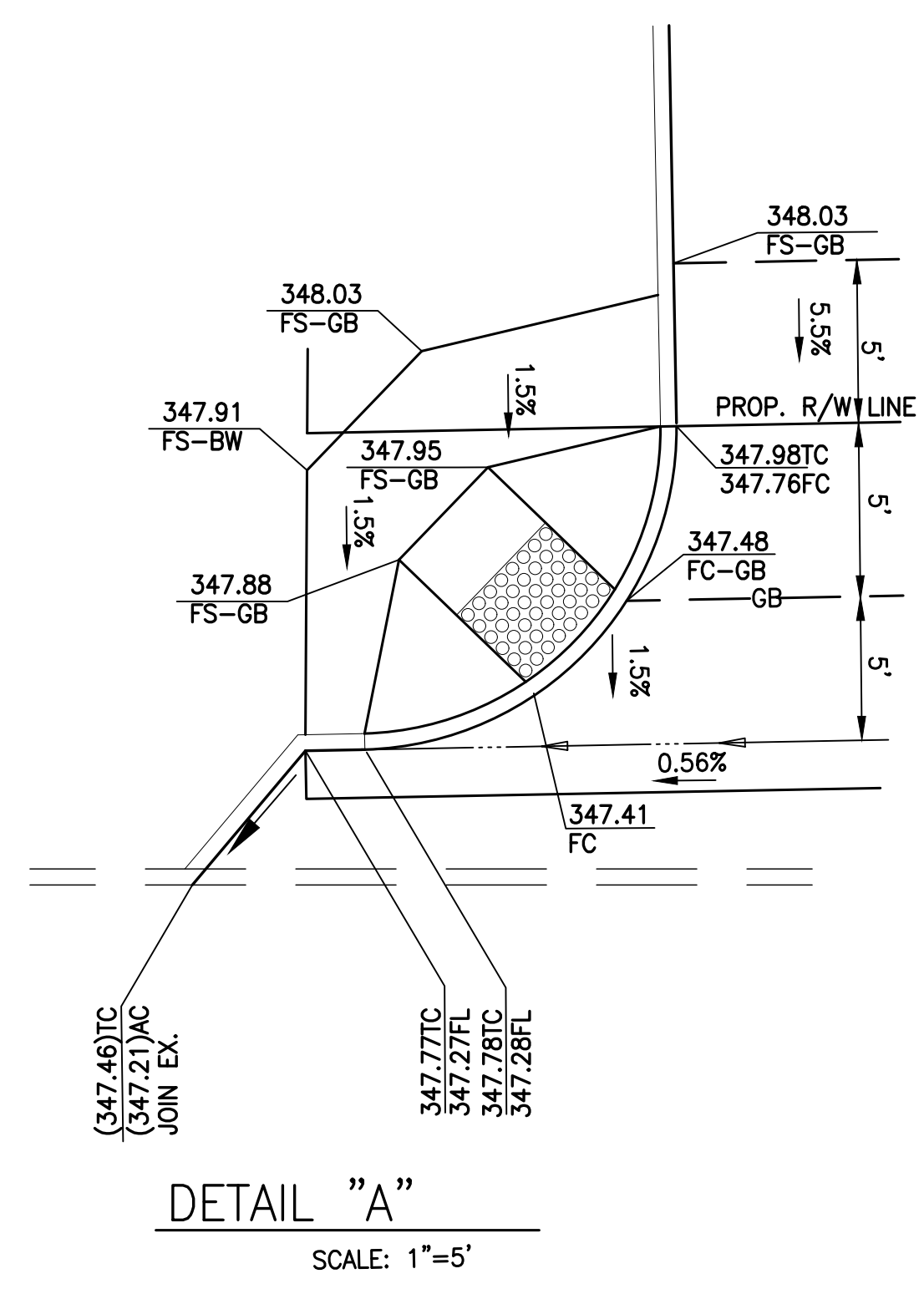
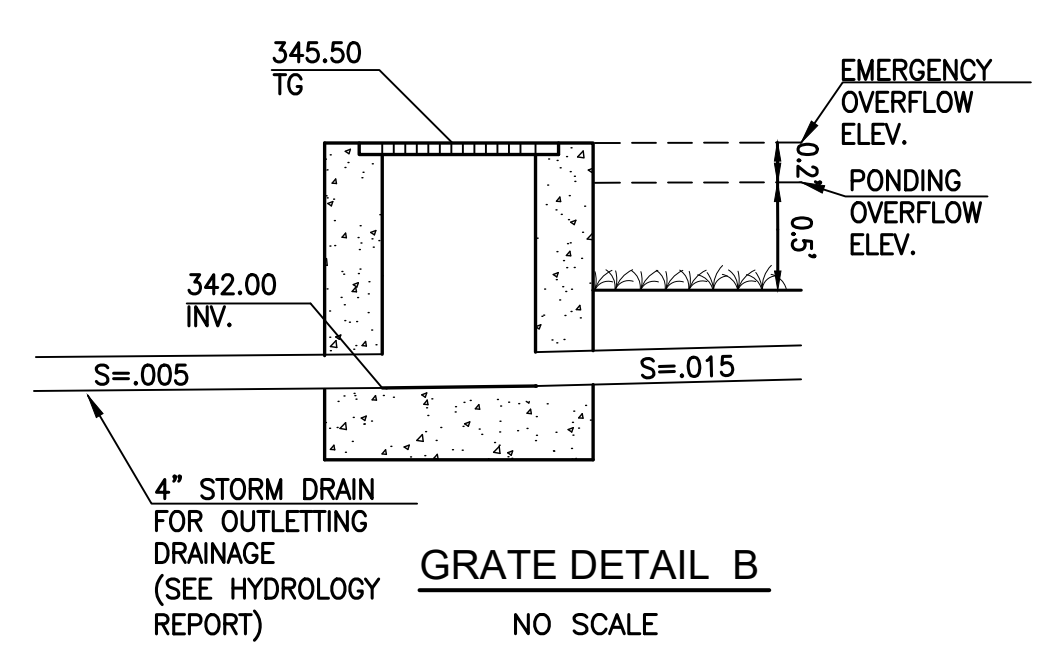
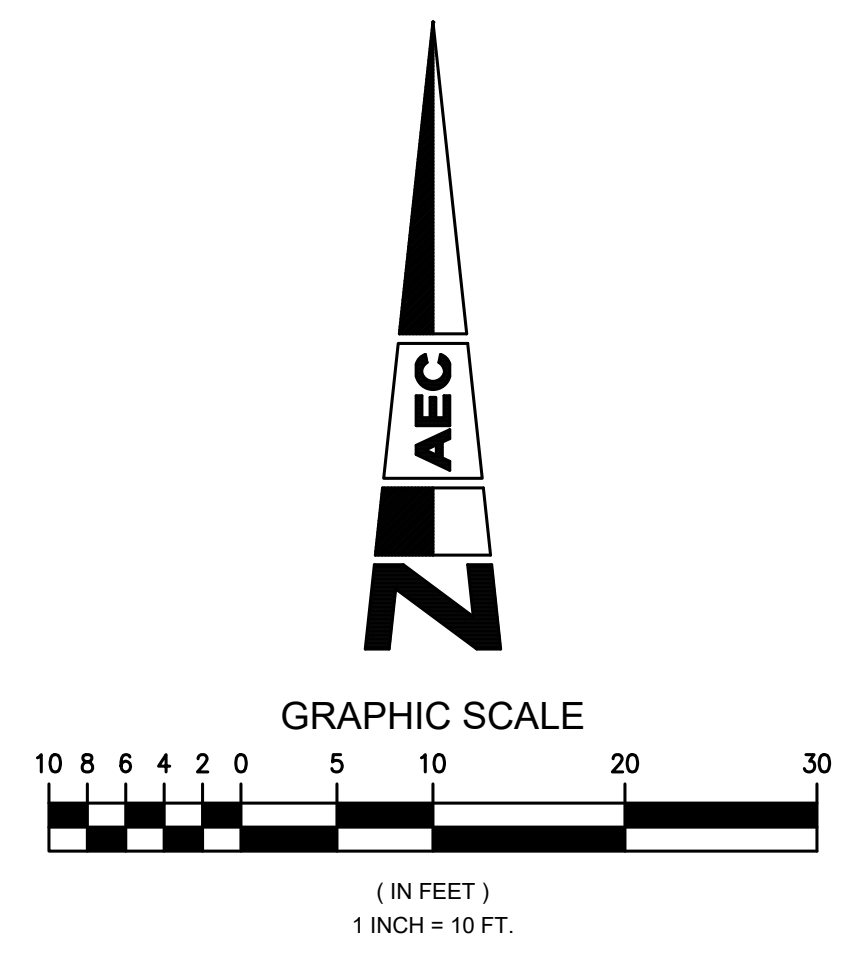
SHEET TITLE: PROJECT  
SHEET NO. 1 OF 2  
JOB NO. 22-095-PRELIM-GP-R3



**ANACAL ENGINEERING COMPANY**  
 CIVIL ENGINEERING & LAND SURVEYING  
 1211 NORTH TUSTIN AVENUE  
 ANAHEIM, CALIFORNIA 92807  
 PHONE: 714-774-1763 FAX: 714-774-4690  
 E-MAIL ADDRESS: ANACAL@ANACALENGINEERING.COM

PROJECT ENGINEER	DATE	SCALE	DRAWN	CHECKED
	02/05/24	1" = 10'	V. F. L.	D. C. Q.

**PRELIMINARY GRADING PLAN**  
**STARBUCKS CORNER**  
 8606 CUYAMACA STREET  
 SANTEE, CALIFORNIA  
 JOB NO. 22-095-PRELIM-GP-R3



REVISIONS	BY

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**ROYAL OAK DESIGN**  
 Sylvia E. Lyons, Landscape Architect #1549  
 10252 Golden Yarrow Lane  
 Alta Loma, CA 91701  
 Telephone: (909)244-9667  
 Email: royaloakdesign@verizon.net

PRELIMINARY LANDSCAPE PLANTING PLAN  
 PROJECT: STARBUCKS DRIVE-THRU  
 ADDRESS: 8606 CUYAMACA ST., SANTEE, CA



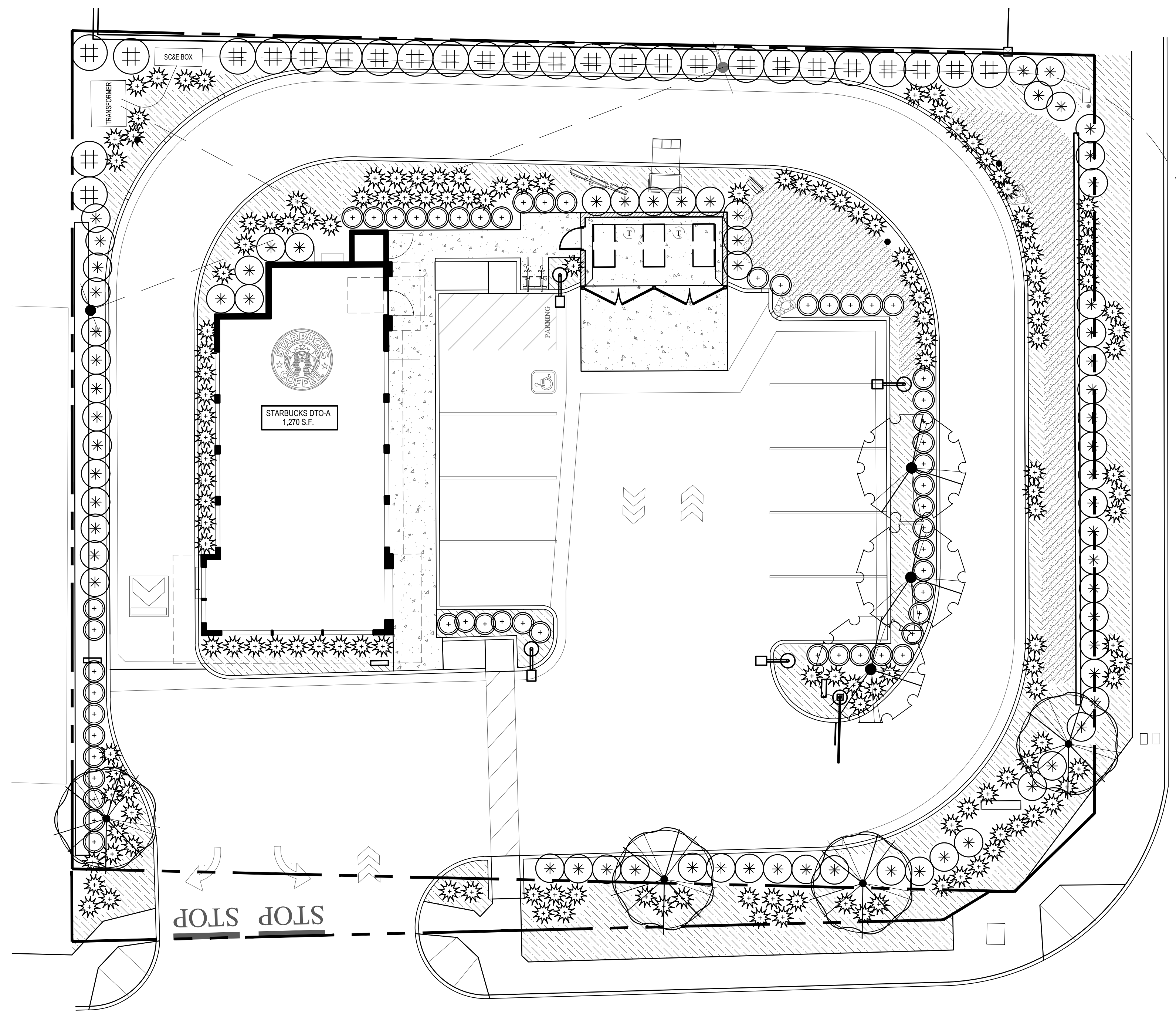
DRAWN: S.L.  
 DATE: 4/10/2024  
 SCALE: 1" = 10' - 0"  
 JOB NO: 5462  
 SHEET

LP-1

**CONCEPTUAL PLANT SCHEDULE**

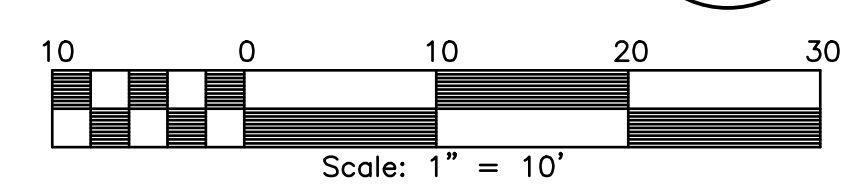
	<b>PARKING LOT TREE</b> Agonis flexuosa 'Burgundy' / Burgundy Peppermint Tree Rhus lancea / African Sumac	3	24" Box, L. Std. 24" Box, L. Std.
	<b>ACCENT TREE</b> Cercis occidentalis / Western Redbud Chilopsis linearis 'Burgundy' / Burgundy Desert Willow	4	24" Box, L 24" Box, L
	<b>TALL BACKGROUND SHRUB</b> Arbutus unedo 'Compacta' / Compact Strawberry Tree Dodonaea viscosa 'Purpurea' / Purple Hopseed Bush Tecoma x 'Sunrise' / Sunrise Yellow Bells	26	5-gal., L 5-gal., L 5-gal., L
	<b>MEDIUM SCREEN SHRUB</b> Leucophyllum frutescens 'Green Cloud' / Green Cloud Texas Sage Westringia fruticosa / Coast Rosemary	66	5-gal., L 5-gal., L
	<b>LOW SHRUBS</b> Callistemon viminalis 'Little John' / Little John Weeping Bottlebrush Carissa macrocarpa 'Green Carpet' / Green Carpet Natal Plum Cistus x hybridus / White Rockrose Rhaphtoeis umbellata 'RutRaph1' / Southern Moon® Yedda Hawthorn	53	5-gal., L 5-gal., L 5-gal., L 5-gal., L
	<b>ACCENT SHRUB</b> Agave parryi 'Estrella' / Estrella Parry's Agave Encelia californica 'El Dorado' / El Dorado California Encelia Hesperaloe parviflora 'Perpa' / Brakelights® Red Yucca	152	15-gal., L 2-gal., L 5-gal., L
	<b>GROUND COVER</b> Aptenia cordifolia 'Red Apple' / Red Apple Baby Sunrose Drosanthemum floribundum / Showy Dewflower Lantana montevidensis 'Spreading White' / White Trailing Lantana Senecio serpens / Blue Chalksticks	1,721 sf	1,788 Flats, L 1,788 Flats, L 288 1-gal, L 1,800 Flats, L
	<b>GROUND COVER FOR BIO-FILTRATION AREAS</b> Bouteloua gracilis 'Blonde Ambition' / Blonde Ambition Blue Grama Carex pansa / Meadow Sedge Phyla nodiflora 'Kurapia S1' / Kurapia	741 sf	342 1-gal, L 770 Flats, L 493 Plugs, L

**TABULATIONS**  
 16,934 s.f. Total site area  
 4851 s.f. Total on-site landscape area (29.0%)  
 Trees req'd for 9 parking stalls = 3  
 Trees proposed = 3

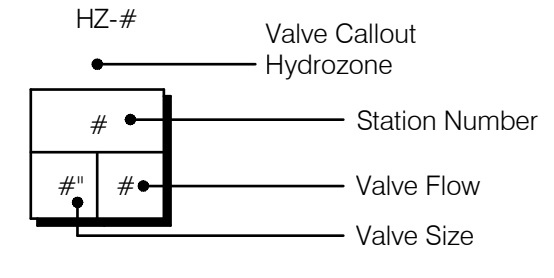


CUYAMACA STREET

PROSPECT AVENUE



IRRIGATION SCHEDULE IRRIGATION					
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION	ARC	RADIUS	PSI	GPM
⊙	Hunter MP800SR PROS-06-PRS30-CV-F ADJ Shrub Rotator, 6in. pop-up with check valve, floguard, pressure regulated to 30 psi, MP Rotator nozzle on PRS30 body. ADJ=Orange and Gray ( arc 90-210), 360=Lime Green and Gray (arc 360)	Adj	8"	30	0.23, 0.42
⊙	Hunter MP815 PROS-06-PRS30-CV-F M Shrub Rotator, 6in. pop-up with check valve, floguard, pressure regulated to 30 psi, MP Rotator nozzle on PRS30 body. M=Maroon and Gray adj arc 90 to 210, L=Light Blue and Gray 210 to 270 arc, O=Olive and Gray 360 arc.	90-210	13"	30	0.49, 0.93
▽	Rain Bird 1806-SAM-PRS-5 Series Stream 5Q-B Stream Bubbler 6.0in. popup with check valve and pressure regulator.	90	5"	25	0.5
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION			PSI	GPM
⊠	Hunter ICZ-101-40 Drip Control Zone Kit, 1in. ICV Globe Valve with 1in. HY100 filter system. Pressure Regulation: 40psi. Flow Range: 2 GPM to 20 GPM. 150 mesh stainless steel screen.				
⊙	Dripline Start Connection				
⊙	Netafim TLSOV- 1/2in. manual flush valve, barbed insert. Install in 10in. box, with adequate blank or "cobra", tubing to extend valve out of valve box.				
⊙	Hunter ECO-ID-12 ECO-ID: 1/2in. FPT connection with 15 psi - 100 psi operating pressure. Specify with Hunter SJ swing joint.				
⊙	Dripline blank tubing				
⊙	Netafim TLCV-04-18 Techline Pressure Compensating Landscape Dripline with Check Valve. 0.4 GPH emitters at 18" O.C. Installed 2-3 inches below surface, with driplines spaced 18-20 inches apart, so that emitters form a triangular pattern. Install staples at max. 5' intervals (2 staples at each fitting). Cover with mulch per planting specs.			25	0.47 GPM per 100' of dripline
SYMBOL	MANUFACTURER/MODEL/DESCRIPTION				
⊙	Hunter PGV-101G 1in. Plastic Electric Remote Control Valve, for Residential/Light Commercial Use. Female NPT Inlet/Outlet. Globe Configuration, With Flow Control.				
⊙	Rain Bird 33-DLRC 3/4in. Brass Quick-Coupling Valve, with Corrosion-Resistant Stainless Steel Spring, Locking Thermoplastic Rubber Cover, Double Track Key Lug, and 2-Piece Body.				
⊙	Nibco line-size ball valve				
⊙	Superior 3000 1" Normally Closed Brass Master Valve that Provides Dirty Water Protection and 3-Way Solenoid Design.				
⊙	Strong Box SBBC-22CR Low profile, tube and wire construction smooth touch surface, cold rolled steel, backflow enclosure. 23.5in.L, 28in.H, 17.75in.W.				
⊙	Febco 825YA 1" Reduced Pressure Backflow Preventer				
⊙	Hunter A2C-1200-M 12-Station controller in an outdoor gray steel wall mount enclosure.				
⊙	Hunter WSS-SEN Wireless Solar, rain freeze sensor with outdoor interface, connects to Hunter X-Core and ACC Controllers, install as noted. Includes gutter mount bracket. Module not included.				
⊙	Hunter HC-100-FLOW 1in. Flow meter for use with Hydrowise enabled controller to monitor flow and provide system alerts. Also functions as stand alone flow totalizer/sub meter on any residential or commercial irrigation system.				
⊙	New dedicated landscape irrigation meter, min. 1" size				
---	Irrigation Lateral Line: PVC Schedule 40 size as shown (install in sleeve 2x pipe diameter under paving)				
---	Irrigation Mainline: PVC Schedule 40 size as shown (install in sleeve 2x pipe diameter under paving)				
---	Pipe Sleeve: PVC Schedule 40				
---	PVC Electrical conduit for control wires (under paving) min. 1" size				



**NOTES:**  
 1. Mainline & lateral lines shown in paved areas or outside property line is for clarity only. Mainline shall be located in landscape area with a minimum 18-inch clearance from hardscape or obstacles wherever possible.

WATER EFFICIENT LANDSCAPE WORKSHEET								
8606 CUYAMACA ST, SANTEE, CA								
Reference Evapotranspiration (Eto):		51.20						
Hydrozone #/Planting Description <sup>A</sup>	Plant Factor (PF)	Irrigation Method <sup>B</sup>	Irrigation Efficiency (IE) <sup>C</sup>	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU) <sup>D</sup>	Valves
<b>REGULAR LANDSCAPE AREAS</b>								
HZ-1 / LW	0.30	ROTOR	0.78	0.38	687.00	264.23	8387.74	A2, A4
HZ-1 / LW	0.30	DRIP	0.81	0.37	3852.00	1426.67	45288.11	A1, A3
HZ-1 / LWTR	0.30	BUBBLERS	0.80	0.38	150.00	56.25	1785.60	A5
<b>TOTALS:</b>						<b>4689.00</b>	<b>1747.15</b>	
ETWU TOTAL							55461.45	
Maximum Allowed Water Allowance (MAWA) <sup>E</sup>							66981.43	
<b>ETAF CALCULATIONS</b>								
<b>REGULAR LANDSCAPE AREAS</b>				TOTAL ETAF x AREA	1747.15			
				TOTAL AREA	4689.00			
				AVERAGE ETAF	0.37			

<sup>A</sup> Hydrozone # / Planting Description  
 HZ-1 / LW = Low Water use Plants  
 HZ-1 / LWTR = Low Water use Trees

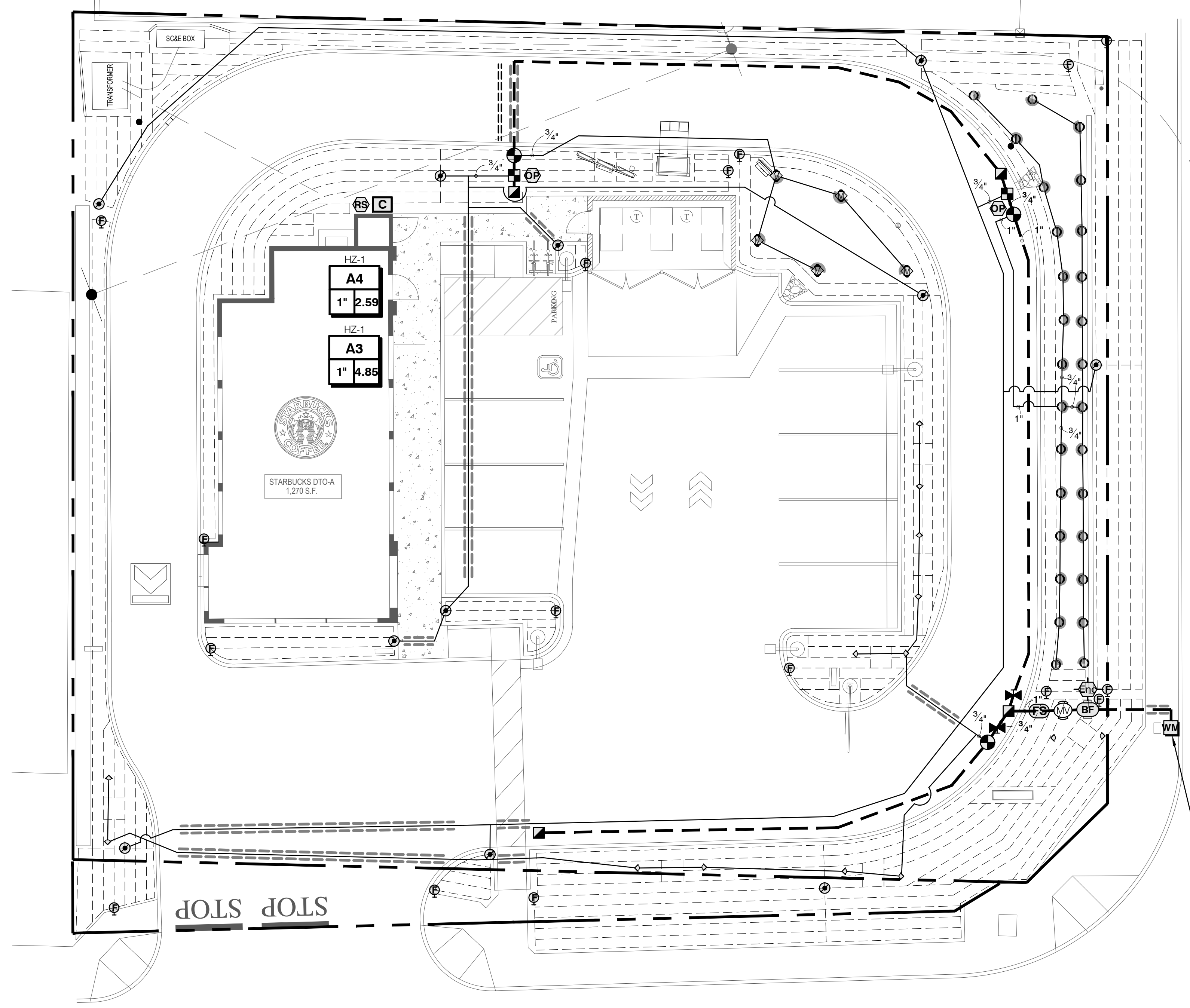
<sup>B</sup> Irrigation Method  
 R = Rotor  
 B = Bubbler  
 D = Drip

<sup>C</sup> Irrigation Efficiency  
 0.80 for bubbler  
 0.81 for drip  
 0.78 Hunter MP Rotator

<sup>D</sup> ETWU (Annual Gallons Required)  
 Eto x 0.62 x ETAF x Area

<sup>E</sup> MAWA (Annual Gallons Allowed)  
 (Eto)(0.62)(ETAF x LA)

Where 0.62 is a conversion factor that converts acre-inches per acre per year to gallons per square foot per year. LA is the total landscape area in square feet. ETAF is 0.55 for residential areas and 0.45 for non-residential areas.



HZ-1  
**A1**  
 1" 5.35

HZ-1  
**A2**  
 1" 8.31

HZ-1  
**A4**  
 1" 2.59

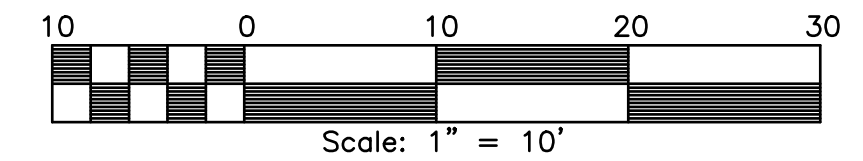
HZ-1  
**A3**  
 1" 4.85

HZ-1  
**A5**  
 1" 6

**POINT OF CONNECTION**  
 Make irrigation point of connection (POC) immediately downstream from dedicated landscape meter at approximate point shown. Verify exact location in the field and adjust as necessary. Contractor shall verify static pressure prior to start of installation.

**POINT OF CONNECTION INFORMATION**  
 Max. demand - 8.31 GPM  
 Static pressure per Padre Dam Municipal Water District: 112 PSI

**DIGALERT**  
 DIAL TOLL FREE  
 1-800-227-2600  
 AT LEAST TWO DAYS BEFORE YOU DIG  
 UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA



REVISIONS	BY

**ROYAL OAK DESIGN**  
 Sylvia E. Lyons, Landscape Architect #1549  
 10252 Golden Yarrow Lane  
 Alta Loma, CA 91701  
 Telephone: (909)244-9667  
 Email: royaloakdesign@verizon.net

**PRELIMINARY IRRIGATION PLAN**  
**PROJECT: STARBUCKS DRIVE-THRU**  
 ADDRESS: 8606 CUYAMACA ST., SANTEE, CA



DRAWN	S.L.
DATE	4/10/2024
SCALE	1" = 10' - 0"
JOB NO.	5462
SHEET	

**LI-1**



**WORK TO BE DONE**

THE PUBLIC IMPROVEMENTS SHOWN ON THESE PLANS SHALL BE CONSTRUCTED ACCORDING TO THE FOLLOWING STANDARD SPECIFICATIONS AND STANDARD DRAWINGS FOR USE IN THE CITY OF SANTEE.

**STANDARD SPECIFICATIONS**

DOCUMENT NAME

STANDARD SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION (GREENBOOK), 2021 EDITION

CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES 2014 EDITION REVISION 7, DATED 3/10/2023

CALIFORNIA DEPARTMENT OF TRANSPORTATION U.S. CUSTOMARY STANDARD SPECIFICATIONS, 2023 EDITION

**STANDARD DRAWINGS**

DOCUMENT NAME

SAN DIEGO REGIONAL STANDARD DRAWINGS, 2022 EDITION

CALIFORNIA DEPARTMENT OF TRANSPORTATION U.S. CUSTOMARY STANDARD PLANS, 2023 EDITION

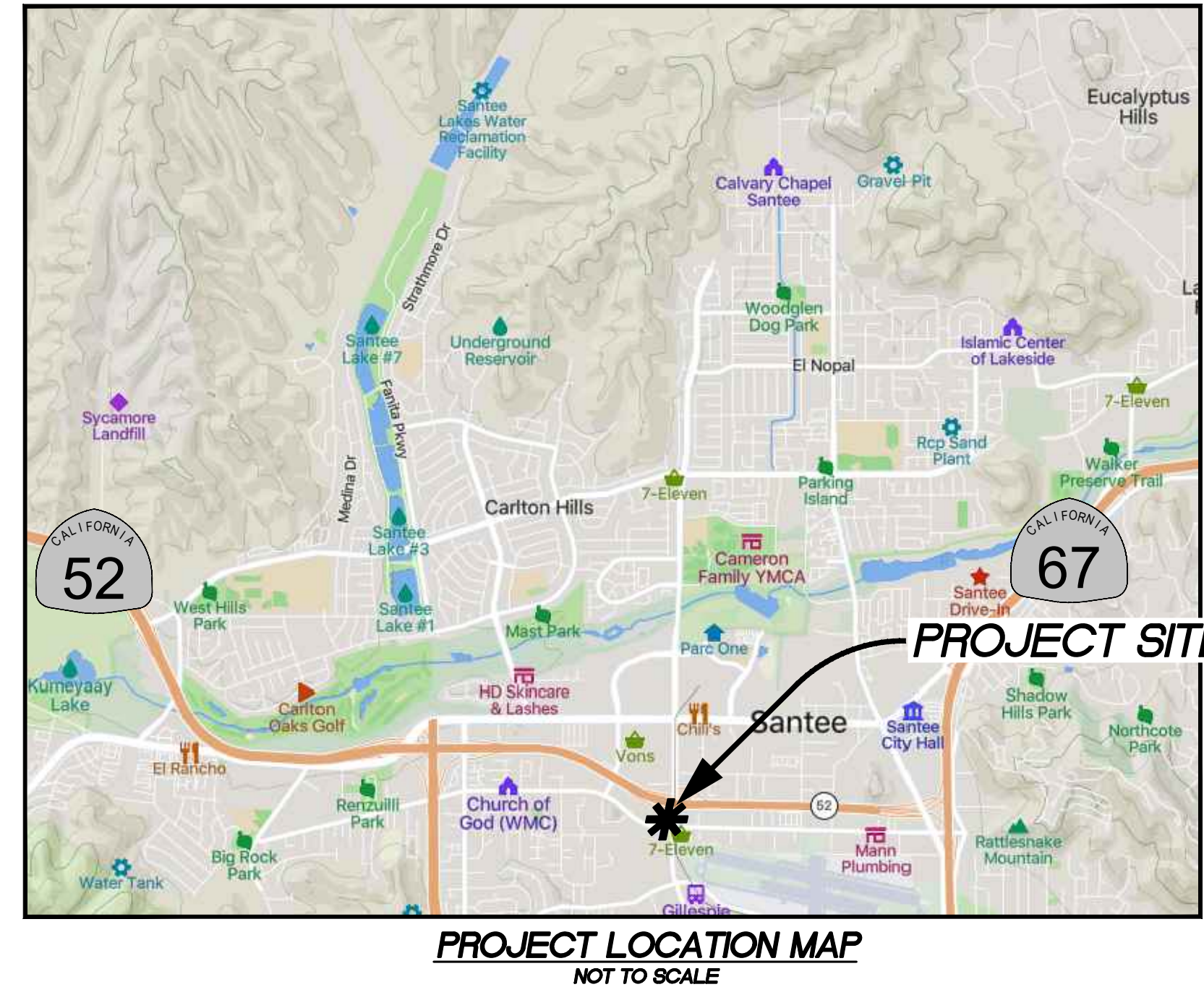
**STRIPING AND SIGNING GENERAL NOTES\***

1. ALL STRIPING SHALL BE IN EXTRUDED THERMOPLASTIC.
2. STRIPING LAYOUT SHALL BE APPROVED BY CITY TRAFFIC ENGINEER PRIOR TO FINAL INSTALLATION.
3. ALL SIGNS SHALL MEET CA MUTCD STANDARDS AND HAVE 3M DG3 SHEETING OR APPROVED EQUAL.
4. SIGNS SHALL BE INSTALLED PER SAN DIEGO REGIONAL STANDARD DRAWINGS M-45.

**LEGEND (SHEETS XX & XX+1)**

	EXISTING CONTROLLER CABINET		PROPOSED POLE MOUNTED TRAFFIC SIGN
	EXISTING METER PEDESTAL		PROPOSED TURN CONTROL SIGN
	EXISTING POLE & FOUNDATION		PROPOSED DIRECTIONAL EMERGENCY VEHICLE DETECTOR
	EXISTING VEHICULAR TRAFFIC SIGNAL HEAD		PROPOSED TYPE E LOOP DETECTOR
	EXISTING BIDIRECTIONAL EMERGENCY VEHICLE DETECTOR		PROPOSED LOOP DETECTOR
	EXISTING TURN CONTROL SIGN		PROPOSED VEHICULAR TRAFFIC SIGNAL HEAD
	EXISTING PEDESTRIAN HEAD		PROPOSED PULL BOX
	EXISTING PULL BOX		PROPOSED CONDUIT TO BE INSTALLED
	EXISTING CONDUIT		PROPOSED VEHICULAR TRAFFIC TURN SIGNAL HEAD
	EXISTING TYPE E LOOP DETECTOR		PROPOSED PEDESTRIAN HEAD
	EXISTING LOOP DETECTOR		PROPOSED RIGHT OF WAY
	EXISTING VEHICULAR TRAFFIC TURN SIGNAL HEAD		EXISTING RIGHT OF WAY
	EXISTING POLE MOUNTED TRAFFIC SIGN		EXISTING STRIPING
	EXISTING POLE & FOUNDATION TO BE REMOVED		EXISTING STRIPING TO BE REMOVED
	EXISTING VEHICULAR TRAFFIC SIGNAL HEAD TO BE REMOVED & SALVAGED		PROPOSED STRIPING
	EXISTING PEDESTRIAN HEAD TO BE REMOVED & SALVAGED		RIGHT OF WAY
	EXISTING PULL BOX TO BE REMOVED & SALVAGED		CAPTURE IN CONDUIT
	EXISTING CONDUIT TO BE ABANDONED OR REMOVED		CAPTURE CONDUIT IN PULL BOX
	EXISTING DLC VEHICLE LOOP TO BE ABANDONED		RELOCATE
			FOUNDATION ABANDON
			REMOVE & SALVAGE
			REFLECTORIZED STREET NAME SIGN

**TRAFFIC IMPROVEMENT PLANS FOR  
STARBUCKS  
8606 CUYAMACA ST  
AT THE INTERSECTION OF  
PROSPECT AVE and CUYAMACA ST**



**PROJECT LOCATION MAP**  
NOT TO SCALE

APPROVED TRAFFIC SIGNAL EQUIPMENT LIST	
ITEM	DESCRIPTION/MODEL
CABINET	TYPE 332-L ANODIZED WITH BEST LOCKS AND DOOR ALARMS ON ALL DOORS (MCCAIN PART NUMBER M42348)
CONTROLLER	MCCAIN 2070LX
CONTROLLER SOFTWARE	MCCAIN OMNI EX CONTROL SOFTWARE
CONFLICT MONITOR	2010ECLIP
POWER STRIP	19" HORIZONTAL RACK MOUNT SURGE SUPPRESSOR, 15A 120V (GEIST MODEL SPT064-10)
CABINET LIGHT	CABINET LED LIGHT WITH 2 SWITCHES (1 FOR EACH DOOR)
BATTERY BACKUP SYSTEM	SIDE MOUNT BBS CABINET ANODIZED WITH BEST LOCK WITH BATTERY BACKUP UNIT (ALPHA FXM 110, ALPHACELL 150XTV EXTREME TEMPERATURE BATTERIES, AND ALPHAGUARD)
VIDEO DETECTION	ITERIS VANTAGE SYSTEM WITH LATEST SOFTWARE, A MOUSE AND RACK MOUNTABLE MONITOR, 6' PELCO MOUNTS CAMERA MOUNTS
VIDEO ENCODER FOR VIDEO DETECTION	AXIS ENCODER P7304
OPTICOM	OPTICOM MODEL 764 MULTIMODAL PHASE SELECTOR WITH 721 DETECTORS
AUDIBLE PEDESTRIAN PUSH BUTTON SYSTEM	POLERA NAVIGATOR IN2 SYSTEM WITH ICCU-C CONTROLLER RACK MOUNT, INTERCONNECT BOARD IN2-ICB-C, IN2-C4CABLE-C, AND YELLOW IN2 APS STATIONS
WIRELESS RADIOS	UBIQUITY NANOBEAM
PTZ CAMERA	AXIS Q6075-E
OUTDOOR CAT 5 CABLING	BELDEN 7929A MULTI-CONDUCTOR
FIBER OPTIC CABLING	12 OR 24 STRAND CORNING ALTOS LOOSE TUBE, GEL-FREE, ALL-DIELECTRIC CABLE WITH FASTACCESS TECHNOLOGY PART NUMBER (12 STRAND - 012EU4-T4701D20) (24 STRAND - 024EU4-T4701D20)
RACK MOUNT CLOSET CONNECTOR AND SPLICE HOUSING AND TRAY	CORNING CCS01U WITH CCH PANELS AND INTERNAL SPLICE TRAYS
FIBER SWITCH (4 SMF SFP PORTS + 12 RJ45 PORTS)	SWITCH (ETHERWAN EX73934E-0VB), SFP MODULE (ETHERWAN EX-1250TSP-MB4L-AS), POWER SUPPLY (ETHERWAN EPOW-24-60)
NOTE: ALL EQUIPMENT SHALL BE SUPPLIED AS STATED OR WITH AN EQUAL AS APPROVED BY THE CITY TRAFFIC ENGINEER	

**TRAFFIC SIGNAL GENERAL NOTES\***

1. TRAFFIC SIGNAL AND LIGHTING WORK SHALL CONFORM TO THE STATE OF CALIFORNIA STANDARD SPECIFICATIONS SECTION 86, CALTRANS STANDARD PLANS (LATEST EDITION), THE PROJECT SPECIAL PROVISIONS, AND THE CALIFORNIA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION.
2. LOCATIONS OF ALL UNDERGROUND UTILITIES ARE APPROXIMATE. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION BY POT-HOLING AS NECESSARY AND VERIFY ALL CONDITIONS ON THE JOB SITE. HAND DIG ALL FOUNDATIONS UNTIL CLEAR OF OBSTRUCTION.
3. CONDUCTOR SCHEDULE IS FURNISHED AS AN INSTALLATION GUIDE ONLY. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PROVIDE THE CORRECT CONDUCTORS/CABLES REQUIRED FOR THE INTENDED OPERATION SHOWN IN THE PHASE DIAGRAM.
4. OBTAIN APPROVAL FROM THE CITY TRAFFIC ENGINEER FOR EXACT EQUIPMENT LOCATIONS PRIOR TO FINAL PLACEMENT. ALL STRIPING SHALL BE PERFORMED PRIOR TO LOCATING LOOP DETECTORS.
5. A PRE-CONSTRUCTION MEETING SHALL BE HELD PRIOR TO BEGINNING WORK. REPRESENTATIVES OF THE CITY, UTILITY COMPANIES AND CONTRACTOR SHALL ATTEND.
6. THE CONTRACTOR SHALL NOT ERECT ANY SIGNAL STANDARD MORE THAN TWO (2) WEEKS PRIOR TO THE SCHEDULED TRAFFIC SIGNAL TURN-ON UNLESS APPROVED BY THE CITY TRAFFIC ENGINEER.
7. COORDINATE SERVICE DETAILS AND SCHEDULING WITH SAN DIEGO GAS & ELECTRIC (SDG&E) WELL IN ADVANCE OF NEED. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE LOCATION TO MAKE ARRANGEMENTS FOR AND TO PAY FOR ALL COSTS INCLUDING SERVICE LOCATION INITIATION FEES, TO PROVIDE THE NECESSARY CONNECTION FOR THE TRAFFIC SIGNAL AND LIGHTING SYSTEMS.
8. AN ELECTRICAL PERMIT SHALL BE OBTAINED FROM THE BUILDING DIVISION PRIOR TO THE INSTALLATION OF THE TRAFFIC SIGNAL.
9. THE CONTRACTOR SHALL IMMEDIATELY HAUL AWAY AND DISPOSE OF, OFF THE PROJECT SITE, ALL REMOVED CONCRETE, ASPHALT CONCRETE, BASE MATERIALS, EXCESS EXCAVATED MATERIAL AND CONSTRUCTION DEBRIS. ALL DISPOSALS SHALL BE AT THE CONTRACTOR'S EXPENSE.
10. ALL SALVAGE EQUIPMENT SHALL BE DELIVERED TO THE CITY MAINTENANCE YARD FACILITY.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DAMAGE TO EXISTING UTILITIES, PAVEMENT AND PAVEMENT MARKINGS, CURBS, STRUCTURES, LANDSCAPING AND IRRIGATION SYSTEMS, AS A RESULT OF HIS/HER OPERATIONS, AND WILL BE REQUIRED TO REPAIR, REPLACE SAME TO THE SATISFACTION OF AND AS DIRECTED BY THE ENGINEER OR UTILITY COMPANY.
12. ALL CONDUIT DEPTH MUST BE A MINIMUM OF 30" BELOW THE PAVEMENT SURFACE.
13. ALL NEW WIRING SHALL BE LABELED WITHIN EACH PULLBOX AND CONTROLLER CABINET FOR PHASE AND/OR USE IDENTIFICATION.
14. UNDERGROUND WIRING SHALL BE SPLICED IN PULLBOXES ONLY.
15. PROVIDE 4' MINIMUM CLEAR WIDTH IN SIDEWALK AROUND POLE FOR DISABLED ACCESS.
16. ANCHOR BOLT COVERS SHALL BE PROVIDED FOR ALL STANDARDS
17. PEDESTRIAN SIGNALS SHALL BE SOLID LED WITH COUNTDOWN TIMER. ALL PEDESTRIAN PUSH BUTTON SIGNS SHALL DISPLAY INTERNATIONAL "WALKING PERSON" SYMBOL AND DIRECTIONAL ARROW.
18. THE PUSHBUTTONS SHALL BE AN AUDIBLE PUSHBUTTON SYSTEM (POLERA I-NAVIGATOR IN2 SYSTEM OR APPROVED EQUAL).
19. ALL POLES SHALL BE A MINIMUM OF 5' FROM THE FACE OF THE CURB UNLESS APPROVED BY TRAFFIC ENGINEER.
20. CONDUITS SHALL BE 3" PVC (SCHEDULE 40) UNLESS NOTED ON PLANS
21. THE CONTROLLER FOUNDATION SHALL HAVE A SPARE 3" CONDUIT STUBBED OUT TO ADJACENT NO. 6 PULL BOX FOR FUTURE USE.
22. ALL PULL BOXES SHALL BE NO. 6 EXCEPT AS NOTED. PULL BOX COVERS SHALL BE MARKED WITH "TRAFFIC SIGNAL". NO PULL BOX SHALL BE INSTALLED WITHIN 1' OF PEDESTRIAN RAMP UNLESS AUTHORIZED BY ENGINEER.
23. TRENCH PATCH FOR CONDUIT RUNS SHALL BE DONE IN ACCORDANCE WITH THE CITY'S STANDARD DRAWINGS PW-01 AND PW-02.
24. SIGN PANELS FOR THE INTERNALLY ILLUMINATED STREET NAME SIGNS SHALL BE DIAMOND GRADE VINYL REFLECTIVE SHEETING OR EQUIVALENT. SIGN PANELS SHALL HAVE BLUE BACKGROUND WITH WHITE LETTERS AND THE CITY OF SANTEE LOGO. CONTACT CITY STAFF FOR SIGN PANEL SPECIFICATION. IISNS SHALL HAVE PRINCE LED LIGHT BULBS.
25. ALL SIGNAL INDICATIONS SHALL BE 12" IN DIAMETER LED (ITE SPECIFICATION) WITH BACKPLATE AND 3" REFLECTIVE 3M YELLOW TAPE AROUND THE ENTIRE BACKPLATE.
26. ALL LUMINARIES SHALL BE 102 WATT LED (GE MODEL ERL1-0-11-D5-40-A-GRAY-L OR APPROVED EQUAL).
27. VIDEO DETECTION SHALL BE ITERIS VANTAGE SYSTEM OR APPROVED EQUAL. CAMERAS SHALL BE MOUNTED ON 5' PELCO MOUNTS OR APPROVED EQUAL. CAMERA LOCATIONS SHALL BE APPROVED PRIOR TO INSTALLATION BY CITY TRAFFIC ENGINEER. ALL BNC CONNECTIONS SHALL BE MADE WITH ANGLED "T" BNC CONNECTORS. SURGE PROTECTOR SHALL BE A DIN RAIL MOUNTED BEAKER BAR (SURGE PAN). INDIVIDUAL FUSES WILL NOT BE ACCEPTED.
28. ALL NEW FRONT LOOPS SHALL HAVE FIVE (5) TURNS AND SHALL BE MODIFIED TYPE "E" TO DETECT BICYCLES. ALL OTHER LOOPS SHALL BE TYPE "E" AND HAVE THREE (3) TURNS.
29. LIMIT LINES AND CROSSWALKS SHALL BE FIELD LOCATED AND APPROVED BY THE CITY TRAFFIC ENGINEER PRIOR TO FINAL INSTALLATION.

DATE: 06/30/2025 11:52 AM

**INDEX OF SHEETS**

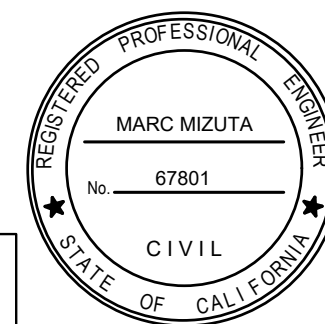
SHEET NUMBER	DISCIPLINE NO.	DESCRIPTION
XX	T-001	TRAFFIC TITLE SHEET, NOTES, AND DETAILS
XX+1	T-002	SIGNING & STRIPING PLAN (PROSPECT AVE AT CUYAMACA ST)
XX+2	T-003	TRAFFIC SIGNAL MODIFICATION PLAN (PROSPECT AVE AT CUYAMACA ST)

**75% PRELIMINARY**  
NOT FOR CONSTRUCTION  
DISCLAIMER: THE INFORMATION PROVIDED BY MIZUTA TRAFFIC CONSULTING VIA ELECTRONIC MEDIA, IS NOT GUARANTEED OR WARRANTED AGAINST ANY DEFECTS, INCLUDING DESIGN, CALCULATIONS, DATA TRANSLATION, TRANSMISSION OF ERRORS OR OMISSIONS. THIS DRAWING IS PRODUCED FOR REVIEW PURPOSES ONLY AND IS SUBJECT TO CHANGE. THIS DRAWING IS NOT TO BE USED FOR CONSTRUCTION UNTIL FINAL PLANS ARE ISSUED AND THIS NOTED HAS BEEN REMOVED.

**DECLARATION OF RESPONSIBLE CHARGE**

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.

I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE COUNTY OF IMPERIAL IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK, OF MY RESPONSIBILITIES FOR PROJECT DESIGN.



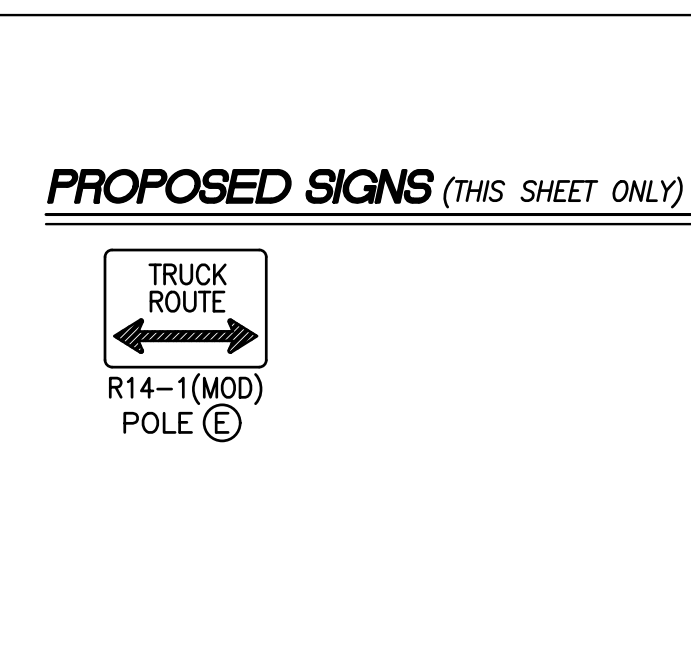
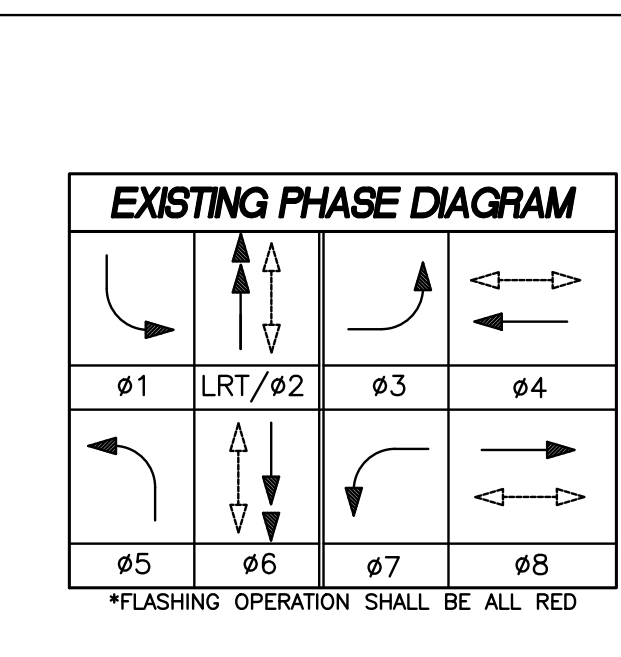
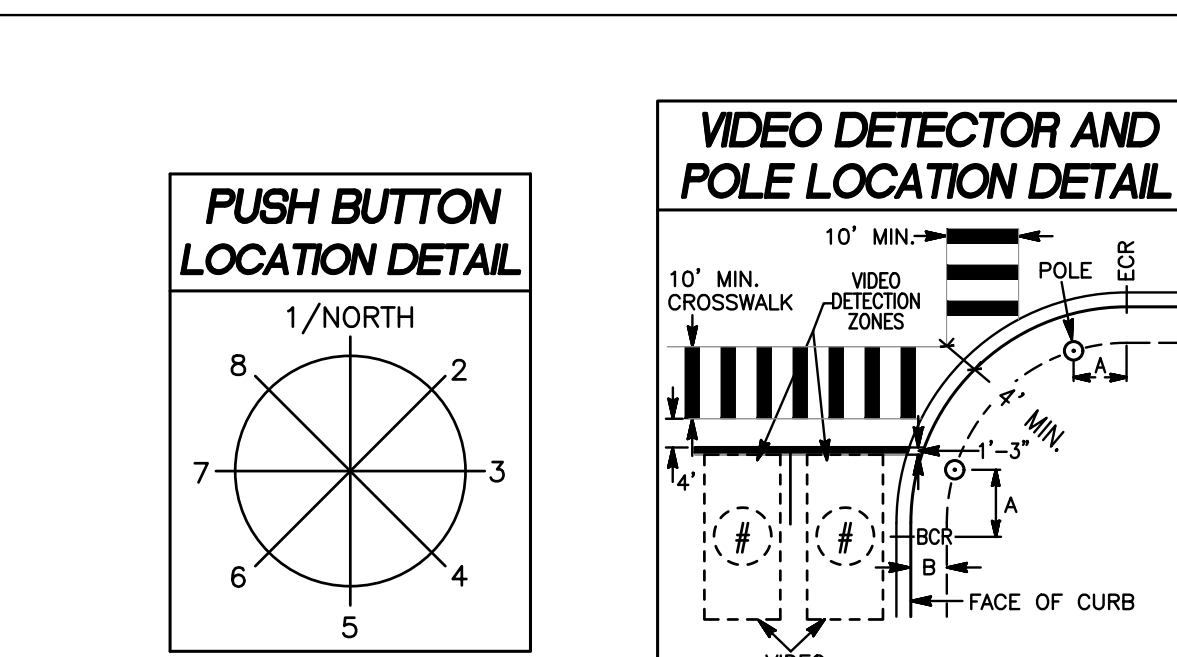
**MIZUTA TRAFFIC CONSULTING**  
5694 MISSION CENTER RD. #602-121  
SAN DIEGO, CA 92108  
(858) 752-1212

MARC MIZUTA R.C.E. 67801 Exp. 6/30/2025 DATE

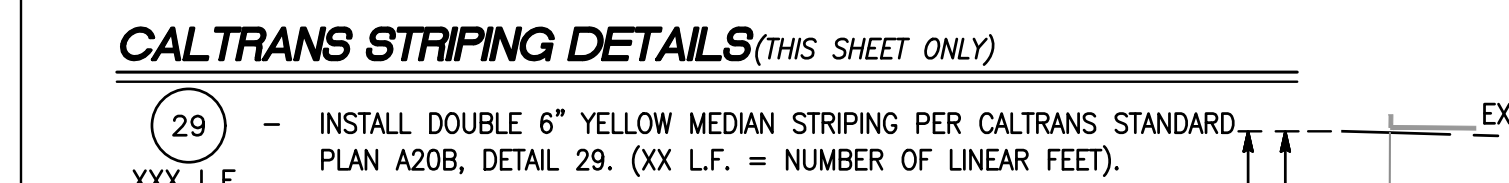
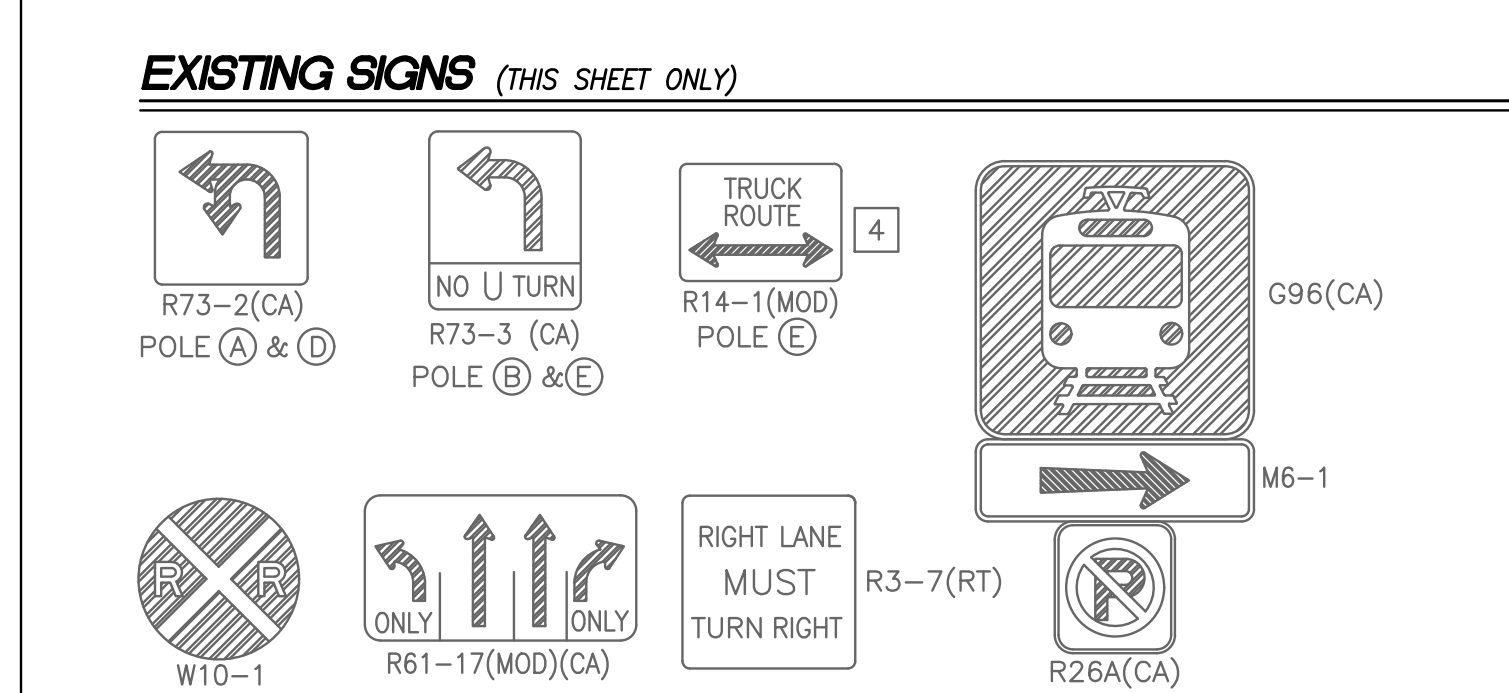
CONTRACTOR	INSPECTOR	DATE COMPLETED	CONSTRUCTION RECORD	REFERENCES	DATE	BY	REVISIONS	ACPTD	BENCH MARK	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY	REVIEWED	CITY OF SANTEE	DEPARTMENT OF DEVELOPMENT SERVICES	CITY W.O. NO.	DRAWING NO.				
									STATION XXX PER ROS 11252 - STD STREET SURVEY MONUMENT STAMPED XXXX PER MAP XXXX LOCATION, ELEVATION	N/A	DAB	DAB	MM		TRAFFIC TITLE SHEET FOR:							
										PLANS PREPARED UNDER THE SUPERVISION OF MARC MIZUTA RCE NO. 67801			DATE: Feb. 7, 2024 EXPIRES: 6/30/2025		CITY OF SANTEE		DEPARTMENT OF DEVELOPMENT SERVICES		CITY W.O. NO.		DRAWING NO.	
													BY: PROJECT ENGINEER		CUYAMACA ST STARBUCKS CUYAMACA ST at PROSPECT AVE TM or DR 200X-XX		T-XXXX		2023-XXX			
																			SHEET OF 4			



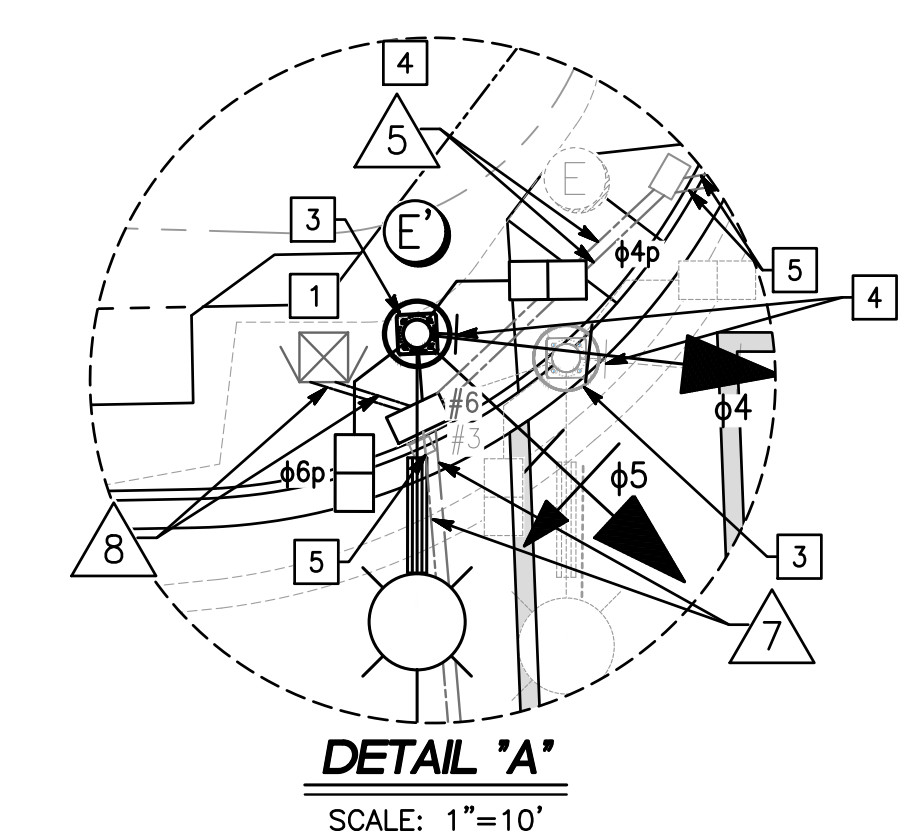
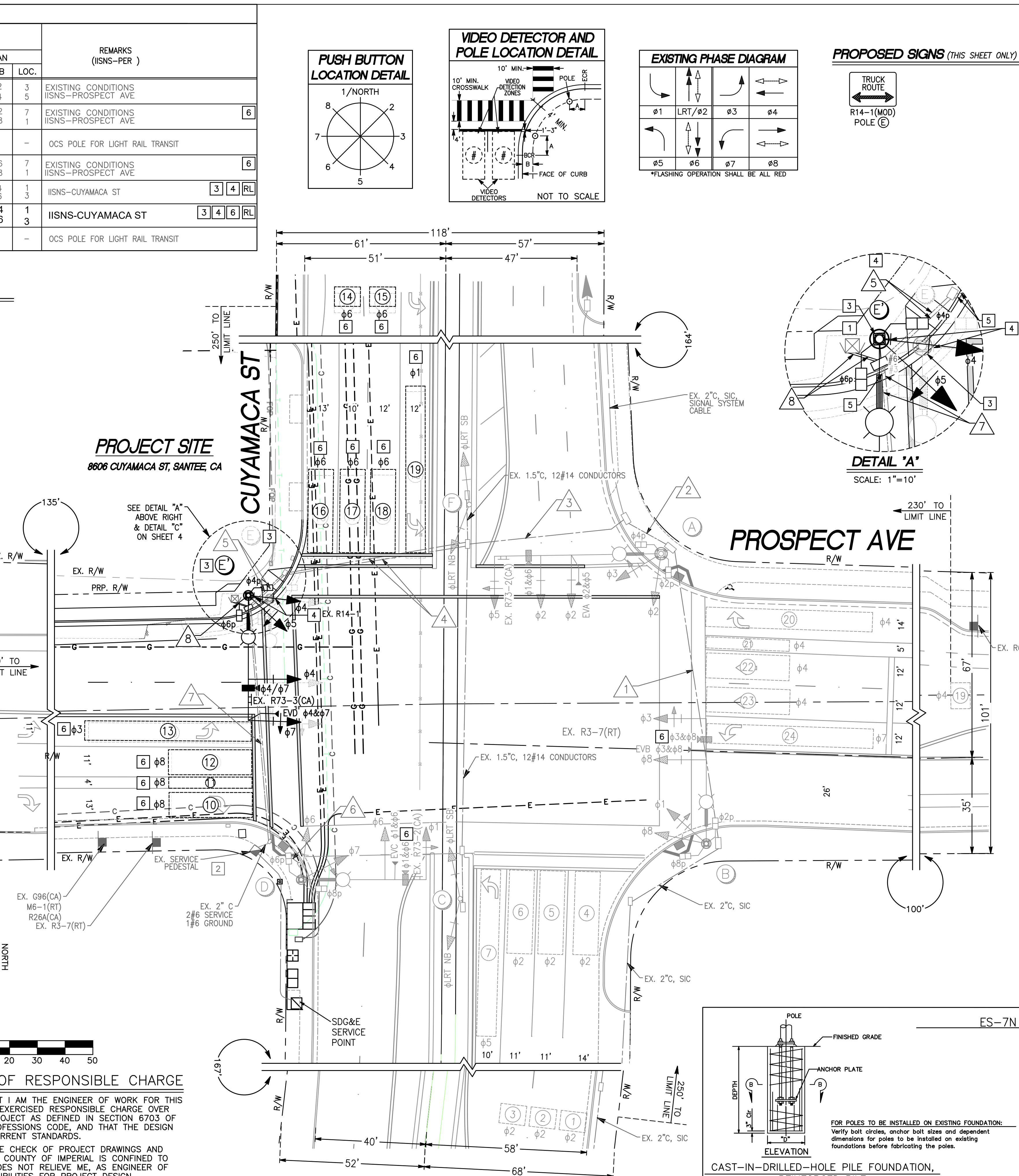
POLE SCHEDULE														
LOC.	STANDARD		LUMINAIRE (CO-LPS)	PLACEMENT DIMENSIONS		SIGNAL MOUNTING AND PLACEMENT					REMARKS (IISNS-PER)			
	TYPE	HT.		SIG.	LUM.	VEHICLE		PEDESTRIAN						
						POLE	MASTARM	SIGNAL	PPB	LOC.				
A	61-5-100	30'	60'	12'	150W INDUCTION	EXIST.	EXIST.	SV-2-TA #2 #3	MAT MAS	#5 #2	SP-2-T #4	#2 #4	3 5	EXISTING CONDITIONS IISNS-PROSPECT AVE
B	26-4-100	30'	45'	12'	150W INDUCTION	EXIST.	EXIST.	SV-2-TA #1 #5	MAT MAS	#3 #8	SP-2-T #2 #8	#2 #8	7 1	EXISTING CONDITIONS IISNS-PROSPECT AVE
C	OCS POLE	-	-	-	-	EXIST.	EXIST.	SV-1-T	-	-	-	-	-	OCS POLE FOR LIGHT RAIL TRANSIT
D	26-4-70	30'	45'	12'	150W INDUCTION	EXIST.	EXIST.	SV-2-TA #6 #7	MAT MAS	#1 #6	SP-2-T #6 #8	#6 #8	7 1	EXISTING CONDITIONS IISNS-PROSPECT AVE
E	26-3-70	30'	40'	10'	150W INDUCTION	EXIST.	EXIST.	SV-2-T #4 #5	MAT MAS	#7 #4	SP-2-T #4 #6	#4 #6	1 3	IISNS-CUYAMACA ST
F	26-3-70	30'	40'	10'	150W INDUCTION	11'-7 1/2"	5'-4 3/4"	SV-1-T #2	MAT MAS	#7 #4	SP-2-T #4 #6	#4 #6	1 3	IISNS-CUYAMACA ST
F	OCS POLE	-	-	-	-	EXIST.	EXIST.	-	-	-	-	-	-	OCS POLE FOR LIGHT RAIL TRANSIT



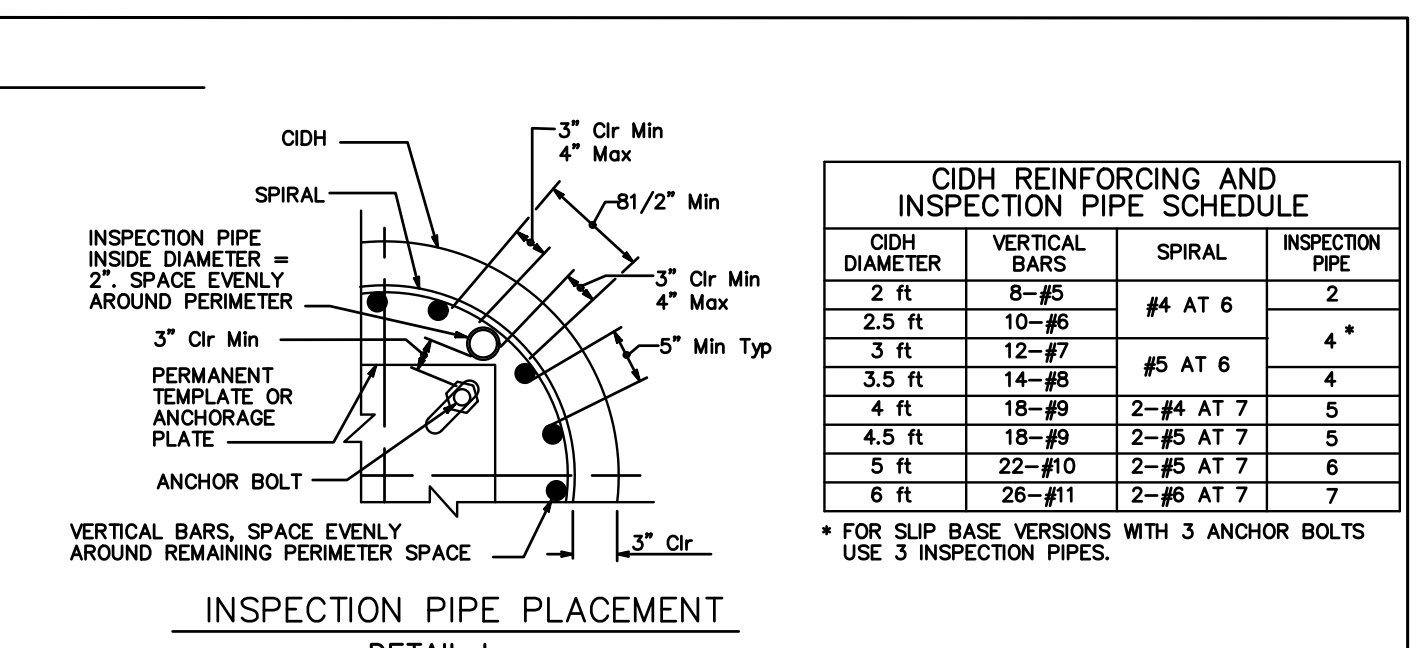
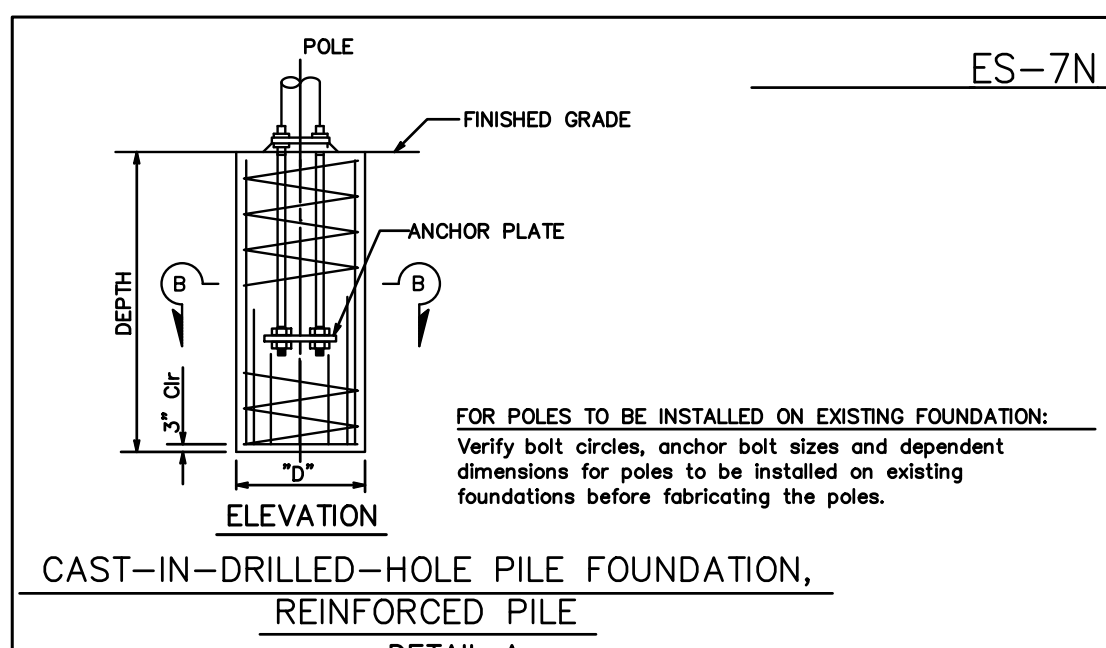
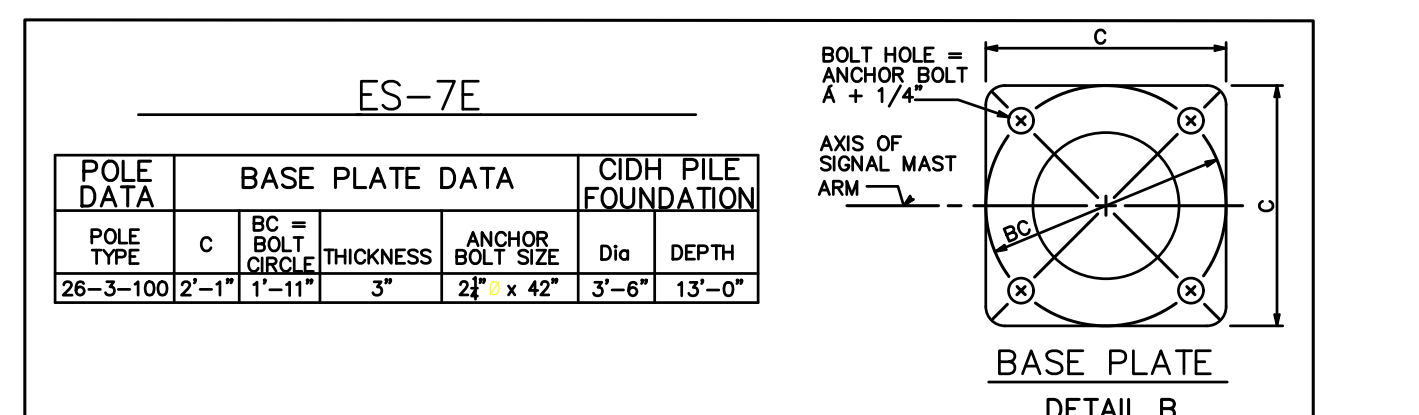
CONDUCTOR TABLE															
AWG SIZE OR CABLE TYPE	POLE OR CIRCUIT	CONDUIT SIZE & RUN													
		3"	4"	3"	2-3"	2-3"	2"	2"	2-3"	2"	2-3"				
200	A	2#2pp, 4#2p, 4#3, 4#4ppb, 4#4p, 4#5	2	2	2	2	2	2	2	2	2	2	2	2	2
	B	1#1.2ppb, 4#2p, 4#3, 4#8ppb, 4#8p, 4#8	2	2	2	2	2	2	2	2	2	2	2	2	2
	C	4#RT SB, 4#RT NB	2	2	2	2	2	2	2	2	2	2	2	2	2
	D	1#1.8ppb, 4#6p, 4#7, 4#8ppb, 4#8p, 4#8	2	2	2	2	2	2	2	2	2	2	2	2	2
	E	4#4ppb, 4#4p, 4#4, 4#5, 4#6ppb, 4#6p, 4#7	2	2	2	2	2	2	2	2	2	2	2	2	2
	F	4#4ppb, 4#4p, 4#4, 4#5, 4#6ppb, 4#6p, 4#7	2	2	2	2	2	2	2	2	2	2	2	2	2
TOTAL CABLES		3	CONDUCTOR/12	CONDUCTOR	2	2	2	2	2	2	2	2	2	2	2
NO 6 SIGNAL SERVICE															
NO 6 GROUND-SIGNAL															
NO 10 LIGHTING															
NO 8 GROUND-LIGHTING															
6 PAIR NO.22 INTERCONNECT CABLE															
NO 14 PEU															
TYPE "B" DLC LOOP DETECTOR															
NOT APPLICABLE															
TOTAL DLC															
INTERNALLY ILLUMINATED STREET SIGN															
EMERGENCY VEHICLE DETECTOR (EV-DLC)															
EXISTING VIDEO & POWER CABLES															
LEFT EMPTY UNTIL FINAL REVIEW															
LEFT EMPTY UNTIL FINAL REVIEW															
TOTAL CONDUCTORS & CABLES			12	21	21	22	25	12	18	40					
PERCENT FILL			21.8%	28.9%	42.0%	22.7%	27.0%	32.8%	53.4%	42.5%					



- LEGEND**
- EXISTING CITY OF SANTEE I.I.S.N.S. SIGN
  - EXISTING MAST ARM MOUNTED TURN CONTROL SIGN
  - EXISTING SIGNAL POLE MOUNTED SIGN
  - EXISTING BIDIRECTIONAL EMERGENCY VEHICLE DETECTOR
  - EXISTING CONTROLLER CABINET
  - EXISTING METER PEDESTAL
  - EXISTING PULL BOX
  - EXISTING VEHICULAR TRAFFIC SIGNAL HEAD
  - EXISTING PEDESTRIAN HEAD
  - EXISTING POLE FOUNDATION TO BE REMOVED
  - EXISTING VEHICULAR TRAFFIC SIGNAL HEAD TO BE REMOVED & SALVAGED
  - EXISTING PEDESTRIAN HEAD TO BE REMOVED & SALVAGED
  - EXISTING PULLBOX TO BE REMOVED & SALVAGED
  - EXISTING CONDUIT TO BE ABANDONED OR REMOVED
  - EXISTING DLC VEHICLE LOOP TO BE ABANDONED
  - PROPOSED PULL BOX
  - PROPOSED CITY OF SANTEE I.I.S.N.S. SIGN
  - PROPOSED MAST ARM MOUNTED TURN CONTROL SIGN
  - PROPOSED SIGNAL POLE MOUNTED SIGN
  - PROPOSED EMERGENCY VEHICLE DETECTOR
  - PROPOSED VEHICULAR TRAFFIC SIGNAL HEAD
  - PROPOSED PEDESTRIAN HEAD
  - EXISTING RIGHT OF WAY
  - EXISTING STRIPING
  - EXISTING STRIPING TO BE REMOVED
  - PROPOSED STRIPING
  - RELOCATE EXISTING TRAFFIC SIGNAL EQUIPMENT
  - REMOVE & SALVAGE
  - CAPTURE CONDUIT IN EXISTING PULL BOX
  - FOUNDATION TO BE ABANDONED
  - CAPTURE CONDUIT



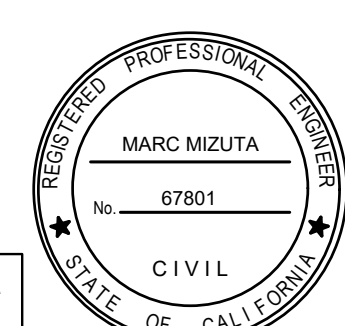
- CONSTRUCTION NOTES (THIS SHEET ONLY)**
- PROTECT IN PLACE EXISTING CONTROLLER.
  - PROTECT IN PLACE EXISTING TYPE III SIGNAL AND LIGHTING SERVICE CABINET.
  - CONTRACTOR SHALL REMOVE AND RELOCATE POLE (E) COMPLETE WHERE INDICATED ON THE PLAN. REMOVAL OF THE TRAFFIC SIGNAL POLE FOUNDATION SHALL BE DISCRETIONARY BASED ON CONSTRUCTION REQUIREMENTS AT ITS EXISTING LOCATION, ABANDON IF POSSIBLE. FOUNDATION SHALL BE CONSTRUCTED PER ES-7N, DETAIL "A" WITH THE DIMENSIONS PROVIDED IN ES-7E. SEE DETAIL "B" BELOW.
  - RELOCATE EXISTING TRAFFIC SIGNAL POLE SIGN WHERE INDICATED ON THE PLAN. REF: CALTRANS STD. PLAN RS4.
  - CAPTURE EXISTING CONDUITS AND CONDUCTORS FROM EXISTING #3 ELECTRICAL PULL BOX FOR TRAFFIC SIGNAL & LIGHTING POWER AS INDICATED ON THE PLAN.
    - REMOVE & SALVAGE #3 ELECTRICAL PULL BOX. REROUTE ALL EXISTING POWER CONDUCTORS AS FOLLOWS:
      - 2#10 LIGHTING, & 1#8 GROUND SHALL BE REROUTED TO EXISTING OR PROPOSED CONTROLLER PULL BOX.
      - IF THE EXISTING TRAFFIC SIGNAL POWER CONDUCTORS (TYPICALLY 2#6 SERVICE & 1#8 GROUND), CAN BE PULLED BACK FROM THE CONTROLLER. THEN PULL TRAFFIC SIGNAL SERVICE & GROUND BACK.
      - ADD CONDUIT TO REACH THE #6 CONTROLLER PULL BOX AND REROUTE EXISTING TRAFFIC SIGNAL SERVICE CONDUCTORS THRU CONDUIT INTO THE CONTROLLER PULL BOX AND INTO THE CONTROLLER THRU EXISTING 2-3" CONDUIT RUN #8.
      - PROTECT IN PLACE EXISTING #6 PULL BOX, CONDUITS, & CONDUCTORS IF POSSIBLE. IF THE EXISTING PULL BOX NEEDS ADJUSTMENT TO EITHER GRADE OR ALIGNMENT THEN:
        - OPTION 1: ADJUST EXISTING PULL BOX TO PROPOSED GRADE OF THE PROPOSED CURB RETURN & ACCESS RAMP. OR
        - OPTION 2: IF ONE OF THESE CANNOT BE ACCOMPLISHED, THEN INSTALL NEW PULL BOX NEAR THE EXISTING LOCATION AT PROPOSED ALIGNMENT & GRADE.
  - ADJUST EXISTING VIDEO CAMERAS & DETECTION ZONES AS INDICATED.



**DECLARATION OF RESPONSIBLE CHARGE**

I HEREBY DECLARE THAT I AM THE ENGINEER OF WORK FOR THIS PROJECT, THAT I HAVE EXERCISED RESPONSIBLE CHARGE OVER THE DESIGN OF THE PROJECT AS DEFINED IN SECTION 6703 OF THE BUSINESS AND PROFESSIONS CODE, AND THAT THE DESIGN IS CONSISTENT WITH CURRENT STANDARDS.

I UNDERSTAND THAT THE CHECK OF PROJECT DRAWINGS AND SPECIFICATIONS BY THE COUNTY OF IMPERIAL IS CONFINED TO A REVIEW ONLY AND DOES NOT RELIEVE ME, AS ENGINEER OF WORK, OF MY RESPONSIBILITIES FOR PROJECT DESIGN.



**MIZUTA TRAFFIC CONSULTING**  
 5694 MISSION CENTER RD. #602-121  
 SAN DIEGO, CA 92108  
 (858) 752-1212

DESIGN SPEED: PROSPECT AVE = 40 MPH  
 DESIGN SPEED: CUYAMACA ST = 40-45 MPH  
 THIS PLAN ACCURATE FOR ELECTRICAL WORK ONLY

CONTRACTOR	INSPECTOR	DATE COMPLETED	CONSTRUCTION RECORD	REFERENCES	DATE	BY	REVISIONS	ACPTD	BENCH MARK	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY	REVIEWED	CITY OF SANTEE	DEPARTMENT OF DEVELOPMENT SERVICES	CITY W.O. NO.	DRAWING NO.
									STATION XXX PER ROS 11252 - STD STREET SURVEY MONUMENT STAMPED XXXX PER MAP XXXX LOCATION, ELEVATION	HORIZ: 1" = 20' VERT: N/A	DAB	DAB	MM		TRAFFIC SIGNAL MODIFICATION PLAN FOR <b>CUYAMACA ST STARBUCKS</b> <b>CUYAMACA ST at PROSPECT AVE</b> TM or DR 200X-XX		T-XXXX	2023-XXX

PLOT DATE: Feb. 7, 2024  
 PWC\_BAU TRAFFIC DESIGN/MIZUTA TRAFFIC CONSULTING/6808 CUYAMACA ST STARBUCKS VIC-8808 CUYAMACA ST SAN DIEGO CA 92108



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA APPROVING A CONDITIONAL USE PERMIT (P2022-9) FOR A DRIVE THROUGH ONLY COFFEE SHOP ON A 0.39-ACRE VACANT LOT AT 8606 CUYAMACA STREET (APN 384-311-38-00) IN THE GENERAL COMMERCIAL (GC) ZONE AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15303.**

**APPLICANT: 2525 RAMONA LLC.**

**WHEREAS**, the Santee Municipal Code (SMC) 13.12.030 requires a Conditional Use Permit for restaurants with drive-through service development in the General Commercial (GC) Zone; and

**WHEREAS**, on April 25, 2024, 2525 Ramona LLC submitted a complete application for P2022-9 to construct a 1,294 square foot drive through only coffee shop located at 8606 Cuyamaca Street (APN 384-311-38) in the GC Zone (Project); and

**WHEREAS**, the Project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning classification and regulations; and

**WHEREAS**, the Project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15303, Class 3 of the CEQA Guidelines (New Construction or Conversion of Small Structures), because the project consists of constructing a commercial building less than 2,500 square feet in floor area for use as a drive-through only coffee shop that does not involve the use of significant amounts of hazardous substances. Through review of the Project and Project site, none of the exceptions to the Class 3 exemption found in CEQA Guidelines Section 15300.2 apply to the project; and

**WHEREAS**, the Project is located within Airport Influence Area 1, Safety Zone 2, of the Gillespie Field Airport Land Use Compatibility Plan (ALUCP) and on December 7, 2022, the Federal Aviation Administration determined that the Project, as designed, presented no hazard to air navigation, and the Airport Land Use Commission (ALUC) determined that the Project is conditionally consistent with the ALUCP pursuant to the ALUC determination letter dated February 3, 2023; and

**WHEREAS**, the City has adopted a Capital Improvement Plan (CIP) for Fiscal Years 2022-2026 in accordance with Government Code section 66002 that identifies the public infrastructure services and facilities the City provides, maintains, and improves, such as roads, sidewalks, traffic circulation, water drainage, utilities, and parks in the interest of the public's health, safety, and welfare ("Public Facility or "Public Facilities"); and

**WHEREAS**, the Mitigation Fee Act (Gov. Code sections 66000-66025) authorizes the City to impose fees as a condition of issuing a building permit to offset/ help fund the impacts of new construction of Public Facilities when the purpose and use of the fee is reasonably related to the type of development project and to the need for the Public Facility (Gov. Code section 66001(a)); and

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**WHEREAS**, in 2019, the City adopted a comprehensive Development Impact Fees and Dedication Ordinance, Ordinance 565, which was amended by Ordinance 612 in 2023, to require the Director of Finance to annually prepare and make available to the public a report that, among other things, demonstrates the relationship between development impact fees and the City's determination and use of such fees consistent with the Mitigation Fee Act; and

**WHEREAS**, Resolution 097-2023 recognizes that new development requires the construction of capital improvements such as drainage improvements, traffic improvements, traffic signals, public park facilities, community facilities and other public improvements, public services and community amenities. The resolution provides the current City of Santee Development Impact Fee Report, and makes findings related to the purpose and use of the City's impact fees, how the fees relate to a development project and impact on Public Facilities, and how the individual fees are calculated; and

**WHEREAS**, the Project calls for new construction that will both benefit from and burden various Public Facilities, specifically drainage, traffic, and traffic signal facilities, based on the demand generated by the Project for those facilities. As a result, the Project is subject to the assessment of development impact fees based on the Project's commercial use classification and size and measured by the its proportional contribution to the cost of capital improvements to specific Public Facilities; and

**WHEREAS**, it is in the interest of the public's health, safety and welfare for the Project to pay the costs of constructing the Public Facilities that are reasonably related to the impacts of the Project; and

**WHEREAS**, the Project is not subject to Measure N as the Project is not a General Plan amendment, Planned Development Area, or new Specific Planning Area, nor would it increase the residential density permitted by law, make changes to the General Plan Residential Land Use categories that would intensify use, make changes to the land use designation of any parcel in a manner that intensifies use, nor make changes to slope criteria, minimum parcel sizes, or lot averaging provisions of the General Plan that would permit increased density or intensity of use; and

**WHEREAS**, the Planning & Building Department scheduled P2022-9 for public hearing on June 12, 2024; and

**WHEREAS**, on June 12, 2024, the City Council held a duly advertised public hearing on P2022-9; and

**WHEREAS**, the City Council considered the Staff Report, the CEQA Exemption, all recommendations by staff, public testimony, and all other relevant information contained in the administrative record regarding the Project.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Santee, California that, after considering the evidence presented at the public hearing, the City Council hereby finds as follows:

## RESOLUTION NO.

**SECTION 1:** On June 12, 2024, the City Council authorized filing a CEQA Notice of Exemption after determining the project exempt from CEQA pursuant to Section 15303, Class 3 of the CEQA Guidelines (New Construction or Conversion of Small Structures) because the project consists of constructing a commercial building less than 2,500 square feet in floor area for use as a coffee shop that does not involve the use of significant amounts of hazardous substances. Through review of the project and project site, none of the exceptions to the Class 3 exemption found in CEQA Guidelines Section 15300.2 apply to the project. No further environmental review is required for the City to adopt this Resolution.

**SECTION 2:** The following circumstances, required by SMC Section 13.06.030(E)(1)-(4) to be met prior to the issuance of a Conditional Use Permit, are found to apply for the reasons stated:

A. *That the proposed use is in accord with the General Plan, the objectives of the zoning ordinance, and the purposes of the district in which the site is located*

The proposed use complies with the Santee General Plan, the objectives of the Development Code, and the purpose of the district in which the site is located. The site is located in the GC zone district, which is intended primarily for a range of retail and service activities, but also allows restaurants with drive-through services with Conditional Use Permit approval.

B. *That the proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity.*

The proposed use, together with the conditions applicable thereto, will not be detrimental to the public health, safety, or welfare, or materially injurious to properties or improvements in the vicinity because:

1. The building is separated from surrounding uses by a block wall, landscaping, and a driveway; and
2. The building is set back from both Prospect Avenue and Cuyamaca Street to the extent feasible and all setbacks and unused areas will be landscaped; and
3. On-site circulation, queue design, and operational procedures will ensure drive-through traffic can be adequately contained on the subject property; and
4. Site development includes an access driveway from Prospect Avenue and a drive-through facility design that avoids traffic backup onto adjoining roadways as substantiated by a corresponding queuing analysis; and
5. Noise from construction and operational activities will not be detrimental to

## RESOLUTION NO.

surrounding properties as conditions of approval, herein, require construction activities to not be conducted before 7:00 a.m. or after 7:00 p.m. on Mondays through Saturdays and at any time on Sundays and holidays.

- C. *That the proposed use complies with each of the applicable provisions of the zoning ordinance.*

The proposed use complies with each of the applicable provisions of the SMC including building setbacks, landscaping, and lighting. The drive-through coffee shop use is permitted in the GC zone with approval of a Conditional Use Permit and the buildings, parking, parking lot lighting and site landscaping have been designed to be consistent with the design criteria outlined with SMC. All proposed private improvements necessary for the project will meet the City's Public Works standards.

- D. *Regarding all properties designated as general commercial, neighborhood commercial or office professional: Development and redevelopment shall be comprehensively designed, entitled and developed whenever it is determined by the City that the permitting of incremental construction and uses may significantly inhibit or otherwise be detrimental to fulfilling the economic and development potential of the site. Any development review permit, conditional use permit or minor conditional use permit which is not consistent with this policy shall be denied.*

The project site is located in the GC zone and the proposed development has been comprehensively designed with carefully placed buildings, parking areas, landscaping and other site improvements that adequately reflect surrounding uses and site conditions.

**SECTION 3:** P2022-9 is hereby approved subject to the following conditions:

- A. **ANY PERMIT: Prior to the approval of any plan, issuance of any permit, and prior to occupancy or use of the premises in reliance of this permit, the applicant shall complete the following to the satisfaction of the applicable Department.**
1. Following project approval, the applicant shall schedule with the City Project Planner a post approval meeting to discuss the project's conditions of approval, timing of design and construction, and implementation of the project conditions. The meeting shall be scheduled prior to any plan submittals. The applicant should include their project design team including the project architect, their design engineer, and their landscape architect. (Planning)
  2. Minor or Major Revisions to the Conditional Use Permit, such as changes to the building elevations, site design, or landscape design, shall be approved by the Planning & Building Director, unless in the Planning &



## RESOLUTION NO.

Building Director's judgment, a Major Revision should be reviewed by the City Council. (Planning)

3. The applicant shall include provisions in their design contract with their design consultants that following approval by the City, all construction drawings or technical reports accepted by the City, exclusive of architectural building plans, shall become the property of the City. Once accepted, these plans may be freely used, copied or distributed by the City to the public or other agencies, as the City may deem appropriate. A letter of acknowledgment of this requirement from each design consultant is required at the time of plan submittal. This letter shall be in a format acceptable to the Director of Engineering. (Engineering)
4. To coordinate with the City Geographic Information System, horizontal and vertical control for all construction drawings, grading plans, landscape plans, street improvement plans, plot plans, etc., shall be obtained from Record of Survey (ROS) 11252. All plans, exclusive of building plans, shall be prepared at an engineering scale of 1"=20' unless otherwise approved by the project engineer. (Engineering)
5. Starting with the first plan check submittal, all plan sets shall be submitted concurrently to Padre Dam Municipal Water District for review and approval. The City does not coordinate the review process with Padre Dam, this is the responsibility of the design engineer and the landscape architect. Failure to properly coordinate this review may result in a delay in the issuance of permits required for construction. It is incumbent upon the applicant to oversee the plan submittals of their design consultants. (Engineering)
6. The project shall be compliance with the adopted California Building Standards Code at the time of building permit application and shall be subject to expirations for plan review per SMC Section 11.04.030 (Building)
7. All building permits shall expire per the California Building Code (CBC) Section 105. (Building)
8. All construction shall be in substantial conformance with the project plans approved on June 12, 2024 and as amended by this Resolution. (All Departments)
9. The applicant shall comply with all applicable requirements of the SMC, Land Development Manual, and Public Works Standards of the City of Santee. (All Departments)
10. The applicant shall obtain building permits, as necessary, for the proposed work in compliance with all applicable SMC sections, Uniform Building Code, CBC, Uniform Plumbing Code, National Electric Code, Uniform Mechanical Code, Public Works Standards of the City of Santee, and all requirements of the Fire Department. (All Departments)

## RESOLUTION NO.

B. **IMPROVEMENT PLAN:** Prior to approval of any improvement plans, the applicant shall complete the following to the satisfaction of the applicable Department.

1. **Street Improvement Plans** shall be submitted to the Engineering Department for review and acceptance. Prior to the start of construction of any improvements, public or private, within the limits of the public right-of-way, the applicant shall have plans accepted, agreements executed, securities posted, and an encroachment permit issued. All improvements shall be installed in accordance with City standards and at the applicant's cost unless otherwise indicated. The following improvements are conditioned as part of this development:
  - a. Construct a 36-foot-wide commercial driveway on Prospect Avenue per City of Santee Standards. The driveway design shall be per the City of Santee Public Works Standard Drawing PW-38 and to the satisfaction of the City Engineer.
  - b. Dedicate right-of-way along the property frontage of Cuyamaca Street to prime arterial standards (63-foot right-of-way to centerline). Abandon the existing driveway and replace it with a new concrete curb, gutter and sidewalk. Remove and replace failed or inadequate curb, gutter, sidewalk, landscaping and street pavement to the satisfaction of the City Engineer.
  - c. Widen Prospect Avenue to collector street standards (64 feet curb to curb/84-foot right-of-way). Show curb, gutter, sidewalks, street lighting, fire hydrants and pedestrian ramps at curbs. Provide a transition with the existing improvements located west of the project site. Transition shall be to the satisfaction of the City Engineer.
  - d. The applicant shall request the vacation of excess right-of-way along Prospect Avenue such that the paved width from the centerline is 32 feet, and the dimension to the property line from the centerline is 42 feet. The centerline to be used shall match that found on City of Santee drawing number 86-101 and identified as "Ultimate St. CL".
  - e. The intersection of Prospect Avenue and Cuyamaca Street shall be constructed with a 40-foot radius curb return, modified consistent with the civil preliminary Grading plan sheet 2 of 2 dated 02/05/2024. The alignment shall be to the satisfaction of the City Engineer and be located at the ultimate building out. The applicant shall relocate existing obstructions as necessary to provide compliance with the Americans with Disabilities Act.
  - f. Street Improvement plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and the requirements set forth herein and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and

## RESOLUTION NO.

Licensing Portal. The items to be submitted include but are not limited to the following:

1. 100 percent complete improvement plans.
2. Estimate for the cost of construction.
3. Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the full-sized improvement plans shall be provided to the project engineer. Plan check and inspection fees shall be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full. (Engineering)

2. The project shall modify the traffic signal to the satisfaction of the City Traffic Engineer. The improvement plans shall include a sheet/detail of modifications. The plans shall at minimum show the location of the new or relocated pole and correctly identify all traffic signal pull boxes and the traffic signal controller cabinet. (Traffic)
3. The project shall modify the striping on Prospect Ave to better align with striping on Prospect Ave east of Cuyamaca St. (Traffic)
4. The project shall modify the curb, gutter and pedestrian ramp on the northwest corner of Prospect Ave at Cuyamaca St to have a 40-foot radius on the Cuyamaca St side and a 30 foot radius on the Prospect Ave side. The new right-of-way shall be a minimum of 10 feet from face of curb. (Traffic)
5. The project shall widen Prospect Ave to the ultimate width of 32 feet from roadway centerline and install curb, gutter and sidewalk along its frontage. (Traffic)

**C. GRADING PERMIT: Prior to approval of any grading plans and issuance of any grading permits, the applicant shall complete the following to the satisfaction of the applicable Department.**

1. Landscape plans shall be certified by a licensed landscape architect for compliance with the Landscape and Irrigation Regulations set forth in SMC Chapter 13.36 and the California Model Water Efficient Landscape Ordinance. (Planning)
2. The following shall be incorporated into the project plans: "Control of Construction Hours. Construction activities occurring as part of the project shall be subject to the limitations and requirements of SMC Section 5.04.090 which states that construction activities may occur between 7:00 a.m. and 7:00 p.m. Mondays through Saturdays. No construction activities

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shall be permitted outside of these hours or on Sundays and holidays.”  
(Planning)

3. **Precise Grading Plans** shall be submitted to the Engineering Department for review and acceptance.
  - a. Horizontal and vertical control for all plans shall be obtained from ROS 11252 and shall be prepared at an engineering scale of 1”=20’ unless otherwise approved by the City project engineer.
  - b. All recommended measures identified in the approved geotechnical study shall be incorporated into the project design and construction.
  - c. Grading plans shall include preliminary recommendations for all pavement design sections within the project limits. The pavement structural section shall be designed based on the "R" value method using a minimum traffic index of 5.0 for on-site improvements, 8.0 for the widening of Prospect Avenue and 9.0 for work on Cuyamaca Street. Minimum concrete section shall be 5 1/2 inches plain cement concrete (PCC) over compacted, non-expansive soil. Mix design shall be a minimum class 520-C-2500. R-value test data and design calculations shall be submitted for approval to the Engineering Department a minimum of seven days prior to placement of paving. The pavement design report shall conform to City of Santee Form 435 – PAVEMENT DESIGN AND R-VALUE TEST SUBMITTAL PROCEDURES.
  - d. Grading plans shall be one hundred percent (100%) complete at the time of plan check submittal, be prepared in accordance with City guidelines and be ready for acceptance by the City. Partial or incomplete submittals will not be accepted for plan check. The applicant shall make an electronic submittal via the City of Santee Permitting and Licensing Portal. The items to be submitted include but are not limited to the following:
    1. 100 percent complete Grading, landscape, and irrigation plans.
    2. A completed grading permit submittal.
    3. Estimate for the cost of construction.
    4. Drainage Study specified here within.
    5. Storm Water Quality Management Plan (SWQMP) specified here within.
    6. Operation & Maintenance (O&M) plan specified here within.
    7. Geotechnical Study specified here within.
    8. Letters of permission from any adjoining property owners if grading is proposed off-site. Letters shall be in a form acceptable to the City.

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9. Letters of acknowledgment signed and sealed, from each design consultant acknowledging City ownership of all construction drawings following City approval as specified here within.
10. Resolution of Approval approving the project.

In addition to the above electronic submittal requirements, one hard copy of the above-mentioned full-sized plans, documents and reports shall be provided to the project engineer. Plan check and inspection fees shall be paid in accordance with the City Fee Schedule. The amount due will be determined by staff after the initial intake. To begin the review process, fees must be paid in full. (Engineering)

4. Provide a geotechnical study prepared in accordance with the Santee General Plan. All recommended measures identified in the approved study shall be incorporated into the project design. The Geotechnical/Seismic Hazard Study for the Safety Element of the Santee General Plan which details, in Table A-1, study criteria necessary to conform to the General Plan requirements, can be accessed from the City's website.
  - a. The geotechnical report shall analyze any proposed infiltration techniques (trenches, basins, dry wells, permeable pavements with underground reservoir for infiltration) for any potential adverse geotechnical concerns. Geotechnical conditions such as: slope stability, expansive soils, compressible soils, seepage, groundwater depth, and loss of foundation or pavement subgrade strength should be addressed, and mitigation measures provided. (Engineering)
5. Provide a drainage study prepared by a registered Civil Engineer, with demonstrated expertise in drainage analysis and experience in fluvial geomorphology and water resources management. Storm drainage shall be designed to adequately convey storm water runoff without damage or flooding of surrounding properties or degradation of water quality.
  - a. The drainage study shall identify and calculate storm water runoff quantities expected from the site and upstream of the site and verify the adequacy of all on-site or off-site facilities necessary to discharge this runoff. The drainage system design shall be capable of collecting and conveying all surface water originating within the site, and surface water that may flow onto the site from upstream lands, and shall be in accordance with the latest adopted Master Drainage Plan, the requirements of the City of Santee Public Works Standards, including analysis of the 10-year, 50-year and 100-year frequency storms, and be based on full development of upstream areas.
  - b. The drainage study shall compute rainfall runoff characteristics from the project area including, at a minimum, peak flow rate, flow velocity,

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runoff volume, time of concentration, and retention volume. These characteristics shall be developed for the 10-year, 50-year and 100-year frequency six-hour storm during critical hydrologic conditions for soil and vegetative cover. Storm events shall be developed using isopluvial maps and in accordance with the San Diego County Hydrology Manual. (Engineering)

6. Provide a SWQMP prepared in accordance with the City of Santee Storm Water Ordinance and in accordance with the City of Santee Best Management Practices (BMP) Design Manual dated February 2016. The SWQMP must include BMPs to address water quality and hydromodification. An O&M Plan describing maintenance requirements and costs for BMP maintenance and provision of maintenance verification shall be provided.

The SWQMP shall include the following:

- a. Develop and implement appropriate BMPs to ensure that the project does not increase pollutant loads from the site. A combination of respective storm water BMPs, including Site Design, Source Control, and Structural Treatment Control shall be implemented in accordance with the approved SWQMP.
- b. The project design shall incorporate Low Impact Development (LID) and site design BMPs to minimize directly connected impervious areas and to promote infiltration using LID techniques as outlined in the County of San Diego's LID handbook. Parking areas shall be designed to drain to landscape areas. Private roads shall be designed to drain to vegetated swales or landscaped areas.
- c. The site shall comply with full trash capture requirements by providing completely enclosed trash and recycling enclosures and fitting all storm drain inlets with a State certified grate/screen or trash rack. Said devices must be designed to capture debris of 5 mm or greater, while preventing flooding potential. In addition, any adjacent public storm drain inlet structure to which the site discharges must also be retrofitted with trash capture devices. The device which shall be used for public inlets is the Advanced Drainage System (ADS) FlexStorm Connector Pipe Screen system or approved equal.
- d. All inlets must be labeled with concrete stamp or equivalent - stating, "No Dumping - Drains to River". If work is performed on a public inlet, the public inlet must be labeled with the following standard specification: Public storm drain inlet markers shall be 4-inch diameter, stainless steel, natural embossed, inlet marker as manufactured by Almetek Industries or approved equal. Marker shall contain/state "No Dumping" with "Fish w/ Wave" symbol and "Drains to Waterways" legend. Marker shall contain 2-inch-long x ¼-

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inch diameter threaded rod and shall be installed flush and wet-set in top of inlet, centered on width of inlet opening.

- e. Down spouts and heating, ventilation, and air conditioning (HVAC) systems are not permitted to be connected to any storm drain conveyance system. All non-storm water discharges must either drain to landscaped areas or be plumbed to the sewer.
  - f. Fire suppression systems must be designed to be able to discharge to a sewer clean out for all maintenance and testing activities, or otherwise captured and contained on-site.
  - g. California native/drought-tolerant plants shall be used to the maximum extent feasible to minimize the need for irrigation. Where irrigation is necessary, then the system shall be designed and installed to prevent overspray or irrigation runoff during normal operations and during a break in the line.
  - h. The final project submittal shall include a standalone O&M Plan in accordance with the City of Santee BMP Design Manual. (Engineering)
7. Submit a current preliminary title report (dated within six months of plan submittal) and all documents listed in the title report. Copies of recorded documents must be clear and legible copies of the original recorded document. (Engineering)
8. The underground water supply piping that feeds the automatic fire sprinkler system is required to be flushed of dirt and debris prior to connecting with the overhead portion of the automatic fire sprinkler system. The underground piping cannot be flushed into the storm drain system. This must be done into an on-site retention basin, or other approved means. This water discharge shall be planned for as a part of the on-site storm water pollution prevention plan. Please contact the Fire Department regarding other approved methods of flushing this underground system. Separate plans shall be submitted to the Fire Department for Underground Fire lines. (Fire)
- D. ROUGH GRADING: Prior to any grading or site preparation activities the applicant shall complete the following to the satisfaction of the applicable Department.**
- 1. Prior to the start of ground-disturbing activities, the applicant shall retain a qualified archaeologist who meets the Secretary of the Interior's Professional Qualifications Standards for archaeology (U.S. Department of the Interior 2012). The applicant shall also retain a Native American monitor of Kumeyaay decent. (Planning)

## RESOLUTION NO.

2. Prior to the start of ground-disturbing activities, the qualified archaeologist shall conduct cultural resources sensitivity training for all construction personnel. Construction personnel shall be informed of the types of archaeological resources that may be encountered, and of the proper procedures to be enacted in the event of an inadvertent discovery of archaeological resources or human remains. The applicant shall ensure that construction personnel attend the training and sign an attendance acknowledgement form. The applicant shall retain documentation demonstrating attendance. (Planning)
3. Following issuance of a grading permit the applicant shall complete rough grading in accordance with the approved grading plans and the recommendations of the project's geotechnical engineer. (Engineering)

**E. DURING GRADING: During any grading, site preparation or construction activities, the applicant shall complete the following conditions to the satisfaction of the applicable Department:**

1. The qualified archaeologist, or an archaeological monitor (working under the direct supervision of the qualified archaeologist), shall observe all initial ground-disturbing activities, including but not limited to brush clearance, vegetation removal, grubbing, grading, and excavation. The qualified archaeologist, in coordination with the applicant and the City, may reduce or discontinue monitoring if it is determined by the qualified archaeologist that the possibility of encountering buried archaeological deposits is low based on observations of soil stratigraphy or other factors. Archaeological monitoring shall be conducted by an archaeologist familiar with the types of archaeological resources that could be encountered within the project site. The archaeological monitor shall be empowered to halt or redirect ground-disturbing activities away from the vicinity of a discovery until the qualified archaeologist has evaluated the discovery and determined appropriate treatment (as prescribed below). The archaeological monitor shall keep daily logs detailing the types of activities and soils observed, and any discoveries. After monitoring has been completed, the qualified archaeologist shall prepare a monitoring report that details the results of monitoring. The report shall be submitted to the City and any Native American groups who request a copy. A copy of the final report shall be filed at the South Coastal Information Center. (Planning)
2. The Native American monitor shall be present for any pre-construction meeting and for all ground-disturbing activities associated with the project. Should any cultural or tribal cultural resources be discovered, no further grading shall occur in the area of the discovery until the Planning & Building Director or designee, with concurrence from the Native American monitor, are satisfied that treatment of the resource has occurred. In the event that a unique archaeological resource or tribal cultural resource is discovered, and in accordance with Public Resources Code Section 21083.2(b)(1), (2), and (4), the resource shall be moved and buried in an open space area



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identified by the Native American monitor, which will not be subject to further grading activity, erosion, flooding, or any other ground disturbance that has the potential to expose the resource. No identification of the resource shall be made; however, the applicant shall plot the new location of the resource on a map showing latitudinal and longitudinal coordinates and provide that map to the Native American Heritage Commission (NAHC) for inclusion in the Sacred Lands File. Disposition of the resources shall be at the discretion of the City of Santee, but in accordance with the foregoing. (Planning)

3. In the event of the unanticipated discovery of archaeological materials, all work shall immediately cease in the area (within 100 feet) of the discovery until it can be evaluated by the qualified archaeologist in consultation with the Native American monitor. Construction shall not resume until the qualified archaeologist has conferred with the applicant and the City on the significance of the resource. (Planning)
4. If it is determined that the discovered archaeological resource constitutes a historical resource or a unique archaeological resource, avoidance and preservation in place is preferred. Preservation in place may be accomplished by, but is not limited to, avoidance, incorporating the resource into open space, capping, or deeding the site into a permanent conservation easement. In the event that preservation in place is demonstrated to be infeasible and data recovery through excavation is the only feasible option available, a Cultural Resources Treatment Plan shall be prepared and implemented by the qualified archaeologist in consultation with the applicant and the City that provides for the adequate recovery of the scientifically consequential information contained in the archaeological resource. The qualified archaeologist and the City shall consult with appropriate Native American representatives in determining treatment for prehistoric or Native American resources to ensure cultural values ascribed to the resources, beyond those which are scientifically important, are considered. (Planning)
5. If human remains are encountered, all work shall halt in the vicinity (within 100 feet) of the discovery and the San Diego County Coroner will be contacted in accordance with Public Resources Code (PRC) Section 5097.98 and Health and Safety Code Section 7050.5. The applicant and the City will also be notified. If the County Coroner determines that the remains are Native American, the NAHC will be notified in accordance with Health and Safety Code Section 7050.5, subdivision (c), and PRC Section 5097.98 (as amended by Assembly Bill 2641). The NAHC will designate a Most Likely Descendant (MLD) for the remains per PRC Section 5097.98. The MLD shall complete the inspection of the site within 48 hours of being granted access and shall provide recommendations for the treatment of the remains. Until the landowner has conferred with the MLD, the applicant will ensure that the immediate vicinity where the discovery occurred is not disturbed by further activity, is adequately protected according to generally accepted cultural or archaeological standards or practices. (Planning)

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6. The construction contractor shall use construction equipment powered by California Air Resources Board certified Tier 4, or newer, engines and haul trucks that conform to current U.S. Environmental Protection Agency truck standards. (Planning)
7. The on-site construction superintendent shall ensure implementation of standard BMPs as required by the San Diego Air pollution Control District Rule 55, Fugitive Dust Control. (Planning)
8. The on-site construction superintendent shall ensure implementation of applicable California Department of Resources Recycling and Recovery (CalRecycle) Sustainable (Green) Building Program Measures. (Planning)
9. Construction equipment with a manufacturer's noise rating of 85 dBALMAX or greater, may only operate at a specific location for 10 consecutive workdays. If work involving such equipment involves more than 10 consecutive workdays, a notice must be provided to all property owners and residents within 300 feet of the site no later than 10 days before the start of construction. A sign legible at a distance of 50 ft shall also be posted at the construction site. All notices and the signs must be approved by the City and shall indicate the dates and durations of construction activities, as well as provide a telephone number for the noise disturbance coordinator. (Planning)
10. A noise disturbance coordinator shall be established. The noise disturbance coordinator shall be responsible for responding to any local complaints about construction noise. The noise disturbance coordinator shall determine the cause of the noise complaint (e.g., starting too early, bad muffler) and shall be required to implement reasonable measures to reduce noise levels. (Planning)
11. The applicant shall comply at all times with the following work hour requirements:
  - a. No site work, building construction, or related activities, including equipment mobilization will be permitted to start on the project prior to 7:00 am and all work for the day shall be completed by 7:00 pm, no exceptions.
  - b. No work is permitted on Sundays or City Holidays.
  - c. No deliveries, including equipment drop off and pick-up, shall be made to the project except between the hours of 8:00 am and 6:00 pm, Monday through Saturday, excluding Sundays and City Holidays. Deliveries of emergency supplies or equipment necessary to secure the site or protect the public are permitted.
  - d. If the applicant fails or is unable to enforce compliance with their contractors, subcontractors and material suppliers regarding the

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specified work hours, additional reduction of work hours may be imposed by the Engineering Department. (Engineering)

In addition to the above the applicant shall erect one or more signs stating the work hour restrictions. Signs shall be installed as may be required, in the vicinity of the project construction trailer if a job site trailer is used, or at such other locations as may be deemed appropriate by the Engineering Department. The sign shall be a minimum of 24-inch x 36 inch and shall be weather proofed. The sign content shall be provided by the Engineering Department. (Engineering)

12. Trench work when required within City streets shall be completed within two weeks of the initial start date, including placement of the final trench patch. Trench plates or temporary pavement placement shall be installed at the end of each workday. Advance warning signs on lighted barricades notifying the public of trench plates and/or uneven pavement shall be placed and maintained until permanent pavement repairs are made. The maximum length of time including weekends and holidays that trench plates may remain on the street is 72 hours after which temporary or permanent asphalt paving shall be placed. (Engineering)
13. Vehicle access on Mission Gorge Road, Cuyamaca Street, Olive Lane, Town Center Parkway, Carlton Hills Boulevard, Woodside Avenue, and Riverview Parkway shall be maintained at all times and all work shall be done at night unless otherwise approved by the Director of Engineering. When day work is permitted, work hours shall be from 8:30 am to 3:30 pm, including set up and break down of traffic control. No day work will be permitted during the holiday season, defined as beginning the Saturday before Thanksgiving Day and shall extend through New Year's Day, unless otherwise approved by the Director of Engineering. (Engineering)

F. **BUILDING PERMIT: Prior to approval of any building plan and the issuance of any building permit, the applicant shall complete the following to the satisfaction of the applicable Department.**

1. An avigation easement for aircraft noise and height is required to be recorded with the San Diego County Recorder pursuant to the Gillespie Field Airport Land Use Compatibility Plan and the San Diego County Airport Land Commission's Consistency Determination Letter dated February 3, 2023. A copy of the recorded avigation easement must be provided prior to issuance of any building permit. (Planning)
2. The building must be sound attenuated to a 50 decibel Community Noise Equivalent Level (dB CNEL) interior noise level pursuant to the Gillespie Field Airport Land Use Compatibility Plan and the San Diego County Airport Land Commission's Consistency Determination Letter dated February 3, 2023. (Planning)

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3. A solar permit must be submitted and approved showing a system with a generating capacity of at least 1.5 watts of energy per square foot of building area. (Building)
4. A decorative iron fence, or similar style fence or wall, shall be installed along the western property line in replace of the existing chain link fence. (Planning)
5. Trash receptacles shall be enclosed by a solid six-foot-high decorative block or stucco wall with view obstructing metal gates painted to match the proposed building. A solid-covered roof and mesh screens shall also be provided for the trash enclosure, subject to approval of the Planning & Building Director. (Planning)
6. Any proposed site walls shall be constructed of split-faced block or similar decorative material. (Planning)
7. All new signs shall be approved separately through a Sign Permit subject to the requirements of SMC Chapter 13.32. (Planning)
8. Any equipment, whether on the roof, on the side of a building, or on the ground, shall be screened from view. The method of screening shall be architecturally integrated with the building design in terms of material, color, shape and size. All elevations submitted for building plan check shall show the method of screening of any proposed rooftop mechanical equipment. (Planning)
9. Parking lot lights shall not exceed 15 feet in overall height from finished grade and shall be fully-shielded so as not to cause glare on adjacent properties. (Planning)
10. Following completion of the rough grading and prior to issuance of any building permits, the applicant shall provide three originals of the pad compaction certification from the geotechnical engineer and three originals of the pad elevation certification from the project civil engineer to the City project engineer. (Engineering)
11. Applicant shall ensure that all property corners are properly monumented. If corners have been lost or do not exist, corners shall be set, and a ROS filed prior to issuance of a building permit. (Engineering)
12. A Storm Water Facilities Maintenance Agreement accepting responsibility for all structural BMP maintenance, repair and replacement as outlined in said O&M plan binding on the land throughout the life of the project will be required prior to issuance of building permit. (Engineering)
13. Applicant consents to the annexation of the property under development to

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the Santee Roadway Lighting District and agrees to waive any public notice and hearing of the transfer. The applicant shall pay the necessary annexation costs and upon installation of any streetlights required for the development, pay the necessary streetlight energizing and temporary operating costs. (Engineering)

14. The applicant shall pay all development impact fees in effect at the time of issuance of building permits and as determined to apply the Project. At present, the fees are estimated to be as follows:
  - a. Drainage Fees: \$23,687.06 (estimated based on \$ 1,452.00/1000 square feet of increased impermeable area). Drainage fees are calculated in accordance with SMC §12.30.160 and the City's Fee Schedule and, in this case, are the result of the total square footage, divided by 1,000, of impermeable surface to be constructed, including but not limited to, roof area, parking lots, driveways, patios, streets, and sidewalk and the fee rate (dollars per 1,000 square foot unit) for the respective land uses. (SMC §12.30.160(C)). These drainage fees will mitigate the impacts directly resulting from this Project, which drains directly into the City's existing stormwater system. Those fees are necessary to repair and rehabilitate the City's master storm drain facilities. The City Council therefore finds that there is a nexus between the impacts of the Project and the mitigation provided through the drainage fees. The amount of these drainage fees is also correlated with the impacts of the Project. The City Council therefore finds that there is a rough proportionality between the impacts of the Project and the mitigation provided through the drainage fees.
  - b. Traffic Mitigation Fees: \$14,678.71 (estimated based on a fee rate of \$ 9,721.00/1000 square feet of building area). Traffic mitigation fees are calculated in accordance with SMC §12.30.190 and the City's Fee Schedule and, in this case, are the result of the total square footage of structures divided by 1,000 and multiplied by the fee rate (dollars per 1,000 square foot unit) for the respective land uses. (SMC §12.30.190(C)). These traffic fees will mitigate the impacts of the number of trips resulting from this Project. These fees are necessary to improve the City's roadway circulation system. The City Council therefore finds that there is a nexus between the impacts of the Project and the mitigation provided through the traffic fees. The amount of these drainage fees is also correlated with the impacts of the Project. The City Council therefore finds that there is a rough proportionality between the impacts of the Project and the mitigation provided through the traffic fees.
  - c. Traffic Signal Fees: \$2,367.68 (estimated based on a fee rate of \$1,568.00/1000 square feet of building area). Traffic signal fees are calculated in accordance with SMC §12.30.180 and the City's Fee Schedule and, in this case, are the result of the total square footage

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of structures divided by 1,000 and multiplied by the fee rate (dollars per 1,000 square foot unit) for the respective land uses. (SMC §12.30.180(C)). These traffic signal fees will mitigate the impacts of new traffic signal users directly resulting from this Project and will fund improvements and upgrades to the City's traffic signal system. The City Council therefore finds that there is a nexus between the impacts of the Project and the mitigation provided through the traffic signal fees. The amount of these drainage fees is also correlated with the impacts of the Project. The City Council therefore finds that there is a rough proportionality between the impacts of the Project and the mitigation provided through the traffic signal fees.

- d. Impact fees are calculated in accordance with the City's Fee Schedule and fee ordinances in effect at the time the building permits are issued. The applicant shall provide certification of the final site and building areas by their engineer of work to be approved by the Director of Engineering for use in calculating the final fee amounts. Fees shall be adjusted on an annual basis in accordance with the Municipal Code. (Engineering)

**G. OCCUPANCY: Prior to any occupancy, final grading release, or use of the premises in reliance of this permit the applicant shall complete the following to the satisfaction of the applicable Department.**

1. The applicant shall install a permanently anchored bicycle rack at an accessible location near the main entrance to the building, as shown on the building permit plans. (Planning)
2. The project shall utilize high-efficiency equipment and fixtures consistent with the current California Green Building Standards Code and Title 24 of the California Code of Regulations. (Planning)
3. The project shall comply with SMC Chapters 9.02 and 9.04 that pertain to solid waste management and demolition and construction debris recycling. (Planning)
4. In conformance with San Diego Air Pollution Control District's (SDAPCD) Rule 67.0.1, Architectural Coatings, the project shall use low volatile organic compound (VOC) paints. (Planning)
5. A bond, equal to the cost of full landscape installation, shall be required and shall not be released for a minimum of one year until said landscaping is demonstrated to be fully viable. (Planning)
6. Provide two print copies and a digital copy of both the final approved SWQMP and the O&M. (Engineering)
7. Submit a print and digital copy of the BMP Certification package. The BMP

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certification package includes but is not limited to: 'wet' signed and stamped certification form(s), all BMP related product receipts and materials delivery receipts, an inspection and installation log sheet, and photographs to document each stage of BMP installation. (Engineering)

8. Prior to issuance of occupancy, an executed contract must be in place with a qualified storm water service provider and a copy of the SWQMP provided to the consultant and the property manager. (Engineering)
9. Replace failed or inadequate pavement to the centerline and/or sidewalk adjacent to the site on Cuyamaca Street and Prospect Avenue to the satisfaction of the Director of Engineering. (Engineering)
10. Applicant shall place all new utilities required to serve the project underground. No overhead facilities or extension of overhead facilities is permitted. In addition, the applicant shall underground any existing overhead facilities on-site and underground any overhead facilities adjacent to the project to the satisfaction of the Director of Engineering. Adjacent facilities are defined as existing overhead facilities in the abutting half street and may include extension of the undergrounding to either side of the project to the nearest existing utility pole. (Engineering)
11. The applicant shall dedicate right-of-way along Cuyamaca Street adjacent to the site such that the ultimate right-of-way width to centerline is 63 feet. Additional right-of-way may be required as necessary to provide adequate transition to match existing improvements. (Engineering)
12. The applicant shall dedicate and or vacate right-of-way adjacent to the site along Prospect Avenue such the width conforms to collector street standards (64 feet curb to curb/84 feet right-of-way). (Engineering)
13. The applicant shall dedicate a visibility clear space easement at the North-West corner of the intersection of Cuyamaca Street and Prospect Avenue. (Engineering)
14. Plant all new trees in and within 10 feet of the public right-of-way with root control barriers. (Engineering)
15. Construct all improvements within the public right-of-way and improvements as shown on the approved precise grading plans. Improvements shall be completed to the satisfaction of the Director of Engineering. (Engineering)
16. Address numbers shall be placed near the roofline of each structure visible from the street. Numbers shall be block style, 12 inch in height, black in color (or other approved color), in contrast with their background. Address numbers shall also be illuminated for nighttime visibility. A Potter, "SASH-

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120" Horn/Strobe (or equivalent) shall be located below each address placement for indication of fire sprinkler activation. Exact location and color of address numbers shall be approved by the Fire Department prior to installation. (Fire)

17. The buildings are required to be constructed with an approved automatic fire sprinkler system installed by a licensed fire sprinkler contractor. Separate plans are required to be submitted to the Fire Department for approval prior to installation. If the fire sprinkler system has 20 or more sprinkler heads, the sprinkler system is required to be monitored by an approved central station monitoring company. A Potter, "SASH-120" Horn/Strobe (or equivalent) shall be located below each address placement for indication of fire sprinkler activation. (Fire)
18. A manual and/or automatic fire alarm system is required for the building. Separate plans shall be submitted to the Fire Department for any fire alarm system(s) or devices for approval prior to installation. The fire alarm control panel or a remote keypad for the system shall be located in the "Fire Riser Room". Plans & documentations for the fire alarm system shall include, manufacturer cut sheets for all fire alarm devices, California State Fire Marshal Listing sheets for all appropriate devices, plans showing locations of all devices, line diagram & point to point diagram of the alarm system and complete battery & voltage drop calculations for the system monitoring of the sprinkler system, the control valves on the device shall be monitored for tamper of the valves. (Fire)
19. Knox Box key safes for emergency access of Fire Department personnel are required for the buildings. Knox Boxes shall be installed at the front entrance of the restaurants. Knox Box applications may be obtained from the Fire Department. (Fire)
20. Santee has adopted the use of Knox Fire Department Connection (FDC) Plugs for FDC hose connections to the automatic fire sprinkler systems. These plugs ensure that the FDC's will be clear of obstructions and allow for the proper Fire Department use of automatic fire sprinkler systems. Knox Plugs can be ordered online directly from the Knox Company at [Knoxbox.com](http://Knoxbox.com). Order FDC Plugs for use in the City of Santee. Order model #3043 (two per building if using Siamese connection). Contact the Santee Fire Department if assistance is needed in ordering. (Fire)
21. A minimum of one, 2A10BC fire extinguisher shall be located every 75 feet of travel distance throughout the building. Exact extinguisher location to be determined by the Fire Department prior to installation. (Fire)
22. The cooking areas are required to be protected by hood and duct fire protection systems. Separate plans are required to be submitted to the Fire Department for approval prior to installation. Exact locations of manual pull station(s) and "K" rated fire extinguishers are to be determined by the Fire



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Department prior to installation. (Fire)

23. Provide permanent engraved, carved or embossed signs indicating "Occupant Load" (and the number of people allowed in the room or area) for each restaurant. The signs shall be a minimum of 8 inch x 10 inch, with 3 inch block letters/numbers. Exact design, occupant load number and sign placement shall be approved by the Fire Department prior to installation. (Fire)
24. One or more fire hydrants are required for your project. These hydrants shall have two, 2 ½ inch ports and one, 4-inch port, with a minimum fire flow of 3000 gallons per minute for 3 hours. Hydrants shall be of all bronze construction, painted "fire hydrant yellow" and be installed per Padre Dam Water District requirements. The exact location of required hydrants is to be determined by the Fire Marshal prior to installation. All underground utilities including fire mains, fire hydrants and fire service underground devices shall be installed and approved prior to the delivery of construction materials. (Fire)
25. Each building or address (equipped with an automatic fire sprinkler system) shall have a walk-in, enclosed, fire sprinkler riser room accessible from the outside of the building or address. The exact size and location of the riser room shall be approved by the Fire Department prior to construction. This room shall contain the fire sprinkler riser(s) for the building/address, pressure gauges for the system, applicable valves, sprinkler head box, "test and drain" inspectors test valve and any diagrams or documentation for the fire protection systems. These rooms shall have exterior locking hardware and a Knox box shall be located at an approved location near the room for easy Fire Department access. The room shall be provided with lighting on the emergency circuit or have battery backup power. The exterior side of the riser room door shall have labeling or signage approved by the fire code official indicating "FIRE RISER ROOM". (Fire)
26. At the time of mid-construction, or Rough Fire Inspections, a GIS shape file or geo-referenced TIFF file of the site-plan shall be provided electronically or on digital media to the Fire Department for emergency response mapping. If neither of the two are available, a PDF shall be provided. The site plan shall show all fire access roadways/driveways, buildings, address numbers, fire hydrants, fire sprinkler connections, and other details as required. Please contact the Fire Department for exact details to be submitted for your project. (Fire)

H. **POST-OCCUPANCY: After certificate of occupancy, final grading release, or use of the premises in reliance of this permit, the applicant shall complete the following to the satisfaction of the applicable Department.**

1. All groundcover installed pursuant to an approved landscape plan shall provide one-hundred percent coverage within nine months of planting or

## RESOLUTION NO.

additional landscaping, to be approved by the City, shall be required in order to meet this standard. (Planning)

I. **ONGOING: The following conditions shall apply during the term of this permit.**

1. The site shall remain in substantial conformance with the approved plans and shall be maintained including:
  - a. Maintaining all approved parking and driveway areas;
  - b. Continual maintenance of all landscape areas on-site and between the property line and the curb. All landscaped areas shall be kept free from weeds and debris and maintained in a healthy, growing condition, and shall receive regular pruning, fertilizing, mowing and trimming. Any damaged, dead, diseased or decaying plant material shall be replaced within thirty days from the date of damage;
  - c. A visibility clearance area shall be maintained in which nothing shall be erected, placed, planted, or allowed to grow exceeding three and a half feet in height as outlined on the plans;
  - d. Maintaining all approved lighting, walls, fencing, mechanical screening and signage

Failure to conform to the approved plot plans is an unlawful use of land and will result in enforcement action pursuant to SMC Chapter 1.10. The Code Compliance Division is responsible for the enforcement of this permit. (Planning)

2. Any approval such as an approved site plan, grading plan, landscape plan, or development review plan, shall run with the land/applicant/owner/operator and shall continue to be valid upon a change of ownership of the site or structure to which it applies. (Planning)

**SECTION 4:** The applicant shall defend, indemnify, and hold harmless the City of Santee and its officers, employees, and agents from any claim, action, or proceeding against the City and/or its officers, employees or agents to attack or set aside, void, or annul the approval of the City of Santee concerning this Conditional Use Permit, or any action relating to or arising out of its approval.

**SECTION 5:** The terms and conditions of P2022-9 shall be binding upon the permittee and all persons, firms, and corporations having an interest in the property subject to this Conditional Use Permit and the heirs, executors, administrators, successors and assigns of each of them, including municipal corporations, public agencies and districts.

**SECTION 6:** The approval of P2022-9 expires on June 12, 2027 at 5:00 p.m. except where substantial use has commenced prior to its expiration. If use of the development has not commenced within the three-year period, said expiration date may be extended

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pursuant to a request for time extension approved by the Planning & Building Director (SMC Section 13.04.090). The request must be received 60 days prior to the original expiration date.

**SECTION 7:** Pursuant to Government Code Section 66020, the 90-day approval period in which the applicant may protest the imposition of any fees, dedications, reservations, or exactions imposed pursuant to this approval, shall begin on June 12, 2024.

**SECTION 8:** The City of Santee hereby notifies the applicant that State Law (SB1535) authorizes the County Clerk to collect a documentary handling fee for the processing of CEQA documents. In order to comply with State Law, the applicant should remit to the City of Santee Planning & Building Department, within two (2) working days of the date of this approval a certified check payable to the "San Diego County Clerk" in the amount of \$ 50.00. The City of Santee shall file the Notice of Exemption with the San Diego County Clerk upon receipt of the certified check. Failure to remit the required fee in full within the time specified above will result in a delay of the start of the thirty-five (35) day statute of limitations on court challenges to the approval under CEQA.

**Section 9:** SMC Chapter 1.08 provides for the issuance of Administrative citations for Municipal Code violations. Should non-compliance with said terms and conditions of this Conditional Use Permit or any violation of the Municipal Code that includes the City's Storm Water Ordinance, the City has the right to issue administrative citations containing an assessment of civil fines for each violation and collect administrative fines for violations.

**SECTION 10:** The documents and materials that constitute the record of proceedings on which these findings have been based are located with the City Clerk at the City of Santee City Clerk's office at 10601 Magnolia Avenue, Building #3, Santee, CA 92071.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

**MEETING DATE** June 12, 2024

**ITEM TITLE** REVIEW OF THE PROPOSED OPERATING BUDGET FOR FISCAL  
YEAR 2024-25

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

**SUMMARY**

The Proposed Operating Budget for Fiscal Year 2024-25 is hereby presented to the City Council and public for initial review and discussion. It will be brought back to the City Council on June 26, 2024 for additional discussion, public comment, and adoption.

The Proposed Operating Budget for Fiscal Year 2024-25 is on file in the City Clerk's Office and Finance Department and is posted on the City's web site for public review. The attached Staff Report provides an overview of the proposed operating budget.

**FINANCIAL STATEMENT**

The Proposed Operating Budget for Fiscal Year 2024-25 reflects a General Fund operating expenditure budget of \$60.6 million and a total operating expenditure budget of \$71.9 million for the upcoming fiscal year. The proposed General Fund budget meets both the General Fund Reserve Policy and the Balanced General Fund Budget Policy as stated in City Council Resolution No. 075-2023 and reflects an available reserve balance of over \$12.9 million on June 30, 2025, representing 21.42% of annual operating expenditures and a reserve balance of \$859,588 beyond the 20% minimum policy level.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Review and discuss the Proposed Operating Budget for Fiscal Year 2024-25, and if applicable, provide direction to staff.

**ATTACHMENTS**

1. Staff Report
2. Proposed Operating Budget for Fiscal Year 2024-25

**STAFF REPORT  
PROPOSED OPERATING BUDGET  
FOR FISCAL YEAR 2024-25  
CITY COUNCIL MEETING  
JUNE 12, 2024**

**Overview**

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

The City has successfully navigated the challenges of the past few years and the local economy remains strong despite inflation remaining elevated. Due to uncertainty in the job and housing market and concerns about consumer confidence, there is the need for attention and responsible management of the City's budget. The General Fund reserve balance at the end of the current fiscal year will provide additional cushion against future economic uncertainties. The Proposed Operating Budget for Fiscal Year 2024-25 is a balanced budget that maintains and enhances service levels and addresses the priorities established by the City Council.

<b>General Fund Proposed Budget Summary FY 2024-25</b>	
<b>Revenues</b>	<b>\$ 62,252,670</b>
<b>Expenditures</b>	<b>(60,597,710)</b>
<b>Revenues Over (Under) Expenditures</b>	<b>1,654,960</b>
<b>Other Financing Sources</b>	<b>43,200</b>
<b>Transfers to Other Funds</b>	<b>(460,020)</b>
<b>Transfer to Capital Improvement Program</b>	<b>(300,000)</b>
<b>Unfunded Liabilities (CaIPERS)</b>	<b>(600,000)</b>
<b>Set Aside for Turf Replacement</b>	<b>(100,000)</b>
<b>Addition to Fund Balance</b>	<b>238,140</b>
<b>Available Fund Balance, 7/1/24</b>	<b>12,740,948</b>
<b>Available Fund Balance, 6/30/25</b>	<b>\$ 12,979,088</b>

**General Fund Revenues**

General Fund revenues for FY 2024-25 are projected to total \$62.3 million, a \$2.6 million increase from the current fiscal year estimate. Following is a discussion of key revenues.

**Property Taxes:** Property Taxes represent 42.1% of General Fund revenues and are received based on property assessed valuation. Citywide assessed valuation is projected to increase by 4.3% in FY 2024-25. This is less than in the prior year due to a continued high mortgage environment resulting in fewer home sales due to limited inventory and lack of turnover. Property tax revenues (including real property transfer taxes) are projected to total \$26.2 million in FY 2024-25, an increase of \$1.0 million from the current fiscal year.

**Sales Tax:** Sales Tax represents 32.0% of General Fund revenues and is projected to total \$20.0 million in FY 2024-25, an increase of \$397,000 or 2.0% from the current fiscal year estimate. Modest growth is expected to continue in the City's key Building & Construction category. Other categories are expected to flatten or have very small increases in the upcoming quarters as economic uncertainty and low consumer confidence continues to be prevalent.

**Franchise Fees:** Franchise Fees represent the third largest discretionary source of revenue, and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$4.2 million in FY 2024-25, an increase of \$124,260 or 3% from the current fiscal year. Increases in revenues from SDG&E and Waste Management continue to be offset by reductions in revenues from Cox Communications and AT&T.

**Paramedic Program:** Paramedic Program revenue reimburses the general fund from the Emergency Medical Services (EMS) Fund for all expenses associated with the EMS division in the Fire and Life Safety Department. The expected reimbursement for the proposed year is \$5.9 million, an increase of \$787,750 over the prior year. This increase is primarily due to the proposed EMT 24 Hour Shift trial in the EMS division.

**Building Fees:** The FY 2024-25 proposed building revenue is split between plan checks that will fall under the current subject to split procedure, and all other building fee revenue that falls outside the subject to split parameters. Overall, there is an expected decrease in building permit and plan check revenue, which is conservatively estimated to total \$1.3 million, a \$118,280 decrease from the current fiscal year.

**Fire Reimbursements:** As a result of the wildfire season in FY 2023-24, Fire reimbursement revenue remained low. The proposed budget is in line with the current year collected revenue.

**Charges to Other Funds:** Charges to Other Funds revenue represents reimbursements to the General Fund for costs incurred in support of certain activities that are funded outside of the General Fund. The funds providing these resources back to the General Fund include the Gas Tax Fund, Zone 2 Flood Control District Fund (storm water activities), landscape maintenance districts and the Capital Improvement Program among others. Charges to Other Funds revenue is estimated to total \$1.1 million in FY 2024-25, an increase of \$55,290 from the current fiscal year. This increase is mainly the result of expected increases in Zone 2 Flood Control funding. The increase in revenue to the Zone 2 Flood Control fund allows more reimbursement for personnel cost to be available to the General Fund.

### **General Fund Expenditures**

The proposed budget reflects General Fund operating expenditures totaling \$60.6 million in FY 2024-25, a \$3.5 million or 6.2% increase from the current fiscal year budget.

Public safety continues to represent the largest portion of the General Fund operating budget. The Fire and Life Safety budget totals \$20.6 million representing 34.0% of the total General Fund expenditures and the Law Enforcement budget totals \$17.8 million representing 29.4% of the total General Fund expenditures. The Community Services Department expenditures total \$7.0 million representing 11.5% of the total General Fund expenditures. Engineering's budget is \$3.2 million and Planning & Building's budget is \$3.1 million.

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

**Personnel Costs:** The proposed budget includes an initial increase of three full-time positions. One current position will be eliminated in August which will result in a decrease of one position. This results in a net increase for the majority of the year of two full-time positions. In addition, the proposed budget includes six limited term full-time employees and other personnel-related adjustments. A description of the personnel requests are as follows.

- The addition of one Associate Planner in the Planning Department to support the cannabis application process and long-term management of the cannabis program. This position will also act as the Housing and Environmental Planner and support the environmental review of discretionary applications and projects and support the implementation of the Housing Element and the Sustainable Santee Plan.
- The addition of one Development Services Technician – Engineering. This position will work as a counter technician, coordinating permit and invoicing activities as well as cross training with Planning and Building technicians. This position would relieve Engineering senior staff from front counter work thus allowing them to focus on priority projects and CIP implementation.
- The relocation of the Senior Management Analyst/Grant Coordinator from the Planning/Building and Engineering departments to the City Manager's Office, to replace the Assistant to the City Manager position once that position is vacant in August. The Assistant to the City Manager position will not be filled.
- The Senior Management Analyst position in the Planning Building and Engineering departments will be hired to fill the vacancy left by the relocation of the Senior Management Analyst/Grant Coordinator to the City Manager's office.
- The reclassification of one Management Analyst to a Senior Management Analyst in the Finance Department. This position currently performs high level, complex assignments for both Santee-Lakeside Emergency Medical Services Authority (SLEMSA) and the Finance Department, including budget analysis and forecasting, preparation of audit schedules, coordination and management of SLEMSA budgets, and SLEMSA audits. With the upgrade to Senior Management Analyst, this position would officially handle the supervision of payroll. This position is split 50/50 between the City and SLEMSA.
- The reclassification of one Management Analyst to a Senior Management Analyst in the Fire Department. The duties this position currently performs align with the job description of a Senior Management Analyst. Some of these duties include the

development of organizational goals and priorities, developing and monitoring the department's budget, preparation of City Council agenda items, analysis on complex fiscal, personnel and operational matters, and supervision.

- Reclassification of the Administrative Secretary position in Human Resources to a Confidential Administrative Secretary. The Administrative Secretary role in the Human Resources Department should be designated as Confidential, due to the nature of the daily duties of the position within Human Resources. The proposed budget includes a 5% increase for the "Confidential" designation over the standard non-confidential classification.
- The addition of six full-time Emergency Medical Technicians (EMT) to the Emergency Medical Services division of the Fire and Life Safety Department. These positions will support a limited term, one-year trial study. There is more information regarding this trial below.
- Market adjustments due to a comprehensive Compensation Study performed this Spring by the Human Resources Department. The study was performed on non-represented employees and compared the salaries of Santee job classifications with all cities within San Diego County. There were six positions that were found to be below median when compared to the other cities. These positions are:
  - Building Development Tech I
  - Building Development Tech II
  - Facilities Maintenance Supervisor
  - Economic Development Manager
  - Public Works Supervisor
  - Procurement Specialist

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

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

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

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



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

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

**City Manager:** Includes a decrease of \$10,000 in expert and consulting services.

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

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

**City Clerk:** Includes an increase to election expense from \$20,000 to \$144,000. These funds are budgeted each year with amounts carrying over from non-election years to election years.

**Human Resources & Risk Management:** Reflects anticipated increases in property and general liability insurance and property insurance premiums of approximately 24% (\$160,820 increase).

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

**Engineering:** This department has no significant non-personnel changes.

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

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

**Law Enforcement:** In accordance with the terms of the current five-year law enforcement services agreement with the County of San Diego, a 3.5% or \$597,300 increase is reflected for contract law enforcement services for FY 2024-25, bringing the total contract amount to \$17.7 million, \$175,000 of which is paid from State COPS funding in the Supplemental Law Enforcement Fund. Future contract cost increases will be 3.5% each year through FY 2026-27. Also included in the Law Enforcement budget is the continued support of funding for the Grossmont Union High School District in the amount of \$223,980 to fund approximately one-half of the cost of a School Resource Officer.

**Fire:** The Fire Department is proposing a *one-year trial* which would add six full-time EMTs to the Emergency Medical Services (EMS) division. This addition would allow for the conversion of the City's existing ambulance staffing model to a one EMT and one FFPM (1&1) configuration. The 1&1 concept is a common staffing model throughout the industry. Additionally, this one-year trial will allow for the movement of two FFPMs per shift onto a Squad, thus alleviating call volume disparity impacting Engine 4 while also increasing the number of available personnel able to respond to critical incidents such as fires and rescues (\$594,000 from EMS revenue). Other items include new Telestaff software (\$19,500), equipment for the new Type 1 Engine (\$13,990), and increases are due to increases in medical supplies, agency contributions, and wearing apparel for new employees.

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

- Transfers to Other Funds: Proposed transfers to other funds include \$245,770 to the Vehicle Replacement Fund, \$44,250 to the Highway 52 Coalition Fund, and \$70,000 to the Technology Replacement Fund.
- Transfers to Capital Improvement Program. A transfer to the Capital Projects Fund is proposed in the amount of \$300,000 for ADA improvements at West Hills Park.
- A \$600,000 ADP to CalPERS is proposed. This will be the fourth consecutive ADP made with the intent of reducing the City's unfunded CalPERS pension liability as previously discussed.
- \$100,000 is proposed to be set aside on an annual basis, for future artificial turf replacements.

### **Reserve Policy**

City Council Resolution No. 075-2023 affirmed the City Council General Fund Reserve Policy that a minimum reserve of 20% of annual General Fund operating expenditures be maintained. The reserve policy contributes to the fiscal security of the City by providing resources that could be used to mitigate future risks such as revenue shortfalls, economic downturns, natural disasters and other catastrophic events, as well as providing a source of revenue from investment earnings. The reserve policy increases the credit worthiness of the City to credit rating agencies, resulting in cost savings when the City issues debt. The reserve policy also provides a benchmark to assist in short-term and long-term financial planning. The proposed budget conforms to the reserve policy and reflects an available reserve balance of over \$12.9 million at June 30, 2025, which represents 21.42% of annual operating expenditures and includes an available reserve balance of \$859,588 beyond the 20% minimum policy level.

## **OTHER FUNDS**

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

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

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

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

The Vehicle Acquisition & Replacement Fund is used to account for funds that are accumulated for the replacement of City vehicles. While Fire apparatus, paramedic ambulances and other heavy-duty equipment will continue to be purchased, on May 12, 2021, the City Council authorized the City's participation in the Enterprise Fleet Management vehicle leasing program for the City's light duty fleet. Following are the new vehicles proposed for purchase or lease in FY 2024-25.

- The remount of existing body from Medic Unit #187. The remount price is \$200,320 and is funded from the EMS Fund.
- The lease of one Transit-150 Low Roof Cargo Van for Facilities Maintenance. This would be a replacement of an existing vehicle.
- The lease of one Ford F-250 for the Landscape Irrigation Technician. This vehicle would be an addition to the City's current fleet. The Landscape Irrigation Technician position was added to the City's budget in the current year.

The fund is also responsible for debt service payments made on capital leases used to acquire large vehicles such as fire apparatus and heavy duty public works vehicles. The City is currently making capital lease payments on a Pierce Arrow Tiller Truck and a Pierce Arrow Triple Combo Pumper. Capital lease payments total \$274,880.

### **Recreation Revolving Fund**

The Recreation Revolving Fund is used to account for revenues received from recreation program/class participants and the direct costs of these programs. Included are instructional classes for all ages, sports leagues, youth camps, senior trips, teen activities and the Santee Twilight Brews and Bites Festival special fund-raising event. For FY 2024-25 there is also a community enhancement appropriation of \$41,050 proposed for sports court resurfacing at Woodglen Vista Park and irrigation controller replacement at Town Center Community Park

East. Revenues are estimated to total \$325,000 in FY 2024-25 with proposed expenditures of \$362,530.

### **Technology Revolving Fund**

This program sets aside funds each year to ensure maintenance of the City's Information Technology infrastructure with a planned replacement schedule every five to seven years; or as needed depending on the equipment. The replacement, upgrade and/or modernization of equipment is essential to keep up to date with technological changes and advances, ensure proper support of the infrastructure, ensure continuity of the City's day-to-day business activities, and ensure the highest security of the City's network. I.T. infrastructure under this program includes network servers, storage area network (SAN) units, firewalls, network switches, computer workstations, laptops, monitors, printers, software, and other peripheral devices. The City's FY 2024-25 contribution to the fund is \$70,000. Combined with the prior year contribution of \$188,500, \$40,000 will be used from the current year to replace and upgrade all employee workstations, including computers, monitors, and software.

### **Supplemental Law Enforcement Fund**

The Supplemental Law Enforcement Fund is used to account for revenues received annually under the State's Citizens' Option for Public Safety program. These revenues are used to partially offset the cost of one Special Purpose Officer in the Community Oriented Policing Unit. The proposed FY 2024-25 budget is \$175,000.

### **Highway 52 Coalition Fund**

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

### **PEG Fund**

The PEG Fund is used to account for Public, Educational and Government ("PEG") fees received from cable television providers in an amount equal to 1% of their gross revenues, that may only be used by the City for capital costs related to public, educational and governmental access facilities consistent with federal and state law. PEG fees have been used for the implementation of Santee TV, the City Council Chamber Upgrade Project, City Hall Fiber Optic Replacement Project, and the Clock Tower Video Display Upgrade Project. In FY 2024-25 PEG fees collected will be used to reimburse for eligible costs incurred in the City Council Chamber Upgrade Project, as well as to reimburse the two other PEG fee eligible capital improvement projects. The estimated PEG fee revenue for FY 2024-25 is \$145,000.

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

The CASp Certification and Training Fund is used to account for a State mandated surcharge collected on every business license issued or renewed. This revenue must be used for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements. In FY 2024-25, accumulated funds will be used

to create a grant program that will award financial assistance to small businesses in the Santee community to upgrade accessibility.

### **Gas Tax Fund**

The Gas Tax Fund is used to account for revenues received from the State of California through the Highway Users Tax Account (HUTA) that are restricted for street and road purposes (including the public right-of-way). Gas Tax Fund revenues are projected to total \$1,571,600 in FY 2024-25, exclusive of the Gas Tax revenues received in accordance with State Senate Bill 1 (SB 1) which are separately budgeted and discussed below. Gas Tax HUTA revenues for FY 2024-25 are projected to be relatively flat when compared with the current fiscal year based on statewide fuel consumption and a reduction in the City's allocation based on a decrease in population. Gas Tax HUTA revenues are primarily utilized for the following purposes: traffic signal maintenance, street sweeping, street striping, minor street repairs, right-of-way and median landscape maintenance and curb/gutter/sidewalk maintenance. The proposed budget reflects the full expenditure of all Gas Tax HUTA revenues to be received in FY 2024-25 and includes the following.

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

### **SAFE Program Fund**

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

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

The Gas Tax-RMRA (SB 1) Fund is used to account for revenues received from the State of California as a result of the Road Repair and Accountability Act of 2017. The allowable use of Gas Tax-RMRA funds is similar, but not identical to, that of existing Gas Tax funds. Gas Tax-RMRA Fund revenues are projected to total \$1,452,720 in FY 2023-24. Gas Tax-RMRA revenues are projected to increase by 3.6% from the current fiscal year amount. Gas Tax-RMRA funds will be used exclusively for certain street and road, concrete repair and bridge restoration projects as identified in the proposed Capital Improvement Program for FY 2024-2028.

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

The Zone 2 Flood Control District Fund is used to account for property tax allocations used primarily for activities required by the Municipal Storm Water Permit issued by the San Diego Regional Water Quality Control Board. Revenues are projected to total \$547,440 in FY 2024-25, covering a portion but not all of the storm water permit and storm drain/channel maintenance activities, the balance of which is paid from the General Fund.

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

The CDBG Fund is used to account for federal CDBG revenues received annually for public service, public facility and program administrative activities that benefit low and moderate income families, aid in the prevention or elimination of blight or address an urgent community need. CDBG revenues are expected to total \$350,920 in FY 2024-25 which will be expended on Program Year 2024 activities in accordance with prior City Council action.

### **Emergency Medical Services Fund**

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated to provide the mechanism for funding, managing and administratively coordinating the emergency ambulance services and transportation provided by the City of Santee and Lakeside Fire Protection District for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia, formally known as County Service Area 69. This fund represents the City of Santee’s share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program which is housed in the Fire and Life Safety Department.

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

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

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

feasible. Revenues are estimated to total \$117,110 in FY 2024-25 with proposed expenditures of \$131,990.

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

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

The Roadway Lighting District Fund is used to account for assessments received from benefiting property owners in order to operate, maintain and replace 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 \$419,030 in FY 2024-25 with proposed expenditures of \$456,480.

**Mobile Home Park Ordinance Administration Fund**

The Mobile Home Park Ordinance Administration Fund is used to account for assessment revenues collected from mobile home park owners to help defray the reasonable and necessary costs incurred in the administration of the City’s mobile home rent control ordinance. Park owners are assessed \$3 per month for each space subject to the City’s rent control ordinance. Revenues are estimated to total \$42,100 in FY 2024-25 with proposed expenditures of \$53,510.

**Next Steps**

The Proposed Operating Budget for Fiscal Year 2024-25 will be brought back to the City Council on June 26, 2024 for additional discussion, public comment and adoption.

The Item 14 Proposed Operating Budget attachment is available via the below link:



<https://www.cityofsanteeca.gov/home/showpublisheddocument/24841/638533647848209706>



**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AWARDING THE DESIGN-BUILD CONSTRUCTION CONTRACT FOR THE TEMPORARY FIRE STATION LIVING QUARTERS (CIP 2024-36A) PROJECT TO HORIZONS CONSTRUCTION COMPANY INTERNATIONAL, INC., AND FINDING THE PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA), PURSUANT TO CEQA GUIDELINES SECTIONS 15301, 15303, AND 15304.

**DIRECTOR/DEPARTMENT**

Justin Matsushita, Fire   
Carl Schmitz, Engineering 

**SUMMARY**

This item requests City Council award the Design-Build construction contract for the Temporary Fire Station at the City Operations Center to Horizons Construction Company International, Inc. This project will construct a temporary Fire Station Living Quarters at the City of Santee Operations Center located at 9534 Via Zapador which will add the living quarters portion for a third Fire Station to the City of Santee and improve response times in the Southern portion of Santee as recommended by the Community Risk Assessment Long-Range Master Plan prepared in March 2023 by AP Triton.

Two requests for proposals (RFP) for Design-Build services to construct a temporary Fire Station Living Quarters (CIP 2024-36A) and an Apparatus Bay (CIP 2024-36B) were issued on December 29, 2023, and only one proposal for each project was received in response to the RFP's. The proposal for the Temporary Living Quarters totaled \$1,030,376.67, and the proposal for the Apparatus Bay totaled \$1,227,230.38. The proposals exceeded the total \$1,000,000 appropriated in the adopted FY 2024-2028 Capital Improvement Program budget for both projects and the proposals were rejected by staff. An additional appropriation of \$567,000 for the Temporary Fire Station was approved as part of the FY 23/24 Mid-Year budget adjustments, and \$1,567,000 is now appropriated for the Temporary Fire Station Living Quarters and Apparatus Bay Projects.

As an alternative to the formal RFP process for Design-Build contracts, staff proposes a cooperative purchase under Santee Municipal Code Section 3.24.180. The City is a member of the purchasing cooperative named "Sourcewell." The Gordian Group (Gordian) was solicited to provide a Temporary Fire Station Construction proposal under the conditions of Sourcewell EZIQC Contract No CA-R9-GB-101723-HRZ. Horizons Construction Company International, Inc. was awarded Sourcewell Contract CA-R9-GB-101723-HRZ for General Contractor for Indefinite Delivery Indefinite Quantity Construction Contracts (IDIQ) with Gordian providing administration of the program for CA Region 9 on 12/01/23 through 12/24/24 with option of five (1) one-year extensions.

The design-build proposal submitted by Horizon Construction Company International, Inc., and the oversight contract management provided by Gordian, meets the City of Santee's purchasing requirements for the project. Staff recommends that the City Council authorize the



City Manager to execute an Agreement with Horizons Construction Company International, Inc. to implement the Temporary Fire Station construction (CIP 2024-36A) project in the amount of \$612,283. Staff also requests authorization for the Fire Chief to approve change orders in a total amount not to exceed \$91,843 (15%) for additional design services, unforeseen items, and additional work. The total for this phase of the Temporary Fire Station construction (CIP 2024-36A) is \$704,126

The construction of the Apparatus Bay (CIP 2024-36B), and procurement of an emergency backup generator, will be addressed under a separate contract.

### **ENVIRONMENTAL REVIEW**

The project is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15301, Class 1 (Existing Facilities); Section 15303, Class 3 (New Construction or Conversion of Small Structures); and Section 15304, Class 4 (Minor Alternations to Land). The project is consistent with the Class 1 categorical exemption as it is located on a site developed with an existing facility (the City of Santee Operations Yard) and has available on-site utilities, including electricity, gas, sewer, and water. The project is consistent with the Class 3 categorical exemption because the proposed manufactured home is a less than 2,500 square feet in floor area and is intended for use as living quarters that do not involve the use of significant amounts of hazardous substances. The project is consistent with the Class 4 categorical exemption because it involves minor grading work for preparation of the pre-disturbed pad onto which the manufactured home will be placed and includes minor trenching for connecting underground utilities to the manufactured home. None of the exceptions to these categorical exemptions found in State CEQA Guidelines Section 15300.2 apply to the project.

### **FINANCIAL STATEMENT** *MS*

This project is included in the adopted FY 2024-2028 Capital Improvement Program budget with a budget totaling \$1,567,000. The total anticipated budget necessary for the Temporary Fire Station Living Quarters (CIP 2024-36A) is \$704,126.

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

### **RECOMMENDATION** *MSB*

Adopt the Resolution:

1. Awarding the Design-Build construction contract to implement the Temporary Fire Station Living Quarters (CIP 2024-36A) Project to Horizons Construction Company International, Inc. for a total amount of \$612,283; and
2. Authorizing the Fire Chief to approve change orders in a total amount not to exceed \$91,843; and
3. Finding the project exempt from the provisions of CEQA pursuant to Sections 15301, 15303, and 15304 of the CEQA Guidelines and authorizing the filing of a Notice of Exemption.
4. Authorizing the City Manager to execute all necessary documents.

### **ATTACHMENTS**

Proposal Summary  
Resolution





**Work Order Signature Document**

**EZIQC Contract No.: CA-R9-GB-101723-HRZ**

**New Work Order**       **Modify an Existing Work Order**

Work Order Number.: 127355.00      Work Order Date: 05/21/2024

Work Order Title: Santee - Temp Fire Station

Owner Name: City of Santee      Contractor Name: Horizons Construction Co. Int'l, Inc.

Contact: Jan Sherar      Contact: Kinan Kotrash

Phone: 619-258-4100 x212      Phone: (714) 626-0000

**Work to be Performed**

Work to be performed as per the Final Detailed Scope of Work Attached and as per the terms and conditions of Sourcewell EZIQC Contract No CA-R9-GB-101723-HRZ.

Brief Work Order Description:

Building of a Temporary Fire Station

**Time of Performance**      Estimated Start Date:  
Estimated Completion Date:

**Liquidated Damages**      Will apply:       Will not apply:

**Work Order Firm Fixed Price: \$612,282.63**

Owner Purchase Order Number:

**Approvals**

\_\_\_\_\_  
City of Santee      Date

\_\_\_\_\_  
Horizons Construction Co. Int'l, Inc.      Date

**Detailed Scope of Work**

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**To:** Kinan Kotrash  
Horizons Construction Co. Int'l, Inc.  
432 W. Meats Ave.  
Orange, CA 92865  
(714) 626-0000

**From:** Jan Sherar  
City of Santee  
10601 Magnolia Ave, Santee  
Santee, CA 92071  
619-258-4100 x212

**Date Printed:** May 21, 2024

**Work Order Number:** 127355.00

**Work Order Title:** Santee - Temp Fire Station

**Brief Scope:** Building of a Temporary Fire Station

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Preliminary

Revised

Final

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The following items detail the scope of work as discussed at the site. All requirements necessary to accomplish the items set forth below shall be considered part of this scope of work.

Temporary Fire Station  
Detailed scope of work:

- Purchase manufactured home (Design cost for plan preparation and permitting with building is included)
- Site Preparation including installing compacted base for pad
- Home set up, installing pad and tie down systems
- Utility stub out
- Install Hardie panel skirting
- House interior close up - drywall repair, touch up paint, and adjust door
- Install flooring
- 4 ton air conditioner unit install
- Final cleaning, detail, and preparation of interior and exterior of home
- Install new automatic transfer switch
- Trench and install sewer lateral, waterline to existing line in street, and fire service line
- Install two backflows with new pads and cages
- Install two pressure regulators
- Trench and install pipe for gas line and data line
- Compact all trenches and patch asphalt from trenches

\*Connection to generator is not included in this proposal

Subject to the terms and conditions of eziQC Contract **CA-R9-GB-101723-HRZ**.

## Detailed Scope of Work Continues..

**Work Order Number:** 127355.00

**Work Order Title:** Santee - Temp Fire Station

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Horizons Construction Co. Int'l, Inc.

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Date

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City of Santee

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Date

# Contractor's Price Proposal - Summary

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**Date:** May 21, 2024

**Re:** IQC Master Contract #: CA-R9-GB-101723-HRZ  
Work Order #: 127355.00  
Owner PO #:  
Title: Santee - Temp Fire Station  
Contractor: Horizons Construction Co. Int'l, Inc.  
Proposal Value: \$612,282.63

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<b>Section - 01</b>	<b>\$150,219.14</b>
<b>Section - 02</b>	<b>\$1,171.30</b>
<b>Section - 03</b>	<b>\$1,942.26</b>
<b>Section - 06</b>	<b>\$9,608.33</b>
<b>Section - 07</b>	<b>\$4,150.53</b>
<b>Section - 08</b>	<b>\$3,846.93</b>
<b>Section - 09</b>	<b>\$12,325.20</b>
<b>Section - 13</b>	<b>\$342,091.93</b>
<b>Section - 22</b>	<b>\$22,713.21</b>
<b>Section - 23</b>	<b>\$7,884.59</b>
<b>Section - 26</b>	<b>\$15,030.54</b>
<b>Section - 32</b>	<b>\$38,253.98</b>
<b>Section - 33</b>	<b>\$3,044.69</b>
<b>Proposal Total</b>	<b>\$612,282.63</b>

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This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

**The Percentage of NPP on this Proposal: 44.36%**

# Contractor's Price Proposal - Detail

Date: May 21, 2024

Re: IQC Master Contract #: CA-R9-GB-101723-HRZ  
 Work Order #: 127355.00  
 Owner PO #:  
 Title: Santee - Temp Fire Station  
 Contractor: Horizons Construction Co. Int'l, Inc.  
 Proposal Value: \$612,282.63

Sect.	Item	Mod.	UOM	Description	Line Total			
Labor	Equip.	Material	(Excludes)					
<b>Section - 01</b>								
1	01	22	16	00 0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$20,134.18	
				Installation	Quantity	Unit Price	Factor	Total
					18,303.80	x 1.00	x 1.1000	= 20,134.18
				Sales Tax for Pre Fabricated Building.				
				\$236,178.00 x 7.75% = \$18,303.80				
2	01	22	16	00 0002	EA	Reimbursable Fees Reimbursable Fees will be paid to the contractor for eligible costs as directed by Owner. Insert the appropriate quantity to adjust the base cost to the actual Reimbursable Fee. If there are multiple Reimbursable Fees, list each one separately and add a comment in the "note" block to identify the Reimbursable Fee (e.g. sidewalk closure, road cut, various permits, extended warranty, expedited shipping costs, etc.). A copy of each receipt, invoice, or proof of payment shall be submitted with the Price Proposal.	\$13,180.26	
				Installation	Quantity	Unit Price	Factor	Total
					11,982.05	x 1.00	x 1.1000	= 13,180.26
				Bond and Insurance 2%				
				\$604,602.37 x 0.02 = \$12,092.05				
3	01	22	20	00 0010	HR	Electrician For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$4,590.04	
				Installation	Quantity	Unit Price	Factor	Total
					48.00	x 89.37	x 1.0700	= 4,590.04
				2 electrician for 3 days to provide electrical connection and installing prefabricated piping tree for electrical and certifying electrical connection for compliance with code.				
4	01	22	20	00 0037	HR	Plumber For tasks not included in the Construction Task Catalog® and as directed by owner only.	\$3,665.73	
				Installation	Quantity	Unit Price	Factor	Total
					32.00	x 107.06	x 1.0700	= 3,665.73
				2 Plumber for 2 days to cut and connect utilities and install prefabricated piping tree for plumbing. and certifies a pressure water piping test for compliance with code,				
5	01	22	23	00 0182	WK	10 To 12 Ton, Ride-On Self Propelled, 9 Wheel Rubber-Tire Roller With Full-Time Operator	\$14,988.03	
				Installation	Quantity	Unit Price	Factor	Total
					2.50	x 5,603.00	x 1.0700	= 14,988.03
				roller for compaction of base and trench and base for concrete				
6	01	22	23	00 0287	WK	2,400 LB Capacity, 72" Wide, Skid-Steer Loader With Full-Time Operator	\$15,749.54	
				Installation	Quantity	Unit Price	Factor	Total
					2.50	x 5,887.68	x 1.0700	= 15,749.54
				Skid steer for grading of new base				

## Contractor's Price Proposal - Detail Continues..

**Work Order Number:** 127355.00

**Work Order Title:** Santee - Temp Fire Station

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### Section - 01

7	01	22	23	00 0416	WK	6,000 LB Mini-Excavator With Full-Time Operator						\$14,680.03
					Installation	Quantity	Unit Price	Factor	=	Total		
						2.50	5,487.86	1.0700		14,680.03		
						excavator for 2.5 weeks for trenching						
8	01	22	23	00 04160068		For Equipment Without Operator, Deduct						-\$973.31
					Installation	Quantity	Unit Price	Factor	=	Total		
						0.20	-4,548.17	1.0700		-973.31		
9	01	22	23	00 1030	DAY	100 To 110 Ton Lift, Cable Controlled Lattice Boom, Truck Mounted Mechanical Crane With Full-Time Operator						\$11,571.44
					Installation	Quantity	Unit Price	Factor	=	Total		
						3.00	3,604.81	1.0700		11,571.44		
						crane for 3 days for installing manufactured home on site						
10	01	22	23	00 1053	WK	5,000 LB Telescopic Boom, Hi-Reach, Rough Terrain Construction Forklift With Full-Time Operator						\$15,700.65
					Installation	Quantity	Unit Price	Factor	=	Total		
						2.50	5,869.40	1.0700		15,700.65		
						forklift for installing 4 ton air conditioner unit and heavy duty items						
11	01	22	23	00 10530036		For Equipment Without Operator, Deduct						-\$1,454.01
					Installation	Quantity	Unit Price	Factor	=	Total		
						0.30	-4,529.64	1.0700		-1,454.01		
12	01	22	23	00 1460	WK	6 CY Rear Dump Truck With Full-Time Truck Driver						\$15,244.74
					Installation	Quantity	Unit Price	Factor	=	Total		
						3.00	4,749.14	1.0700		15,244.74		
						dump truck for 3 week for waste						
13	01	22	23	00 14600041		For Equipment Without Operator, Deduct						-\$692.20
					Installation	Quantity	Unit Price	Factor	=	Total		
						0.20	-3,234.59	1.0700		-692.20		
14	01	22	23	00 1497	WK	2,000 Gallon Water Truck With Full-Time Driver						\$13,860.00
					Installation	Quantity	Unit Price	Factor	=	Total		
						2.50	5,181.31	1.0700		13,860.00		
						water truck for 2.5 week for compaction and dust control						
15	01	22	23	00 14970041		For Equipment Without Operator, Deduct						-\$1,038.30
					Installation	Quantity	Unit Price	Factor	=	Total		
						0.30	-3,234.59	1.0700		-1,038.30		
16	01	71	13	00 0004	EA	First 25 Miles, Equipment Delivery, Pickup, Mobilization And Demobilization Using A Tractor Trailer With Up To 53' Bed Includes loading, tie-down of equipment, delivery of equipment, off loading on site, rigging, dismantling, loading for return and transporting away. For equipment such as bulldozers, motor scrapers, hydraulic excavators, gradalls, road graders, loader-backhoes, heavy duty construction loaders, tractors, pavers, rollers, bridge finishers, straight mast construction forklifts, telescoping boom rough terrain construction forklifts, telescoping and articulating boom man lifts with >40' boom lengths, etc.						\$6,293.61
					Installation	Quantity	Unit Price	Factor	=	Total		
						4.00	1,470.47	1.0700		6,293.61		
						delivery of skid steer, roller, forklift, and excavator						
17	01	71	36	00 0005	EA	>4 To 8 Hours On Site, Electromagnetic (SIR/GPR) Survey, Earth, Concrete, Masonry Or Asphalt						\$3,539.03
					Installation	Quantity	Unit Price	Factor	=	Total		
						1.00	3,307.50	1.0700		3,539.03		
						electromagnetic survey to verify utility depth, location, meter size, and distance from building.						



## Contractor's Price Proposal - Detail Continues..

Work Order Number: 127355.00

Work Order Title: Santee - Temp Fire Station

### Section - 01

18	01	71	36	00	0007	EA	Standard Report For Electromagnetic (SIR/GPR) Survey, Earth, Concrete, Masonry Or AsphaltIncludes a detailed description of the scope of work, inspection methods, and equipment used. Also includes visuals such as site locations, images of data, and site photos.					\$393.23
							Installation	Quantity	Unit Price	Factor	Total	
								1.00	367.50	1.0700	393.23	
								x	x	=		
							Report for survey					
19	01	71	36	00	0008	EA	GPS Mapping Of Located Utilities/Items For Electromagnetic (SIR/GPR) Survey, Earth, Concrete, Masonry Or AsphaltIncludes GPS coordinates of located items and reference items.					\$786.45
							Installation	Quantity	Unit Price	Factor	Total	
								1.00	735.00	1.0700	786.45	
								x	x	=		
							mapping of survey results					

**Subtotal for Section - 01**

**\$150,219.14**

### Section - 02

20	02	41	19	13	0071	EA	Saw Cut Minimum ChargeFor projects where the total saw cutting charge is less than the minimum charge, use this task exclusively. This task should not be used in conjunction with any other tasks in this section.					\$1,171.30
							Installation	Quantity	Unit Price	Factor	Total	
								1.00	1,094.67	1.0700	1,171.30	
								x	x	=		
							Saw cut asphalt for trenching of utilities					

**Subtotal for Section - 02**

**\$1,171.30**

### Section - 03

21	03	31	13	00	0091	SF	4" Equipment Pad With Rebar					\$1,942.26
							Installation	Quantity	Unit Price	Factor	Total	
								80.00	22.69	1.0700	1,942.26	
								x	x	=		
							Equipment pad for new backflow					

**Subtotal for Section - 03**

**\$1,942.26**

### Section - 06

22	06	05	23	00	0037	EA	25-11/16" Height x 3" Wide x 3-1/2" Deep, 7 Gauge, Galvanized Predeflected Holddown With Screws (Simpson Strong Tie® HDU14-SDS2.5)					\$9,608.33
							Installation	Quantity	Unit Price	Factor	Total	
								65.00	138.15	1.0700	9,608.33	
								x	x	=		
							Tie down system for manufactured home setup					

**Subtotal for Section - 06**

**\$9,608.33**

### Section - 07

23	07	31	16	00	0013	LF	Galvanized Steel Shingles, Ridge Or Valley					\$4,150.53
							Installation	Quantity	Unit Price	Factor	Total	
								450.00	8.62	1.0700	4,150.53	
								x	x	=		
							Install ridgeline shingles					

**Subtotal for Section - 07**

**\$4,150.53**

### Section - 08

## Contractor's Price Proposal - Detail Continues..

Work Order Number: 127355.00

Work Order Title: Santee - Temp Fire Station

### Section - 08

24	08	05	13	00	0054	EA	Modify Metal Door Frame For Door Swing	Includes removal of door; install blank hinge plates, new continuous hinge, blank strike plate, new strike plate and reinstallation of door.	\$3,846.93		
							Installation	Quantity 3.00 x	Unit Price 1,198.42 x	Factor 1.0700 =	Total 3,846.93
Adjust doors for house interior close up											

### Subtotal for Section - 08

**\$3,846.93**

### Section - 09

25	09	01	20	91	0006	SF	>16 To 32 SF, Cut And Patch Hole In Gypsum Board To Match Existing	Per location. See CSI section 09 29 10 00-0001 for "Gypsum Board" repairs > 32 SF.	\$369.45		
							Installation	Quantity 32.00 x	Unit Price 10.79 x	Factor 1.0700 =	Total 369.45
patch drywall as necessary for interior close up											
26	09	01	60	91	0010	MSF	Vacuum Floors		\$263.86		
							Installation	Quantity 10.00 x	Unit Price 24.66 x	Factor 1.0700 =	Total 263.86
clean up interior											
27	09	65	13	13	0003	LF	4" High, 1/8" Thick, Type TV Thermoplastic Vinyl Wall Base, All Colors		\$1,351.41		
							Installation	Quantity 300.00 x	Unit Price 4.21 x	Factor 1.0700 =	Total 1,351.41
base for new flooring											
28	09	68	16	00	0004	SY	7/16" Thick, Prime Polyurethane Foam Carpet Padding		\$3,511.74		
							Installation	Quantity 200.00 x	Unit Price 16.41 x	Factor 1.0700 =	Total 3,511.74
Carpet padding for flooring											
29	09	68	16	00	0042	SY	ESSENTIAL CLASSICBAC® 20 Ounce, Patterned, Nylon Broadloom Carpet		\$5,255.84		
							Installation	Quantity 200.00 x	Unit Price 24.56 x	Factor 1.0700 =	Total 5,255.84
Interior carpet flooring											
30	09	91	23	00	0063	SF	1 Coat Primer, Brush Work, Paint Interior Plaster/Drywall Walls		\$539.28		
							Installation	Quantity 600.00 x	Unit Price 0.84 x	Factor 1.0700 =	Total 539.28
primer for touch up interior paint as necessary for interior close up											
31	09	91	23	00	0065	SF	2 Coats Paint, Brush Work, Paint Interior Plaster/Drywall Walls		\$1,033.62		
							Installation	Quantity 600.00 x	Unit Price 1.61 x	Factor 1.0700 =	Total 1,033.62
paint for touch up of interior paint as necessary for interior close up											

### Subtotal for Section - 09

**\$12,325.20**

### Section - 13

32	13	00	00	00	0010	EA	Manufactured Home for Santee Fire Department		\$271,604.70		
							Installation	Quantity 1.00 x	Unit Price	Factor 1.1500 =	Total
NPP manufactured home											
33	13	34	23	13	0024	SF	3' High 26 Gauge Steel Skirt		\$10,113.64		
							Installation	Quantity 850.00 x	Unit Price 11.12 x	Factor 1.0700 =	Total 10,113.64
Hardie Panel painted skirting											

## Contractor's Price Proposal - Detail Continues..

**Work Order Number:** 127355.00  
**Work Order Title:** Santee - Temp Fire Station

<b>Section - 13</b>										
34	13	34	23	13	0041	EA	110-3/4" Long x 72" Wide Switchback Landing Section, Aluminum Modular Access Ramp			\$60,373.59
							Quantity	Unit Price	Factor	Total
						Installation	7.00	8,060.56	1.0700	60,373.59
							x	x	=	
						Aluminum ramp for manufactured home				
<b>Subtotal for Section - 13</b>										<b>\$342,091.93</b>

<b>Section - 22</b>										
35	22	11	16	00	0919	LF	1-1/2" Schedule 80 Chlorinated Polyvinyl Chloride (CPVC) Pressure Pipe			\$11,364.47
							Quantity	Unit Price	Factor	Total
						Installation	650.00	16.34	1.0700	11,364.47
							x	x	=	
						install 1.5" pvc waterline to existing line in street and fire service line				
36	22	11	19	00	0390	EA	1-1/4" Threaded Reduced Pressure Zone Assembly With Quarter Turn Shut-offs (Watts LF909M1QT)			\$6,729.10
							Quantity	Unit Price	Factor	Total
						Installation	2.00	3,144.44	1.0700	6,729.10
							x	x	=	
						Install two backflow preventer				
37	22	11	19	00	0588	EA	46-1/2" Length x 16-1/2" Width x 30-1/2" Height, Internal Dimensions, Backflow Preventer Caged Enclosures, External Dimensions 49-1/2" Length x 20" Width x 30-1/2" HeightUTC-4			\$3,500.44
							Quantity	Unit Price	Factor	Total
						Installation	2.00	1,635.72	1.0700	3,500.44
							x	x	=	
						backflow cage enclosure				
38	22	15	13	00	0043	EA	1-1/2" Pressure Regulator, Max 300 PSI Input, 2-125 PSI Output			\$1,119.20
							Quantity	Unit Price	Factor	Total
						Installation	2.00	522.99	1.0700	1,119.20
							x	x	=	
						regulator on home waterline and fire sprinkler line				
<b>Subtotal for Section - 22</b>										<b>\$22,713.21</b>

<b>Section - 23</b>										
39	23	73	13	00	0008	EA	1,600 CFM Single Zone Air Handling Unit, Built-Up, Constant Volume, Horizontal / Vertical, Draw-Through Fan			\$7,884.59
							Quantity	Unit Price	Factor	Total
						Installation	1.00	7,368.78	1.0700	7,884.59
							x	x	=	
						new 4 ton air conditioner unit				

**Subtotal for Section - 23** **\$7,884.59**

<b>Section - 26</b>										
40	26	05	33	13	0005	CLF	1/2" Electrical Metallic Tubing (EMT) Conduit Assembly With 4 #12 Copper THHN And 1 #12 Copper Insulated Grounding ConductorIncludes conduit, set screw connectors, set screw couplings, straps, wire as indicated. Not for use where detail is available.			\$1,409.06
							Quantity	Unit Price	Factor	Total
						Installation	1.50	877.92	1.0700	1,409.06
							x	x	=	
						new conduit for connection to building internal electrical panel from utility stub up				
41	26	05	33	13	0012	CLF	3/4" Electrical Metallic Tubing (EMT) Conduit Assembly With 4 #12 Copper THHN And 1 #12 Copper Insulated Grounding ConductorIncludes conduit, set screw connectors, set screw couplings, straps, wire as indicated. Not for use where detail is available.			\$1,570.16
							Quantity	Unit Price	Factor	Total
						Installation	1.50	978.29	1.0700	1,570.16
							x	x	=	
						wire and conduit for automatic transfer switch				

## Contractor's Price Proposal - Detail Continues..

**Work Order Number:** 127355.00  
**Work Order Title:** Santee - Temp Fire Station

<b>Section - 26</b>										
42	26	05	33	13	0063	LF	3/4" Rigid Galvanized Steel (RGS) Conduit With Threaded Coupling		\$1,212.10	
							Quantity	Unit Price	Factor	Total
						Installation	120.00	9.44	1.0700	1,212.10
							new conduits for data line			
43	26	36	23	00	0013	EA	260 Amperes, Automatic Transfer Switch, 3 Pole Circuit Breaker, NEMA 1 Enclosure (Cummins OTPC260)		\$10,839.22	
							Quantity	Unit Price	Factor	Total
						Installation	1.00	10,130.11	1.0700	10,839.22
							New automatic transfer switch			
<b>Subtotal for Section - 26</b>									<b>\$15,030.54</b>	
<b>Section - 32</b>										
44	32	01	17	63	0024	EA	Asphalt Placement For Small Repair Areas, Hot Mix, Up To 3 TonsFor small areas of existing asphalt is removed to allow work such as trenching across or in a road, excavating a drainage structure, uncovering a utility line, etc.		\$2,396.14	
							Quantity	Unit Price	Factor	Total
						Installation	1.00	2,239.38	1.0700	2,396.14
							Patch and repair asphalt from trenches			
45	32	11	23	16	0006	SF	6" Crushed Aggregate Base Course For Sidewalks		\$8,204.76	
							Quantity	Unit Price	Factor	Total
						Installation	3,600.00	2.13	1.0700	8,204.76
							base for manufactured home and concrete path			
46	32	13	13	33	0003	SY	4" 4,500 PSI Concrete Paving Assembly		\$24,853.96	
							Quantity	Unit Price	Factor	Total
						Installation	400.00	58.07	1.0700	24,853.96
							new concrete path			
47	32	13	13	33	00030030		For >250 To 500, Add		\$2,799.12	
							Quantity	Unit Price	Factor	Total
						Installation	400.00	6.54	1.0700	2,799.12
<b>Subtotal for Section - 32</b>									<b>\$38,253.98</b>	
<b>Section - 33</b>										
48	33	14	13	23	0010	LF	4" Class 200, SDR 21 Polyvinyl Chloride (PVC) Pressure Pipe		\$3,044.69	
							Quantity	Unit Price	Factor	Total
						Installation	175.00	16.26	1.0700	3,044.69
							4" sdr 21 pipe for sewer lateral piping			
<b>Subtotal for Section - 33</b>									<b>\$3,044.69</b>	
<b>Proposal Total</b>									<b>\$612,282.63</b>	

This total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding.

**The Percentage of NPP on this Proposal: 44.36%**

## Subcontractor Listing

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**Date:** May 21, 2024

**Re:** IQC Master Contract #: CA-R9-GB-101723-HRZ  
Work Order #: 127355.00  
Owner PO #:  
Title: Santee - Temp Fire Station  
Contractor: Horizons Construction Co. Int'l, Inc.  
Proposal Value: \$612,282.63

Name of Contractor	Duties	Amount	%
AAAFFORABLE M H CONSTRUCTION INC		\$95,000.00	15.52
Pacific Manufactured Homes		\$236,178.00	38.57

**Job Order Contract  
Contractor's Non-Prepriced Worksheet**

Date: 4/30/2024

Re: 127355.00 - Santee - Temp Fire Station

SECTION	ITEM	UOM	DESCRIPTION
13 00 00			Manufactured Home for Santee Fire Department

Factor: 1.00 Unit Price: \$271,604.70

Quantity 1 EA Line Item Total: \$271,604.70

Proposal Total: \$593,049.84 % of Work Order Total: 45.8%

**Contractor Duties:**

- A. \$ \_\_\_\_\_ Direct Labor Costs  
(Attach Schedule of Crew and Payroll Records)
- B. \$ \_\_\_\_\_ Direct Material Costs  
(Attach 3 Quotes)
- C. \$ \_\_\_\_\_ Direct Equipment Costs  
(Attach 3 Quotes)
- D. \$ \_\_\_\_\_ Allowable Overhead Cost (55%) = A x .55
- E. \$ \_\_\_\_\_ Allowable Profit (10%) = (A+B+C) x .10

**Subcontractor Duties:**

- F. \$ 236,178.00 \_\_\_\_\_ Cost of Subcontractor to Contractor  
(Attach 3 Quotes)
- G. \$ 11,808.90 \_\_\_\_\_ Contractor Allowance (5%) = F x .05
- H. \$ 23,617.80 \_\_\_\_\_ Contractor's Overhead for Subcontractor Costs  
F x 0% for NPP tasks < 10% of Work Order Total  
F x 7% for NPP tasks 10-20% of Work Order Total  
F x 10% for NPP tasks > 20% of Work Order Total
- \$ 271,604.70 \_\_\_\_\_ Total Installed Price = (A+B+C+D+E+F+G+H)

**Convert to Unit Price**

\_\_\_\_\_  
\_\_\_\_\_

**Quotes**

(Attached quotes from listed suppliers/subcontractors. A Justification Letter must be attached is 3 quotes are not furnished.)

1	<u>Pacific Manufactured Home</u>	<u>\$ 236,178.00</u>
2	<u>Gallardo Contractors, Inc.</u>	<u>\$ 273,300.00</u>
3	<u>A.Z.A Iron Works</u>	<u>\$ 297,000.00</u>

# PACIFIC MANUFACTURED HOMES

145 Bent Avenue , San Marcos, California 92078  
Telephone: (760) 471-1212 Fax: (760) 471-1019

## MANUFACTURED HOME PURCHASE ORDER AND FEDERAL DISCLOSURE STATEMENT

Purchaser <b>HORIZONS CONSTRUCTION &amp; KINAN KOTRASH, VP</b>		DATE: <b>4/9/2024</b>
Address <b>432 W MEATS AVE</b>		Phone #: <b>714-626-0000</b>
City: <b>ORANGE</b>	State: <b>CA</b>	Zip <b>92865</b> Salesperson: <b>JOE FEENEY</b>

Subject to the terms and conditions stated on both sides of this agreement Seller agrees to sell and Purchaser agrees to purchase the following MFD/MBL Home.					
Make: <b>CHAMPION HOME BUILDERS INC</b>	Model: <b>AMBER COVE</b>	B. Rooms: <b>5</b>	Approx. (not including) TOW BAR/EAVES L: 66' W: 30'		New Home <input checked="" type="checkbox"/> Used Home <input type="checkbox"/>
Serial Number <b>TBD</b>		Approx. Del Date <b>ASAP</b>	Hud or HCD No <b>TBD</b>		Date of Mfg. <b>2024</b>
Situs <b>9534 VIA ZAPADOR SANTEE, CA 92071</b>					
THE COST OF THE MFG./MBL HOME EXCLUDES THE LISTED PRICES FOR THESE ITEMS \$ 0 Tow Bar N/I \$ 0 Wheels N/I \$ 0 Wheel Hubs N/I \$ 0 Tires N/I \$ 0 Axles N/I			Square Ft. Living Area Approx. 1980 Sq. ft.		MFD HOME PRICE: <b>\$235,517.00</b>

**ITEMIZED ACCESSORIES AND THEIR COSTS (SEE ADDENDUMS):**

IF FOR ANY REASON HOME IS NOT PAID FOR IN FULL UPON FACTORY COMPLETION, BUYERS WILL BE CHARGED FLOORING INTEREST FROM FACTORY COMPLETION OF HOME TO CLOSE OF ESCROW @ \$ 78.00 PER DAY. **BALANCE TO BE PAID UPON FACTORY COMPLETION OF HOME AND PRIOR TO NORMAL DELIVERY.**

**IF INCLUDED IN THIS AGREEMENT, "BASIC SET UP" WOULD INCLUDE:** BOLTING UNITS TOGETHER & LEVELING, NORMAL DRYWALL CLOSE UP, BASIC CARPET LAY AND PLUG IN TO UTILITIES WITHIN 3 FEET OF HOME.

**UNLESS INCLUDED IN THIS AGREEMENT, BUYERS ARE RESPONSIBLE AT BUYERS ADDITIONAL EXPENSE FOR:**

- PERMITS, GRADING, SITE WORK, SEPTIC SYSTEM, UTILITY RUNS, CONCRETE WORK, FOUNDATION, ETC.
- ANYTHING OTHER THAN NORMAL CURBSIDE DELIVERY & BASIC SET UP
- ANY SPECIAL DELIVERY OF HOME; INCLUDING CAT, JACKING, ROLLING CRANE, ETC.
- DETAIL & ANY FINAL CLEANING OF HOME
- SPACE RENT OR H.O.A. FEES IF GOING INTO A PARK

IF FOR ANY REASON HOME CANNOT BE DELIVERED TO SITE UPON FACTORY COMPLETION OF HOME , BUYER WILL BE RESPONSIBLE FOR ANY ADDITIONAL DELIVERY FEES, STORAGE FEES, ROUTINE MAINTENANCE, INSURANCE, ETC.

**ABOVE LISTED MFD HOME PURCHASE PRICE INCLUDES \$ 54,377.00 IN FACTORY OPTIONS**

<b>* SUBJECT TO SALES TAX *</b>			TOTAL ACCESSORIES (OUTSIDE HOME)	<b>\$0.00</b>
YOUR PURCHASE PRICE DOES NOT INCLUDE TIRES, WHEELS & AXLES. THEY ARE THE PROPERTY OF PACIFIC MFG HOMES AND WILL BE PICKED UP AFTER SET-UP OF YOUR HOME, IF FOR ANY REASON THEY ARE NOT AVAILABLE, YOU WILL PAY A MINIMUM OF \$1,500.00.			TOTAL MFG HOME & ACCESSORIES	<b>\$235,517.00</b>
MAKE: <b>N/A</b>	MODEL <b>N/A</b>	BEDROOMS <b>N/A</b>	APX SALES TAX (ITEMS NOT INTEGRAL TO HOME)	<b>N/A</b>
Title No <b>N/A</b>	Serial No. <b>N/A</b>	Color <b>N/A</b>	MAXI PIER, PERM FOUNDATION SYSTEM OR TIE DOWN	<b>NOT INCLUDED</b>
Amount Owning <b>N/A</b>	Account No. <b>N/A</b>		HCD FEES (ESTIMATED)	<b>\$116.00</b>
To Whom: <b>N/A</b>	Address/Phone: <b>N/A</b>		DELIVERY (NORMAL)	<b>NOT INCLUDED</b>
			SET UP (BASIC)	<b>NOT INCLUDED</b>
			ESCROW FEES (ESTIMATED)	<b>\$525.00</b>
			INSURANCE PREMIUM (ONLY IF SOLD BY DEALER)	<b>N/A</b>
			LENDER ORIGATION FEE (ESTIMATED)	<b>N/A</b>
			LENDER CREDIT FEE (ESTIMATED)	<b>N/A</b>
			PROCESSING FEE	<b>\$20.00</b>
			FACTORY INTEREST (\$78/day)	
			<b>1. TOTAL CASH PRICE</b>	<b>\$236,178.00</b>

THE MANUFACTURER STATES THAT INSULATION HAS BEEN INSTALLED IN THIS HOME AS FOLLOWS: (NEW ONLY)				ALLOWANCE ON TRADE-IN	<b>N/A</b>
	TYPE	THICKNESS	R" FACTOR	LESS BAL. DUE ABOVE	<b>\$0.00</b>
<b>ROOF</b>	<b>CELLULOSE</b>	<b>TBD</b>	<b>TBD</b>	NET ALLOWANCE	<b>\$0.00</b>
<b>EXTERIOR WALLS</b>	<b>FIBERGLASS</b>	<b>TBD</b>	<b>TBD</b>	PAID HEREWITH	<b>\$0.00</b>
<b>FLOOR</b>	<b>FIBERGLASS</b>	<b>TBD</b>	<b>TBD</b>	CASH BEFORE DEL	<b>\$0.00</b>
				DESIGNATED DEPOSIT (INC. IN DN. PMT)	<b>\$0.00</b>

**WARNING-**Unless a charge is included in this Agreement for Public Liability or Property Damage Insurance, Payment for such Coverage is not provided by this agreement.

*If the dealer is also licensed as a real estate broker, the sale of a manufactured home or mobile home being installed on a foundation system pursuant to Section 18551 may be included in a purchase document for the underlying real property, provided that the requirements of HSC SEC. 18035.3 are met."*

THE DEALER CERTIFIES THAT THE INSTALLATION CONTRACTOR IS:			<b>CASH - C.O.D. - BALANCE TO BE PAID</b>	
NAME: <b>BY OTHERS</b>	LIC #		UPON FACTORY COMPLETION OF HOME AND PRIOR TO DELIVERY	
BUSINESS ADDRESS:	ZIP		In the event the manufactured home cannot be delivered "and/or" inspection completed within the agreed delivery time due to nonperformance by the buyer, buyer agrees to one of the following at the option of seller, either (1) to pay \$ 78.00 charges per day until a manufactured home installation acceptance or certificate of occupancy is obtained in addition to all other consideration owing or (2) pay the sum of \$10,000 in lieu of total consideration	
A Contractor is required by law to be licensed and regulated by the Contractors State License Board, P.O. Box 26000, Sacramento, CA. 95827				

**(A) DO NOT SIGN THE PURCHASE AGREEMENT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES TO BE FILLED IN. B) YOU ARE ENTITLED TO A COMPLETELY FILLED-IN COPY OF THAT AGREEMENT AND, IF PURCHASING A MANUFACTURED / MOBILE HOME COVERED BY A WARRANTY, A COPY OF THE WARRANTY**

Complaints concerning the purchase shall be referred to the dealer and, if the complaint is not resolved, may be referred to the Department of Housing and Community Development, Division of Codes and Standards, Occupational Licensing, Post Office Box 31, Sacramento, California 95812-0031 (Telephone: (800) 952-5275. A failure to disclose pursuant to this section shall not be the basis for rescission of a conditional Sale Contract.

The Manufactured Home that I am purchasing will be used as a residence. I further certify that I understand that if subject Manufactured Home is used for any purpose other than a residence, I may be liable, to the State Board of Equalization, for the tax measured by the amount excluded pursuant to this certificate.

Purchaser: \_\_\_\_\_ AUTHORIZED SIGNOR Date: \_\_\_\_\_  
Purchaser: **KINAN KOTRASH, VP** Date: \_\_\_\_\_

**RECEIPT OF A FILLED-IN COPY OF THIS AGREEMENT IS HEREBY ACKNOWLEDGED BY PURCHASER**

The Purchase Order is subject to credit approval and is not binding unless signed by an authorized representative of seller. Purchaser certifies that he is of legal age and agrees to sign a Security Agreement according to the terms herein. In the event payoff figures on a trade-in toward the purchase of a Manufactured or Mobile Home are more than quoted by the Purchaser hereby agrees to pay this excess on demand.

**ALL TERMS AND CONDITIONS SET FORTH ON THE REVERSE OF THIS AGREEMENT ARE INCORPORATED HEREIN AND ARE FULLY APPLICABLE AS THOSE SET FORTH ON THE FRONT SIDE OF THIS AGREEMENT.**

SELLER: **PACIFIC MANUFACTURED HOMES** PURCHASER: \_\_\_\_\_  
SELLER: \_\_\_\_\_ PURCHASER: \_\_\_\_\_

**SUBJECT TO MANAGEMENT APPROVAL** DATE: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE OF DEALER Prepared by: **LAURI BEMBARON**

This agreement is for the protection of both parties. No changes permitted!  
**ADDITIONAL TERMS AND CONDITIONS**

  
It is further understood and agreed:

The order on the reverse side hereof is subject to the following terms and conditions, all of which have been mutually agreed upon

1. Purchaser assumes all responsibility for the proper preparation of his property to both receive and locate the said manufactured home by TBD (date).

In the event an impediment not previously disclosed to the dealer requires hiring of extra labor and equipment, the customer herewith agrees to pay for all such additional costs.

In the event placement is not made in a standard mobile home park, dealer will furnish up to 0 feet of plastic sewer line and 0 feet of water line without charge. Sewer must be stubbed out of ground, water line must be tapped and electric line connected to meter pole with proper receptacle within 0 feet of the electric box in or on home. All utility connections must be within the rear one third, on the left side of the manufactured home as required by the California Department of Housing and Community Development.

In the event the dealer is unable to effect hook-up of sewer, gas, water, or electricity upon delivery due to non-availability, purchaser assumes all responsibility for the costs of connection and operation of above.

Purchaser assumes all responsibility for the proper preparation of his property to receive and locate the said unit. Purchaser agrees to pay transporter and/or dealer \$ 50.00 per man hour for any delay in delivering manufactured home to purchaser chosen site caused by Purchaser not having all necessary site preparation ready thus causing a delay in transporting the manufactured home from the last state, county, or city road to site. If ingress roads from last paved state, county, or city roads are too soft, steep, or narrow for towing vehicle to place manufactured home on site and at the discretion of transporter and/or dealer it shall be the responsibility and expense of the Purchaser to hire necessary equipment and manpower to have the manufactured home placed on Purchaser's chosen site. Transporter and/or dealer shall not be liable in any way for physical damage incurred to either the exterior or interior of the above manufactured home or to any personal property which exists on or above the area required as access once the manufactured home leaves a designated developed road, street, or highway, however, transporter and/or dealer is liable for any damage that might occur while on a state, county, or city road.

2. Parties understand that seller shall retain title to the manufactured home until payment in full of the entire purchase price whether or not possession of the manufactured home has been transferred to buyer. Retention of such title shall in no way relieve buyer from any obligations under the terms of this agreement, nor shall it require seller to incur any additional liability or obligation concerning this agreement for sale of the manufactured home.

3. In the event of default by purchaser upon any of the terms of this agreement and without notice to buyer, seller may declare the entire unpaid balance of this agreement immediately due and payable. Seller shall be entitled to all relief granted seller by law and choice of one remedy by seller shall not be deemed a waiver by seller of any other right or remedy which it has, but all of its remedies shall be cumulative and, shall include, in addition to any other rights or remedies to which seller is entitled under law the following: (i) to immediately take possession of the manufactured home (ii) to sell the same in accordance with California law applying the proceeds of said sale as required under California Law.

4. Should the security represented by the manufactured home, in fact, be impaired, seller may sue buyer for the entire unpaid balance owing from buyer to seller on the contract.

5. Should there be substantial damage to the manufactured home upon repossession; buyer will be obligated for the difference between the amount owing to seller and amount obtained from any repossession sale.

6. The manufactured house herein shall remain personal property and will not be placed on a foundation system, become affixed to or become any part of any real property (without the express written consent of seller) until payment of the entire balance as set forth in this agreement. Failure to comply with this paragraph shall constitute a breach of this agreement giving rise to all the remedies made available to the seller as herein above set forth.

7. With regard to any trade-ins buyer represents that he has fully disclosed the owner and all lien holders together with the amount of any lien upon said trade-in item. Should any lien not be listed or the amounts of same be inaccurate, buyer shall, as a condition of the completion of this agreement, place the seller in the same position had said representation in fact been true, which may include but shall not be limited to payment of any excess indebtedness owing on said trade-in.

8. In the event of delay in delivery of the manufactured home due to fire, strikes, acts of God or any other delay not occasioned by an action of seller, such delay shall not result in either buyer being able to avoid completion of his contract or buyer being able to obtain damages against seller. Upon conclusion of such delay the agreement shall be completed by seller.

9. The parties understand that it may be necessary to obtain permits to move the manufactured home on the public highways and both parties shall take all actions necessary to effectuate same.

10. Any movement of the manufactured home by buyer from its designated location shall constitute a breach of this agreement, giving rise to all of the remedies made available to seller there in above set forth. Prior to payment in full and/or close of Escrow.

11. Buyer understands that the taxation of the manufactured home may be in-lieu or local property taxation.

12. The parties understand and agree that seller may transport and/or deliver and/or set up the manufactured home or, buyer may directly deliver and set-up same or designate and supervise the delivery and set-up of same as more particularly set forth on the reverse side hereof.

13. All liens, including secondary lien holders, shall be designated on the reverse side hereof.

14. Time is specifically declared to be the essence in this agreement.

15. Acceptance of partial or late payments called for herein does not waive, on seller's part, the right to receive all other payments on time and in full. No changes in any of the terms of this agreement will be valid unless made in writing and signed by both parties.

16. In the event a court of competent jurisdiction declares one or more of the provisions of this agreement to be invalid, the remaining terms of this agreement shall continue to be in full force and effect.

17. This agreement shall be binding upon and shall enure to the benefit of the parties hereto, their heirs, assigns and successors in interest. The parties, however, agree that buyer may not designate a new buyer at any time during the contract term without the express written consent of seller.



# A.Z.A IRON WORKS

1151 E. ALNZIT AVE. LOS ANGELES, CA 90059

PHONE: 323 -942-1838 FAX 323-531-4056

## Proposal

DATE:	April 4 <sup>th</sup> ,2024	Proposal No: 04082024.
TO:	Horizons Construction Company	Addendums Acknowledged
ATTN:	Yazan	
<b>PROJECT NAME</b>		Santee Modular Building
<b>PROJECT ADDRESS</b>		Santee, CA

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES  
FOR THE SCOPE OF WORK

Purchase and Transport New Modular Building for Santee Temporary	\$297,000.00
--	--------------

**Remarks:** This proposal is according to the Plans, Specs, and Addendums

**Expiration:** 60 days from this date.

**Exclusions:**

1. Weekend and Holiday and Night Work
2. Site Work
3. Underground Utilites & Electrical Connections
4. SWPPP and BMPs

**We propose hereby to furnish material and labor complete in accordance with the above specification for the sum of:**

**Total \$297,000.00**

**Dollar Amount in Words: Two Hundred Ninety-Seven Thousand Dollars and Zero Cents**



PROPOSAL

GALLARDO CONTRACTORS, INC.  
204 E. FLORA ST.

SANTA ANA, CA 92707

O:(657)231-6122 F:(657)231-6223

PROPOSAL NO. 33123	DATE 4/4/2024
Email: <a href="mailto:yazan@horizonscci.com">yazan@horizonscci.com</a>	

TO: Horizons Construction	PHONE NO. (657) 274-4026	ATTN: Yazan Abuhilal
ADDRESS 432 W. Meats Ave.	WORK TO BE PERFORMED AT City of Santee Operations Center	
Orange, CA. 92865	9534 Via Zapador, Santee CA 92071	

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

**Purchasing and transportation of Modular Building:**

**66" x 30" Modular Temporary Fire Station Building**

**EXCLUSIONS:**

Permits, Grading, Site Work, Septic System and Utility Runs and Electrical Connection, Installation of Building

All material is guaranteed to be as specified and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of Two Hundred Seventy Three Thousand Three Hundred Dollars (\$273,300.00)

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to perform the work as specified. Payments will be made as outlined above.

Date of Acceptance \_\_\_\_\_ Signature \_\_\_\_\_

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AWARDING THE DESIGN-BUILD CONSTRUCTION CONTRACT FOR THE  
TEMPORARY FIRE STATION LIVING QUARTERS (CIP 2024-36A) PROJECT TO  
HORIZONS CONSTRUCTION COMPANY INTERNATIONAL, INC., AND FINDING THE  
PROJECT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT  
(CEQA), PURSUANT TO CEQA GUIDELINES SECTIONS 15301, 15303, AND 15304.**

**WHEREAS**, an additional fire station in the southern area of the City was identified as a needed facility to improve response times in the Community Risk Assessment Long-Range Master Plan prepared in March 2023 by AP Triton, LLC.; and

**WHEREAS**, in response to the recommendations made by AP Triton, LLC, on December 29, 2023 the City of Santee issued two requests for proposals (RFP) for Design-Build services to construct temporary Fire Station Living Quarters (CIP 2024-36A) and an Apparatus Bay (CIP 2024-36B) at the City Operations Center located at 9534 Via Zapador, and

**WHEREAS**, Only one proposal for each project was received in response to the RFP's, the proposal for the Temporary Living Quarters totaled \$1,030,367.67, and the proposal for the Apparatus Bay totaled to \$1,227,230.38. The proposals exceeded the total \$1,000,000 appropriated in the adopted FY 2024-2028 Capital Improvement Program budget for both projects, and the proposals were rejected by staff; and

**WHEREAS**, an additional appropriation of \$567,000 was approved as part of the FY 23/24 Mid-Year budget adjustments, increasing the appropriated amount for the Temporary Fire Station Living Quarters and Apparatus Bay Projects to \$1,567,000; and

**WHEREAS**, Santee Municipal Code (SMC) Section 3.24.130 authorizes the City to join with other public jurisdictions in cooperative purchasing plans or programs as determined by the purchasing agent to be in the City's best interest to do so; and

**WHEREAS**, as an alternative to the formal RFP process for Design-Build contracts, The Gordian Group (Gordian) was solicited to provide a Temporary Fire Station Construction proposal under the conditions of Sourcewell EZIQC Contract No CA-R9GB-101723-HRZ; and

**WHEREAS**, Horizons Construction Company International, Inc. was awarded Sourcewell Contract CA-R9-GB-101723-HRZ for General Contractor for Indefinite Delivery Indefinite Quantity Construction Contracts (IDIQ) with Gordian providing administration of the program for CA Region 9 on 12/01/23 thru 12/24/24, with option of five (1) one-year extensions; and

**WHEREAS**, the design-build proposal submitted by Horizon Construction Company International, Inc., and the oversight contract management provided by Gordian, meets the City of Santee's purchasing requirements for the project; and

**WHEREAS**, the project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15301, Class 1

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

(Existing Facilities); Section 15303, Class 3 (New Construction or Conversion of Small Structures); and Section 15304, Class 4 (Minor Alternations to Land). ; and

**WHEREAS**, none of the exceptions to the categorical exemptions found in the State CEQA Guidelines Section 15300.2 apply to the project; and

**WHEREAS**, Staff recommends utilizing the Sourcewell EZIQC Contract No CA-R9-GB-101723-HRZ and awarding the Design-Build Construction contract to Horizons Construction Company International, Inc. to construct the temporary Fire Station Living Quarters at the City of Santee Operations Yard at 9534 Via Zapador;

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

1. Authorizes the award of the Design-Build construction contract to implement the Temporary Fire Station Living Quarters (CIP 2024-36A) Project to Horizons Construction Company International., Inc. for a total amount of \$612,283; and
2. Authorizes the Fire Chief to approve change orders in a total amount not to exceed \$91,873; and
3. Finds the project exempt from the provisions of CEQA pursuant to Sections 15301, 15303, and Section 15304 of the CEQA Guidelines and authorizes the filing of a Notice of Exemption; and
4. Authorizes the City Manager to execute all necessary documents.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTION AUTHORIZING AWARD OF THE CONTRACT FOR LANDSCAPE AND HORTICULTURAL MANAGEMENT SERVICES FOR AREA 2 – MEDIANS AND RIGHTS-OF-WAY (ROW) TO STEVEN SMITH LANDSCAPE, LLC PER RFP #24/25-40037

**DIRECTOR/DEPARTMENT** Nicolas Chavez, Community Services



**SUMMARY**

The City's contract for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW) will expire on June 30, 2024. In compliance with the City's purchasing ordinance for professional services, Santee Municipal Code Section 3.24.160, and the City's professional services selection practices, the Finance Department administered a formal request for proposal (RFP) process for Landscape and Horticultural Management Services for AREA 2 per RFP 24/25-40037. On May 30, 2024, one proposal was received. After a thorough review of the proposal, staff recommends selection of Steven Smith Landscape, LLC for award of the contract based on the firm's experience and technical expertise, staffing plan, communication plan and proposed costs.

The cost proposal submitted by Steven Smith totaled \$298,675.00. Staff recommends that the City Council authorize the City Manager to execute a professional services contract with Steven Smith Landscape, LLC for an amount not to exceed \$298,675.00 for Fiscal Year 2024-25 which includes base services and as-needed items and irrigation repairs. The term of the initial contract shall be July 1, 2024, through June 30, 2025, with four (4) subsequent 12-month options to renew. Annual increases for this contract, if any, shall be at the sole discretion of the City and shall not exceed the San Diego All-Urban Consumers Index (CPI) for the preceding year. Staff also requests that the City Council authorize the City Manager to approve change orders up to ten percent (10%) of the then-current annual contract amount.

**ENVIRONMENTAL REVIEW**

This item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

**FINANCIAL STATEMENT**

Funding for this contract will be provided by various maintenance accounts in the proposed Fiscal Year 2024-25 Community Services Department operating budget.

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

**RECOMMENDATION** *MSA*

Adopt Resolution:

1. Authorizing award of the contract for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW) to Steven Smith Landscape, LLC and authorizing the City Manager to execute a professional services contract per RFP 24/25-40037 for an amount not to exceed \$298,675.00 for Fiscal Year 2024-25; and
2. Authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension along with the corresponding purchase orders; and
3. Authorizing the City Manager to approve annual change orders up to ten percent (10%) of the then-current contract amount; and
4. Authorizing the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for each contract term.

**ATTACHMENT**

Resolution

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING  
AWARD OF AN AGREEMENT FOR LANDSCAPE AND HORTICULTURAL  
MANAGEMENT SERVICES FOR AREA 2 – MEDIANS AND RIGHTS-OF-WAY  
(ROW) TO STEVEN SMITH LANDSCAPE, LLC PER RFP #24/25-40037**

**WHEREAS**, on the 30<sup>th</sup> day of May 2024, one proposal was received for Landscape and Horticultural Management Services for Area 2 – Medians and Rights-of-Way (ROW), RFP 24/25-40037; and

**WHEREAS**, staff recommends selection of Steven Smith Landscape, LLC for award of the contract based on the firm's experience and technical expertise, staffing plan, communication plan and proposed costs; and

**WHEREAS**, staff recommends authorizing the City Manager to execute a professional services contract with Steven Smith Landscape, LLC for an amount not to exceed \$298,675.00 for Fiscal Year 2024-25; and

**WHEREAS**, staff recommends authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension; and

**WHEREAS**, staff recommends authorizing the City Manager to approve change orders up to 10% of the then-current contract amount; and

**WHEREAS**, staff recommends authorizing the Director of Community Services to execute annual Notices of Completion and authorizing the City Clerk to file said notices upon satisfactory completion of work; and

**WHEREAS**, this item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

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

**SECTION 1.** Awards the contract for Landscape and Horticultural Management Services for AREA 2 – Medians and Rights-of-Way (ROW), RFP 24/25-40037, to Steven Smith Landscape, LLC for an amount not to exceed \$298,675.00 for Fiscal Year 2024/25.

**SECTION 2.** Authorizes the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension.

**SECTION 3.** Authorizes the City Manager to execute the professional services contract on behalf of the City and approve change orders up to ten percent (10%) of the then-current contract amount.

**SECTION 4.** Authorizes the Director of Community Services to execute annual Notices of Completion and authorizing the City Clerk to file said notices upon satisfactory completion of work.

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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**JOHN W. MINTO, MAYOR**

**ATTEST:**

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**ANNETTE ORTIZ, CMC, CITY CLERK**



**MEETING DATE** June 12, 2024

**ITEM TITLE** RESOLUTION AUTHORIZING AWARD OF THE CONTRACT FOR LANDSCAPE AND HORTICULTURAL MANAGEMENT SERVICES FOR AREA 3 – LANDSCAPE MAINTENANCE DISTRICTS (LMDs) AND COMMUNITY FACILITIES DISTRICT NO. 2015-1 TO STEVEN SMITH LANDSCAPE, LLC PER RFP #24/25-40038

**DIRECTOR/DEPARTMENT** Nicolas Chavez, Community Services 

**SUMMARY**

The City’s contract for Landscape and Horticultural Management Services for Area 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. CFD 2015-1 will expire on June 30, 2024. In compliance with the City’s purchasing ordinance for professional services, Santee Municipal Code Section 3.24.160, and the City’s professional services selection practices, the Finance Department administered a formal request for proposal (RFP) process for Landscape and Horticultural Management Services for AREA 3 per RFP 24/25-40038. On May 30, 2024, one proposal was received. After a thorough review of the proposal, staff recommends selection of Steven Smith Landscape, LLC for award of the contract based on the firm’s experience and technical expertise, staffing plan, communication plan and proposed costs.

The cost proposal submitted by Steven Smith totaled \$198,217.50. Staff recommends that the City Council authorize the City Manager to execute a professional services contract with Steven Smith Landscape, LLC for an amount not to exceed \$198,217.50 for Fiscal Year 2024-25 which includes base services and as-needed items and irrigation repairs. The term of the initial contract shall be July 1, 2024, through June 30, 2025, with four (4) subsequent 12-month options to renew. Annual increases for this contract, if any, shall be at the sole discretion of the City and shall not exceed the San Diego All-Urban Consumers Index (CPI) for the preceding year. Staff also requests that the City Council authorize the City Manager to approve change orders up to ten percent (10%) of the then-current annual contract amount.

**ENVIRONMENTAL REVIEW**

This item is categorically exempt from the California Environmental Quality Act (“CEQA”) pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

**FINANCIAL STATEMENT** 

Funding for this contract will be provided by various maintenance accounts in the proposed Fiscal Year 2024-25 Community Services Department Landscape Maintenance District Funds and Community Facilities District No. 2015-1 Fund operating budgets.

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

**RECOMMENDATION**

*MSB*

Adopt Resolution:

1. Authorizing award of the contract for Landscape and Horticultural Management Services for Area 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. 2015-1 to Steven Smith Landscape, LLC and authorizing the City Manager to execute a professional services contract per RFP 24/25-40038 for an amount not to exceed \$198,217.50 for Fiscal Year 2024-25; and
2. Authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension along with the corresponding purchase orders; and
3. Authorizing the City Manager to approve annual change orders up to ten percent (10%) of the then-current contract amount; and
4. Authorizing the Director of Community Services to execute a Notice of Completion and the City Clerk to file said Notice of Completion upon satisfactory completion of work for each contract term.

**ATTACHMENT**

Resolution

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING  
AWARD OF AN AGREEMENT FOR LANDSCAPE AND HORTICULTURAL  
MANAGEMENT SERVICES FOR AREA 3 – LANDSCAPE MAINTENANCE  
DISTRICTS (LMDs) AND COMMUNITY FACILITIES DISTRICT NO. 2015-1 TO  
STEVEN SMITH LANDSCAPE, LLC PER RFP #24/25-40038**

**WHEREAS**, on the 30<sup>th</sup> day of May 2024, one proposal was received for Landscape and Horticultural Management Services for Area 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. 2015-1, RFP 24/25-40038; and

**WHEREAS**, staff recommends selection of Steven Smith Landscape, LLC for award of the contract based on the firm's experience and technical expertise, staffing plan, communication plan and proposed costs; and

**WHEREAS**, staff recommends authorizing the City Manager to execute a professional services contract with Steven Smith Landscape, LLC for an amount not to exceed \$198,217.50 for Fiscal Year 2024-25; and

**WHEREAS**, staff recommends authorizing the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension; and

**WHEREAS**, staff recommends authorizing the City Manager to approve change orders up to 10% of the then-current contract amount; and

**WHEREAS**, staff recommends authorizing the Director of Community Services to execute annual Notices of Completion and authorizing the City Clerk to file said notices upon satisfactory completion of work; and

**WHEREAS**, this item is categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to section 15301 (maintenance of existing structures, facilities or mechanical equipment).

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

**SECTION 1.** Awards the contract for Landscape and Horticultural Management Services for AREA 3 – Landscape Maintenance Districts (LMDs) and Community Facilities District No. 2015-1, RFP 24/25-40038, to Steven Smith Landscape, LLC for an amount not to exceed \$198,217.50 for Fiscal Year 2024/25.

**SECTION 2.** Authorizes the City Manager to approve four (4) additional 12-month options to renew and one (1) 90-day extension.

**SECTION 3.** Authorizes the City Manager to execute the professional services contract on behalf of the City and approve change orders up to ten percent (10%) of the then-current contract amount.

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

**SECTION 4.** Authorizes the Director of Community Services to execute annual Notices of Completion and authorizing the City Clerk to file said notices upon satisfactory completion of work.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 12<sup>th</sup> day of June 2024, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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



*proposed*

# OPERATING BUDGET

## FISCAL YEAR 2024-25

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# OPERATING BUDGET

## FISCAL YEAR 2024-25

### CITY COUNCIL

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

### EXECUTIVE MANAGEMENT

Marlene D. Best | City Manager  
Shawn Hagerty | City Attorney  
Annette Ortiz | City Clerk  
Heather Jennings | Director of Finance/Treasurer  
Kathy Valverde | Assistant to the City Manager  
Nicolas Chavez | Director of Community Services  
Carl Schmitz | Director of Engineering/City Engineer  
Sandi Sawa | Director of Planning and Building/City Planner  
Justin Matsushita | Director of Fire and Life Safety  
Rida Freeman | Director of Human Resources and Risk Management  
Pamela A. White | Economic Development Manager  
Aldo Hernandez | Sheriff Captain

PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2024-25

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

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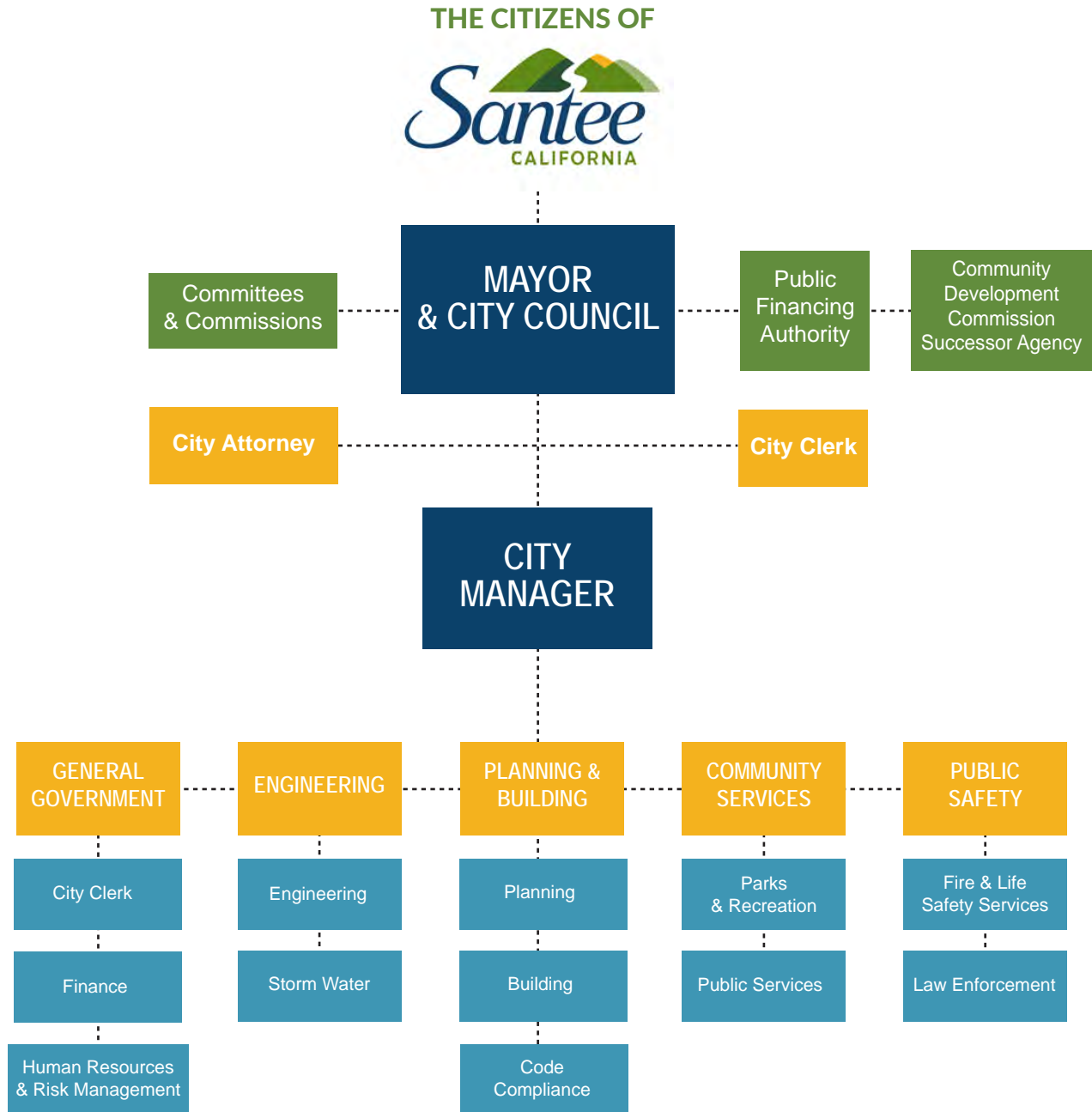
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# City Organizational Chart





**INCORPORATED**  
December 1, 1980



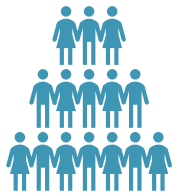
**CITY CHARTER**  
*Voter Approved*  
November 4, 2008



**FORM OF GOVERNMENT**  
Council – Manager



**CITY EMPLOYMENT**  
(full-time equivalent funded positions)  
157



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



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



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



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



**AREA (SQUARE MILES)**  
16.7



**STREETS (MILES)**  
126.2



**ELEVATION**  
350 FT



# MISSION

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

# VISION

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

# VALUES

## Accountability

Taking responsibility and ownership for actions and their results.

## Visionary

Exemplifying innovation and initiative.

## Integrity

Dedication to honest and ethical actions in public service.

## Professionalism

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

## Commitment

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



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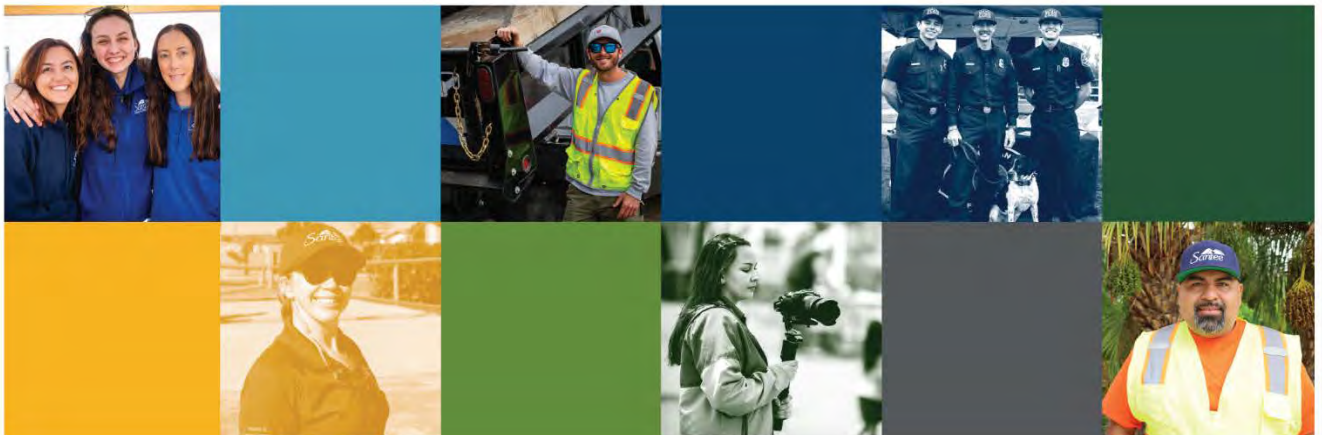




# Summary of Funded Positions

	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>GENERAL FUND</b>			
City Council	5.50	5.50	5.50
City Manager	6.50	6.80	7.50
Information Technology	2.00	2.00	2.00
City Clerk	3.00	3.00	3.00
Human Resources	4.00	4.00	4.00
Finance	9.00	9.00	9.00
Engineering	14.90	14.25	15.40
Planning & Building	11.90	12.75	13.90
Development Services	26.80	-	-
Community Services	21.70	23.20	23.20
Fire and Life Safety	66.00	67.00	73.00
<b>TOTAL GENERAL FUND</b>	<b>144.50</b>	<b>147.50</b>	<b>156.50</b>
<b>RECREATION REVOLVING FUND</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>
<b>MOBILE HOME PARK ADMIN. FUND</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>
<b>TOTAL FUNDED POSITIONS</b>	<b>145.00</b>	<b>148.00</b>	<b>157.00</b>

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



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## GENERAL FUND SUMMARY FY 2024-25 PROPOSED BUDGET

	FY 2023-24 AMENDED BUDGET	FY 2024-25 PROPOSED BUDGET	INCREASE (DECREASE)
Revenues	\$ 59,638,260	\$ 62,252,670	\$ 2,614,410
Expenditures by Dept:			
City Council	530,839	555,170	24,331
City Attorney	908,300	893,530	(14,770)
City Manager (total):	1,583,799	1,451,400	(132,399)
City Manager	889,067	783,610	(105,457)
Economic Development	694,732	667,790	(26,942)
Information Technology	967,118	959,370	(7,748)
Animal Control	441,530	464,100	22,570
City Clerk	555,025	739,860	184,835
Human Resources & Risk Mgmt (total):	1,676,889	1,953,950	277,061
Human Resources	816,749	898,620	81,871
Risk Management	860,140	1,055,330	195,190
Finance	1,694,285	1,791,130	96,845
Planning & Building (total):	2,825,626	3,109,010	283,384
Planning	1,683,767	1,764,620	80,853
Building	910,087	1,140,680	230,593
Code Compliance	231,772	203,710	(28,062)
Engineering (total):	3,010,974	3,223,120	212,146
Engineering	2,869,482	3,072,380	202,898
Stormwater	141,492	150,740	9,248
Community Services (total):	6,433,186	6,988,000	554,814
Administration	441,478	476,200	34,722
Public Svcs - Maintenance	4,604,712	5,007,150	402,438
Stormwater	172,390	183,040	10,650
Solid Waste	32,027	31,460	(567)
Facility Operations	151,816	163,120	11,304
Recreation	675,423	702,920	27,497
Special Events	355,340	424,110	68,770
Law Enforcement	17,232,810	17,843,490	610,680
Fire and Life Safety (total):	19,196,121	20,625,580	1,429,459
Administration	1,252,061	1,340,950	88,889
Emergency Operations	12,236,103	12,724,510	488,407
Emergency Medical	5,130,818	5,918,570	787,752
Emergency Preparedness	34,380	53,610	19,230
Fleet Operations and Maintenance	542,759	587,940	45,181
<b>Total Operating Expenditures Proposed</b>	<b>57,056,502</b>	<b>60,597,710</b>	<b>3,541,208</b>
<b>Revenues Over (Under) Expenditures</b>	<b>2,581,760</b>	<b>1,654,960</b>	<b>(926,800)</b>
Other Financing Sources	2,784,660	43,200	(2,741,460)
Other Financing Uses:			
Transfers to Other Funds	(663,430)	(460,020)	203,410
Transfers to CIP	(9,468,810)	(300,000)	9,168,810
Unfunded Liabilities (CalPERS)	(600,000)	(600,000)	-
Set Aside for Turf Replacement	-	(100,000)	(100,000)
<b>Change in Available Fund Balance</b>	<b>\$ (4,765,820)</b>	<b>\$ 238,140</b>	<b>\$ 5,603,960</b>
Available Fund Balance, Beg. of Year	17,006,768	12,740,948	(4,265,820)
<b>Available Fund Balance, End of Year</b>	<b>\$ 12,240,948</b>	<b>\$ 12,979,088</b>	<b>\$ 738,140</b>

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

	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Increase</b>
<b>Account Name</b>	<b>Revised Estimates</b>	<b>Proposed</b>	<b>(Decrease)</b>
<b>TAXES</b>			
<b>Property Taxes</b>	<b>25,279,760</b>	<b>26,199,230</b>	<b>919,470</b>
Property Tax Secured and Unsecured	13,780,600	14,238,200	457,600
Property Tax - Redev Pass-through	675,000	707,000	32,000
Property Tax - Redev Residual Distrib	2,322,000	2,433,000	111,000
Real Property Transfer	250,000	200,000	(50,000)
Property Tax In Lieu (of VLF)	8,252,160	8,621,030	368,870
<b>Sales and Use Taxes</b>	<b>17,148,090</b>	<b>17,425,830</b>	<b>277,740</b>
Sales and Use Taxes	19,548,090	19,945,830	397,740
Location Agreement Payment	(2,400,000)	(2,520,000)	(120,000)
<b>Transient Occupancy Tax</b>	<b>781,000</b>	<b>796,900</b>	<b>15,900</b>
Transient Occupancy Tax	781,000	796,900	15,900
<b>Franchise Fees</b>	<b>4,051,940</b>	<b>4,176,200</b>	<b>124,260</b>
Franchise Fees	4,051,940	4,176,200	124,260
<b>SPECIAL ASSESSMENTS</b>	<b>1,114,600</b>	<b>1,114,600</b>	<b>-</b>
Assessments - Fire Benefit Fee	1,114,600	1,114,600	-
<b>INTERGOVERNMENTAL</b>	<b>362,720</b>	<b>349,920</b>	<b>(12,800)</b>
Motor Vehicle License Fees	75,000	70,000	(5,000)
SB90 Claims	40,000	40,000	-
Fire Reimbursements - Federal	185,000	160,660	(24,340)
Fire Reimbursements - State	56,120	79,260	23,140
Fire Reimbursements - Local/Other	6,600	-	(6,600)
<b>LICENSES AND PERMITS</b>	<b>1,609,610</b>	<b>1,870,550</b>	<b>260,940</b>
Business Licenses - New	50,000	48,000	(2,000)
Business Licenses - Renewals	63,100	63,000	(100)
Regulatory Permits	2,700	2,700	-
Business Licenses - Other	1,500	1,500	-
Home Occupation Permit - New	6,500	6,500	-
Home Occupation Permit - Renewal	17,400	18,000	600
Alarm Permits	1,000	1,000	-
Fire Department - Permits/Services	45,630	59,850	14,220
Building Fees - Eng Direct City Costs	23,800	21,900	(1,900)
Building Fees - Subject to Split	551,080	500,000	(51,080)
Building Fees - Plng Direct City Costs	9,700	10,000	300
Building Permit Fees	837,200	770,000	(67,200)
Cannabis Application Fee	-	257,100	257,100
Cannabis Annual Renewal Fee	-	111,000	111,000
<b>FINES AND FORFEITURES</b>	<b>158,440</b>	<b>181,050</b>	<b>22,610</b>
Vehicle Code Fines	97,000	100,000	3,000
Other Fines and Forfeitures	1,000	15,000	14,000
Parking Citations	58,140	65,000	6,860
Code Compliance Administrative Citations	800	300	(500)
Storm Water Administrative Citations	1,500	750	(750)
<b>CHARGES FOR SERVICES</b>	<b>7,550,990</b>	<b>8,459,660</b>	<b>908,670</b>
Finance - Full Cost Recovery	2,000	2,000	-

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

	<b>FY 2023-24</b>	<b>FY 2024-25</b>	<b>Increase</b>
<b>Account Name</b>	<b>Revised Estimates</b>	<b>Proposed</b>	<b>(Decrease)</b>
Admin Tow Fees	12,000	15,000	3,000
Cost Recovery - Restitution	400	400	-
City Clerk - Misc Fees	250	1,000	750
City Clerk - Passport Services	50,000	50,000	-
Charges to Other Funds	152,640	188,140	35,500
CSD - Full Cost Recovery	2,000	2,000	-
Cost Recovery - Subrogation	25,500	30,000	4,500
Sports Field Lighting	60,000	60,000	-
Disc Golf Fees	40,000	33,000	(7,000)
Electric Vehicle Charging Stations	4,000	6,000	2,000
Teen Programs	5,100	6,000	900
Special Events	113,000	121,000	8,000
Charges to Other Funds	162,420	191,600	29,180
Fire - Full Cost Recovery	1,000	1,000	-
Instructional Services - FTES	27,920	22,320	(5,600)
Paramedic Program	5,130,820	5,918,570	787,750
SLEMSA REIMBURSEMENT	101,530	114,730	13,200
Engineering - Fee Based	86,000	91,000	5,000
Engineering - Full Cost Recovery	495,500	520,000	24,500
Street Light Energizing Fee	2,000	2,000	-
Storm Water Inspection	11,600	12,580	980
Planning - Fee Based	23,500	43,500	20,000
Planning - Full Cost Recovery	278,600	274,000	(4,600)
Charges to Other Funds	763,210	753,820	(9,390)
<b>USE OF MONEY AND PROPERTY</b>	<b>1,011,730</b>	<b>1,071,660</b>	<b>59,930</b>
Interest Income	500,000	500,000	-
City Facilities - Sportsplex	253,730	304,660	50,930
Concessions	30,000	30,000	-
Rental - Bldgs 7 & 8	32,000	30,000	(2,000)
Rental - Picnic Shelters	84,000	95,000	11,000
Rental - Ball Fields	105,000	105,000	-
Rent/Lease/Use Income	7,000	7,000	-
<b>OTHER REVENUE</b>	<b>569,380</b>	<b>607,070</b>	<b>37,690</b>
Sycamore Landfill Fees	431,000	465,000	34,000
Miscellaneous Income	13,500	5,000	(8,500)
Hometown Heroes Program	7,200	7,200	-
Taxable Sales	500	500	-
Processing Fees	17,430	36,000	18,570
Miscellaneous Income	50,000	50,000	-
Loss Control Program	6,000	6,000	-
Wellness Program	20,000	20,000	-
Miscellaneous Income	450	500	50
Donations	16,800	10,000	(6,800)
Donations - Memorial Program	1,000	1,000	-
Taxable Sales	50	50	-
Miscellaneous Income	750	840	90
Sale of Real & Personal Property	2,000	2,000	-
Miscellaneous Income	2,200	2,000	(200)
Abandoned Property Registration	500	980	480
<b>TOTAL GENERAL FUND</b>	<b>59,638,260</b>	<b>62,252,670</b>	<b>2,614,410</b>



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

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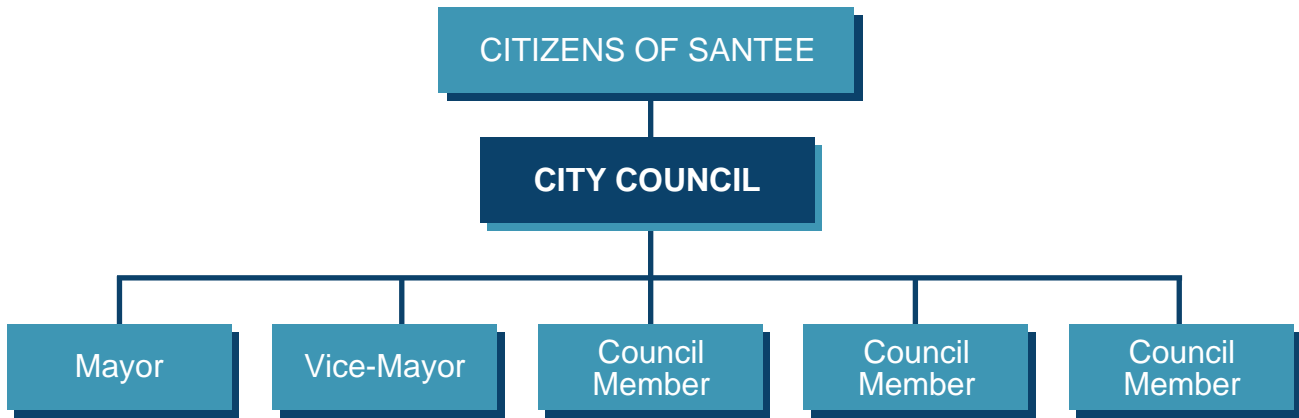
	FY 2023-24 AMENDED BUDGET	FY 2024-25 PROPOSED BUDGET
	<u>                    </u>	<u>                    </u>
<b>Other Financing Sources:</b>		
Use of Fund Balances:		
Release of CCA Reserves	\$ 200,000	\$ -
Transfers from other funds		
Transfer in from CIP (ERP Project)	-	43,200
Transfer in from ARPA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

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# CITY COUNCIL



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## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Continued work on the City Council's priorities, which include a focus on economic development opportunities and fiscal stability; infrastructure and road repairs; services and safety for the homeless; and affordable housing efforts
- Supported staff in the accomplishment of many of the priorities set by City Council, including adopting a new Housing Element, and continued progress towards the construction of a new Community Center and Fire infrastructure
- Allocated funds for a new interim fire station and approved a design contract for a new permanent station
- Approved a cannabis business application process
- Expanded the Santee Hometown Heroes Banner program, which recognizes veteran and active duty military with light pole banners
- Continue to foster support for the City's two adopted Marine Units – 2nd Battalion, 1st Marines (Camp Pendleton) and HMH-462 (Miramar)

## FY 2024-25 GOALS AND OBJECTIVES

- Maintain emphasis on efficient delivery of City services for taxpayers with a high level of fiscal responsibility while balancing competing interests in challenging economic times
- Uphold the priority to protect the health, safety and welfare of Santee residents through effective public safety strategies
- Continue efforts to increase City revenues through support of balanced economic development initiatives, including residential, commercial and entertainment projects
- Work with staff to implement the cannabis business application process and permit assignments
- Continue work towards implementation of recommendations from the Community Risk Assessment Report for additional fire infrastructure

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

- Continue to support staff with the implementation of the Arts & Entertainment Neighborhood to diversify economic development
- Continue efforts to increase awareness of river bottom corridor quality of life issues for the community
- Encourage regional collaboration with other agencies on issues that may impact Santee and our surrounding community
- Continue work with federal, state and local agencies in support of the Highway 52 Coalition



# CITY COUNCIL BUDGET SUMMARY

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
---------------------------	----------------------	-----------------------	------------------------

## SUMMARY OF EXPENDITURES

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

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



# CITY COUNCIL BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	<b>\$ 19,863</b>	<b>\$ 23,000</b>	<b>\$ 23,000</b>
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This account provides funding for legislative advocacy services and a biennial facilitated City Council Strategic Planning Workshop.

<b>Subscriptions/Memberships</b>	<b>62,016</b>	<b>70,700</b>	<b>79,500</b>
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This appropriation provides for annual membership dues with the League of California Cities; San Diego Association of Governments (SANDAG) and Regional Criminal Justice Research & Clearinghouse; Local Agency Formation Commission (LAFCO); San Diego East County Economic Development Council (ECEDC); International Council of Shopping Centers (ICSC); Santee Chamber of Commerce and the Regional Task Force on the Homeless.

<b>Professional Development</b>	<b>15,314</b>	<b>15,000</b>	<b>15,000</b>
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This appropriation provides funding for the Mayor and City Council to attend official City business related meetings, conferences and trainings, including travel expenses.

<b>Diversity, Equity and Inclusion</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>
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This appropriation provides funding to support the City's Diversity, Equity and Inclusion (DEI) activities, events and marketing.

<b>Printing &amp; Duplicating</b>	<b>79</b>	<b>500</b>	<b>500</b>
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This account provides for copying and printing of specialized letterhead, envelopes and business cards.

<b>Telephone &amp; Fax</b>	<b>2,972</b>	<b>4,900</b>	<b>3,700</b>
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This account provides funding for telephone, internet and cellular charges associated with the Mayor and City Council offices.

<b>Postage</b>	<b>315</b>	<b>100</b>	<b>100</b>
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This account provides funding for all mailings and official correspondence of the Mayor and City Council.

<b>Materials &amp; Supplies</b>	<b>2,482</b>	<b>2,500</b>	<b>2,500</b>
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This account provides for the purchase of office supplies and miscellaneous materials, including plaques and ceremonial items, expenses associated with Council appointed sub-committees, and City Council photographs when applicable.



# CITY COUNCIL BUDGET DETAILS

CITY COUNCIL 1001.00.1101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Recognition Program</b>	\$ 3,499	\$ 6,000	\$ 6,000
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This appropriation provides funding to support the City's Employee Holiday Social, an annual employee appreciation event, and the Santee Sheriff's RSVP annual holiday event.

<b>Electricity &amp; Gas</b>	20,106	23,200	21,300
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This account provides for the cost of gas and electricity allocated to the Mayor and City Council offices and the Council Chamber.

<b>Repair/Maintenance - Equipment</b>	271	350	350
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This account provides for the City Council's portion of the annual citywide maintenance agreement for the department copy machine.

<b>Contributions</b>	19,855	27,000	27,000
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This appropriation provides support for community programs and the City's adopted Military units.

<b>Contributions - Chamber of Commerce</b>	9,390	-	-
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This appropriation previously allocated funding for services provided to the City by the Santee Chamber of Commerce; funds have been transferred to Economic Development & Marketing for City advertisements in the Chamber's Santee Magazine and to City Council for the City's annual membership with the Santee Chamber.

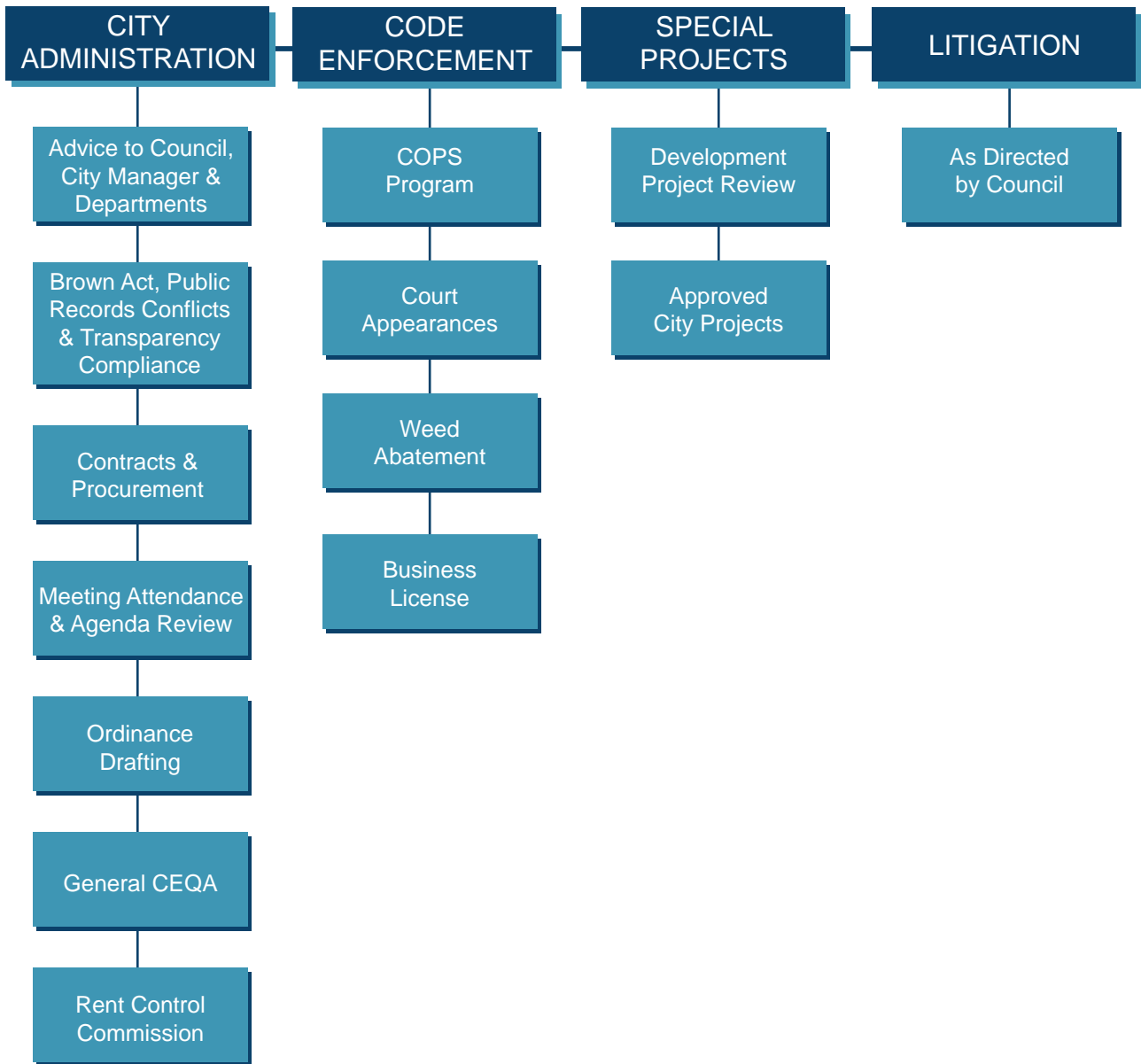
<b>Hometown Heroes Program</b>	3,762	7,130	7,200
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This account provides funding for the creation, printing, installation and removal of light pole banners associated with the Hometown Heroes Banner Program. An application fee is collected from participants to offset these expenses.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	\$ 159,923	\$ 185,380	\$ 191,150
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# CITY ATTORNEY



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## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

The City Attorney is a statutory office filled by City Council appointment. The City Attorney prepares or reviews all general legal documents related to the conduct of the City's business affairs including contracts, leases, property acquisition and disposition documents. The office also oversees the preparation of all ordinances and resolutions, and related regulations. The City Attorney advises City departments regarding compliance with Federal, State and City law. The City Attorney provides legal counsel relating to the legal implementation and enforcement of the City's planning and zoning laws, including compliance with the California Environmental Quality Act. The City Attorney represents the City in all litigation, civil and criminal, code enforcement matters, unless otherwise directed by the City Council. The General Retainer covers day-to-day work including reviewing contracts and agenda items, responding to questions from staff, and attending Council meetings and staff meetings. Special services are those services related to individual projects or tasks that are outside the general scope of work and / or require specific legal expertise.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

## FY 2024-25 GOALS AND OBJECTIVES

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



# CITY ATTORNEY BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

<b>51020 Legal Services - City Attorney</b>	<b>\$ 817,616</b>	<b>\$ 906,300</b>	<b>\$ 891,530</b>
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This appropriation will fund general retainer legal services at the retainer amount of \$17,877 per month. Also included is additional funding for services related to labor and employment issues, litigation, special projects and reimbursable costs.

<b>51021 Legal Services - Outside Counsel</b>	<b>40</b>	<b>2,000</b>	<b>2,000</b>
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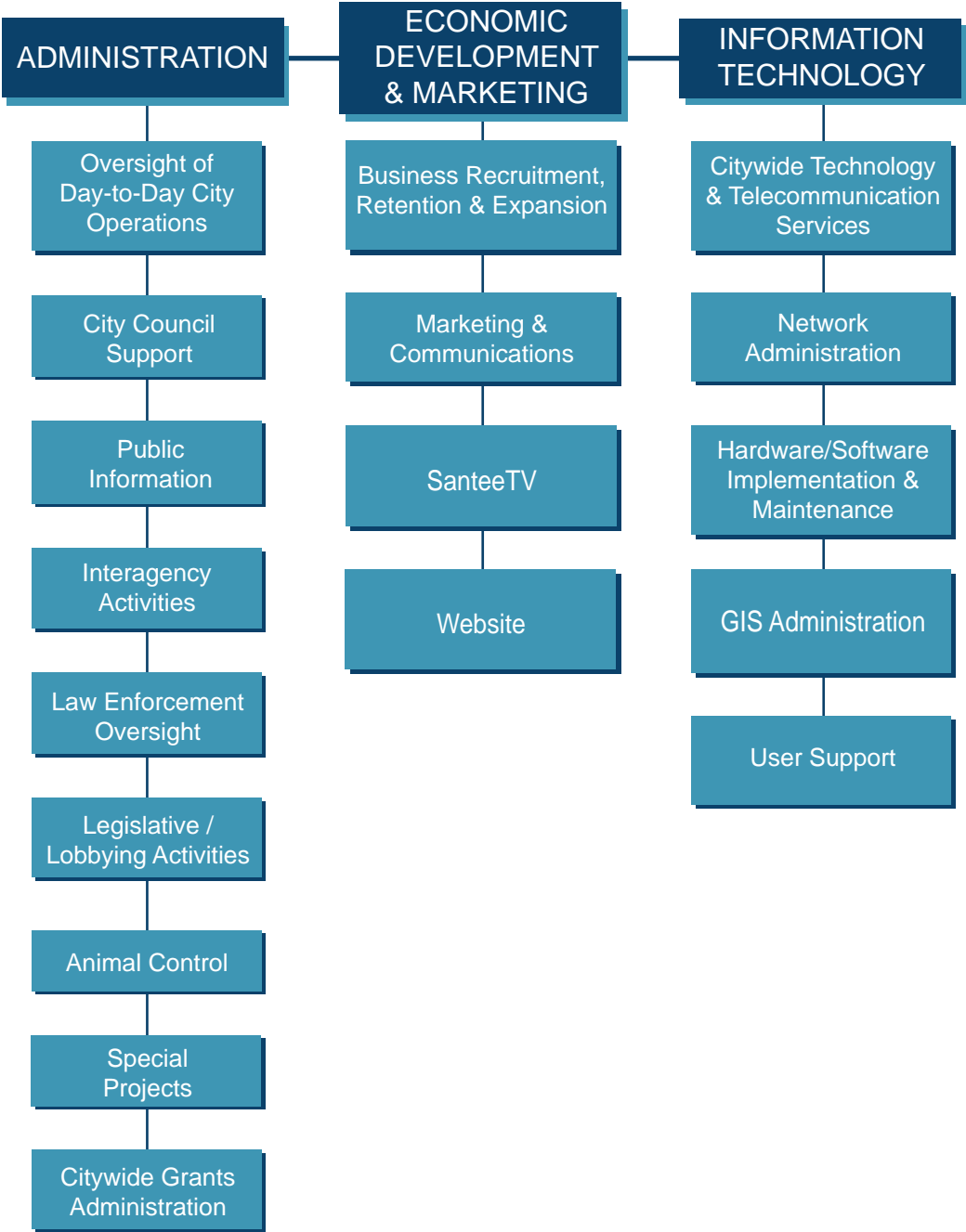
This appropriation will fund certain legal matters, typically involving multiple jurisdictions, that are handled by counsel other than the City Attorney's office.

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



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# CITY MANAGER BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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

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# CITY MANAGER

## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to provide leadership, guidance and direction to City departments and staff in all matters of operation
- Ensure timely and accurate information is provided to the City Council, media and the public
- Coordinate efforts with Planning & Building to finalize the Town Center Specific Plan and the Arts & Entertainment implementation
- Assist with implementation of relevant Fire & Life Safety goals as prioritized by the City Council
- Work with staff to provide new cannabis businesses for City Council consideration
- Continue to pursue options to complete funding for a new Fire Station 4 and Community Center
- Work to restructure tasks and duties as current employees pursue planned retirement
- Manage issues that may arise in connection with the November 2024 election

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# CITY MANAGER BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# CITY MANAGER BUDGET SUMMARY

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



# CITY MANAGER BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	\$ 6,167	\$ 50,000	\$ -
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This appropriation previously provided funding for consulting services to pursue the City's consideration of allowing cannabis businesses to operate in Santee, and to implement a cannabis business application and approval process.

<b>Subscriptions/Memberships</b>	6,779	8,800	7,400
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This appropriation provides for annual membership dues with the International City/County Management Association (ICMA), California City Management Foundation (CCMF), California Park & Recreation Society (CPRS), International Council of Shopping Centers (ICSC), and CleanTECH San Diego. It also provides funds for an annual subscription to the San Diego Union Tribune.

<b>Professional Development</b>	5,277	12,000	12,000
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This appropriation provides funds for the City Manager to attend annual conferences and meetings with the International City/County Management Association (ICMA), League of California Cities, City/County Management Association (CCMA), and International Council of Shopping Centers (ICSC). It also provides funding for an annual Executive Management Team workshop, and other meetings, workshops and trainings for department staff.

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

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

<b>Postage</b>	148	100	100
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This account provides funding for all mailings and official correspondence of the City Manager's Office.

<b>Materials &amp; Supplies</b>	1,948	2,500	2,500
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This account provides for the purchase of office supplies and miscellaneous materials.

<b>Electricity &amp; Gas</b>	5,772	6,700	6,100
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This account provides for the cost of gas and electricity allocated to the City Manager's Office.



# CITY MANAGER BUDGET DETAILS

CITY MANAGER – CITY MANAGER 1001.05.1401	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Equipment</b>	<b>\$ 272</b>	<b>\$ 350</b>	<b>\$ 350</b>
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This appropriation provides for the City Manager's portion of the annual citywide maintenance agreement for the department copy machine.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 29,276</b>	<b>\$ 85,250</b>	<b>\$ 31,950</b>
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# ECONOMIC DEVELOPMENT & MARKETING

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## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to support the recovery and revitalization of local businesses and expand economic development opportunities by marketing City programs and opportunities on SanteeTV and social media pages
- Finalize and implement an economic development strategic plan while enhancing business support and development through the coordinated use of City communication outlets
- Further pursue targeted recruitment strategies to attract breweries, craft distilleries, wineries, restaurants and other entertainment and hospitality related industries to key areas of the City; including the Arts & Entertainment District (Neighborhood)
- Promote tourism for the City, highlighting the trail system, Arts & Entertainment District (Neighborhood), Santee Lakes, Sportsplex USA, and shopping venues
- Complete disposition process for four parcels previously owned by the City of Santee and pursue additional surplus land actions needed for other City owned parcels
- Coordinate communication with businesses, the City, and law enforcement regarding homelessness impacts
- Assist in efforts to expand arts and culture programs specifically in the new Arts & Entertainment District (Neighborhood)
- Continue to review demographics and economic statistics used for market comparisons in business retention and expansion
- Renew the Business Visitation Program
- Continue to work with local partnership agencies such as Padre Dam Municipal Water District and the Santee School District to provide additional community content on SanteeTV
- Develop branded email templates for use in MailChimp to ensure a consistent look and feel for all departments' external communications
- Expand the City's marketing capabilities for in-house design, photography, videography, content-creation, and editing
- Increase metrics for social media and SanteeTV engagement and viewership



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

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

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

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

## SUMMARY OF FUNDED POSITIONS

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



# ECONOMIC DEVELOPMENT & MARKETING BUDGET SUMMARY

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



# ECONOMIC DEVELOPMENT & MARKETING BUDGET DETAILS

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

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## OPERATIONS & MAINTENANCE

**Expert/Consulting Services** **\$ -    \$ 20,000    \$ 10,000**

This appropriation previously provided funding for appraisal and surveying services for City properties; the current appropriation provides for as-needed consulting services related to the City's new website.

**Outreach & Education** **-    10,000    11,000**

This account provides funding to support the Business Visitation Program to solicit feedback from local businesses, and to promote public awareness and education regarding issues facing our City and topics of concern to residents and businesses. Funds are also allocated to provide for City advertisements in the Santee Magazine.

**Subscriptions/Memberships** **1,563    2,800    3,100**

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

**Professional Development** **5,185    6,000    7,700**

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

**Printing & Duplicating** **93    250    200**

This account provides for copying and printing services for promotional brochures and fliers, business cards and special reports.

**Telephone & Fax** **2,477    3,300    1,500**

This account provides funding for telephone, internet and cellular charges associated with economic development and marketing activities.

**Broadcasting** **443    3,800    1,800**

This account provides funds for internet charges specifically dedicated to the broadcasting of SanteeTV.



# ECONOMIC DEVELOPMENT & MARKETING BUDGET DETAILS

<b>CITY MANAGER – ECONOMIC DEVELOPMENT &amp; MARKETING 1001.05.1402</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

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

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

<b>Electricity &amp; Gas</b>	<b>4,329</b>	<b>5,000</b>	<b>4,600</b>
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This account provides for the cost of gas and electricity allocated to the Economic Development & Marketing Division.

<b>Repair/Maintenance - Equipment</b>	<b>272</b>	<b>350</b>	<b>350</b>
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This appropriation provides for a portion of the annual citywide maintenance agreement for the department copy machine related to Economic Development & Marketing activities.

<b>Minor Equipment</b>	<b>272</b>	<b>8,800</b>	<b>2,000</b>
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This account provides funding to purchase peripheral equipment to support SanteeTV, including cameras, lenses, flash bulbs and other equipment needed for the production of marketing materials.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 49,375</b>	<b>\$ 103,050</b>	<b>\$ 82,850</b>
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# INFORMATION TECHNOLOGY

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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





# INFORMATION TECHNOLOGY BUDGET SUMMARY

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

Personnel	\$ 384,726	\$ 414,518	\$ 407,570
Operations & Maintenance	<u>254,676</u>	<u>552,600</u>	<u>551,800</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 639,402</u></u></b>	<b><u><u>\$ 967,118</u></u></b>	<b><u><u>\$ 959,370</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Information Technology Manager	1.00	1.00	1.00
Information Technology Analyst	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL POSITIONS</b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.00</u></u></b>	<b><u><u>2.00</u></u></b>



# INFORMATION TECHNOLOGY BUDGET SUMMARY

INFORMATION TECHNOLOGY 1001.00.1801	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 248,391	\$ 252,850	\$ 245,300
50020 Salaries & Wages - Part Time	-	24,750	34,560
50025 Overtime	277	2,000	2,000
50035 Vacation Cash Out	5,214	5,420	5,640
50036 Sick Leave Buy Back	1,241	-	-
50050 Retirement - PERS	25,825	29,670	29,770
50052 Retirement - Unfunded Liability	58,320	51,918	51,060
50055 Retirement - Part Time	-	930	1,300
50060 Medicare	3,683	4,140	4,170
50070 Health Insurance	39,418	39,990	31,500
50071 Dental Insurance	1,471	1,940	1,410
50075 Life Insurance	197	200	200
50076 Long Term Disability Insurance	689	710	660
<b>Total Personnel</b>	<b>\$ 384,726</b>	<b>\$ 414,518</b>	<b>\$ 407,570</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 42,000	\$ 3,000
51104 Subscriptions/Memberships	130	200	200
51110 Professional Development	795	2,500	2,500
51121 Telephone & Fax	3,388	5,500	5,000
51160 Materials & Supplies	508	2,000	2,000
51180 Electricity & Gas	2,886	3,400	3,100
51201 Software Maintenance & Licensing	228,417	485,000	528,000
51211 Repair/Maintenance - Equipment	3,143	6,000	5,000
51361 Minor Equipment	15,409	6,000	3,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 254,676</b>	<b>\$ 552,600</b>	<b>\$ 551,800</b>
<b>GRAND TOTAL</b>	<b>\$ 639,402</b>	<b>\$ 967,118</b>	<b>\$ 959,370</b>



# INFORMATION TECHNOLOGY BUDGET DETAILS

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

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

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

<b>Professional Development</b>	795	2,500	2,500
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This appropriation provides funds to attend professional conferences, trainings and meetings to stay abreast of developments in the rapidly evolving field of I.T. and GIS.

<b>Telephone &amp; Fax</b>	3,388	5,500	5,000
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This account provides funding for telephone and internet charges associated with the I.T. Division.

<b>Materials &amp; Supplies</b>	508	2,000	2,000
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This account provides funding to purchase various materials and supplies to support I.T. activities, including materials for the City's plotter and Geographic Information System (GIS) equipment.

<b>Electricity &amp; Gas</b>	2,886	3,400	3,100
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This account provides for the cost of gas and electricity allocated to the I.T. Division.

<b>Software Maintenance &amp; Licensing</b>	228,417	485,000	528,000
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This account provides for the annual licensing, maintenance and support costs for all of the City's software and hardware needs, including network security, antivirus and backup software; ArcGIS, AutoCAD, Adobe, and Microsoft Office applications; third party website hosting and maintenance; finance and accounting system; business licensing and permitting system; online/virtual meeting applications; and other systems to support the City Clerk, Human Resources, Finance, Planning, Building, Engineering, Marketing and SanteeTV activities.

<b>Repair/Maintenance - Equipment</b>	3,143	6,000	5,000
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This appropriation provides for the repair, maintenance and/or replacement of I.T. assets that are no longer under warranty or eligible for replacement under the City's replacement program. This may include computer and printer repairs, hard drives, keyboards, re-build kits, and other computer peripherals or software.



# INFORMATION TECHNOLOGY BUDGET DETAILS

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

<b>Minor Equipment</b>	<b>\$ 15,409</b>	<b>\$ 6,000</b>	<b>\$ 3,000</b>
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This appropriation provides for the purchase of new equipment to support the work activities of City departments and staff; including computers, laptops, tablets, printers, and other peripheral devices.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 254,676</u></b>	<b><u>\$ 552,600</u></b>	<b><u>\$ 551,800</u></b>
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# ANIMAL CONTROL

## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

The San Diego Humane Society provides several fundamental domestic animal services for the City of Santee and its residents, including:

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

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

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# ANIMAL CONTROL BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

<b>51154 Contract Services - Animal Control</b>	<b>\$ 441,528</b>	<b>\$ 441,530</b>	<b>\$ 464,100</b>
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This account provides funding for animal control services through an agreement with the San Diego Humane Society for the shelter and care of domestic animals, and enforcement of animal laws and public protection.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u><u>\$ 441,528</u></u>	<u><u>\$ 441,530</u></u>	<u><u>\$ 464,100</u></u>
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# CITY CLERK



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# CITY CLERK

## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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



# CITY CLERK BUDGET SUMMARY

CITY CLERK 1001.00.1301	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 438,985	\$ 477,125	\$ 514,060
Operations & Maintenance	63,537	77,900	225,800
<b>TOTAL EXPENDITURES</b>	<b>\$ 502,522</b>	<b>\$ 555,025</b>	<b>\$ 739,860</b>

## SUMMARY OF FUNDED POSITIONS

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



# CITY CLERK BUDGET SUMMARY

CITY CLERK 1001.00.1301	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 272,955	\$ 298,070	\$ 317,640
50020 Salaries & Wages - Part Time	21,949	15,690	16,720
50025 Overtime	1,318	1,800	1,800
50035 Vacation Cash Out	1,460	8,700	7,600
50040 Auto Allowance	4,200	4,200	4,200
50042 Technology Allowance	1,800	1,800	1,800
50050 Retirement - PERS	22,480	27,540	29,550
50052 Retirement - Unfunded Liability	63,930	57,835	59,410
50055 Retirement - Part Time	823	590	630
50060 Medicare	4,404	4,690	5,070
50070 Health Insurance	40,585	52,690	65,580
50071 Dental Insurance	2,017	2,420	2,960
50075 Life Insurance	295	300	300
50076 Long Term Disability Insurance	769	800	800
<b>Total Personnel</b>	<b>\$ 438,985</b>	<b>\$ 477,125</b>	<b>\$ 514,060</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 7,292	\$ 8,000	\$ 8,000
51104 Subscriptions/Memberships	1,249	1,000	1,000
51110 Professional Development	3,661	6,000	6,000
51120 Printing & Duplicating	659	1,500	1,500
51121 Telephone & Fax	2,259	3,900	2,900
51122 Postage	2,909	4,000	4,000
51123 Advertising	5,768	6,000	6,000
51124 Election Expense	5,547	20,000	144,000
51140 Rentals/Leases - Buildings	10,012	10,500	10,500
51141 Rentals/Leases - Office Equipment	2,923	3,600	5,100
51160 Materials & Supplies	2,872	4,000	4,000
51180 Electricity & Gas	5,050	5,900	5,400
51201 Software Maintenance & Licensing	-	-	25,000
51211 Repair/Maintenance - Equipment	13,336	3,500	2,400
<b>Total Operations &amp; Maintenance</b>	<b>\$ 63,537</b>	<b>\$ 77,900</b>	<b>\$ 225,800</b>
<b>GRAND TOTAL</b>	<b>\$ 502,522</b>	<b>\$ 555,025</b>	<b>\$ 739,860</b>



# CITY CLERK BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	<b>\$ 7,292</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>
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This account provides for expert and consultant services in the area of elections and operations. Also included in this account is Municipal Code Codification services.

<b>Subscriptions/Memberships</b>	<b>1,249</b>	<b>1,000</b>	<b>1,000</b>
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This appropriation will provide for memberships including: International Institute of Municipal Clerks, California City Clerk's Association, San Diego County City Clerks Association, and the National Notary Association. These memberships provide current and valuable information through education, support, and communication.

<b>Professional Development</b>	<b>3,661</b>	<b>6,000</b>	<b>6,000</b>
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This account provides for attendance at selected professional association meetings, conferences and seminars. These include: New Law & Election Seminar, Southern California City Clerks Association Quarterly Meetings, SD County City Clerks Meetings, SD County Deputy City Clerks Association Meetings, Technical Training for Clerks, and CCAC's Nuts & Bolts Training. Points are earned towards the Certified and Master Municipal Clerk designations with each attendance.

<b>Printing &amp; Duplicating</b>	<b>659</b>	<b>1,500</b>	<b>1,500</b>
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Printing and binding costs incurred in the duplication of City Council/CDC Successor Agency agenda materials and documents, Boards, Commission & Committee handbooks and applications; pamphlets, claim forms, public records request forms, engraving, the full share of the central copy machine supplies used by various departments, and other informational material. Scanning and imaging of City documents is also paid from this account.

<b>Telephone &amp; Fax</b>	<b>2,259</b>	<b>3,900</b>	<b>2,900</b>
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This appropriation funds the cost of the telephone and fax machine.

<b>Postage</b>	<b>2,909</b>	<b>4,000</b>	<b>4,000</b>
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This account covers the costs of mailing City forms and correspondence, City Council agendas, legal documents, requests for information, Passport applications, policy and organizational materials.

<b>Advertising</b>	<b>5,768</b>	<b>6,000</b>	<b>6,000</b>
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This amount will provide for legal publication of certain Resolutions and Ordinances as required by law, public hearing notices, and advertisements.



# CITY CLERK BUDGET DETAILS

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

<b>Election Expense</b>	<b>\$ 5,547</b>	<b>\$ 20,000</b>	<b>\$ 144,000</b>
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Combined with the FY 2023-24 appropriation, this appropriation will fund the estimated cost to conduct the City's November 2024 election for Mayor, two Council Member seats and potential Measures. Costs include an Oath of Office ceremony, Candidate Handbooks, forms, printing, the MCA Direct Election Handbook and supplies related to candidate filings and future election planning. This account also covers required printing, translation, publishing, and posting of the ballot pamphlet in five languages, canvassing of votes and providing certified election results.

<b>Rentals/Leases - Buildings</b>	<b>10,012</b>	<b>10,500</b>	<b>10,500</b>
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This appropriation provides the allocation for high security, off-site city-wide storage, retrieval, and destruction of records/boxes.

<b>Rentals/Leases - Office Equipment</b>	<b>2,923</b>	<b>3,600</b>	<b>5,100</b>
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This account includes the postage machine lease.

<b>Materials &amp; Supplies</b>	<b>2,872</b>	<b>4,000</b>	<b>4,000</b>
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This appropriation provides for: 1) office supplies, including laser printer cartridges, stationery, copier supplies, public noticing supplies, records management materials and other miscellaneous office supplies; 2) books; and 3) materials and supplies, covering a wide variety of items needed ranging from gavels, agenda binders, special forms and plaques, meeting name signs, binders and folders, flags, record boxes, etc. This account also covers the supplies and support for City Council meetings and workshops.

<b>Electricity &amp; Gas</b>	<b>5,050</b>	<b>5,900</b>	<b>5,400</b>
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This appropriation will fund the cost of electricity and gas allocated to the City Clerk's office.

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

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

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 63,537</b>	<b>\$ 77,900</b>	<b>\$ 225,800</b>
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# HUMAN RESOURCES & RISK MANAGEMENT



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# HUMAN RESOURCES & RISK MANAGEMENT BUDGET SUMMARY

HUMAN RESOURCES & RISK MANAGEMENT	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Human Resources	\$ 652,341	\$ 816,749	\$ 898,620
Risk Management	<u>627,362</u>	<u>860,140</u>	<u>1,055,330</u>

<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,279,703</u></u>	<u><u>\$ 1,676,889</u></u>	<u><u>\$ 1,953,950</u></u>
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## SUMMARY OF FUNDED POSITIONS

Human Resources	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>
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<b>TOTAL POSITIONS</b>	<u><u>4.00</u></u>	<u><u>4.00</u></u>	<u><u>4.00</u></u>
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# HUMAN RESOURCES & RISK MANAGEMENT

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## MISSION STATEMENT

To recruit and retain talented individuals, provide professional development to employees, and foster respectful labor relations.

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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



# HUMAN RESOURCES BUDGET SUMMARY

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

Personnel	\$ 577,214	\$ 698,679	\$ 756,110
Operations & Maintenance	75,127	117,320	142,010
Capital Outlay	-	750	500
<b>TOTAL EXPENDITURES</b>	<b>\$ 652,341</b>	<b>\$ 816,749</b>	<b>\$ 898,620</b>

## SUMMARY OF FUNDED POSITIONS

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



# HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 351,634	\$ 460,780	\$ 480,220
50020 Salaries & Wages - Part Time	36,314	17,280	19,330
50025 Overtime	-	800	1,770
50035 Vacation Cash Out	22,876	-	-
50040 Auto Allowance	3,150	4,200	4,200
50050 Retirement - PERS	28,687	49,640	56,010
50052 Retirement - Unfunded Liability	94,710	84,719	93,490
50055 Retirement - Part Time	119	650	-
50060 Medicare	6,003	7,000	7,330
50070 Health Insurance	31,642	68,640	87,970
50071 Dental Insurance	848	3,370	4,170
50075 Life Insurance	336	400	400
50076 Long Term Disability Insurance	895	1,200	1,220
<b>Total Personnel</b>	<u>\$ 577,214</u>	<u>\$ 698,679</u>	<u>\$ 756,110</u>





# HUMAN RESOURCES BUDGET SUMMARY

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
51013 Employee Assistance Program	\$ 3,749	\$ 4,570	\$ 5,040
51014 Technical Personnel Services	5,601	7,300	6,500
51015 Tuition Reimbursement	14,388	20,000	15,900
51040 Expert/Consulting Services	2,479	11,000	17,100
51103 Citywide Training/Consulting	-	12,750	16,000
51104 Subscriptions/Memberships	608	4,100	3,000
51110 Professional Development	9,560	11,000	14,000
51120 Printing & Duplicating	137	600	1,800
51121 Telephone & Fax	2,298	3,800	2,900
51122 Postage	155	200	200
51123 Advertising	1,786	400	1,800
51160 Materials & Supplies	5,050	8,500	8,100
51169 Wellness Program	19,013	20,000	20,000
51170 Recognition Program	3,091	3,400	6,250
51180 Electricity & Gas	6,493	7,500	6,900
51201 Software Maintenance & Licensing	-	-	15,000
51211 Repair/Maintenance - Equipment	719	2,200	1,020
51361 Minor Equipment	-	-	500
<b>Total Operations &amp; Maintenance</b>	<u>\$ 75,127</u>	<u>\$ 117,320</u>	<u>\$ 142,010</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ -	\$ 750	\$ 500
<b>Total Capital Outlay</b>	<u>\$ -</u>	<u>\$ 750</u>	<u>\$ 500</u>
<b>GRAND TOTAL</b>	<u><u>\$ 652,341</u></u>	<u><u>\$ 816,749</u></u>	<u><u>\$ 898,620</u></u>



# HUMAN RESOURCES BUDGET DETAILS

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

<b>Employee Assistance Services</b>	<b>\$ 3,749</b>	<b>\$ 4,570</b>	<b>\$ 5,040</b>
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The Employee Assistance Program (EAP) is an employer provided resource for employees to obtain confidential, professional assistance when facing family, financial, legal or personal situations and provides onsite debriefs or counseling following major, critical incidents.

<b>Technical Personnel Services</b>	<b>5,601</b>	<b>7,300</b>	<b>6,500</b>
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This account funds pre-employment background and medical testing.

<b>Tuition Reimbursement</b>	<b>14,388</b>	<b>20,000</b>	<b>15,900</b>
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This program reimburses employees for qualifying expenses to support professional growth through continuing education.

<b>Expert/Consulting Services</b>	<b>2,479</b>	<b>11,000</b>	<b>17,100</b>
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This account funds the City/County Personnel Association (CCPA) Training Consortium, standardized exams for recruitment testing, legal/outside professional services to assist with human resources functions and unforeseen personnel related costs that may arise during the fiscal year.

<b>Citywide Training/Consulting</b>	<b>-</b>	<b>12,750</b>	<b>16,000</b>
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This appropriation provides for expert services in training, organizational/professional development and attendance at professional training and conferences for all City employees.

<b>Subscriptions &amp; Memberships</b>	<b>608</b>	<b>4,100</b>	<b>3,000</b>
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This appropriation will provide for memberships in relevant Human Resources and Risk Management professional associations, as well as subscriptions to relevant publications.

<b>Professional Development</b>	<b>9,560</b>	<b>11,000</b>	<b>14,000</b>
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This appropriation will allow for staff attendance at workshops, conferences and trainings to remain current on various legal mandates and developments in case law, public employment and industry trends in Human Resources and Risk Management.

<b>Printing &amp; Duplicating</b>	<b>137</b>	<b>600</b>	<b>1,800</b>
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This account provides for human resources related professional printing services.

<b>Telephone &amp; Fax</b>	<b>2,298</b>	<b>3,800</b>	<b>2,900</b>
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This appropriation will fund the cost of telephone, fax machine, and modem line charges.



# HUMAN RESOURCES BUDGET DETAILS

HUMAN RESOURCES 1001.01.1601	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Postage</b>	\$ 155	\$ 200	\$ 200
This account will cover the costs of mailing general correspondence as well as recruitments, benefits, policy, and organizational materials.			
<b>Advertising</b>	1,786	400	1,800
This account provides for publishing recruitment bulletins online and in professional publications.			
<b>Materials &amp; Supplies</b>	5,050	8,500	8,100
This appropriation provides for office supplies, expenses incurred in administering interviews, testing and assessment centers, as well as supplies and expenses for special City meetings and workshops for employees.			
<b>Wellness Program</b>	19,013	20,000	20,000
This appropriation is reimbursed by CIGNA and covers employee wellness program expenses such as employee events, educational workshops, incentive items and other related activities.			
<b>Recognition Program</b>	3,091	3,400	6,250
This appropriation funds the annual employee service awards program.			
<b>Electricity &amp; Gas</b>	6,493	7,500	6,900
This appropriation will fund the cost of electricity and gas.			
<b>Software Maintenance &amp; Licensing</b>	-	-	15,000
This appropriation will fund a city-wide contract software program to centralize contract administration. Cost will include implementation, customization, configuration and maintenance for the first year.			
<b>Repair/Maintenance - Equipment</b>	719	2,200	1,020
This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>Minor Equipment</b>	-	-	500
This appropriation will fund copier replacement parts.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<u>\$ 75,127</u>	<u>\$ 117,320</u>	<u>\$ 142,010</u>



## HUMAN RESOURCES BUDGET DETAILS

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



# RISK MANAGEMENT BUDGET SUMMARY

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



# RISK MANAGEMENT BUDGET DETAILS

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

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

<b>Legal Defense</b>	<b>-</b>	<b>50,000</b>	<b>50,000</b>
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This appropriation represents an estimate of the legal defense costs in settling or dismissing claims against the City. Actual costs depend on the number and severity of claims filed.

<b>Expert/Consulting Services</b>	<b>7,903</b>	<b>37,349</b>	<b>13,600</b>
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This account funds OSHA required programs including Department of Transportation random drug testing, hearing conservation and chemical inventory. This account also funds DMV license medical testing.

<b>Software Maintenance &amp; Licensing</b>	<b>-</b>	<b>3,251</b>	<b>-</b>
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The FY 2023-24 appropriation funded a database subscription for hazardous chemical inventory.

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

<b>Public Liability Insurance</b>	<b>464,170</b>	<b>542,500</b>	<b>625,860</b>
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This appropriation funds the costs of municipal liability insurance for the City including brokerage, underwriting and administrative fees. A portion of this cost has been budgeted in the Santee Lakeside Emergency Medical Services Authority (SLEMSA) budget of the Fire Department as it is reimbursed from SLEMSA. Current liability coverage includes the reimbursement of defense costs and payment of litigated court settlements and awards beyond the City's self-insured retention (SIR). The City is a member of a risk sharing pool of public agencies Public Risk Innovation, Solutions, and Management (PRISM) with an SIR of \$150,000 and excess coverage up to \$50 million.

<b>Awards &amp; Indemnities</b>	<b>3,837</b>	<b>40,000</b>	<b>117,000</b>
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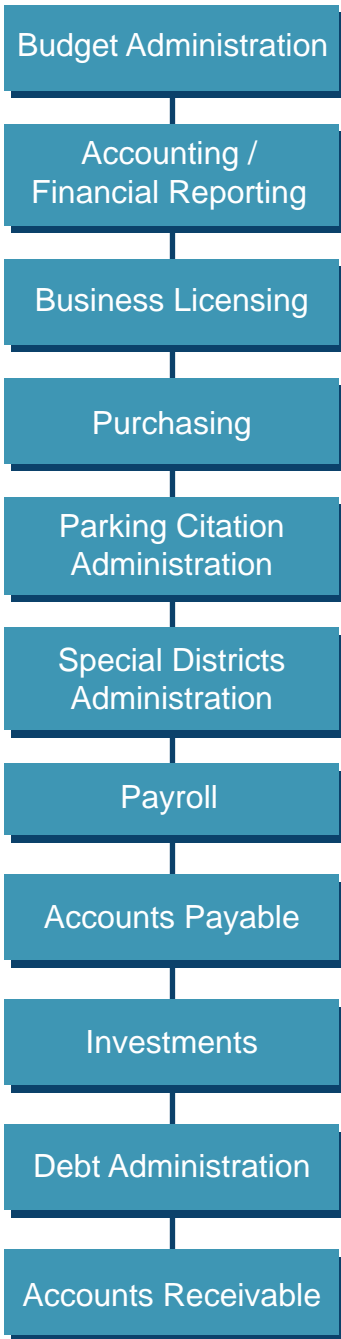
This appropriation provides for awards and claim settlement payments which are estimated.

<b>Loss Control</b>	<b>-</b>	<b>6,000</b>	<b>10,000</b>
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This appropriation is utilized for training, inspection and expenses related to Loss Prevention, Safety and Ergonomics. Expenses are reimbursed by the Public Risk Innovation, Solutions, and Management (PRISM) and Local Agency Workers' Compensation Excess Joint Powers Authority (LAWCX).

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 627,362</b>	<b>\$ 860,140</b>	<b>\$ 1,055,330</b>
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# FINANCE



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## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Submitted the City's Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2023 to the Government Finance Officers Association of the United States and Canada (GFOA) for the Certificate of Achievement for Excellence in Financial Reporting program; and expect to receive this award for the 20<sup>th</sup> consecutive year
- Completed the implementation of the Energov Licensing and Permitting online system
- Provided sound fiscal planning by utilizing strong budgetary controls and a five-year financial projection to ensure the continued fiscal health of the City
- In the process of finalizing the Development Impact Fee study
- Made an Additional Discretionary Payment (ADP) to CalPERS to help pay down the City's unfunded liability. This is the third consecutive year in which the City has made this payment.
- Implemented a credit card and e-check transaction fee to offset the increased credit card processing costs due to the implementation of Energov
- Formalized a General Fund Reserve Policy
- Responsible for the accounting, treasury, and budgeting for Santee Lakeside Emergency Medical Services Authority (SLEMSA), which includes: setting up an Interim and Preliminary budget, preparing Financial Statements and audit, managing banking services for ambulance billing, coordinating the distribution of funds received from the dissolved CSA 69, overseeing the Special Tax Consulting for the Ambulance Fee Assessment, and providing accounts payable, purchasing, and administrative duties to SLEMSA

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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



# FINANCE BUDGET SUMMARY

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

Personnel	\$ 1,293,197	\$ 1,332,765	\$ 1,498,360
Operations & Maintenance	184,670	361,520	292,770
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,477,867</b>	<b>\$ 1,694,285</b>	<b>\$ 1,791,130</b>

## SUMMARY OF FUNDED POSITIONS

Director of Finance/Treasurer	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00
Confidential Payroll Specialist	1.00	1.00	1.00
Senior Management Analyst	-	-	1.00
Management Analyst	1.00	1.00	-
Procurement Specialist	1.00	1.00	1.00
Senior Account Clerk	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
Account Clerk	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>



# FINANCE BUDGET SUMMARY

FINANCE 1001.00.1501	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 789,386	\$ 862,960	\$ 948,240
50020 Salaries & Wages - Part Time	19,890	25,130	68,880
50021 Temporary Help	7,795	-	-
50025 Overtime	18,419	15,000	10,000
50035 Vacation Cash Out	66,941	27,690	61,990
50040 Auto Allowance	4,340	4,200	4,200
50050 Retirement - PERS	77,681	93,170	103,330
50052 Retirement - Unfunded Liability	193,029	187,935	174,250
50055 Retirement - Part Time	200	650	-
50060 Medicare	13,038	13,550	15,850
50070 Health Insurance	93,789	93,380	102,240
50071 Dental Insurance	5,740	5,820	6,110
50075 Life Insurance	786	870	870
50076 Long Term Disability Insurance	2,163	2,410	2,400
<b>Total Personnel</b>	<b>\$ 1,293,197</b>	<b>\$ 1,332,765</b>	<b>\$ 1,498,360</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51010 Accounting/Auditing	\$ 48,950	\$ 63,230	\$ 66,890
51040 Expert/Consulting Services	52,266	149,760	64,000
51104 Subscriptions/Memberships	1,913	2,710	2,950
51110 Professional Development	3,729	10,130	13,580
51112 Mileage Reimbursement	-	100	100
51120 Printing & Duplicating	4,078	5,400	5,400
51121 Telephone & Fax	5,301	8,400	6,900
51122 Postage	5,710	5,200	4,000
51123 Advertising	179	350	700
51150 Bank Fees	42,982	93,090	102,400
51160 Materials & Supplies	5,100	6,450	9,950
51180 Electricity & Gas	12,265	14,200	13,000
51211 Repair/Maintenance - Equipment	2,197	2,500	2,900
<b>Total Operations &amp; Maintenance</b>	<b>\$ 184,670</b>	<b>\$ 361,520</b>	<b>\$ 292,770</b>
<b>GRAND TOTAL</b>	<b>\$ 1,477,867</b>	<b>\$ 1,694,285</b>	<b>\$ 1,791,130</b>



# FINANCE BUDGET DETAILS

<b>FINANCE 1001.00.1501</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Accounting/Auditing</b>	<b>\$ 48,950</b>	<b>\$ 63,230</b>	<b>\$ 66,890</b>
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This appropriation will provide for independent financial statement audit services for the City, the Single Audit of federal awards and a franchise fee or transient occupancy tax audit. Also included is the preparation of the State Controller's Report of Financial Transactions, various demographic & statistical Information required for the Annual Comprehensive Financial Report ("ACFR") and the Government Finance Officers Association ACFR award application fee.

<b>Expert/Consulting Services</b>	<b>52,266</b>	<b>149,760</b>	<b>64,000</b>
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This appropriation will provide for the following contract services: property tax revenue analysis and reporting, sales tax revenue analysis and reporting, state mandated cost reimbursement claims, parking citation collection and administration, GASB 68 (pension) actuarial reporting, GASB 75 (OPEB) actuarial reporting, accounting software updates, special projects, general financial advisory services and a citywide user fee study and cost allocation plan.

<b>Subscriptions/Memberships</b>	<b>1,913</b>	<b>2,710</b>	<b>2,950</b>
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This appropriation will provide for the following memberships: Government Finance Officers Association, California Municipal Treasurers Association, California Association of Public Purchasing Officers, the California Society of Municipal Finance Officers, and subscriptions for government and payroll updates.

<b>Professional Development</b>	<b>3,729</b>	<b>10,130</b>	<b>13,580</b>
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This appropriation provides for travel and attendance at professional association meetings, conferences, and seminars related to fiscal policy, management, governmental accounting and related issues. Included are costs related to the California Society of Municipal Finance Officers annual conference, Government Finance Officers Association, the CalPERS Educational Forum, and the California Association of Public Purchasing Officers annual conference. Also included are the cost of miscellaneous professional association meetings, computer software application training and general professional development opportunities.

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

<b>Printing &amp; Duplicating</b>	<b>4,078</b>	<b>5,400</b>	<b>5,400</b>
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This appropriation will provide for printing of budget documents, the annual financial report, checks, business license forms, receipt and tax forms, general document copying and computer paper.

<b>Telephone &amp; Fax</b>	<b>5,301</b>	<b>8,400</b>	<b>6,900</b>
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This appropriation will fund the cost of telephone and fax line charges for the department.



# FINANCE BUDGET DETAILS

<b>FINANCE 1001.00.1501</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Postage</b>	<b>\$ 5,710</b>	<b>\$ 5,200</b>	<b>\$ 4,000</b>
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This appropriation will fund the cost of mailing vendor payments, business license renewals and certificates and other department correspondence.

<b>Advertising</b>	<b>179</b>	<b>350</b>	<b>700</b>
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This appropriation will provide for advertising of formal bids and other required public notices.

<b>Bank Fees</b>	<b>42,982</b>	<b>93,090</b>	<b>102,400</b>
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This appropriation will fund the fees to process credit card transactions, including online transactions, and the cost of armored car pickup of cash deposits.

<b>Materials &amp; Supplies</b>	<b>5,100</b>	<b>6,450</b>	<b>9,950</b>
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This appropriation provides for materials and supplies as required for operations such as letterhead, envelopes, printer toner and ink, small office equipment and furniture.

<b>Electricity &amp; Gas</b>	<b>12,265</b>	<b>14,200</b>	<b>13,000</b>
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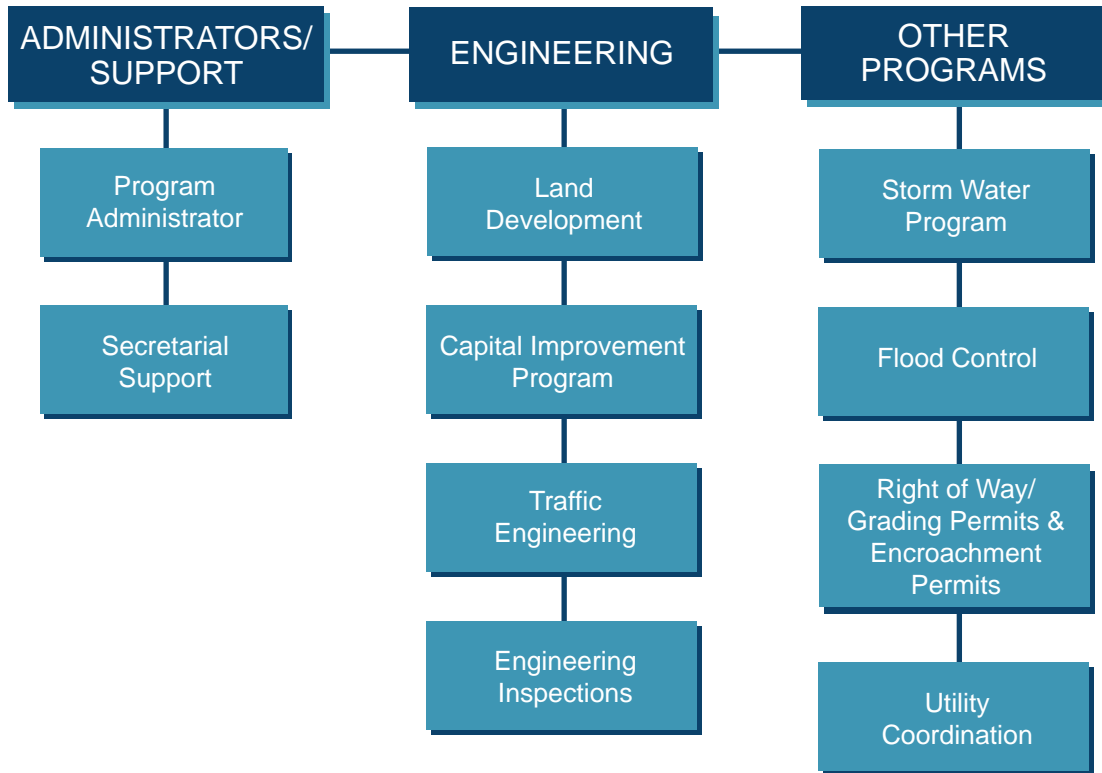
This appropriation will fund the cost of electricity and gas allocated to the Finance Department.

<b>Repair/Maintenance - Equipment</b>	<b>2,197</b>	<b>2,500</b>	<b>2,900</b>
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This appropriation will fund small office equipment repair and maintenance, in addition to the department's share of the copier pooled maintenance agreement.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 184,670</u></b>	<b><u>\$ 361,520</u></b>	<b><u>\$ 292,770</u></b>
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# ENGINEERING



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# ENGINEERING BUDGET SUMMARY

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

Engineering	\$ 2,693,893	\$ 2,869,482	\$ 3,072,380
Storm Water	87,149	141,492	150,740

<b>TOTAL EXPENDITURES</b>	<b>\$ 2,781,042</b>	<b>\$ 3,010,974</b>	<b>\$ 3,223,120</b>
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## SUMMARY OF FUNDED POSITIONS

Engineering	13.90	13.25	14.40
Storm Water	1.00	1.00	1.00

<b>TOTAL POSITIONS</b>	<b>14.90</b>	<b>14.25</b>	<b>15.40</b>
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# ENGINEERING

## MISSION STATEMENT

Guiding sustainable development through community partnership and excellence in service.

## PROGRAM DESCRIPTION

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

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

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

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

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

## FY 2023-24 ACCOMPLISHMENTS

### Capital Improvement Program (CIP)

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

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

### Land Development

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

### Traffic Engineering

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

## FY 2024-25 GOALS AND OBJECTIVES

### Capital Improvement Program (CIP)

- Plan, coordinate, and manage the construction of the Pavement Repair and Rehabilitation and Pavement Roadway Maintenance programs for major reconstruction and maintenance projects
- Complete the construction of the Cuyamaca Street Right Turn Pocket at Mission Gorge Road
- Complete the construction of the Concrete Repairs Citywide project and the current phase of the Citywide Trash Diversion Project
- Manage the design of the Fire Station No. 20 at the City Operations Center
- Manage the construction of the Operations Center Upgrades project which will install a vector truck decanting and dewatering station at the City's operations center
- Manage the construction of the Building 6 roof replacement at City Hall
- Coordinate the final design and environmental of the Santee Community Center at Town Center Community Park; and bid the project in late Spring 2025 pending project funding
- Coordinate the construction and inspection of the East County Advanced Water Purification Project pipelines as it relates to restoration of City facilities on Mast Blvd and Fanita Parkway

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

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

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

### Land Development

- Continue occupancy inspections and improvement oversight on ongoing and upcoming development projects; including The Hotel at Town Center, Parcel 6 at Town Center, the Pure Flo site, Carlton Oaks Golf Course project, Woodspring Suites Hotel, Lantern Crest – Phase 4 and 5, Fanita Drive subdivision, Lake Canyon subdivision, and acceptance of the Weston development on-site public improvements.
- Provide plan review and/or construction oversight for grading and improvements required for the Laurel Heights Subdivision, Prospect Estates II project, Mission Gorge Road Service Station, Walker Trails Subdivision, Laurel Heights Subdivision, Santee Auto Center, and other approved land development projects
- Anticipated future grading permits include the following projects: All Right Storage, Popeye's Chicken, Ukrainian Church, Bunny Bears day care, and Chevy Auto Dealership
- Assist the public and development community by processing land development applications and requests for grading permits, building permits, and encroachments into the public right of way

### Traffic Engineering

- Continue to collaborate with Caltrans for implementing the Phase I improvements for SR-52, coordinating with developers and Caltrans on project development and related issues
- Continue to maintain the City's traffic signals, striping, signage, and street lights
- Continue to address requests on traffic issues including traffic safety in a timely manner
- Continue to pursue grant funding for traffic and safety related projects including smart signals
- Continue to review traffic control and development plans
- Install electronic traffic control devices for traffic calming
- Continue to implement the City's Transportation Improvement Master Plan to upgrade obsolete traffic signal controllers and communications
- Apply for grants in support of SR-52 Phase I Improvements
- Complete the Mission Gorge Road smart signal project
- Complete the ARPA funded communication upgrade project for fire stations and City's Operations Center
- Implement the street lights LED replacement project Phase II (brown metal poles)
- Implement the Traffic Signal LED replacement project as necessary



# ENGINEERING BUDGET SUMMARY

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Personnel	\$ 2,645,647	\$ 2,805,562	\$ 3,009,990
Operations & Maintenance	47,754	63,920	62,390
Capital Outlay	492	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,693,893</b>	<b>\$ 2,869,482</b>	<b>\$ 3,072,380</b>

## SUMMARY OF FUNDED POSITIONS

Director of Engineering/City Engineer	1.00	1.00	1.00
Principal Civil Engineer	2.00	2.00	2.00
Principal Traffic Engineer	1.00	1.00	1.00
Senior Management Analyst	0.45	-	0.45
Senior Management Analyst/Grant Coordinator	-	0.30	-
Senior Civil Engineer	2.00	2.00	2.00
Senior Traffic Engineer	1.00	1.00	1.00
Associate Civil Engineer	2.00	2.00	2.00
Engineering Inspector	1.00	1.00	1.00
Assistant Engineer	1.00	1.00	1.00
Development Services Technician	0.50	-	1.00
Field Inspector	1.00	1.00	1.00
Administrative Secretary	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>13.90</b>	<b>13.25</b>	<b>14.40</b>



# ENGINEERING BUDGET SUMMARY

ENGINEERING – ENGINEERING 1001.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,713,380	\$ 1,797,870	\$ 1,917,950
50020 Salaries & Wages - Part Time	39,034	52,750	52,470
50025 Overtime	14,460	19,200	15,000
50035 Vacation Cash Out	25,666	27,000	81,000
50040 Auto Allowance	4,200	4,200	4,200
50050 Retirement - PERS	198,769	240,260	252,710
50052 Retirement - Unfunded Liability	410,462	391,762	368,050
50055 Retirement - Part Time	1,478	1,980	1,960
50060 Medicare	26,057	27,560	30,020
50070 Health Insurance	196,553	226,390	267,870
50071 Dental Insurance	10,082	10,960	12,810
50075 Life Insurance	1,335	1,350	1,450
50076 Long Term Disability Insurance	4,171	4,280	4,500
<b>Total Personnel</b>	<b>\$ 2,645,647</b>	<b>\$ 2,805,562</b>	<b>\$ 3,009,990</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 2,000	\$ 2,000
51104 Subscriptions/Memberships	1,902	2,400	2,800
51110 Professional Development	3,581	5,170	6,150
51112 Mileage Reimbursement	125	100	100
51120 Printing & Duplicating	453	1,500	1,500
51121 Telephone & Fax	9,467	14,700	12,100
51122 Postage	62	1,000	1,800
51123 Advertising	-	500	500
51160 Materials & Supplies	3,294	4,000	4,000
51165 Wearing Apparel	768	1,100	1,300
51180 Electricity & Gas	24,387	28,200	25,900
51211 Repair/Maintenance - Equipment	3,715	3,250	4,240
<b>Total Operations &amp; Maintenance</b>	<b>\$ 47,754</b>	<b>\$ 63,920</b>	<b>\$ 62,390</b>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 492	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 492</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 2,693,893</b>	<b>\$ 2,869,482</b>	<b>\$ 3,072,380</b>





# ENGINEERING BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	\$ -	\$ 2,000	\$ 2,000
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This appropriation provides for consultant services for projects that are not covered by developer deposits or a capital account, including legal description preparation, review for easements or right of way dedications.

<b>Subscriptions/Memberships</b>	1,902	2,400	2,800
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This appropriation provides for staff professional memberships, licenses, and subscriptions.

<b>Professional Development</b>	3,581	5,170	6,150
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This appropriation provides for continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

<b>Mileage Reimbursement</b>	125	100	100
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This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties.

<b>Printing &amp; Duplicating</b>	453	1,500	1,500
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This appropriation provides for counter handouts, notices, grant applications and other printed materials. Materials include the Development Review Manual, Storm Water Mitigation Plan and Public Works Standards. Photo documentation of development projects, and generating maps, plans and exhibits are also charged to this account. Document recording fees, photocopies and blueprints for the public are paid for by this account as well.

<b>Telephone &amp; Fax</b>	9,467	14,700	12,100
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	62	1,000	1,800
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This appropriation provides for mailing correspondence, notices and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.

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



# ENGINEERING BUDGET DETAILS

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

<b>Materials &amp; Supplies</b>	\$ 3,294	\$ 4,000	\$ 4,000
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This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, small office equipment, and furniture.

<b>Wearing Apparel</b>	768	1,100	1,300
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This appropriation provides for safety-related clothing including hard hats, rain boots, and high-visibility vests and jackets.

<b>Electricity &amp; Gas</b>	24,387	28,200	25,900
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This appropriation provides for the cost of electricity and gas allocated to the Engineering Division.

<b>Repair/Maintenance - Equipment</b>	3,715	3,250	4,240
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This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Engineering Division's share of the copier pooled maintenance agreement and the large format plan copier.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	\$ 47,754	\$ 63,920	\$ 62,390
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## CAPITAL OUTLAY

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

<b>TOTAL CAPITAL OUTLAY</b>	\$ 492	\$ -	\$ -
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## MISSION STATEMENT

To implement programs that protect and enhance surface water quality within the City of Santee. Strive to keep the City in compliance with the Regional Storm Water Permit and coordinate on regional program implementation. Increase cooperation between City Departments/Divisions to achieve compliance expectations and reduce risk. Participate in Co-Permittee workgroups and advocate for improvements to policies and regulations.

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Collaborated with 21 other local jurisdictions (Co-Permittees) to develop and implement regional education, monitoring, land development programs, cost-share budgets, and reporting to the State
- Provided feedback to Regional Water Quality Control Board staff regarding pending regulations and permits
- Participated in developing a regional strategy, implementation plan, correspondence, and reports addressing requirements under the Bacteria Investigative Order and tentative Time Sensitive Order (TSO)
- Implemented program components of the City's Jurisdictional Runoff Management Plan and the San Diego River Water Quality Improvement Plan
- Provided outreach and education via community events
- Continued implementing the City's Trash Order compliance plan and tracking to meet the compliance deadline effective December 2, 2030
- Facilitated multiple contracts to help manage storm water related tasks and duties
- Conducted a special monitoring study to narrow down locations where human contributions of bacteria to the storm drain system are identified within the City

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to review, develop, and implement programs which protect Santee's waterways
- Continue implementing educational and outreach programs and materials
- Facilitate storm water-specific training for City employees
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Continuously seek process improvements for existing efforts and infrastructure maintenance programs
- Facilitate the use of GIS map layers which will display the inventory of storm water facilities and TCBMPs so that staff can further strategize efforts
- Seek to decrease human-sourced bacteria in our storm drain system by performing additional microbial source tracking, and identifying a suite of structural controls which may be utilized to address "hot spots"
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Continue to collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order
- Implement requirements set forth by the tentative TSO
- Implement new requirements set forth by the new Regional Permit (estimated to be released during this time period)
- Regularly participate in Co-Permittee workgroups and work towards collaboratively addressing common regulatory requirements



# STORM WATER BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

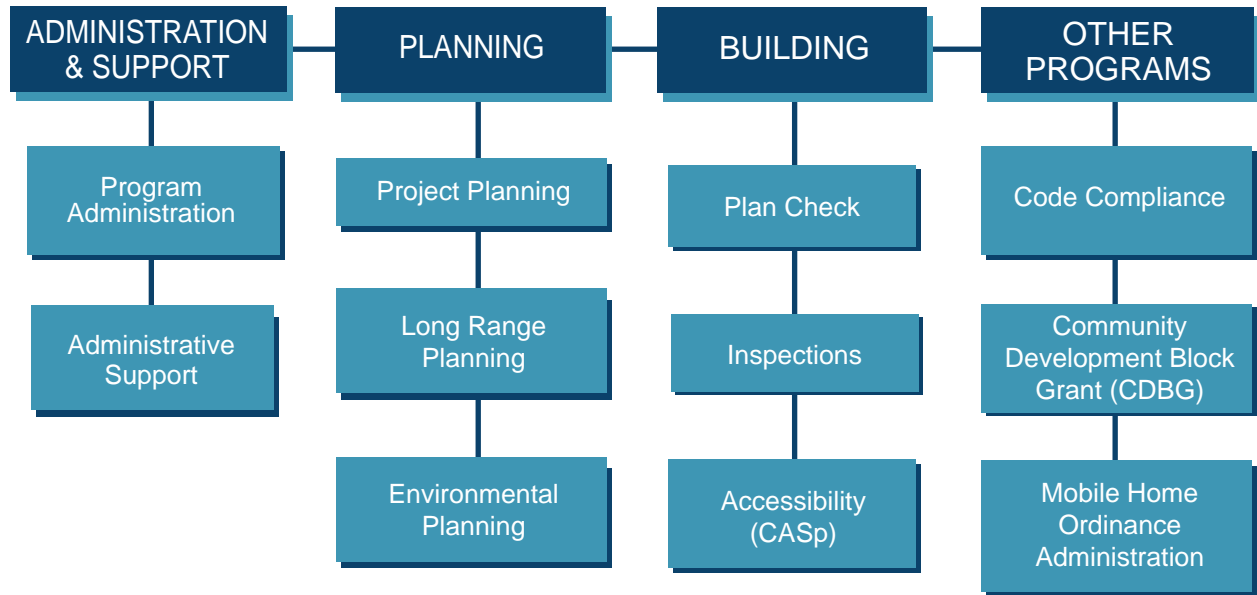
Storm Water Program Coordinator	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
<b>TOTAL POSITIONS</b>	<u><u>1.00</u></u>	<u><u>1.00</u></u>	<u><u>1.00</u></u>



# STORM WATER BUDGET SUMMARY

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

# PLANNING & BUILDING



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# PLANNING & BUILDING BUDGET SUMMARY

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

Planning	\$ 1,250,066	\$ 1,683,767	\$ 1,764,620
Building	909,609	910,087	1,140,680
Code Compliance	165,967	231,772	203,710
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 2,325,642</u></b>	<b><u>\$ 2,825,626</u></b>	<b><u>\$ 3,109,010</u></b>

## SUMMARY OF FUNDED POSITIONS

Planning	6.90	7.25	8.40
Building	3.50	4.00	4.00
Code Compliance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b><u>11.90</u></b>	<b><u>12.75</u></b>	<b><u>13.90</u></b>

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# PLANNING & BUILDING PLANNING

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## MISSION STATEMENT

Guiding sustainable development through community partnership and excellence in service.

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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



# PLANNING BUDGET SUMMARY

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

Personnel	\$ 1,049,064	\$ 1,347,827	\$ 1,533,690
Operations & Maintenance	200,510	333,140	228,780
Capital Outlay	492	2,800	2,150
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,250,066</b>	<b>\$ 1,683,767</b>	<b>\$ 1,764,620</b>

## SUMMARY OF FUNDED POSITIONS

Director of Planning and Building/City Planner	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Management Analyst	0.45	-	0.45
Senior Management Analyst/Grant Coordinator	-	0.30	-
Senior Planner	1.00	1.00	1.00
Development Services Technician	0.50	1.00	1.00
Associate Planner	2.00	2.00	3.00
Administrative Secretary	0.95	0.95	0.95
<b>TOTAL POSITIONS</b>	<b>6.90</b>	<b>7.25</b>	<b>8.40</b>



# PLANNING BUDGET SUMMARY

PLANNING & BUILDING – PLANNING 1001.04.4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 543,763	\$ 761,650	\$ 921,190
50020 Salaries & Wages - Part Time	151,131	173,320	169,550
50025 Overtime	1,070	5,000	800
50035 Vacation Cash Out	15,319	12,740	-
50040 Auto Allowance	-	4,200	4,200
50050 Retirement - PERS	65,474	94,180	107,180
50052 Retirement - Unfunded Liability	164,900	147,407	148,770
50055 Retirement - Part Time	338	690	-
50060 Medicare	10,316	13,700	15,890
50070 Health Insurance	89,776	125,480	155,070
50071 Dental Insurance	4,835	6,570	7,680
50075 Life Insurance	531	720	850
50076 Long Term Disability Insurance	1,611	2,170	2,510
<b>Total Personnel</b>	<u>\$ 1,049,064</u>	<u>\$ 1,347,827</u>	<u>\$ 1,533,690</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 169,299	\$ 285,000	\$ 181,640
51104 Subscriptions/Memberships	3,178	4,500	4,700
51110 Professional Development	627	4,000	4,500
51112 Mileage Reimbursement	17	300	300
51120 Printing & Duplicating	3,734	6,500	6,500
51121 Telephone & Fax	3,468	5,700	4,900
51122 Postage	1,108	3,500	3,500
51123 Advertising	4,888	7,500	7,500
51160 Materials & Supplies	2,218	2,500	2,500
51180 Electricity & Gas	9,957	11,500	10,600
51211 Repair/Maintenance - Equipment	2,016	2,140	2,140
<b>Total Operations &amp; Maintenance</b>	<u>\$ 200,510</u>	<u>\$ 333,140</u>	<u>\$ 228,780</u>
<b>CAPITAL OUTLAY</b>			
60010 Office Equipment	\$ 492	\$ 1,200	\$ -
60011 Computer Hardware/Software		1,600	2,150
<b>Total Capital Outlay</b>	<u>\$ 492</u>	<u>\$ 2,800</u>	<u>\$ 2,150</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,250,066</u></u>	<u><u>\$ 1,683,767</u></u>	<u><u>\$ 1,764,620</u></u>



# PLANNING BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	<b>\$ 169,299</b>	<b>\$ 285,000</b>	<b>\$ 181,640</b>
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This appropriation provides for consultant services for projects that are not covered by deposits or capital projects including \$156,000 to retain a consultant to update to Open Space (Conservation) Element and \$25,640 to provide an adjunct staff member from Interwest through September 2024.

<b>Subscriptions/Memberships</b>	<b>3,178</b>	<b>4,500</b>	<b>4,700</b>
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This appropriation provides for professional memberships and subscriptions including six memberships in American Planning Association/American Institute of Certified Planners.

<b>Professional Development</b>	<b>627</b>	<b>4,000</b>	<b>4,500</b>
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This appropriation provides for staff's continuing professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

<b>Mileage Reimbursement</b>	<b>17</b>	<b>300</b>	<b>300</b>
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This appropriation provides for reimbursement of the expense of using a personal vehicle in the performance of assigned duties including meetings at SANDAG and trips to the County Clerk's Office.

<b>Printing &amp; Duplicating</b>	<b>3,734</b>	<b>6,500</b>	<b>6,500</b>
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This appropriation provides for counter handouts, public hearing notices, grant applications and other printed materials. Photo documentation of development projects, and generating maps, plans and exhibits are charged to this account as are recording fees, photocopies and blueprints for the public.

<b>Telephone &amp; Fax</b>	<b>3,468</b>	<b>5,700</b>	<b>4,900</b>
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This appropriation provides for the cost of telephone and fax machine charges.

<b>Postage</b>	<b>1,108</b>	<b>3,500</b>	<b>3,500</b>
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This appropriation provides for mailing Division correspondence, hearing notices, EIR's and other documents (i.e. plans, RFP's, legal documents, various reports). Certified mailings are also paid for by this account.



# PLANNING BUDGET DETAILS

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

<b>Advertising</b>	\$ 4,888	\$ 7,500	\$ 7,500
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This appropriation provides for soliciting proposals for services and advertising for proposed ordinances and their revisions, environmental documents, public meetings and public notices, which are not chargeable to deposit or capital accounts.

<b>Materials &amp; Supplies</b>	2,218	2,500	2,500
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This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.

<b>Electricity &amp; Gas</b>	9,957	11,500	10,600
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This appropriation provides for the cost of electricity and gas allocated to the Planning Division.

<b>Repair/Maintenance - Equipment</b>	2,016	2,140	2,140
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This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Planning Division's share of the copier pooled maintenance agreement and the large format plan copier.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	\$ 200,510	\$ 333,140	\$ 228,780
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## CAPITAL OUTLAY

<b>Office Equipment</b>	\$ 492	\$ 1,200	\$ -
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This appropriation is to fund the Planning Division's purchase of two new legal-sized under desk filing cabinets for the Assistant and Associate Planners.

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

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

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

After years of utilizing outside consultants to provide Building Division functions, the City has committed to determining the most cost-efficient way to provide quality customer service, which has included the hiring of full-time staff. The Building Division is currently staffed by a Building Official, Senior Inspector and two Permit Technicians and supported by an outside consultant who provides plan review, inspections, and counter support. The Building Division produces weekly, monthly, and annual reports that are submitted to the United States Census Bureau, the State Department of Finance and Building Standard Commission, and the County of San Diego Assessor's Office.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# BUILDING BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# BUILDING BUDGET SUMMARY

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



# BUILDING BUDGET DETAILS

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

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

<b>Subscriptions/Memberships</b>	<b>586</b>	<b>2,000</b>	<b>2,000</b>
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This appropriation provides for professional memberships and subscriptions for new Building Division staff.

<b>Professional Development</b>	<b>1,255</b>	<b>3,000</b>	<b>3,000</b>
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This appropriation provides for professional and technical training and development, utilizing training and educational courses offered by various agencies and professional organizations. Travel and subsistence expenses incurred while conducting City business, attending training seminars and meetings of professional organizations are also covered by this account.

<b>Printing &amp; Duplicating</b>	<b>1,566</b>	<b>28,500</b>	<b>10,000</b>
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This appropriation provides for printing of forms and records, including permit forms, and informational handouts.

<b>Telephone &amp; Fax</b>	<b>1,855</b>	<b>3,100</b>	<b>3,200</b>
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This appropriation provides for telephone and fax services.

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

<b>Advertising</b>	<b>945</b>	<b>1,500</b>	<b>1,000</b>
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This appropriation provides for soliciting proposals for services, advertising for proposed ordinances and their revisions, and public meetings and notices, which are not chargeable to deposits or capital accounts.

<b>Materials &amp; Supplies</b>	<b>4,396</b>	<b>6,000</b>	<b>6,000</b>
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This appropriation provides for various materials and supplies such as paper products, copy machine supplies, business cards, and technical publications.

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

<b>Electricity &amp; Gas</b>	<b>5,772</b>	<b>6,700</b>	<b>6,100</b>
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This appropriation provides for the Building Division's share of electricity and gas costs.



# BUILDING BUDGET DETAILS

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

<b>Repair/Maintenance - Equipment</b>	<b>\$ 1,882</b>	<b>\$ 2,920</b>	<b>\$ 3,150</b>
This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment. This appropriation will cover the department's share of the copier pooled maintenance agreement.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 727,578</u></b>	<b><u>\$ 354,320</u></b>	<b><u>\$ 535,050</u></b>

## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ 514</b>	<b>\$ -</b>	<b>\$ -</b>
This appropriation was used to fund the Division's share of office equipment needed for new staff.			
<b>Computer Hardware/Software</b>	<b>4,947</b>	<b>1,600</b>	<b>-</b>
This appropriation is to fund the Division's share of office equipment needed for new staff.			
<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 5,461</u></b>	<b><u>\$ 1,600</u></b>	<b><u>\$ -</u></b>

# PLANNING & BUILDING CODE COMPLIANCE

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## PROGRAM DESCRIPTION

The Code Compliance Division works with the community to maintain a safe, healthy, and attractive environment while preserving and improving the overall quality of life within Santee's neighborhoods. As such, this Division interfaces with the public to resolve complaints related to property maintenance, land uses, construction, animals, signage, inoperable vehicles, junk, and parking enforcement, and assists with illicit discharges into the City's storm drain system. The Abandoned Property and Weed Abatement Programs are administered in this Division in coordination with other agencies such as the County of San Diego's Sheriff's Department Vector Control, Department of Environmental Health and Quality Department and Animal Services.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to implement the City's Code Compliance Program and Weed Abatement Program
- Continue to identify issues facing neighborhoods and communities and deploy necessary resources to best address and resolve such matters
- Use advisory notices to encourage voluntary correction of less serious code violations that do not pose an imminent and serious hazard to life, health, or the environment
- Participate in the Homeless Working Group

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

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





# CODE COMPLIANCE BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# CODE COMPLIANCE BUDGET SUMMARY

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



# CODE COMPLIANCE BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	\$ -	\$ 49,700	\$ 1,100
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This appropriation provides funding for an as-needed contracted Code Compliance Officer and the preparation of title reports.

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

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

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

<b>Printing &amp; Duplicating</b>	487	1,000	1,000
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This appropriation provides for production of Division correspondence and forms.

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

<b>Postage</b>	1,186	1,490	1,490
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This appropriation provides for mailing Division correspondence, including certified mail.

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

<b>Materials &amp; Supplies</b>	1,011	1,060	1,100
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This account provides for the purchase of office supplies, reference books, safety equipment, and other supplies.

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



# CODE COMPLIANCE BUDGET DETAILS

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

<b>Electricity &amp; Gas</b>	<b>\$ 4,329</b>	<b>\$ 5,000</b>	<b>\$ 4,600</b>
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This appropriation provides for the cost of electricity and gas allocated to the Code Enforcement Division.

<b>Repair/Maintenance - Equipment</b>	<b>412</b>	<b>590</b>	<b>650</b>
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This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Code Compliance Division's share of the copier pooled maintenance agreement.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 8,665</u></b>	<b><u>\$ 62,840</u></b>	<b><u>\$ 13,440</u></b>
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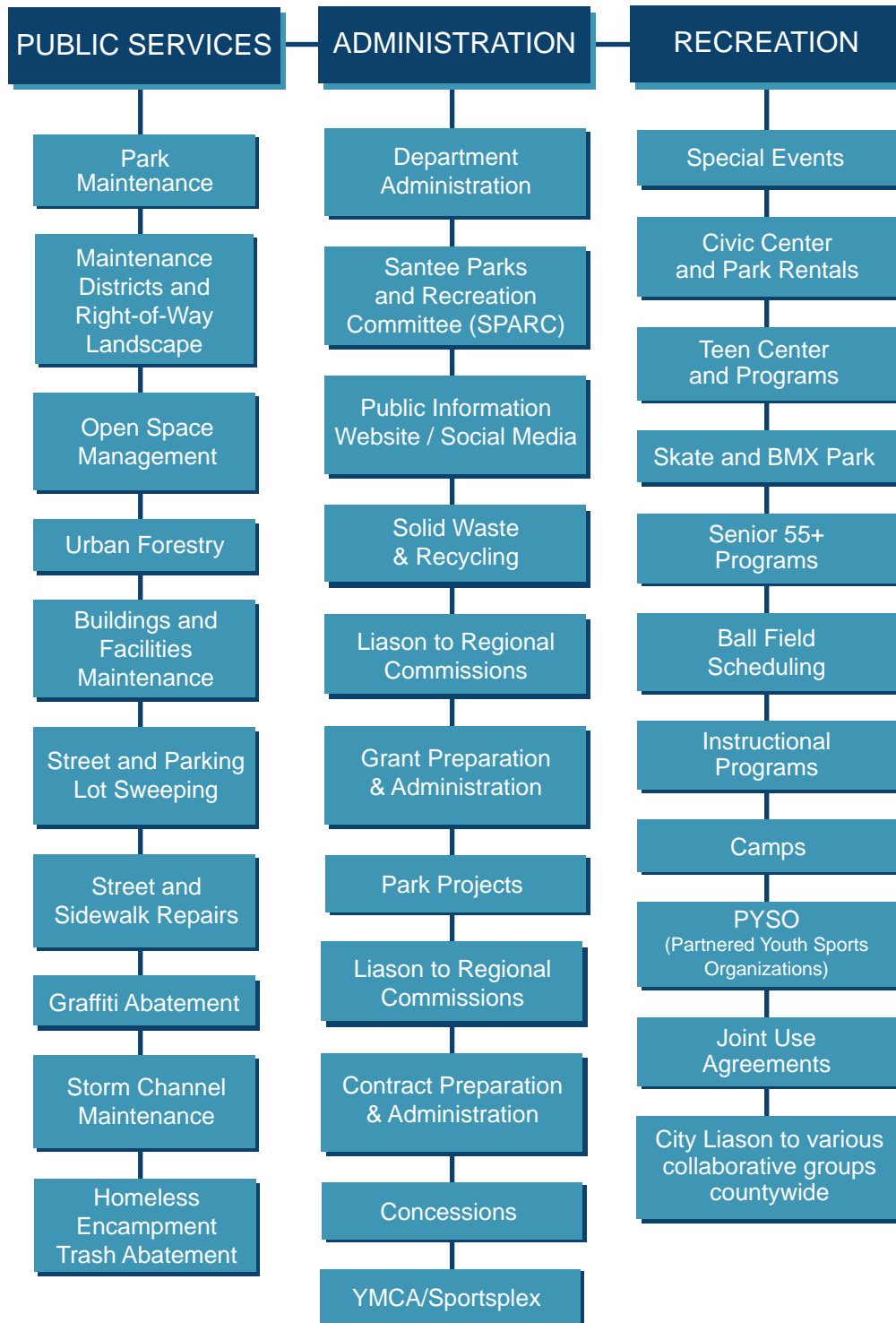
## CAPITAL OUTLAY

<b>Office Equipment</b>	<b>\$ 312</b>	<b>\$ -</b>	<b>\$ -</b>
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This appropriation provides for the Code Compliance Division's purchase of office furniture.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 312</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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# COMMUNITY SERVICES



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# COMMUNITY SERVICES BUDGET SUMMARY

COMMUNITY SERVICES	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Administration	\$ 430,406	\$ 441,478	\$ 476,200
Public Services	4,104,565	4,604,712	5,007,150
Public Services - Storm Water	117,245	172,390	183,040
Solid Waste & Recycling	29,924	32,027	31,460
Facility Operations	116,486	151,816	163,120
Recreation Services	600,897	675,423	702,920
Special Events	296,898	355,340	424,110

<b>TOTAL EXPENDITURES</b>	<b>\$ 5,696,421</b>	<b>\$ 6,433,186</b>	<b>\$ 6,988,000</b>
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## SUMMARY OF FUNDED POSITIONS

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

<b>TOTAL POSITIONS</b>	<b>21.70</b>	<b>23.20</b>	<b>23.20</b>
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# COMMUNITY SERVICES ADMINISTRATION

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## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

## FY 2024-25 GOALS AND OBJECTIVES

- Continue facilitating the design and construction documents of the proposed Community Center project and identify grant funding
- Work on developing a deferred maintenance schedule for all city park-related infrastructure, including establishing a fund for future synthetic turf replacement
- Continue collaboration with SANDAG and community members to reach consensus on a design for the next phase of the San Diego River Trail at Carlton Oaks Golf Course
- Oversee developer conditioned construction of new segments of the San Diego River Trail in Town Center

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

- Seek grant funding for the City's trail head project near Big Rock Park, continue to collaborate with Mission Trails Regional Task force and the County of San Diego
- Expand and create new essential programs and services for families as directed by the City Council; by soliciting input via surveys, outreach efforts, and the Santee Park and Recreation Committee (SPARC)
- Renew the City's Joint Use Agreement with the Santee School District
- Participate in the San Diego River Conservancy grant process to identify park projects and methods to keep the City of Santee's portion of the San Diego River clean and accessible
- Work with neighboring municipalities to limit the amount of waste and debris that runs off into Forrester creek and other river systems in the City of Santee
- Promote safety in and around public spaces and trails, create opportunities for social engagement, and instill the value of the Arts and the benefits of technology in the programs and services offered by the Community Services Department
- Collaborate with the Fire Department and Sheriff's Department to monitor and enforce the San Diego River Corridor Ordinance
- Continue to collaborate with the Santee Fire Department regarding Fire infrastructure development at the Public Services Yard
- Expand grant administration for aging parks and facilities
- Continue to work with the Santee Community Foundation to promote and redefine the brand by establishing a marketing strategy to promote more robust community engagement
- Coordinate with the Planning & Building Department to integrate the goals of the Santee Arts & Entertainment Neighborhood and advocate the importance of creating meaningful areas for Arts & Entertainment to allow for a more livable/engaging experience in the Neighborhood

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# ADMINISTRATION BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# ADMINISTRATION BUDGET SUMMARY

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



# ADMINISTRATION BUDGET DETAILS

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

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

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

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

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

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

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

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

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



# ADMINISTRATION BUDGET DETAILS

COMMUNITY SERVICES – ADMINISTRATION 1001.02.5101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Materials &amp; Supplies</b>	<b>\$ 1,451</b>	<b>\$ 2,050</b>	<b>\$ 2,050</b>
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This appropriation will cover office supplies including paper, graphic supplies, and other essentials. In addition it provides funds for the purchase of resource materials that address relevant municipal issues.

<b>Electricity &amp; Gas</b>	<b>3,247</b>	<b>3,800</b>	<b>3,400</b>
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This appropriation funds the Division's share of electricity and gas charges.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 15,732</u></b>	<b><u>\$ 15,830</u></b>	<b><u>\$ 34,080</u></b>
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# COMMUNITY SERVICES PUBLIC SERVICES (MAINTENANCE)

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Continued measures necessary to enhance current service delivery methods such as inspecting sidewalks to eliminate tripping hazards, performing annual drain inlet inspections and cleaning and implementation of new safety training programs
- Installed 11 new drinking/dog/bottle filler fountains
- Installed new engineered wood fiber mulch to all our playgrounds
- Proactively addressed vandalism and the abatement of graffiti
- Conducted an asset inventory of all backflows, water meters and water shut offs and entered the data into our GIS system
- Accepted Tree City USA designation for the 22nd consecutive year
- Continued to maintain the brush clearing of defensible space and fuel reduction throughout the San Diego River corridor
- Planted 1350 ft. of Pollinator Garden utilizing locally grown native vegetation. Woodglen Vista Park wagon-wheel garden; 1100 sq. ft. Public Services Operations Center Garden; 250 sq. ft.
- Received certification from [www.monarchwatch.org](http://www.monarchwatch.org) as an official Monarch Weigh Station location for Operations Center garden

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to assess and evaluate service delivery methods and make necessary adjustments for the City to become a model for municipal maintenance service delivery
- Continue to perform street maintenance including pothole patching, skin patching and small asphalt dig outs
- Continue to plant street trees, perform general park improvements, and perform landscape median improvements
- Continue to receive designation for the City as a Tree City USA and host the Arbor Day event
- Schedule two (2) synthetic turf deep cleaning, grooming and disinfection to the synthetic fields at Town Center Community Park East, along with one (1) annual GMAX test; this is in addition to regular grooming and maintenance by staff
- Continue to support the Recreation Division special events throughout the year
- Obtain Certification from monarchwatch.org for Woodglen Vista Park wagon-wheel garden as official Monarch Weigh Station
- Continue to partner with the San Diego River Park Foundation and volunteers to assist with their cleanups

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# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

## TOTAL EXPENDITURES

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

Public Services Manager	1.00	1.00	1.00
Senior Management Analyst	0.60	0.60	0.60
Park & Landscape Supervisor	1.00	1.00	1.00
Public Works Supervisor	1.00	1.00	1.00
Facilities Maintenance Supervisor	1.00	1.00	1.00
Equipment Operator	4.00	4.00	4.00
Irrigation Technician/Specialist	-	1.00	1.00
Landscape/Irrigation Maintenance Worker	2.00	2.00	2.00
Maintenance Worker	1.00	1.00	1.00
Facilities Maintenance Technician	1.00	1.00	1.00
Human Services & Open Space Coordinator	-	0.50	0.50
Administrative Secretary	1.00	1.00	1.00
	1.00	1.00	1.00

## TOTAL POSITIONS

	13.60	15.10	15.10
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# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## PERSONNEL

50010 Salaries & Wages - Regular	\$ 1,001,200	\$ 1,134,770	\$ 1,191,700
50020 Salaries & Wages - Part Time	11,663	17,820	19,040
50025 Overtime	33,003	21,000	36,000
50026 Overtime - Stand-By	41,210	34,750	42,000
50031 Stand-By Pay	11,700	11,700	11,700
50035 Vacation Cash Out	8,096	25,250	-
50050 Retirement - PERS	102,618	129,010	125,940
50052 Retirement - Unfunded Liability	247,756	214,292	225,450
50055 Retirement - Part Time	454	670	710
50060 Medicare	16,051	18,020	18,860
50070 Health Insurance	174,051	219,130	249,200
50071 Dental Insurance	9,410	11,190	11,910
50075 Life Insurance	1,322	1,520	1,570
50076 Long Term Disability Insurance	3,048	3,610	3,580
50080 Workers' Compensation Insurance	6,273	40,000	45,530
<b>Total Personnel</b>	<b>\$ 1,667,855</b>	<b>\$ 1,882,732</b>	<b>\$ 1,983,190</b>

## OPERATIONS & MAINTENANCE

51012 Medical Services	\$ -	\$ 500	\$ 500
51104 Subscriptions/Memberships	1,219	1,845	3,930
51110 Professional Development	5,695	8,240	8,760
51120 Printing & Duplicating	759	200	200
51121 Telephone & Fax	12,235	14,720	12,900
51122 Postage	46	50	50
51123 Advertising	2,097	955	2,000
51149 Service Fees	499	210	630
51160 Materials & Supplies	35,754	34,410	31,130
51165 Wearing Apparel	3,968	4,930	5,030
51166 Small Tools	778	2,500	2,500
51180 Electricity & Gas	23,818	28,000	31,200
51181 Electricity & Gas - Grounds	55,214	63,100	66,400
51182 Electricity & Gas - Ball Fields	99,829	126,800	136,300
51183 Ball Field Lighting Maintenance	5,100	10,000	10,000
51185 Water & Sewer	45,959	48,600	49,060
51186 Water & Sewer - Grounds	503,842	570,500	557,920
51190 Signage	2,487	3,000	3,000
51191 Equipment Rental	1,187	5,625	5,000
51210 Custodial Services	36,100	42,270	44,830



# PUBLIC SERVICES (MAINTENANCE) BUDGET SUMMARY

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



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

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

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

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

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

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

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

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

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



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

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

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

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

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

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

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

<b>Electricity &amp; Gas - Grounds</b>	55,214	63,100	66,400
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This appropriation will fund the cost of electricity for parks: Big Rock, Mast, Shadow Hill, Town Center Community Park, West Hills, Weston, Woodglen Vista, Sky Ranch and TCCP, and Santana Tennis Courts.

<b>Electricity - Ball Fields</b>	99,829	126,800	136,300
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This appropriation will fund the cost of electricity for Ball Field Lighting at Town Center Park West, Town Center Park East, West Hills Park Field & Security Lights and Chet F. Harritt fields.

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

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



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

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

<b>Water &amp; Sewer - Grounds</b>	<b>\$ 503,842</b>	<b>\$ 570,500</b>	<b>\$ 557,920</b>
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This appropriation will fund the water and sewer for parks: Big Rock, Mast, Shadow Hill, Town Center Community Park East & West Ball fields, West Hills, Weston, Woodglen Vista, Sky Ranch & Black Horse Estates Trail, as well as Santee School District shared water and City Hall irrigation.

<b>Signage</b>	<b>2,487</b>	<b>3,000</b>	<b>3,000</b>
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This appropriation provides for miscellaneous park and facility signage including barricades and safety cones.

<b>Equipment Rental</b>	<b>1,187</b>	<b>5,625</b>	<b>5,000</b>
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This appropriation provides for equipment rentals for facility cleanup and maintenance programs. Examples include cement mixers, mowers, tractors, trenchers, excavator, augers, rollers, aerator, and miscellaneous construction equipment.

<b>Custodial Services</b>	<b>36,100</b>	<b>42,270</b>	<b>44,830</b>
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This appropriation provides for the city-wide contracted custodial services including extra work.

<b>Repair/Maintenance - Equipment</b>	<b>-</b>	<b>670</b>	<b>780</b>
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This appropriation provides for the Division's share of the copier pooled maintenance agreement.

<b>City Hall Maintenance</b>	<b>100,380</b>	<b>150,750</b>	<b>171,580</b>
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This appropriation provides for the following maintenance costs:

- HVAC maintenance and repair
- Alarm system monitoring, maintenance, and repair
- Fire extinguisher maintenance
- Pest control services
- City Hall painting
- City Hall duct cleaning
- Plumbing maintenance and repairs
- Electrical services
- Door and window maintenance and repair
- Fixtures repair and maintenance
- Stationary Generator Permit (County of SD)
- Signs and name plaques
- Building 4 sewer repairs

<b>Repair/Maintenance - Fire Station #4</b>	<b>22,492</b>	<b>50,790</b>	<b>90,280</b>
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This appropriation provides for minor repairs in Fire Station No. 4 such as painting, carpet replacement, plumbing and electrical, sewer lateral line services, HVAC system service, and repair/replacement of rollup doors, purchase and installation of bunk room doors.





# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

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

<b>Repair/Maintenance - Fire Station #5</b>	<b>\$ 35,930</b>	<b>\$ 59,300</b>	<b>\$ 55,850</b>
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This appropriation provides for minor repairs in Fire Station No. 5 such as painting, carpet replacement, plumbing and electrical, sewer lateral line services, HVAC system service, repair of rollup doors, and the Alarm Panel Replacement

<b>Repair/Maintenance - Other</b>	<b>39,750</b>	<b>17,800</b>	<b>6,000</b>
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This appropriation provides for maintenance and repairs at the Operations Center.

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

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

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



# PUBLIC SERVICES (MAINTENANCE) BUDGET DETAILS

COMMUNITY SERVICES – PUBLIC SERVICES (MAINTENANCE) 1001.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

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

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

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

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

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

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

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

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

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

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

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

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ -</u></b>	<b><u>\$ 1,780</u></b>	<b><u>\$ -</u></b>
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# COMMUNITY SERVICES PUBLIC SERVICES (STORMWATER)

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# PUBLIC SERVICES (STORM WATER) BUDGET SUMMARY

COMMUNITY SERVICES – PUBLIC SVCS. (STORM WATER) 1001.02.3102	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

## OPERATIONS & MAINTENANCE

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



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

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

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

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

<b>Material &amp; Supplies</b>	<b>10,084</b>	<b>14,000</b>	<b>14,000</b>
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This appropriation will provide for miscellaneous materials and supplies required for the Storm Water Program that are not identified elsewhere in this budget. Items include sandbags, odor controlling chemicals, locks, and fencing items.

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

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

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

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

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

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



# PUBLIC SERVICES (STORM WATER) BUDGET DETAILS

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

<b>Repair/Maintenance - Grounds</b>	<b>\$ 59,457</b>	<b>\$ 64,570</b>	<b>\$ 66,740</b>
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This appropriation will fund the cost of an on-going maintenance program for all major drainage channels:

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

<b>Interceptor Cleaning</b>	<b>11,048</b>	<b>23,640</b>	<b>24,410</b>
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This appropriation will fund the cost of cleaning and maintenance of the stormwater hydrodynamic separator located at Mast Park as required by the City's Jurisdictional Runoff Urban Management Program (JRUMP).

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

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

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

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

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Hosted two (2) Community Clean-Up & Shred events with Waste Management where residents could dispose of large unwanted household items and documents for shredding
- Continued implementation of all aspects of Senate Bill 1383 (SB 1383) in partnership with Waste Management, Zero Foodprint and similar consultants that specialize in assisting local jurisdictions with meeting the State regulations of SB 1383
- Conducted site visits and inspections of Tier 1 and 2 food generators and Food Recovery Organizations in Santee, for compliance with SB 1383 regulations
- Maintained annual solid waste disposal rate below the State's pounds-per-person-per day (l/p/d) target goal set for Santee at 6.5 l/p/d. Santee's 2022 reporting year disposal rate was at 4.2 l/p/d, a decrease from prior reporting year
- Continued to work with the City's franchise hauler to implement recycling plans for multi-family and commercial waste generators
- Secured grant funds for beverage container recycling and public education, which were used towards the purchase and installation of water bottle filler stations in parks and along trails to encourage use of refillable beverage containers
- Secured additional SB 1383 Local Assistance Grant funds from CalRecycle, to be used towards meeting the state mandated requirements of SB 1383

## FY 2024-25 GOALS AND OBJECTIVES

- Maintain compliance with all requirements of SB 1383
- Continue assisting businesses and commercial generators in Santee to right size services in collaboration with Waste Management
- Host two (2) Community Clean-Up & Shred events with hauler to assist all residents in disposal of large unwanted household items and provide document shredding services
- Maintain compliance with State regulations pertaining to solid waste disposal
- Increase residential & commercial education and participation in the proper disposal of organics, including food waste, used oil and other household hazardous waste materials through the use of City's marketing team, franchise hauler educational opportunities, and direct outreach
- Continue solid waste disposal education, to maintain a disposal rate below the State's pounds per-person-per day (l/p/d) target goal set for Santee
- Pursue additional grant funds

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# SOLID WASTE & RECYCLING BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# SOLID WASTE & RECYCLING BUDGET SUMMARY

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



# SOLID WASTE & RECYCLING BUDGET DETAILS

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

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# COMMUNITY SERVICES FACILITY OPERATIONS

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## PROGRAM DESCRIPTION

Facilities Operations of the Parks & Recreation Division of the Community Services Department coordinates the use of Civic Center buildings 7 and 8, picnic shelters, park use, ball fields, courts and other park amenities like dog parks and disc golf. The Recreation Coordinator monitors city park operations after-business hours and weekends. Focus is on customer service, park safety and beautification. Staff interact with community members to answer questions, verify permit/rule compliance, and ensure proper use of parks, fields, facilities and amenities.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# FACILITY OPERATIONS BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# FACILITY OPERATIONS BUDGET SUMMARY

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



# FACILITY OPERATIONS BUDGET DETAILS

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

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# COMMUNITY SERVICES RECREATION SERVICES

## PROGRAM DESCRIPTION

The Parks & Recreation Division of the Community Services Department provides professional supervision and management of a variety of leisure, recreational and entertainment experiences. Programs and services offered to the community include Instructional Programs and Camps, Special Events, Senior 55+ Programs, Teen Center, Santee Skate Park, and permitting use and coordination of parks, fields and facilities.

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

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

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

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

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2023-24 ACCOMPLISHMENTS (CONTINUED)

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

## FY 2024-25 GOALS AND OBJECTIVES

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



# RECREATION SERVICES BUDGET SUMMARY

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

Personnel	\$ 539,567	\$ 595,133	\$ 612,890
Operations & Maintenance	61,330	80,290	90,030
<b>TOTAL EXPENDITURES</b>	<b>\$ 600,897</b>	<b>\$ 675,423</b>	<b>\$ 702,920</b>

## SUMMARY OF FUNDED POSITIONS

Recreation Services Manager	1.00	1.00	1.00
Special Events Supervisor	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00
<b>TOTAL POSITIONS</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>



# RECREATION SERVICES BUDGET SUMMARY

COMMUNITY SERVICES – RECREATION SERVICES 1001.02.5201	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 303,860	\$ 351,610	\$ 372,740
50020 Salaries & Wages - Part Time	65,320	83,540	77,110
50025 Overtime	513	-	-
50035 Vacation Cash Out	19,458	2,580	2,680
50050 Retirement - PERS	29,456	36,860	39,400
50052 Retirement - Unfunded Liability	80,774	74,533	71,000
50055 Retirement - Part Time	2,421	3,130	2,890
50060 Medicare	5,644	6,350	6,570
50070 Health Insurance	29,042	32,730	36,000
50071 Dental Insurance	1,839	2,390	3,090
50075 Life Insurance	349	400	400
50076 Long Term Disability Insurance	891	1,010	1,010
<b>Total Personnel</b>	<b>\$ 539,567</b>	<b>\$ 595,133</b>	<b>\$ 612,890</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ 17,250	\$ 22,300	\$ 34,500
51104 Subscriptions/Memberships	602	750	880
51110 Professional Development	1,871	3,800	4,400
51120 Printing & Duplicating	358	650	350
51121 Telephone & Fax	7,639	10,500	8,300
51122 Postage	168	200	200
51131 Promotional Activities	336	1,500	1,600
51133 Banners	573	1,000	1,000
51150 Bank Fees	4,145	6,000	4,000
51160 Materials & Supplies	4,967	5,890	6,100
51172 Transportation	1,902	3,000	2,000
51180 Electricity & Gas	15,644	18,800	17,600
51185 Water & Sewer	2,171	1,700	1,650
51201 Software Maintenance & Licensing	1,572	1,420	1,500
51211 Repair/Maintenance - Equipment	2,132	2,680	5,850
51215 Repair/Maintenance - Bldg. & Structures	-	100	100
<b>Total Operations &amp; Maintenance</b>	<b>\$ 61,330</b>	<b>\$ 80,290</b>	<b>\$ 90,030</b>
<b>GRAND TOTAL</b>	<b>\$ 600,897</b>	<b>\$ 675,423</b>	<b>\$ 702,920</b>





# RECREATION SERVICES BUDGET DETAILS

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

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

<b>Subscriptions/Memberships</b>	<b>602</b>	<b>750</b>	<b>880</b>
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This appropriation provides funds for the following memberships: California Parks and Recreation Society, National Recreation and Park Association and other professional organizations. Publications and resource materials which address relevant issues in the industry.

<b>Professional Development</b>	<b>1,871</b>	<b>3,800</b>	<b>4,400</b>
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This appropriation provides funds for staff training, conferences - including travel, required CPR and First Aid, and recreation programming seminars.

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

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

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

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

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

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

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

<b>Transportation</b>	<b>1,902</b>	<b>3,000</b>	<b>2,000</b>
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This appropriation provides funds for transportation services provided by the Santee School District to students in grades 6-8. Expenses offset by revenue.



# RECREATION SERVICES BUDGET DETAILS

COMMUNITY SERVICES – RECREATION SERVICES 1001.02.5201	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE (CONTINUED)

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

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

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

<b>Repair/Maintenance - Equipment</b>	<b>2,132</b>	<b>2,680</b>	<b>5,850</b>
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This appropriation provides funds for purchase, repair and maintenance for computers, printers, and other office equipment not covered under warranty. This appropriation also provides for the Division's share of the copier pooled maintenance agreement.

<b>Repair/Maintenance - Bldgs. &amp; Structures</b>	<b>-</b>	<b>100</b>	<b>100</b>
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This appropriation provides funds for fire and security alarm services and inspections, pest control, and necessary repairs.

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

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## PROGRAM DESCRIPTION

The Recreation Services Division – Special Events provides events throughout the year for the Santee community. Events vary in theme and size, from small community-based events to large scale regional events that attract attendees from around the county. In-house events include City functions, such as grand openings, dedications, ribbon cuttings, ground breakings, employee recognition and social events.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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



# SPECIAL EVENTS BUDGET SUMMARY

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

Personnel	\$ 107,970	\$ 129,160	\$ 142,450
Operations & Maintenance	<u>188,928</u>	<u>226,180</u>	<u>281,660</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 296,898</u></u></b>	<b><u><u>\$ 355,340</u></u></b>	<b><u><u>\$ 424,110</u></u></b>

## SUMMARY OF FUNDED POSITIONS

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



# SPECIAL EVENTS BUDGET SUMMARY

COMMUNITY SERVICES – SPECIAL EVENTS 1001.02.5309	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 39,228	\$ 41,680	\$ 45,460
50020 Salaries & Wages - Part Time	47,056	64,070	64,950
50025 Overtime	25	-	-
50050 Retirement - PERS	2,864	3,330	3,720
50052 Retirement - Unfunded Liability	8,202	8,150	8,420
50055 Retirement - Part Time	1,772	2,330	9,440
50060 Medicare	1,251	1,520	1,600
50070 Health Insurance	6,990	7,480	8,230
50071 Dental Insurance	395	410	440
50075 Life Insurance	69	70	70
50076 Long Term Disability Insurance	118	120	120
<b>Total Personnel</b>	<b>\$ 107,970</b>	<b>\$ 129,160</b>	<b>\$ 142,450</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51040 Expert/Consulting Services	\$ -	\$ 200	\$ 200
51041 Permits/Insurance	16,120	25,460	25,460
51104 Subscriptions/Memberships	3,720	5,030	5,470
51110 Professional Development	2,885	3,600	3,730
51121 Telephone & Fax	302	500	400
51122 Postage	1	80	80
51131 Promotional Activities	8,501	9,080	10,080
51133 Banners	2,897	4,930	5,100
51150 Bank Fees	514	500	600
51155 Contract Services	118,487	125,000	171,000
51156 Other Services - SD County Sheriff	14,394	18,500	25,000
51160 Materials & Supplies	9,741	13,000	13,000
51164 Recreational Supplies	3,226	4,000	4,000
51180 Electricity & Gas	1,118	1,300	1,200
51191 Equipment Rental	7,022	15,000	16,340
<b>Total Operations &amp; Maintenance</b>	<b>\$ 188,928</b>	<b>\$ 226,180</b>	<b>\$ 281,660</b>
<b>GRAND TOTAL</b>	<b>\$ 296,898</b>	<b>\$ 355,340</b>	<b>\$ 424,110</b>



# SPECIAL EVENTS BUDGET DETAILS

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

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

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

<b>Subscription/Memberships</b>	3,720	5,030	5,470
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This appropriation will provide funds for ASCAP, BMI, SESAC, and other music licensing fees. Supervisor, and Coordinator; memberships in the CA Parks and Recreation Society, National Recreation and Park Association and other professional organizations. Publications and resource materials which address relevant issues in the industry.

<b>Professional Development</b>	2,885	3,600	3,730
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This appropriation provides for conference expenses for special event staff.

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

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

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

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

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

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

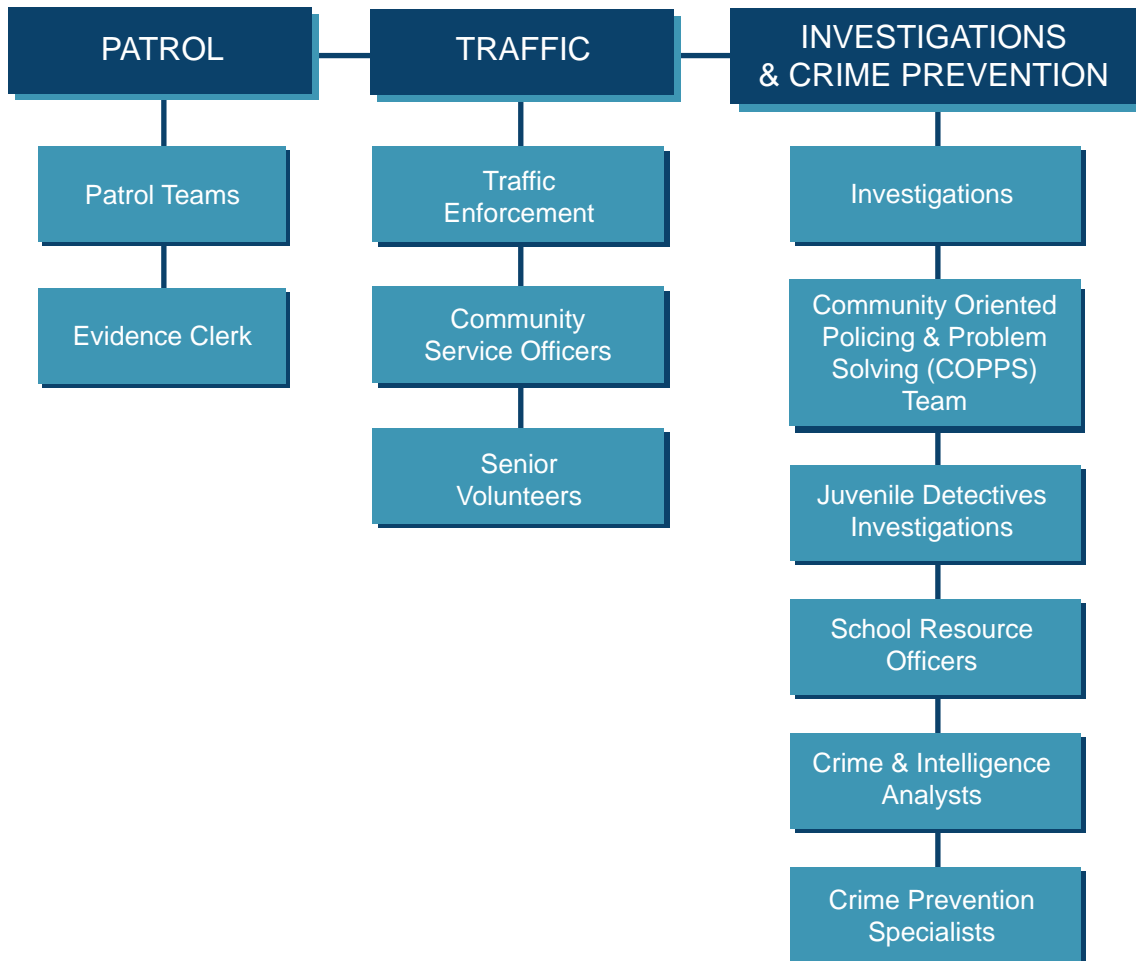


# SPECIAL EVENTS BUDGET DETAILS

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



# LAW ENFORCEMENT



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# LAW ENFORCEMENT SERVICES

## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

Law enforcement services are provided through a contract with the San Diego County Sheriff's Department. These services include patrol, traffic, criminal investigations, narcotic/gang enforcement, crime prevention and crime analysis support. Services also include support from the Sheriff's Emergency Services Division to assist with search and rescue, emergency planning, helicopter support, and tactical and bomb/arson support for critical incidents.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

- Increase traffic services in and around schools to provide juveniles a safe passage to and from school while increasing a presence to reduce crime at local businesses after school hours
- Continue to provide qualified clinicians assigned to the Psychiatric Emergency Response Team to help provide resources to those experiencing a mental health crisis
- Increase community engagement through in-person events such as coffee with the community
- Through partnership with the community, raise fentanyl awareness and reduce fentanyl related crimes and overdoses, and continue to offer Harm Reduction Kits



# LAW ENFORCEMENT SERVICES BUDGET SUMMARY

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



# LAW ENFORCEMENT SERVICES BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	\$ 45,576	\$ 81,650	\$ 88,300
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This account provides law enforcement support services for the Automated Regional Justice Information System (ARJIS) and the California Identification (Cal-ID) Fingerprint program.

<b>Printing and Duplicating</b>	2,453	2,000	3,000
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This account provides funding for the printing of courtesy notices, parking citations and towing notices for illegally parked vehicles.

<b>Contract Services - S.D. County Sheriff</b>	16,495,583	16,897,200	17,479,160
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This appropriation provides funding for general and specialized law enforcement, traffic and patrol services under contract with the San Diego County Sheriff's Department. The current contract amount is partially funded with \$175,000 of State Supplemental Law Enforcement Services Funds in addition to the amounts reflected here. Staffing in FY 2024-25 is:

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

<b>Other Contract Services</b>	146,420	201,510	223,980
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This appropriation provides funds to support School Resource Officers with the Grossmont Union High School District, assigned to Santana and West Hills high schools.

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



# LAW ENFORCEMENT SERVICES BUDGET DETAILS

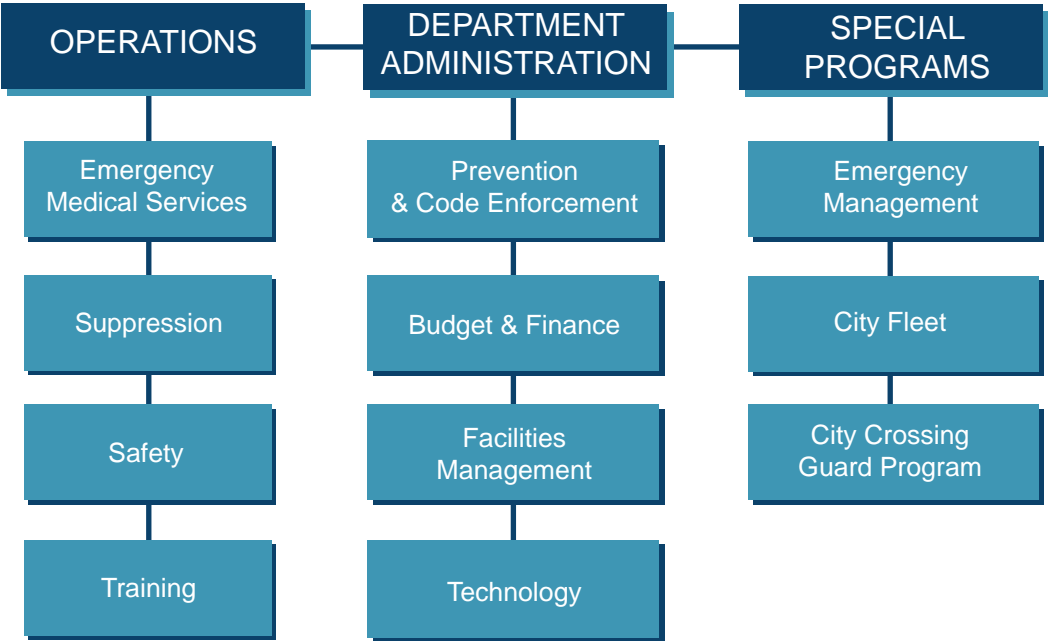
LAW ENFORCEMENT SERVICES 1001.00.2101-2102	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Electricity &amp; Gas</b>	<b>\$ 7,356</b>	<b>\$ 8,800</b>	<b>\$ 8,200</b>
This appropriation provides funding for the cost of gas and electricity at the Community Safety Center located in Santee Trolley Square.			
<b>Custodial Services</b>	<b>4,746</b>	<b>5,400</b>	<b>5,600</b>
This appropriation provides for janitorial services at the Community Safety Center located in Santee Trolley Square.			
<b>Repair/Maintenance - Building &amp; Structures</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
This account provides for monthly alarm monitoring and inspection fees at the Community Safety Center as well as any as-needed internal facility repairs or maintenance, including plumbing and electrical repairs.			
<b>Communication Charges</b>	<b>30,780</b>	<b>35,000</b>	<b>34,000</b>
This appropriation provides funding for Sheriff radios supported by the County of San Diego 800MHZ Regional Communication System.			
<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 16,732,914</u></b>	<b><u>\$ 17,232,810</u></b>	<b><u>\$ 17,843,490</u></b>

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# FIRE & LIFE SAFETY



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# FIRE & LIFE SAFETY BUDGET SUMMARY

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

Administration	\$ 1,215,754	\$ 1,252,061	\$ 1,340,950
Emergency Operations	11,284,711	12,236,103	12,724,510
Emergency Medical	3,927,239	5,130,818	5,918,570
Emergency Preparedness	22,543	34,380	53,610
Fleet Operations and Maintenance	503,295	542,759	587,940
<b>TOTAL EXPENDITURES</b>	<b>\$ 16,953,542</b>	<b>\$ 19,196,121</b>	<b>\$ 20,625,580</b>

## SUMMARY OF FUNDED POSITIONS

Administration	5.05	5.05	4.95
Emergency Operations	41.30	41.55	41.55
Emergency Medical	18.15	18.90	25.00
Fleet Operations and Maintenance	1.50	1.50	1.50
<b>TOTAL POSITIONS</b>	<b>66.00</b>	<b>67.00</b>	<b>73.00</b>

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# FIRE & LIFE SAFETY ADMINISTRATION

## MISSION STATEMENT

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

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# ADMINISTRATION BUDGET SUMMARY

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

Personnel	\$ 1,144,875	\$ 1,140,791	\$ 1,251,070
Operations & Maintenance	62,261	111,270	89,880
Capital Outlay	8,618	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,215,754</b>	<b>\$ 1,252,061</b>	<b>\$ 1,340,950</b>

## SUMMARY OF FUNDED POSITIONS

Director Fire & Life Safety Services	0.80	0.80	0.80
Deputy Fire Chief	0.75	0.75	0.75
Fire Marshal	1.00	1.00	1.00
Fire Inspector	1.00	1.00	1.00
Senior Management Analyst	-	-	0.60
Management Analyst	0.70	0.70	-
Administrative Secretary	0.80	0.80	0.80
<b>TOTAL POSITIONS</b>	<b>5.05</b>	<b>5.05</b>	<b>4.95</b>



# ADMINISTRATION BUDGET SUMMARY

FIRE & LIFE SAFETY – ADMINISTRATION 1001.03.2201	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 648,294	\$ 683,140	\$ 708,820
50020 Salaries & Wages - Part Time	38,151	38,180	45,870
50025 Overtime	6,178	5,000	1,000
50035 Vacation Cash Out	47,738	-	39,830
50050 Retirement - PERS	105,673	128,370	135,750
50052 Retirement - Unfunded Liability	218,815	205,211	204,820
50055 Retirement - Part Time	1,330	1,430	1,720
50060 Medicare	10,741	10,530	11,530
50070 Health Insurance	60,107	63,400	93,950
50071 Dental Insurance	3,393	3,490	4,620
50075 Life Insurance	484	510	500
50076 Long Term Disability Insurance	1,453	1,530	1,500
50080 Workers' Compensation	2,481	-	1,160
50081 Unemployment Insurance	37	-	-
<b>Total Personnel</b>	<u>\$ 1,144,875</u>	<u>\$ 1,140,791</u>	<u>\$ 1,251,070</u>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 273	\$ 1,262	\$ 1,270
51040 Expert/Consulting Services	8,901	50,300	20,430
51104 Subscriptions/Memberships	3,087	5,170	5,370
51110 Professional Development	14,902	14,288	21,510
51120 Printing & Duplicating	632	752	840
51121 Telephone & Fax	6,109	8,500	7,200
51122 Postage	529	1,000	1,200
51160 Materials & Supplies	9,245	9,148	10,060
51161 Materials & Supplies - Crossing Guards	328	600	600
51165 Wearing Apparel	4,974	5,230	7,130
51180 Electricity & Gas	8,730	10,100	9,300
51201 Software Maintenance & Licensing	3,478	3,470	3,470
51211 Repair/Maintenance - Equipment	1,073	1,450	1,500
<b>Total Operations &amp; Maintenance</b>	<u>\$ 62,261</u>	<u>\$ 111,270</u>	<u>\$ 89,880</u>
<b>CAPITAL OUTLAY</b>			
60050 Communication Equipment	\$ 8,618	\$ -	\$ -
<b>Total Capital Outlay</b>	<u>\$ 8,618</u>	<u>\$ -</u>	<u>\$ -</u>
<b>GRAND TOTAL</b>	<u><u>\$ 1,215,754</u></u>	<u><u>\$ 1,252,061</u></u>	<u><u>\$ 1,340,950</u></u>





# ADMINISTRATION BUDGET DETAILS

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

<b>Medical Services</b>	\$ 273	\$ 1,262	\$ 1,270
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This account provides funds for required annual respirator physicals for the Fire Chief and Deputy Fire Chief.

<b>Expert/Consulting Services</b>	8,901	50,300	20,430
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This account provides funds for the fire benefit fee consultant, contracted fire inspection services, fire inspection billing service, and other miscellaneous services.

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

<b>Professional Development</b>	14,902	14,288	21,510
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This appropriation will allow for attendance at professional conferences, classes and various training seminars by Chief Officers, Fire Marshal, and Fire Inspector. This account also includes the leadership training program for Fire personnel.

<b>Printing &amp; Duplicating</b>	632	752	840
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This account provides funds for the printing of various forms, business cards and other miscellaneous printing needs for Fire Administration.

<b>Telephone &amp; Fax</b>	6,109	8,500	7,200
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This account provides funds for the cost of telephones for Fire Administration staff.

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

<b>Materials &amp; Supplies</b>	9,245	9,148	10,060
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This account provides funds for the purchase of miscellaneous materials and supplies utilized by Fire Administration and Fire Prevention.

<b>Materials &amp; Supplies - Crossing Guards</b>	328	600	600
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This account provides funds for the School Crossing Guard Program for safety apparel, stop signs, and other related items.

<b>Wearing Apparel</b>	4,974	5,230	7,130
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This account provides for uniforms for the Fire Chief, Deputy Fire Chief, Fire Marshal, and Fire Inspector.



# ADMINISTRATION BUDGET DETAILS

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

<b>Electricity &amp; Gas</b>	<b>\$ 8,730</b>	<b>\$ 10,100</b>	<b>\$ 9,300</b>
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This appropriation provides for Fire Administration's share of gas and electricity at City Hall.

<b>Software Maintenance &amp; Licensing</b>	<b>3,478</b>	<b>3,470</b>	<b>3,470</b>
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This account provides funds for the fire inspection software program.

<b>Repair/Maintenance - Equipment</b>	<b>1,073</b>	<b>1,450</b>	<b>1,500</b>
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This account provides funds for AED service agreement on defibrillators in City facilities, Fire Administration's share of the pooled copier maintenance agreement, and as-needed repair of small office equipment.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 62,261</u></b>	<b><u>\$ 111,270</u></b>	<b><u>\$ 89,880</u></b>
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## CAPITAL OUTLAY

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

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 8,618</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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# FIRE & LIFE SAFETY EMERGENCY OPERATIONS

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# EMERGENCY OPERATIONS BUDGET SUMMARY

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

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

## SUMMARY OF FUNDED POSITIONS

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



# EMERGENCY OPERATIONS BUDGET SUMMARY

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



# EMERGENCY OPERATIONS BUDGET SUMMARY

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



# EMERGENCY OPERATIONS BUDGET DETAILS

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

<b>Medical Services</b>	<b>\$ 13,157</b>	<b>\$ 17,210</b>	<b>\$ 45,000</b>
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This account provides for required annual respirator physicals, DMV physicals, vaccinations, first aid claims, and pre-placement physicals for new firefighter/paramedics.

<b>Expert/Consulting Services</b>	<b>23,557</b>	<b>26,830</b>	<b>27,680</b>
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This account provides funds for various contracts and services including TIP (Trauma Intervention Program), OSHA-required ladder testing, fire hose testing, peer support program, annual County hazardous materials permits, and miscellaneous contracts associated with testing and service on highly technical equipment.

<b>Other Governmental Purposes</b>	<b>2,467</b>	<b>17,500</b>	<b>17,500</b>
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This account provides funds for expenses associated with emergencies, including meals, fluid replacement and unforeseen materials and supplies required to mitigate emergencies.

<b>Professional Development</b>	<b>2,548</b>	<b>6,020</b>	<b>7,750</b>
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This account will fund department-wide training activities, registration fees, travel and lodging associated with attendance of professional conferences and various training seminars.

<b>Training &amp; Development - FTEs</b>	<b>14,347</b>	<b>11,810</b>	<b>17,940</b>
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This account provides funding for ongoing Fire Department related training activities and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.

<b>Telephone &amp; Fax</b>	<b>10,577</b>	<b>16,520</b>	<b>11,990</b>
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This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4, 5 and 20.

<b>Materials &amp; Supplies</b>	<b>68,262</b>	<b>86,020</b>	<b>103,920</b>
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This account provides funds for the purchase of miscellaneous materials and supplies including but not limited to SCBA (self-contained breathing apparatus) replacement parts, fire station materials and supplies, fire equipment, and fire hose.





# EMERGENCY OPERATIONS BUDGET DETAILS

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

<b>Wearing Apparel</b>	<b>\$ 76,528</b>	<b>\$ 176,720</b>	<b>\$ 161,390</b>
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This account provides funds for the purchase and maintenance of protective clothing, safety equipment and firefighter uniforms.

<b>Electricity &amp; Gas</b>	<b>65,542</b>	<b>76,500</b>	<b>107,780</b>
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This account provides funds for the cost of electricity and gas allocated for Fire Stations 4, 5 and 20.

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

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

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

<b>Heartland Communications Facility Authority</b>	<b>214,469</b>	<b>235,000</b>	<b>247,330</b>
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This account provides funds for the Heartland Communication Facility Authority operational costs and required CIP contribution. 45% of this amount is budgeted in the Emergency Medical budget.

<b>Heartland Training Authority</b>	<b>48,804</b>	<b>49,560</b>	<b>52,140</b>
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This account provides funds for Heartland Training Facility operational and lease costs.

<b>Communication Charges</b>	<b>27,705</b>	<b>29,480</b>	<b>28,360</b>
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This account provides funds for the Regional Communication System radio user charges, pager service, and data service for Tablet Command equipment.

<b>Agency Reimbursements</b>	<b>57,079</b>	<b>50,530</b>	<b>54,500</b>
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This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program. 25% of this amount is budgeted in the Emergency Medical budget.

<b>Fitness Equipment/Education</b>	<b>23,890</b>	<b>22,500</b>	<b>3,750</b>
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This account provides funds for fitness equipment and education as dictated by the Santee Firefighters Association MOU.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 704,966</b>	<b>\$ 881,620</b>	<b>\$ 962,620</b>
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# EMERGENCY OPERATIONS BUDGET DETAILS

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

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

<b>Other Capital Outlay</b>	<b>14,473</b>	<b>38,000</b>	<b>-</b>
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This appropriation funded the FY 23/24 purchase of one (1) set Holmatro High Pressure Lifting Bags, one (1) SCBA Backpack Assembly with Cylinder, and Equipment for the Type 6 Fire Engine.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 16,423</u></b>	<b><u>\$ 118,790</u></b>	<b><u>\$ 22,960</u></b>
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# FIRE & LIFE SAFETY EMERGENCY MEDICAL

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## PROGRAM DESCRIPTION

Under the direction of the Emergency Medical Services (EMS) Battalion Chief, the Emergency Medical Services Division is responsible for responding to 911 emergency calls and providing both Advanced Life Support (ALS) and Basic Life Support (BLS) patient care in the treatment and transport of individuals suffering medical illness or traumatic injury. This budget provides funding for all EMS services including, but not limited to: ALS and BLS training consistent with State and local laws, as well as County of San Diego policies; ambulance maintenance and repair, medical supplies, employee health, safety and wellness programs; ALS and BLS equipment maintenance and repair, community education and public relations programs; and personnel costs associated with the delivery of EMS provided by the Santee Fire Department. Ambulance procurement is budgeted through the separate Vehicle Acquisition & Replacement Fund. The program is funded through the Santee Lakeside Emergency Medical Services Authority (SLEMSA) Joint Powers Authority (JPA).

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to assess the needs for additional SLEMSA transport units
- Conduct trial program staffing Medic 4 and Medic 5 with 1 EMT and 1 FFPM
- Deploy a two-person Squad for trail study
- Implement approved alternate dispatch plan
- Participate in Central Zone Nurse Navigator trial program
- Replace one aging Autopulse with a LUCAS mechanical compression device
- Remount one reserve ambulance

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# EMERGENCY MEDICAL BUDGET SUMMARY

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

Personnel	\$ 3,081,978	\$ 3,775,538	\$ 4,530,180
Operations & Maintenance	738,068	1,194,100	1,272,040
Capital Outlay	107,193	161,180	116,350
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,927,239</b>	<b>\$ 5,130,818</b>	<b>\$ 5,918,570</b>

## SUMMARY OF FUNDED POSITIONS

Director of Fire & Life Safety	0.20	0.20	0.20
Deputy Fire Chief	0.25	0.25	0.25
Battalion Chief	0.60	1.35	1.35
Fire Captain	0.10	0.10	0.10
Firefighter Paramedic	12.00	12.00	12.00
Senior Management Analyst	-	-	0.40
Management Analyst	0.30	0.30	-
Lead Equipment Mechanic	0.25	0.25	0.25
Equipment Mechanic	0.25	0.25	0.25
Emergency Medical Technicians	4.00	4.00	10.00
Administrative Secretary	0.20	0.20	0.20
<b>TOTAL POSITIONS</b>	<b>18.15</b>	<b>18.90</b>	<b>25.00</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 1,393,430	\$ 1,827,660	\$ 2,239,240
50012 FLSA	29,380	34,100	37,330
50020 Salaries & Wages - Part Time	11,072	78,570	42,020
50025 Overtime	369,544	283,870	472,730
50029 Overtime - Surge	2,664	-	-
50033 Preceptor/Mentor Pay	4,046	25,000	17,500
50034 Longevity Certification Pay	1,244	160	-
50035 Vacation Cash Out	12,494	-	13,280
50036 Sick Leave Buy Back	-	1,610	1,870
50041 Clothing Allowance	8,205	8,740	8,740
50045 2% RHSA	22,632	25,610	27,860
50050 Retirement - PERS	240,612	333,520	387,310
50052 Retirement - Unfunded Liability	609,987	601,218	687,070
50055 Retirement - Part Time	290	2,950	1,280
50060 Medicare	28,653	32,790	41,040
50070 Health Insurance	188,015	297,680	402,820
50071 Dental Insurance	10,396	15,330	19,650
50075 Life Insurance	1,397	1,910	2,450
50076 Long Term Disability Insurance	4,835	6,220	7,590
50080 Workers' Compensation Insurance	143,082	198,600	120,400
<b>Total Personnel</b>	<b>\$ 3,081,978</b>	<b>\$ 3,775,538</b>	<b>\$ 4,530,180</b>



# EMERGENCY MEDICAL BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY MEDICAL 1001.03.2203	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ 8,090	\$ 16,460	\$ 29,070
51040 Expert/Consulting Services	57,107	165,340	145,580
51046 Outreach & Education	2,345	5,000	6,000
51102 Laundry/Cleaning Services	186	360	330
51104 Subscriptions & Memberships	459	800	970
51110 Professional Development	14,369	19,710	14,960
51114 Training & Development - FTES	-	2,740	2,850
51121 Telephone & Fax	7,476	12,100	8,300
51122 Postage	372	250	580
51160 Materials & Supplies	213,630	326,260	371,650
51165 Wearing Apparel	24,490	103,550	65,910
51171 Fuel & Oil	81,383	117,460	123,360
51180 Electricity & Gas	23,122	27,000	37,880
51185 Water & Sewer	4,579	6,440	7,320
51201 Software Maintenance & Licensing	13,048	11,720	16,090
51211 Repair/Maintenance - Equipment	2,611	5,670	9,610
51212 Repair/Maintenance - Automotive Equipment	19,060	35,230	40,070
51230 Repair/Maintenance - Other	3,457	26,430	26,430
51301 Property Insurance	14,326	18,710	22,130
51305 Public Liability Insurance	48,158	61,460	77,740
51330 Heartland Communications Facility Authority	175,474	192,280	213,620
51332 Communication Charges	8,209	9,690	18,350
51335 Agency Reimbursements	-	16,840	18,170
51360 Fitness Equipment/Education	7,952	7,500	1,250
51361 Minor Equipment	8,165	5,100	13,820
<b>Total Operations &amp; Maintenance</b>	<b>\$ 738,068</b>	<b>\$ 1,194,100</b>	<b>\$ 1,272,040</b>
<b>CAPITAL OUTLAY</b>			
60030 Medical Equipment	67,694	110,400	95,230
60050 Communication Equipment	8,618	31,120	21,120
60099 Other Capital Outlay	30,881	19,660	-
<b>Total Capital Outlay</b>	<b>\$ 107,193</b>	<b>\$ 161,180</b>	<b>\$ 116,350</b>
<b>GRAND TOTAL</b>	<b>\$ 3,927,239</b>	<b>\$ 5,130,818</b>	<b>\$ 5,918,570</b>



# EMERGENCY MEDICAL BUDGET DETAILS

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

<b>Medical Services</b>	<b>\$ 8,090</b>	<b>\$ 16,460</b>	<b>\$ 29,070</b>
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This account provides funds for required annual respirator physicals, DMV physicals, vaccinations, first aid claims, and pre-placement physicals for new firefighter/paramedics & emergency medical technicians.

<b>Expert/Consulting Services</b>	<b>57,107</b>	<b>165,340</b>	<b>145,580</b>
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This account provides funds for various fees and costs associated with ALS and BLS certification and licensing. Costs include, but are not limited to the following: 1) Fees for state associations & licensure; 2) ACLS training; 3) Biohazardous waste disposal; 4) Reverse distribution of controlled substances; 5) Trauma Intervention Program (TIP); and 6) Peer support services. This account also provides funds for the City of Santee's share of the expenses associated with the SLEMSA JPA's Nurse Coordinator, and the HCFA's Medical Director.

<b>Outreach and Education</b>	<b>2,345</b>	<b>5,000</b>	<b>6,000</b>
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This account provides funds for EMS-related supplies for community risk reduction through education, and supplies for first aid booths at large community events.

<b>Laundry/Cleaning Services</b>	<b>186</b>	<b>360</b>	<b>330</b>
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This account provides funds for a portion of the rental cost associated with uniforms, floor mats, shop towels and dust mops for the fleet maintenance shop and mechanics.

<b>Subscriptions/Memberships</b>	<b>459</b>	<b>800</b>	<b>970</b>
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This appropriation provides for professional memberships for EMS personnel.

<b>Professional Development</b>	<b>14,369</b>	<b>19,710</b>	<b>14,960</b>
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This account provides funds for purchase of EMS-related training materials and supplies, as well as registration fees, travel expenses and meals for attendance at professional development seminars, classes and conferences related to emergency medical care.

<b>Trainig &amp; Development - FTES</b>	<b>-</b>	<b>2,740</b>	<b>2,850</b>
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This account provides funding for ongoing Fire and EMS related training activities, and is associated with an Interagency Instruction Agreement between the City of Santee and Miramar College.

<b>Telephone &amp; Fax</b>	<b>7,476</b>	<b>12,100</b>	<b>8,300</b>
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This account provides funds for various phone charges, including emergency lines, cellular phones and T-1 lines at Fire Stations 4, 5 and 20.





# EMERGENCY MEDICAL BUDGET DETAILS

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

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

<b>Materials &amp; Supplies</b>	<b>213,630</b>	<b>326,260</b>	<b>371,650</b>
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This account provides funds to purchase miscellaneous medical supplies, pharmaceuticals, office supplies and other supplies related to the EMS program.

<b>Wearing Apparel</b>	<b>24,490</b>	<b>103,550</b>	<b>65,910</b>
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This account provides funds to purchase safety gear for firefighter/paramedics, including turnouts, boots and protective eye wear. This account also provides funds for EMT uniforms.

<b>Fuel &amp; Oil</b>	<b>81,383</b>	<b>117,460</b>	<b>123,360</b>
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This account provides funds for fuel, oil, transmission fluid and lubricants for ambulance units.

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

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

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

<b>Repair/Maintenance - Equipment</b>	<b>2,611</b>	<b>5,670</b>	<b>9,610</b>
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This account provides funds for repair and maintenance of equipment, as well as radio maintenance and repair services associated with the EMS program.

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



# EMERGENCY MEDICAL BUDGET DETAILS

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

<b>Repair/Maintenance - Other</b>	<b>\$ 3,457</b>	<b>\$ 26,430</b>	<b>\$ 26,430</b>
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This account provides funds for miscellaneous repairs of medical equipment, including but not limited to gurneys, auto vents, automatic blood pressure cuffs, EKG monitor maintenance and mechanical CPR boards.

<b>Property Insurance</b>	<b>14,326</b>	<b>18,710</b>	<b>22,130</b>
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This account provides funds for the estimated cost to insure the ambulance units.

<b>Public Liability Insurance</b>	<b>48,158</b>	<b>61,460</b>	<b>77,740</b>
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This account provides funds for the EMS portion of public liability/paramedic malpractice insurance.

<b>Heartland Communications Facility Authority</b>	<b>175,474</b>	<b>192,280</b>	<b>213,620</b>
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This account provides funds for the Heartland Communication Facility Authority (HCFA) operational cost and required CIP contribution. 55% of this amount is budgeted in the Emergency Operations budget, and 45% is charged to Emergency Medical.

<b>Communication Charges</b>	<b>8,209</b>	<b>9,690</b>	<b>18,350</b>
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This account provides funds for the Regional Communication System radio user charges, pager service, and data service for Tablet Command equipment.

<b>Agency Reimbursements</b>	<b>-</b>	<b>16,840</b>	<b>18,170</b>
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This account provides funds for the City's participation in the County JPA for the Joint Hazardous Material Incident Response Team Program. 75% of this amount is budgeted in the Emergency Operations budget.

<b>Fitness Equipment/Education</b>	<b>7,952</b>	<b>7,500</b>	<b>1,250</b>
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This account provides funds for fitness equipment and education as dictated by the Santee Firefighters Association MOU.

<b>Minor Equipment</b>	<b>8,165</b>	<b>5,100</b>	<b>13,820</b>
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This account provides for equipment purchased that does not meet the fixed asset criteria, but does have a life expectancy greater than one (1) year.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 738,068</b>	<b>\$ 1,194,100</b>	<b>\$ 1,272,040</b>
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# EMERGENCY MEDICAL BUDGET DETAILS

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

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

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

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

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 107,193</u></b>	<b><u>\$ 161,180</u></b>	<b><u>\$ 116,350</u></b>
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# FIRE & LIFE SAFETY EMERGENCY PREPAREDNESS

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# EMERGENCY PREPAREDNESS BUDGET SUMMARY

FIRE & LIFE SAFETY – EMERGENCY PREPAREDNESS 1001.03.2204	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

## OPERATIONS & MAINTENANCE

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



# EMERGENCY PREPAREDNESS BUDGET DETAILS

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

<b>Outreach &amp; Education</b>	<b>\$ 7,073</b>	<b>\$ 6,000</b>	<b>\$ 6,220</b>
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This account provides funding to promote community risk reduction through fire and life safety programs. Programs include, but are not limited to, burn prevention, fall prevention, drowning prevention, CPR training, senior smoke detector program, and disaster preparedness. Additionally this account supports school assembly presentations, station tours and community events promoting fire and life safety.

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

<b>Professional Development</b>	<b>5,073</b>	<b>8,740</b>	<b>7,130</b>
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Funds to be used for disaster preparedness training seminars and conferences, CPR instructor certification, and Emergency Operation Center (EOC) training exercises.

<b>Training &amp; Development</b>	<b>228</b>	<b>3,234</b>	<b>3,110</b>
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This account provides funds in support of the Department's CPR/AED public education efforts. Funds will be used for program supplies, equipment and maintenance of equipment.

<b>Telephone &amp; Fax</b>	<b>4,973</b>	<b>6,400</b>	<b>5,900</b>
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This account provides funds for (21) EOC cell phones, (2) EOC tablets, one (1) satellite phone, and telephone service for the City's Emergency Operations Center.

<b>Materials &amp; Supplies</b>	<b>2,087</b>	<b>6,540</b>	<b>23,310</b>
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This account provides funds to purchase AED Units for City facilities, miscellaneous materials and supplies used in the City's Emergency Operations Center during training exercises and EOC activation.

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

<b>Agency Reimbursements</b>	<b>1,754</b>	<b>1,816</b>	<b>2,890</b>
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This account provides funds for the City's participation in the San Diego County Unified Disaster Council.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b>\$ 22,543</b>	<b>\$ 34,380</b>	<b>\$ 53,610</b>
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# FIRE & LIFE SAFETY FLEET OPERATIONS & MAINTENANCE

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Supported Equipment Mechanics in obtaining new State of California Emergency Vehicle Technician certification
- Continued to use the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet
- Integrated vehicle mileage tracking between WEX and Fleet IO
- Purchased the following new vehicles and equipment:
  - Fire paramedic ambulance on a Ford E-450 Chassis
  - Purchase of a Type VI fire apparatus using grant funds
  - Purchase of a Polaris Off-road Vehicle
  - Purchased a trailer for the Polaris
- Leased the following vehicles from Enterprise Fleet Management:
  - V-217: F-150 for Public Services Division (PSD)
  - V-218: F-150 For PSD
  - V-220: F-150 for Planning Building and Engineering (PB&E)
  - V-221: F-150 for PSD
  - V-222: Ford Transit van shared between Community Services Division and Fire

## FY 2024-25 GOALS AND OBJECTIVES

- Support Equipment Mechanics in obtaining new State of California Emergency Vehicle Technician certification
- Continue to use the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet
- The vehicle acquisitions for FY 2024-25 will include the following new vehicle:
  - Fire Paramedic Ambulance Ford E-450 remount of V-187
- Lease the following vehicles from Enterprise Fleet Management:
  - Purchase a Ford F-250 for PSD landscape maintenance as an addition to the fleet
  - Purchase a Ford Transit F-150 for PSD to replace V-148

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# FLEET OPERATIONS & MAINTENANCE BUDGET SUMMARY

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

Personnel	\$ 202,361	\$ 207,379	\$ 218,950
Operations & Maintenance	275,588	335,380	368,990
Capital Outlay	25,346	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 503,295</b>	<b>\$ 542,759</b>	<b>\$ 587,940</b>

## SUMMARY OF FUNDED POSITIONS

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



# FLEET OPERATIONS & MAINTENANCE BUDGET SUMMARY

FIRE & LIFE SAFETY – FLEET OPERATIONS & MAINTENANCE 1001.03.2206	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 127,233	\$ 132,470	\$ 138,690
50025 Overtime	314	-	-
50050 Retirement - PERS	13,624	15,570	16,420
50052 Retirement - Unfunded Liability	29,530	25,409	26,750
50060 Medicare	1,849	1,920	2,010
50070 Health Insurance	27,888	29,990	32,990
50071 Dental Insurance	1,380	1,460	1,530
50075 Life Insurance	148	150	150
50076 Long Term Disability Insurance	395	410	410
<b>Total Personnel</b>	<b>\$ 202,361</b>	<b>\$ 207,379</b>	<b>\$ 218,950</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51012 Medical Services	\$ -	\$ 300	\$ 310
51102 Laundry/Cleaning Services	962	1,220	1,220
51104 Subscriptions/Memberships	-	80	-
51110 Professional Development	5,470	5,030	5,230
51121 Telephone & Fax	1	820	-
51160 Materials & Supplies	1,688	7,480	6,240
51165 Wearing Apparel	300	430	450
51171 Fuel & Oil	152,984	182,740	206,810
51201 Software Maintenance & Licensing	5,799	6,160	7,980
51212 Repair/Maint. - Automotive Equipment	108,384	131,120	140,750
<b>Total Operations &amp; Maintenance</b>	<b>\$ 275,588</b>	<b>\$ 335,380</b>	<b>\$ 368,990</b>
<b>CAPITAL OUTLAY</b>			
60099 Other Capital Outlay	\$ 25,346	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 25,346</b>	<b>\$ -</b>	<b>\$ -</b>
<b>GRAND TOTAL</b>	<b>\$ 503,295</b>	<b>\$ 542,759</b>	<b>\$ 587,940</b>



# FLEET OPERATIONS & MAINTENANCE BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY – FLEET OPERATIONS &amp; MAINTENANCE 1001.03.2206</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

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

<b>Laundry/Cleaning Services</b>	962	1,220	1,220
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This account provides a portion of the rental cost associated with uniforms for the mechanics, as well as floor mats, shop towels and dust mops for the fleet maintenance shop.

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

<b>Professional Development</b>	5,470	5,030	5,230
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This account funds training activities and related-costs associated with mechanics' attendance at professional conferences and various training seminars.

<b>Telephone &amp; Fax</b>	1	820	-
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This account provides funding for the mechanics' cellular phones and shop WIFI service.

<b>Materials &amp; Supplies</b>	1,688	7,480	6,240
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This account provides funds for the purchase of miscellaneous materials and supplies such as small tools, safety equipment and hardware for stock.

<b>Wearing Apparel</b>	300	430	450
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This account provides funds for the purchase of fleet maintenance t-shirts and boot allowance reimbursement for the mechanics.

<b>Fuel &amp; Oil</b>	152,984	182,740	206,810
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This account provides funds for all fuel, oil and lubrication used by the City fleet, with the exception of the ambulance units. This account also funds the fuel pump and fuel tank maintenance, inspections, repairs and certifications.

<b>Software Maintenance &amp; Licensing</b>	5,799	6,160	7,980
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This account provides funds for fleet software maintenance agreements and support services.



# FLEET OPERATIONS & MAINTENANCE BUDGET DETAILS

<b>FIRE &amp; LIFE SAFETY – FLEET OPERATIONS &amp; MAINTENANCE 1001.03.2206</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Repair/Maintenance - Automotive Equipment</b>	<b>\$ 108,384</b>	<b>\$ 131,120</b>	<b>\$ 140,750</b>
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This account provides funds for contract services, outside repair services, and parts that are required to maintain vehicles and specialized equipment assigned to the City fleet.

<b>TOTAL OPERATIONS &amp; MAINTENANCE</b>	<b><u>\$ 275,588</u></b>	<b><u>\$ 335,380</u></b>	<b><u>\$ 368,990</u></b>
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## CAPITAL OUTLAY

<b>Other Capital Outlay</b>	<b>\$ 25,346</b>	<b>\$ -</b>	<b>\$ -</b>
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This appropriation funded the FY 2022/23 purchase of the 30,000 lb. shop lift.

<b>TOTAL CAPITAL OUTLAY</b>	<b><u>\$ 25,346</u></b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>
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## OTHER USES BUDGET SUMMARY

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

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

### OPERATING TRANSFERS OUT

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

### OTHER GOVERNMENTAL PURPOSES

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

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## SUMMARY OF OTHER FUNDS FY 2024-25 PROPOSED BUDGET

Fund	Estimated Balances 07/01/24	Estimated Revenues	Operating Budget	Operating Transfers In (Out)	Capital Improvement Program	Estimated Balances 06/30/25
<b>OTHER FUNDS</b>						
Risk Management Reserve	\$ 275,000	\$ 2,000	\$ -	\$ -	\$ -	277,000
Workers' Comp. Reserve	1,128,790	8,700	-	-	-	1,137,490
Vehicle Acq. & Replacement	1,131,650	264,840	(610,610)	345,770	-	1,131,650
Recreation Revolving	184,540	325,000	(362,530)	-	-	147,010
Technology Replacement	-	-	(40,000)	70,000	-	30,000
Supplemental Law Enforcement	90,140	100,400	(175,000)	-	-	15,540
Highway 52 Coalition	-	18,000	(62,250)	44,250	-	-
PEG Fees	-	145,000	-	-	(145,000)	-
CASp Certification and Training	66,170	10,000	(29,500)	-	-	46,670
Gas Tax	127,650	1,571,600	(1,646,590)	(25,820)	-	26,840
SAFE Program	24,630	200	(10,000)	-	-	14,830
Gas Tax-RMRA (SB1)	906,410	1,452,720	-	-	(1,896,780)	462,350
Zone 2 Flood Control District	267,140	547,440	(769,090)	-	-	45,490
Emergency Medical Services	3,564,297	5,571,480	(6,117,410)	-	-	3,018,367
Community Dev. Block Grant	5,320	350,920	(140,060)	-	(216,170)	10
Community Facilities Districts:						
CFD No. 2015-1	6,100	2,030	(3,430)	-	-	4,700
CFD No. 2017-2	95,190	155,910	(132,460)	-	-	118,640
Town Center Landscape Maint. Dist:						
Zone A - Town Center	248,880	143,690	(157,750)	25,820	-	260,640
Zone B - The Lakes	32,640	7,720	(5,140)	-	-	35,220
Zone C - San Remo	31,270	8,110	(8,730)	-	-	30,650
Zone D - Mission Creek	170,430	165,540	(166,380)	-	-	169,590
Santee Landscape Maint. Dist:						
Zones 1&2 - El Nopal	11,330	11,660	(10,490)	-	-	12,500
Zone 3 - Country Scenes	4,990	2,100	(2,220)	-	-	4,870
Zone 4 - Camelot Heights	900	1,400	(1,330)	-	-	970
Zone 8 - Silver Country	104,190	76,480	(84,900)	-	-	95,770
Zone 9 - Mattazaro/Timberlane	940	1,540	(1,960)	-	-	520
Zone 12 - The Heights	24,580	8,940	(10,610)	-	-	22,910
Zone 13 - Prospect Hills	5,300	3,290	(4,360)	-	-	4,230
Zone 14 - Mitchell Ranch	8,050	2,740	(3,850)	-	-	6,940
Zone 17 - Dakota Ranch	24,070	4,980	(7,300)	-	-	21,750
Zone 18 - Allos	11,460	3,980	(4,970)	-	-	10,470
Roadway Lighting District (Zone A)	1,171,130	497,300	(244,800)	-	-	1,423,630
Roadway Lighting District (Zone B)	613,250	419,030	(456,480)	-	-	575,800
Mobile Home Park Admin.	152,840	42,100	(53,510)	-	-	141,430
<b>TOTAL OTHER FUNDS</b>	<b>\$ 10,489,277</b>	<b>\$ 11,926,840</b>	<b>\$ (11,323,710)</b>	<b>\$ 460,020</b>	<b>\$ (2,257,950)</b>	<b>\$ 9,294,477</b>

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

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

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

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

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

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

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

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

ACCT NO	2104 Highway 52 Coalition	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4802	Donations	18,000	18,000	18,000	18,000
<b>Total Highway 52 Coalition Fund</b>		<b>18,000</b>	<b>18,000</b>	<b>18,000</b>	<b>18,000</b>

ACCT NO	2105 PEG Fees	FY 2022-23 Actual	2023-24 Adopted	2023-24 Revised	FY 2024-25 Estimate
4032	PEG Fees	144,050	145,000	145,000	145,000
<b>Total PEG Fees Fund</b>		<b>144,050</b>	<b>145,000</b>	<b>145,000</b>	<b>145,000</b>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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# VEHICLE ACQUISITION & REPLACEMENT

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## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Continued to manage the City's pool vehicle program to maximize the utilization of current city vehicles
- Continued to examine fleet resources to identify opportunities to share vehicles within individual departments
- Continued to find ways to navigate the unique supply issues of the automotive market, such as finding vehicles available for purchase / lease on a dealer lot
- Continued to manage and evaluate the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet, thereby reducing maintenance time and costs while maintaining a modern, safe, and fuel-efficient fleet
- Took delivery of the following vehicles:
  - V-215: Polaris off-road vehicle for Fire
  - V-216: Trailer for the Polaris
  - V-217: F-150 for Public Services Division (PSD)
  - V-218: F-150 For PSD
  - V-219: Type 6 Fire Engine for Fire
  - V-220: F-150 for Planning Building and Engineering (PB&E)
  - V-221: F-150 for PSD
  - V-222: Ford Transit van shared between Community Services Division and Fire

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to manage the City's pool vehicle program to maximize the utilization of current City vehicles
- Continue to examine fleet resources to identify opportunities to share vehicles within individual departments
- Continue to find ways to navigate the unique supply issues of the automotive market, such as finding vehicles available for purchase / lease on a dealer lot
- Continue to manage and evaluate the Enterprise Fleet Management Vehicle Leasing Program for the phased replacement of the City's light-duty fleet, thereby reducing maintenance time and costs while maintaining a modern, safe, and fuel-efficient fleet
- The vehicle acquisitions for FY 2024-25 will include the following new vehicles and equipment:
  - Fire Paramedic Ambulance Ford E-450 remount of V-187

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

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



# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

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

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

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

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

## CAPITAL OUTLAY

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



# VEHICLE ACQUISITION & REPLACEMENT BUDGET SUMMARY

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

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# RECREATION REVOLVING

## PROGRAM DESCRIPTION

The Recreation Revolving Fund represents fees collected from participants and augments the City of Santee's General Fund support for municipal recreation programs, enabling the City to provide affordable, diverse, and enriching recreation opportunities.

Programs offered through the Recreation Revolving Fund include instructional classes for all ages, youth camps, senior trips and programs, special activities, BMX/skateboard and scooter classes and camps, and the Santee Parks and Recreation Committee (SPARC) special event fundraiser, Brews & Bites Festival, to assist with park improvements, recreation financial assistance (VIP) program, and enhanced programming for seniors and youth.

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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

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



# RECREATION REVOLVING BUDGET SUMMARY

**RECREATION REVOLVING  
1006.02.3101 - 5311**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

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

## SUMMARY OF FUNDED POSITIONS

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



# RECREATION REVOLVING BUDGET SUMMARY

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





# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.3101 - 5311

**ACTUAL**  
FY 2022-23

**AMENDED**  
FY 2023-24

**PROPOSED**  
FY 2024-25

## OPERATIONS & MAINTENANCE

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

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

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

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

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

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

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

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

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

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

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

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

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

This appropriation will provide for routine printing costs and supplies.

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

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

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

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



# RECREATION REVOLVING BUDGET DETAILS

**RECREATION REVOLVING**  
1006.02.3101 - 5311

**ACTUAL**  
FY 2022-23

**AMENDED**  
FY 2023-24

**PROPOSED**  
FY 2024-25

## OPERATIONS & MAINTENANCE (CONTINUED)

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

This appropriation provides for event and program marketing and promotions.

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

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

This appropriation provides for financial assistance for qualifying senior and youth participants for recreation programs and classes. Provided by recreation activity donations and Fall Festival proceeds.

Special Events [5309]	4,635	4,500	4,800
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**Banners** **358** **1,900** **1,900**

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

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

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

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

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

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

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

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

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

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

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

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



# RECREATION REVOLVING BUDGET DETAILS

RECREATION REVOLVING 1006.02.3101 - 5311	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE (CONTINUED)</b>			
<b>Recreational Supplies</b>	<b>\$ -</b>	<b>\$ 50</b>	<b>\$ 50</b>
This appropriation provides for miscellaneous supplies for Day Camps.			
Day Camps [5305]	-	50	50
<b>Transportation</b>	<b>2,610</b>	<b>5,180</b>	<b>5,450</b>
This appropriation provides for bus and transportation fees.			
Senior Trips [5303]	-	1,000	1,000
Day Camps [5305]	2,610	4,180	4,450
<b>Equipment Rental</b>	<b>12,200</b>	<b>18,040</b>	<b>19,000</b>
This appropriation provides for rental equipment - portable sanitation units, 2-way radios, and event specific equipment for Special Events. [5309]			
<b>Custodial Services</b>	<b>3,264</b>	<b>3,900</b>	<b>4,040</b>
This appropriation provides for custodial services for the Teen Center at Big Rock Park. [5311]			
<b>Pickleball Improvements</b>	<b>-</b>	<b>14,650</b>	<b>-</b>
This appropriation will fund the cost of donation funded pickleball improvements. [3101]			
<b>Community Enhancement</b>	<b>12,976</b>	<b>81,000</b>	<b>71,050</b>
This appropriation will fund the cost of special projects funded with proceeds from City events.			
Special Events [5309]	12,976	81,000	30,000
This appropriation will fund sports court resurfacing and Town Center Community Park East irrigation controller replacement.			
Public Services [3101]	-	-	41,050
<b>Operating Transfers Out</b>	<b>-</b>	<b>29,350</b>	<b>-</b>
Contribution to General Fund from proceeds of the annual Bluegrass Festival Fundraiser [5309].			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 178,126</b>	<b>\$ 316,980</b>	<b>\$ 267,650</b>

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# TECHNOLOGY REPLACEMENT

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## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# TECHNOLOGY REPLACEMENT BUDGET SUMMARY

TECHNOLOGY REPLACEMENT 1009	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

<b>60012 Tech Replacement Program</b>	<b>\$ -</b>	<b>\$ 188,500</b>	<b>\$ 40,000</b>
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This program sets aside funds each year to ensure maintenance of the City's information technology infrastructure with a planned replacement schedule. The current appropriation, along with the FY 2023-24 appropriation, will provide for the replacement and upgrade of all employee workstations, including computers, monitors and software, which are currently seven years old. The budget also includes a small contingency for unanticipated failures.

<b>GRAND TOTAL</b>	<b>\$ -</b>	<b>\$ 188,500</b>	<b>\$ 40,000</b>
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# SUPPLEMENTAL LAW ENFORCEMENT

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## PROGRAM DESCRIPTION

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

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# SUPPLEMENTAL LAW ENFORCEMENT BUDGET SUMMARY

SUPPLEMENTAL LAW ENFORCEMENT COUNTY OF SAN DIEGO 2101.00.2101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

## OPERATIONS & MAINTENANCE

<b>51152 Contract Services - SD County Sheriff</b>	<b><u>\$ 161,300</u></b>	<b><u>\$ 161,300</u></b>	<b><u>\$ 175,000</u></b>
<p>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.</p>			
<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 161,300</u></u></b>	<b><u><u>\$ 161,300</u></u></b>	<b><u><u>\$ 175,000</u></u></b>

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# HIGHWAY 52 COALITION

## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# HIGHWAY 52 COALITION BUDGET SUMMARY

**HIGHWAY 52 COALITION  
2104.00.1901**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

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

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

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

HIGHWAY 52 COALITION 2104.00.1901	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Legal Services</b>	\$ -	\$ 2,000	\$ 1,000
This appropriation covers the costs incurred by the City Attorney's Office in support of the Highway 52 Coalition.			
<b>Expert/Consulting Services</b>	60,000	60,000	60,000
This appropriation provides funding for the federal lobbyist hired in support of the Highway 52 Coalition and for efforts related to obtaining federal funding for improvements to State Route 52.			
<b>Meetings and Outreach</b>	-	1,000	1,000
This appropriation provides funding for meeting expenses with local, regional, state and federal representatives and their staff in support of the Highway 52 Coalition's efforts.			
<b>Software Maintenance &amp; Licensing</b>	248	250	250
This appropriation covers the cost of the website domain licensing for the Highway 52 Coalition.			
<b>Total Operations &amp; Maintenance</b>	<u>\$ 60,248</u>	<u>\$ 63,250</u>	<u>\$ 62,250</u>



## PROGRAM DESCRIPTION

Public, Educational and Governmental (PEG) fees are received from cable television providers, in addition to their franchise fee, in an amount equal to 1% of their gross revenues to be used by the City for capital costs related to public, educational and governmental access facilities consistent with state and federal law. These PEG fees are added to a cable subscriber's bill by the cable television providers. Section 4.08.020 of the Santee Municipal Code authorizes the City to collect the PEG fees. Funds can be used for equipment and improvements directly related to PEG programming, including livestreaming and public access broadcasting services. PEG fees may also be used to make upgrades to the City's website, public Wi-Fi, or other technology related improvements to provide residents with access to local government.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# PEG FEES BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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

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# CASp CERTIFICATION & TRAINING

## PROGRAM DESCRIPTION

In 2008, Senate Bill 1608 (Corbett) required that local jurisdictions have a sufficient number of local Building Inspectors with at least one of those Inspectors be a Certified Access Specialist (CASp). A CASp is tested and certified by the State of California's Division of State Architect as an expert in disability access laws. SB 1608 set up a process whereby business owners can voluntarily hire a CASp specialist to inspect their buildings to ensure compliance with disability access standards and obtain an inspection report. CASp Building Inspectors play a crucial role in preventing accessibility violations as they provide permitting and plan check services for new and existing construction, where permits are required. Their review ensures people with disabilities are provided equal access to places of public accommodations and can fully participate in society.

Assembly Bill (AB) 1379 allows local jurisdictions to retain 90% of a \$4 fee (originally intended to sunset to \$1 on January 1, 2024) collected for a business license. Local jurisdictions are required to use this fund to increase access to (CASp) professional services and compliance with construction-related accessibility requirements within the business community. The bill has also prioritized the use of these funds for:

- 1. Training and Retention of CASp**

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

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

Remaining funds are to be spent on activities or programs that facilitate accessibility compliance within the business community. This will include a grant program that would provide financial assistance to engage a CASp as a consultant to inspect and create a report for the building or business, which may identify accessible deficiencies. In addition, a portion of the funds can be authorized by the City to pay permit cost associated with the removal of architectural barriers affecting access as identified in a report.

## FY 2024-25 GOALS AND OBJECTIVES

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

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# CASp CERTIFICATION & TRAINING BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

<b>51104 Subscriptions/Memberships</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
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This appropriation is for maintaining a Certified Access Specialist (CASp) including renewal certifications and memberships. Pursuant to California Law, building departments must have one staff member certified as a CASp dedicated to performing accessible plan reviews and inspections.

<b>51110 Professional Development</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>
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This funding will be used for the training of new building staff members and to maintain training and certifications for existing staff pursuant to California Law.

<b>51123 Advertising</b>	<b>-</b>	<b>-</b>	<b>500</b>
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Advertising expenses associated with the Business Assistance (Grant) Program as described below.

<b>51372 AB 1379 Disabled Access</b>	<b>196</b>	<b>-</b>	<b>-</b>
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This appropriation provides funding for certified disabled access specialist training and certification and to facilitate compliance with construction-related accessibility requirements in accordance with AB 1379. This program is funded from a State mandated surcharge on every business license issued or renewed.

<b>52012 Business Assistance Program</b>	<b>-</b>	<b>13,300</b>	<b>25,000</b>
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Appropriation and an existing balance of "Accessibility Compliance Funds" will be used for a grant program for Santee small business applicants for the removal of architectural barriers that limit or prevent persons with disabilities from obtaining goods and services.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 196</b>	<b>\$ 17,300</b>	<b>\$ 29,500</b>
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## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Re-striped approximately 5,400 feet of crosswalks and stop bars, approximately 50,600 feet of lane lines on arterial, major and collector streets, and 133 roadway legends
- Maintained and repaired the 62 City-owned traffic signals and related communication system, as needed
- Replaced and installed traffic signs as necessary
- Installed three speed feed-back signs for traffic calming
- Repaired and replaced damaged and lifted sidewalks, performed curb and gutter repairs and performed horizontal sidewalk cutting to eliminate tripping hazards citywide
- Provided monthly street sweeping services for all public streets and intersections
- Maintained right-of-way landscaping, planted trees and replaced landscaping on medians and parkways
- Performed pothole repairs and asphalt patching citywide

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to re-stripe City streets to provide clear delineation of street markings
- Continue to maintain City-owned traffic signals and related communication system
- Continue to maintain traffic signs
- Install speed feedback signs and other electronic traffic control devices at select locations for traffic calming
- Perform pothole repairs, asphalt patching and crack filling citywide
- Continue to remove and replace damaged and lifted sidewalks, perform curb and gutter repairs and perform horizontal sidewalk cutting to eliminate tripping hazards citywide
- Continue to provide monthly street sweeping services for all public streets and intersections
- Continue weed abatement program along City rights-of-way
- Continue safety meetings and training for all Public Services Staff

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# GAS TAX BUDGET SUMMARY

GAS TAX	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ 1,098,780	\$ 1,231,530	\$ 1,264,810
Engineering	<u>317,655</u>	<u>579,200</u>	<u>407,600</u>
<b>TOTAL EXPENDITURES</b>	<u>\$ 1,416,435</u>	<u>\$ 1,810,730</u>	<u>\$ 1,672,410</u>



# GAS TAX BUDGET SUMMARY

## COMMUNITY SERVICES – GAS TAX 2201.02.3101

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

PROPOSED  
FY 2024-25

### SUMMARY OF EXPENDITURES

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

### OPERATIONS & MAINTENANCE

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



# GAS TAX BUDGET DETAILS

COMMUNITY SERVICES – GAS TAX 2201.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE

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

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

<b>Telephone &amp; Fax</b>	3,776	4,400	4,400
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This appropriation will fund the cost of telephone and related expenses for this department/division.

<b>Materials &amp; Supplies</b>	8,162	24,000	10,000
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This appropriation will provide for miscellaneous traffic and street materials, and supplies not identified elsewhere in this budget. Items include lumber, hardware, tools, disposable coveralls, welding supplies, mark-out paints and other related supplies.

<b>Wearing Apparel</b>	3,354	4,440	6,700
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This appropriation will provide uniforms for the public services staff, 40% of the cost.

<b>Small Tools</b>	371	1,500	1,500
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This appropriation will fund the cost of purchase and replacement of small tools and supplies.

<b>Electricity &amp; Gas - Grounds</b>	1,106	2,900	2,800
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This appropriation will fund the cost of electricity and gas charges for irrigation controllers in rights-of-way and medians.

<b>Water &amp; Sewer - Grounds</b>	184,263	243,100	199,980
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This appropriation will fund the cost of water within the City's rights-of-way and medians.

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



# GAS TAX BUDGET DETAILS

**COMMUNITY SERVICES –  
GAS TAX 2201.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

<b>Equipment Rental</b>	<b>\$ 418</b>	<b>\$ 5,470</b>	<b>\$ 5,470</b>
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This appropriation provides for rental of specialized equipment required for street repairs and maintenance such as graders, gradalls, skip loaders, rollers grinders and other street related equipment.

<b>Repair/Maintenance - Grounds</b>	<b>402,670</b>	<b>403,840</b>	<b>483,680</b>
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This appropriation will fund the cost of right-of-ways landscape maintenance including maintenance of medians, parkways, bike paths and street trees. This program also includes the street tree planting and replacement program:

- Area 2 Landscape Maintenance
- Urban Forestry Maintenance
- Annual Pest Control
- Plumbing Maintenance & Repairs
- Electrical Services
- Median Rehabilitation Projects
- Curb inlet repair
- Electrical pedestal replacement

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

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

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

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



# GAS TAX BUDGET DETAILS

**COMMUNITY SERVICES –  
GAS TAX 2201.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## OPERATIONS & MAINTENANCE (CONTINUED)

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

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

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

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

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

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

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

## OPERATIONS & MAINTENANCE

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

## CAPITAL OUTLAY

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

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

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

<b>Expert/Consulting Services</b>	\$ 927	\$ 2,600	\$ 2,600
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This appropriation provides funds for the execution of special traffic studies requested by Council or not funded elsewhere. Also included in this appropriation is funding for services provided by Underground Service Alert for notices of potential conflicts with City owned underground electrical facilities.

<b>Electricity &amp; Gas</b>	72,487	77,900	99,000
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This appropriation funds the cost of energy for traffic signals, flashing beacons, sign lighting and the cost of State-owned freeway off-ramp/on-ramp facilities per agreement with Caltrans.

<b>Repair/Maintenance - Traffic Signals</b>	103,306	150,000	150,000
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This appropriation funds contract services to provide routine and emergency maintenance and repairs to the City's traffic signals and intersection safety lighting.

<b>Contract Services Street Striping/Painting</b>	102,161	110,000	114,000
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This appropriation provides funds for the annual Street Striping Program. Funds are used to change, remove and repaint new or existing streets and legends.

<b>Traffic Signal Materials</b>	-	2,000	2,000
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This appropriation funds the purchase of traffic signal materials such as count-down timers, push buttons, detector cards, etc.

<b>Internal Service Charges</b>	26,374	20,000	20,000
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This appropriation will reimburse the General Fund for the cost of personnel expenses used for right-of-way program work.

<b>Operating Transfer Out</b>	-	196,700	-
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This appropriation funds the transfer to the Capital Improvement fund for the Traffic Signal LED Replacement project.

<b>Total Operations &amp; Maintenance</b>	\$ 305,255	\$ 559,200	\$ 387,600
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## GAS TAX BUDGET DETAILS

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

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

<b>Total Capital Outlay</b>	<b><u>\$ 12,400</u></b>	<b><u>\$ 20,000</u></b>	<b><u>\$ 20,000</u></b>
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# SAFE PROGRAM

## PROGRAM DESCRIPTION

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

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# SAFE PROGRAM BUDGET SUMMARY

SAFE PROGRAM 2202.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 6,934	\$ 10,000	\$ 10,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,934</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ 6,934</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
This appropriation will reimburse the General Fund for personnel costs associated with traffic management/traffic operations center activities.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 6,934</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

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# GAS TAX – RMRA (SB 1)

## PROGRAM DESCRIPTION

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

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# GAS TAX - RMRA (SB1) BUDGET SUMMARY

GAS TAX - RMRA (SB1) 2203.10.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 1,064,581</u>	<u>\$ 1,306,000</u>	<u>\$ 1,896,780</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,064,581</u></u>	<u><u>\$ 1,306,000</u></u>	<u><u>\$ 1,896,780</u></u>

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

## OPERATIONS & MAINTENANCE

<b>90001 Operating Transfer Out</b>	<b>\$ 1,064,581</b>	<b>\$ 1,306,000</b>	<b>\$ 1,896,780</b>
This appropriation provides funding for certain projects in the Capital Improvement Program.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 1,064,581</u></u>	<u><u>\$ 1,306,000</u></u>	<u><u>\$ 1,896,780</u></u>

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# ZONE 2 FLOOD CONTROL DISTRICT

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## MISSION STATEMENT

To implement programs that protect and enhance surface water quality within the City of Santee to keep the City in compliance with the Regional Storm Water Permit and coordinate on regional program implementation toward overall water quality in Santee and the San Diego River.

## PROGRAM DESCRIPTION

The San Diego River flows through the center of our city, making it one of the City's most prominent features and a major part of our water quality system. The river and associated trails and open space are a draw for residents, businesses and outdoor enthusiasts alike. Program components include; documentation of the routine maintenance of the City's storm water conveyance systems, complaint/hotline response, water quality monitoring (sampling), water quality improvement projects and residential area program implementation.

## FY 2023-24 ACCOMPLISHMENTS

- Developed a regional strategy, implementation plan, correspondence, and report addressing requirements under the Bacteria Investigative Order and pending Time Sensitive Order (TSO)
- Implemented program components of the City's Jurisdictional Plans and the San Diego River Water Quality Improvement Plan
- Continued the implementation of the City's Trash Order Compliance Plan
- Utilized multiple contracts to manage storm water related tasks and duties
- Provided for a special monitoring study to narrow down locations where human contributions of bacteria to the storm drain system are identified within the City

## FY 2024-25 GOALS AND OBJECTIVES

- Continue to review, develop and implement programs which protect Santee's water ways
- Strive to ensure that the City of Santee remains in compliance with applicable water quality laws and regulations
- Engage in process improvements for existing efforts and infrastructure maintenance programs
- Seek to decrease human sourced bacteria in our storm drain system by performing additional microbial source tracking, and identifying a suite of structural controls which may be utilized to address "hot spots"
- Continue to monitor and ensure the timely implementation of the Trash Order compliance plan
- Continue to collaborate with other named parties to implement the monitoring plan in accordance with the Bacteria Investigative Order



## ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

ZONE 2 FLOOD CONTROL DISTRICT	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Community Services	\$ -	\$ 100,000	\$ 150,000
Engineering	<u>355,084</u>	<u>510,790</u>	<u>619,090</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 355,084</u></u>	<u><u>\$ 610,790</u></u>	<u><u>\$ 769,090</u></u>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>
This account is used to reimburse the General Fund for costs incurred by the Public Services Division in Storm Water activities.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 150,000</b>



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET SUMMARY

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

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

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

## OPERATIONS & MAINTENANCE

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



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

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

<b>Expert/Consulting Services</b>	\$ 112,831	\$ 160,250	\$ 276,700
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This appropriation provides for as-needed engineering consultant services to fulfill state and federal requirements for compliance with the City's National Pollutant Discharge Elimination System (NPDES) permit including general Storm Water assistance and treatment control best management practices (TCBMP) inspections.

<b>State Permit Renewal Fee</b>	27,306	29,000	27,000
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This appropriation provides for the annual renewal of the City's National Pollutant Discharge Elimination System (NPDES) permit administered by the State of California.

<b>Regional Coordination</b>	87,970	143,680	158,100
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This appropriation provides for regionally shared costs for the development and implementation of water quality programs, including: Program Development and Reporting, Water Quality Improvement Planning, Water Quality Monitoring, Data Clearinghouse Services and Education and Outreach.

<b>Water Quality Monitoring</b>	35,358	34,510	-
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This appropriation provides for wet and dry weather waterway monitoring including: sampling, analysis and reporting on discharges from Santee's storm water conveyance system. Also included is the monitoring of compliance with the San Diego River Water Quality Improvement Plan.

<b>Outreach &amp; Education</b>	-	200	200
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This appropriation provides for booth displays, demonstration models and incentive items.

<b>Subscriptions/Memberships</b>	35	400	400
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This appropriation provides for membership in the California Storm Water Quality Association. Also included are subscriptions to industry BMP (best management practice) handbooks.

<b>Professional Development</b>	-	2,000	1,200
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This appropriation provides for continuing education, technical storm water management training and certification classes. Also included is funding for staff to attend the annual Storm Water Conference and travel and miscellaneous expenses associated with attending training seminars and professional association meetings.



# ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

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

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

<b>Printing &amp; Duplicating</b>	287	1,000	400
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This appropriation provides for the production of day to day work (letters, reports, etc.), mail outs, and outreach materials. Also included is production of maps, plans and exhibits, and photo documentation of development projects.

<b>Telephone &amp; Fax</b>	397	700	700
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This appropriation provides for the cost of telephone, fax machine, monthly hot spot and modem line charges.

<b>Postage</b>	685	1,000	500
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This appropriation provides for the cost of mailing correspondence, compliance notices and other documents.

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

<b>Wearing Apparel</b>	127	300	300
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This appropriation provides for the purchase of apparel, including safety vests/jackets, work boots, hard hats and rain gear.

<b>Electricity &amp; Gas</b>	1,443	1,700	1,500
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This appropriation provides for cost of electricity and gas allocated to the Flood Control/Storm Water Division.

<b>Repair/Maintenance - Equipment</b>	425	540	250
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This appropriation provides for service contracts and as-needed repairs for miscellaneous office equipment, including the Flood Control\Storm Water Division's share of photocopiers and the large format plan copier.





## ZONE 2 FLOOD CONTROL DISTRICT BUDGET DETAILS

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

<b>Internal Service Charges</b>	<b>\$ 87,149</b>	<b>\$ 134,410</b>	<b>\$ 150,740</b>
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This account is used to reimburse the General Fund for personnel costs incurred in Storm Water activities.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 355,084</u></b>	<b><u>\$ 510,790</u></b>	<b><u>\$ 619,090</u></b>
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# EMERGENCY MEDICAL SERVICES

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## PROGRAM DESCRIPTION

The Santee-Lakeside Emergency Medical Services Authority (SLEMSA) was initiated this year to provide emergency ambulance services and transportation for Santee, Lakeside, and the unincorporated area of El Cajon referred to as Bostonia. This fund represents the City of Santee's share of the revenue generated by ambulance billing, property tax, the ambulance benefit fee, and grant revenue. Funds from this account are used to reimburse the general fund for all expenses associated with the EMS Program. These expenses include but are not limited to: Advanced Life Support (ALS) and Basic Life Support (BLS) training consistent with State and County of San Diego protocols and policies; ambulance maintenance and repair; medical supplies and equipment; community education and public relations programs; and personnel costs associated with the delivery of EMS provided by the Santee Fire Department. Ambulance procurement is budgeted through the separate Vehicle Acquisition and Replacement Fund. This program is funded through the SLEMSA Joint Powers Authority (JPA).

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# EMERGENCY MEDICAL SERVICES BUDGET SUMMARY

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

Operations & Maintenance	<u>\$ 1,847,559</u>	<u>\$ 6,453,670</u>	<u>\$ 6,117,410</u>
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 1,847,559</u></u>	<u><u>\$ 6,453,670</u></u>	<u><u>\$ 6,117,410</u></u>

## OPERATIONS & MAINTENANCE

<b>51399 Internal Service Charges</b>	<b>\$ 1,847,559</b>	<b>\$ 5,590,190</b>	<b>\$ 6,117,410</b>
This account is used to reimburse the General Fund. Reimbursements are for the cost of personnel and operational expenses within the Emergency Medical Services program.			
<b>90001 Operating Transfers Out</b>	-	<b>863,480</b>	-
This account is used for operating transfers out to other funds.			
<b>Total Operations &amp; Maintenance</b>	<u><u>\$ 1,847,559</u></u>	<u><u>\$ 6,453,670</u></u>	<u><u>\$ 6,117,410</u></u>

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# COMMUNITY DEVELOPMENT BLOCK GRANT

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## PROGRAM DESCRIPTION

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

## FY 2023-24 ACCOMPLISHMENTS

- Administered the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of seven program activities
- Continued the administration of \$543,106 in CARES Act CDBG-CV monies allocated for programs to support COVID-19 impacted persons, businesses, and organizations
- Completed the Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER) for submittal to HUD

## FY 2024-25 GOALS AND OBJECTIVES

- Complete the expenditure of CARES Act CDBG-CV funds for the final remaining program to support COVID-19 impacted persons experiencing homelessness
- Complete the City's 2025-2029 Consolidated Plan and Program Year 2025 Annual Action Plan
- Administer the allocation of CDBG monies for eligible programs and projects, and provided contract administration in support of seven program activities
- Complete Annual Action/Funding Plan and the Consolidated Annual Performance and Evaluation Report (CAPER)
- Complete the CDBG funded second phase of the Citywide ADA Pedestrian Ramp Improvements project to install new ADA compliant pedestrian ramps in several neighborhoods of Santee

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# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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

## PUBLIC SERVICES

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



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

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



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

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

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

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

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

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

<b>Crisis House</b>	<b>\$ 5,270</b>	<b>\$ 5,530</b>	<b>\$ -</b>
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Provides emergency assistance, housing and supportive services to promote self-sufficiency and prevent homelessness.

<b>Cameron Family YMCA</b>	<b>3,960</b>	<b>-</b>	<b>-</b>
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Provides funding support to subsidize swim, gymnastics and other recreation program fees for disadvantaged youth.

<b>Elderhelp</b>	<b>6,860</b>	<b>5,530</b>	<b>5,730</b>
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Provides assistance, case management and transportation services to homebound seniors who need assistance to live independently in their own homes.



# COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY

CDBG 2401.04.4201-4202	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## PUBLIC SERVICES (CONTINUED)

<b>Meals on Wheels</b>	<b>\$ 5,270</b>	<b>\$ 5,530</b>	<b>\$ 5,730</b>
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Provides nutrition for the City's elderly and handicapped who cannot provide for their own meals. The seniors can remain independent. Contact with the person delivering meals provides a security base for home-bound citizens.

<b>Santee Food Bank</b>	<b>17,640</b>	<b>20,630</b>	<b>29,740</b>
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Provides food staples to low income residents on an emergency basis. This service provides a basic necessity for those in the community unable to meet these needs.

<b>Santee Santas</b>	<b>-</b>	<b>5,530</b>	<b>5,730</b>
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Provides funding support to assist with non-persishable food and meals for low and moderate income Santee residents during the holiday season.

<b>Voices for Children</b>	<b>5,270</b>	<b>5,530</b>	<b>5,730</b>
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Provides volunteer Court Appointed Special Advocates (CASAs) for Santee based foster children.

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

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

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

<b>Total Public Facility Projects</b>	<b><u>\$ 421,301</u></b>	<b><u>\$ 208,310</u></b>	<b><u>\$ 233,350</u></b>
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# COMMUNITY FACILITIES DISTRICTS

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## PROGRAM DESCRIPTION

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

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

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# CFD NO. 2015-1 BUDGET SUMMARY

CFD NO. 2015-1 2510.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

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

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

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

CFD NO. 2015-1 2510.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>OPERATIONS &amp; MAINTENANCE</b>			
<b>Legal Services - City Attorney</b>	\$ -	\$ 100	\$ 100
This appropriation is to cover as-needed legal services.			
<b>Repair/Maintenance - Grounds</b>	1,523	2,070	3,230
This appropriation is to cover the cost of storm water facilities maintenance.			
<b>Internal Services Charges</b>	-	100	100
This appropriation is to cover the cost of staff time related to storm water facilities maintenance.			
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,523</b>	<b>\$ 2,270</b>	<b>\$ 3,430</b>





## CFD NO. 2017-2 BUDGET SUMMARY

CFD NO. 2017-2  
2572.00.1901

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

PROPOSED  
FY 2024-25

### SUMMARY OF EXPENDITURES

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

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

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

CFD NO. 2017-2  
2572.00.1901

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

PROPOSED  
FY 2024-25

### OPERATIONS & MAINTENANCE

**Expert/Consulting Services**

**\$ 2,824**

**\$ 4,780**

**\$ 5,660**

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

**Internal Services Charges**

**115,050**

**121,680**

**126,800**

This appropriation is to reimburse the City for costs incurred in providing public safety, maintenance and other public services within the District and staff costs related to the administration of the District.

**Total Operations & Maintenance**

**\$ 117,874**

**\$ 126,460**

**\$ 132,460**

# TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT

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## PROGRAM DESCRIPTION

Property owner assessments enable the Community Services Department Public Services Division to provide landscape maintenance services, primarily utilizing contract forces, within the Town Center Landscape Maintenance District (LMD) that is comprised of four separate zones that are assessed: Town Center, The Lakes, San Remo and Mission Creek.

## FY 2023-24 ACCOMPLISHMENTS

- Maintained the landscaping of the commercial zones within the district at a Level A service (highest maintenance level)
- Installed annual color, which is changed out three times a year, fronting all four of the monument signs in the Town Center Zone A
- Repaired and maintained three fountains within the District
- Removed grass from the corner of Mission Gorge Road and Town Center in front of the two fountains as a water saving measure and installed decomposed granite
- Replaced an electrical pedestal within the Mission Creek LMD

## FY 2024-25 GOALS AND OBJECTIVES

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

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# TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT BUDGET SUMMARY

TOWN CENTER LANDSCAPE MAINTENANCE DISTRICT (TCLMD)	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>SUMMARY OF EXPENDITURES</b>			
Zone A - Town Center	\$ 138,714	\$ 186,390	\$ 157,750
Zone B - The Lakes	3,597	7,240	5,140
Zone C - San Remo	10,598	10,160	8,730
Zone D - Mission Creek	154,838	175,370	166,380
<b>TOTAL EXPENDITURES</b>	<b>\$ 307,747</b>	<b>\$ 379,160</b>	<b>\$ 338,000</b>



# TCLMD ZONE A – TOWN CENTER BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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



# TCLMD ZONE B – THE LAKES BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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



# TCLMD ZONE C – SAN REMO BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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





# TCLMD ZONE D – MISSION CREEK BUDGET SUMMARY

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

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

## OPERATIONS & MAINTENANCE

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

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# SANTEE LANDSCAPE MAINTENANCE DISTRICT

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## PROGRAM DESCRIPTION

Property owner assessments enable the Community Services Department Public Services Division to provide landscape maintenance services, primarily utilizing contract forces, within the Santee Landscape Maintenance District which is comprised of ten separate zones that are assessed: El Nopal, Country Scenes, Camelot Heights, Silver Country, Timberlane, The Heights, Prospect Hills, Allos, Mitchell Ranch and Dakota Ranch.

## FY 2023-24 ACCOMPLISHMENTS

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

## FY 2024-25 GOALS AND OBJECTIVES

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

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# SANTEE LANDSCAPE MAINTENANCE DISTRICT BUDGET SUMMARY

## SANTEE LANDSCAPE MAINTENANCE DISTRICT (SLMD)

ACTUAL  
FY 2022-23

AMENDED  
FY 2023-24

PROPOSED  
FY 2024-25

### SUMMARY OF EXPENDITURES

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



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

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

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

### OPERATIONS & MAINTENANCE

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



## SLMD ZONE 3 – COUNTRY SCENES BUDGET SUMMARY

SLMD ZONE 3 – COUNTRY SCENES 2702.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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### SUMMARY OF EXPENDITURES

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

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 205	\$ 210	\$ 210
51123 Advertising	17	10	10
51181 Electricity & Gas - Grounds	11	190	190
51186 Water & Sewer - Grounds	983	1,010	1,010
51231 Repair/Maintenance - Grounds	608	960	740
51399 Internal Service Charge	60	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,884</b>	<b>\$ 2,440</b>	<b>\$ 2,220</b>



## SLMD ZONE 4 – CAMELOT HEIGHTS BUDGET SUMMARY

**SLMD ZONE 4 – CAMELOT HEIGHTS  
2703.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 1,253	\$ 1,650	\$ 1,330
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<b>TOTAL EXPENDITURES</b>	<b>\$ 1,253</b>	<b>\$ 1,650</b>	<b>\$ 1,330</b>
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### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 164	\$ 170	\$ 170
51123 Advertising	11	10	10
51181 Electricity & Gas - Grounds	(20)	160	160
51186 Water & Sewer - Grounds	592	840	700
51231 Repair/Maintenance - Grounds	506	470	290

<b>Total Operations &amp; Maintenance</b>	<b>\$ 1,253</b>	<b>\$ 1,650</b>	<b>\$ 1,330</b>
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# SLMD ZONE 8 – SILVER COUNTRY BUDGET SUMMARY

SLMD ZONE 8 – SILVER COUNTRY 2704.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 71,763	\$ 82,250	\$ 84,900
<b>TOTAL EXPENDITURES</b>	<b>\$ 71,763</b>	<b>\$ 82,250</b>	<b>\$ 84,900</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 2,341	\$ 2,390	\$ 2,440
51123 Advertising	622	320	320
51181 Electricity & Gas - Grounds	665	1,540	1,540
51186 Water & Sewer - Grounds	19,050	21,370	22,220
51231 Repair/Maintenance - Grounds	47,585	55,130	56,880
51399 Internal Service Charge	1,500	1,500	1,500
<b>Total Operations &amp; Maintenance</b>	<b>\$ 71,763</b>	<b>\$ 82,250</b>	<b>\$ 84,900</b>



## SLMD ZONE 9 – TIMBERLANE BUDGET SUMMARY

SLMD ZONE 9 – TIMBERLANE 2705.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 2,094	\$ 2,210	\$ 1,960
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,094</b>	<b>\$ 2,210</b>	<b>\$ 1,960</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 534	\$ 550	\$ 560
51123 Advertising	13	10	10
51186 Water & Sewer - Grounds	940	1,000	950
51231 Repair/Maintenance - Grounds	607	650	440
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,094</b>	<b>\$ 2,210</b>	<b>\$ 1,960</b>



## SLMD ZONE 12 – THE HEIGHTS BUDGET SUMMARY

SLMD ZONE 12 – THE HEIGHTS 2706.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 10,563	\$ 10,600	\$ 10,610
<b>TOTAL EXPENDITURES</b>	<b>\$ 10,563</b>	<b>\$ 10,600</b>	<b>\$ 10,610</b>

### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 903	\$ 930	\$ 940
51123 Advertising	72	40	40
51186 Water & Sewer - Grounds	7,456	6,800	6,800
51231 Repair/Maintenance - Grounds	2,132	2,220	2,220
51399 Internal Service Charge	-	610	610
<b>Total Operations &amp; Maintenance</b>	<b>\$ 10,563</b>	<b>\$ 10,600</b>	<b>\$ 10,610</b>



# SLMD ZONE 13 – PROSPECT HILLS BUDGET SUMMARY

SLMD ZONE 13 – PROSPECT HILLS 2707.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 4,881	\$ 4,900	\$ 4,360
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,881</b>	<b>\$ 4,900</b>	<b>\$ 4,360</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 657	\$ 680	\$ 680
51123 Advertising	27	20	20
51186 Water & Sewer - Grounds	2,932	2,400	2,400
51231 Repair/Maintenance - Grounds	1,265	1,740	1,200
51399 Internal Service Charge	-	60	60
<b>Total Operations &amp; Maintenance</b>	<b>\$ 4,881</b>	<b>\$ 4,900</b>	<b>\$ 4,360</b>



# SLMD ZONE 14 – MITCHELL RANCH BUDGET SUMMARY

SLMD ZONE 14 – MITCHELL RANCH 2708.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 2,889	\$ 3,710	\$ 3,850
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,889</b>	<b>\$ 3,710</b>	<b>\$ 3,850</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 246	\$ 260	\$ 260
51123 Advertising	22	20	20
51186 Water & Sewer - Grounds	564	830	830
51231 Repair/Maintenance - Grounds	2,057	2,140	2,280
51399 Internal Service Charge	-	460	460
<b>Total Operations &amp; Maintenance</b>	<b>\$ 2,889</b>	<b>\$ 3,710</b>	<b>\$ 3,850</b>



# SLMD ZONE 17 – DAKOTA RANCH BUDGET SUMMARY

SLMD ZONE 17 – DAKOTA RANCH 2709.02.3101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 5,044	\$ 7,240	\$ 7,300
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,044</b>	<b>\$ 7,240</b>	<b>\$ 7,300</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 328	\$ 340	\$ 340
51123 Advertising	40	20	20
51181 Electricity & Gas - Grounds	(30)	150	150
51186 Water & Sewer - Grounds	2,369	2,990	2,990
51231 Repair/Maintenance - Grounds	2,337	3,740	3,800
<b>Total Operations &amp; Maintenance</b>	<b>\$ 5,044</b>	<b>\$ 7,240</b>	<b>\$ 7,300</b>



## SLMD ZONE 18 – ALLOS BUDGET SUMMARY

**SLMD ZONE 18 – ALLOS  
2710.02.3101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

### SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 3,045	\$ 4,950	\$ 4,970
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<b>TOTAL EXPENDITURES</b>	<b>\$ 3,045</b>	<b>\$ 4,950</b>	<b>\$ 4,970</b>
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### OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 82	\$ 90	\$ 90
51123 Advertising	32	20	20
51181 Electricity & Gas - Grounds	(49)	140	100
51186 Water & Sewer - Grounds	1,418	1,860	1,860
51231 Repair/Maintenance - Grounds	1,562	2,640	2,700
51399 Internal Service Charge	-	200	200

<b>Total Operations &amp; Maintenance</b>	<b>\$ 3,045</b>	<b>\$ 4,950</b>	<b>\$ 4,970</b>
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# ROADWAY LIGHTING DISTRICT

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## ZONE A

### PROGRAM DESCRIPTION

Utilizing property tax proceeds directed to the City as a result of the 1983 dissolution of a prior street light maintenance district - the City funds the electrical, maintenance and capital costs for street lights of general benefit within the City limits. There are 3,350 streetlights within the City. The City owns 2,169 (2,086 LS2 and 783 metered) of the total number of streetlights and SDG&E owns 1,181 (LS1). Zone A funds a portion of each streetlight's energy and maintenance cost based on an updated Street Lighting Traffic Study completed in 2020.

### FY 2023-24 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,181 total streetlights)
- Managed payment for the energy and maintenance cost to SDG&E. Zone A funds 27.5% of the total LS1 energy cost, which includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (2,086) and metered (83)
  - Managed the City owned streetlight maintenance contract
  - Responded to 220 burnouts or other streetlight maintenance needs
  - Responded to 119 utility mark-out requests
  - Replaced three knocked-down street light poles
- Completed the streetlight LED upgrade project Phase I for all city-owned concrete poles
- Replaced 14 damaged brown metal poles
- Updated the streetlight inventory for new streetlights

### FY 2024-25 GOALS AND OBJECTIVES

- Continue to maintain city-owned street lights through warranty and repair damaged lights and wiring as needed
- Continue to monitor and replace damaged brown square metal streetlight poles as necessary
- Implement the LED upgrade project for brown metal poles
- Install new street lights in areas where there are currently none, as funding becomes available

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# ROADWAY LIGHTING DISTRICT ZONE A BUDGET SUMMARY

**ROADWAY LIGHTING DISTRICT ZONE A  
2801.04.4101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	<u>\$ 213,916</u>	<u>\$ 1,386,000</u>	<u>\$ 244,800</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 213,916</u></u></b>	<b><u><u>\$ 1,386,000</u></u></b>	<b><u><u>\$ 244,800</u></u></b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 1,540	\$ 3,000	\$ 3,000
51180 Electricity & Gas	151,269	167,000	156,800
51213 Repair/Maintenance - Street Lights	39,885	60,000	65,000
51399 Internal Service Charges	21,222	20,000	20,000
90001 Operating Transfers Out	<u>-</u>	<u>1,136,000</u>	<u>-</u>
<b>Total Operations &amp; Maintenance</b>	<b><u><u>\$ 213,916</u></u></b>	<b><u><u>\$ 1,386,000</u></u></b>	<b><u><u>\$ 244,800</u></u></b>



# ROADWAY LIGHTING DISTRICT ZONE A BUDGET DETAILS

ROADWAY LIGHTING DISTRICT ZONE A 2801.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	\$ 1,540	\$ 3,000	\$ 3,000
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This appropriation provides funding for dig alert services related to the street light system as required by State law.

<b>Electricity &amp; Gas</b>	151,269	167,000	156,800
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This appropriation funds Zone A's share of the estimated total cost of electricity for all street lights within the City.

<b>Repair/Maintenance - Street Lights</b>	39,885	60,000	65,000
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This appropriation funds maintenance and repair costs for street lights located in Zone A.

<b>Internal Service Charges</b>	21,222	20,000	20,000
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This appropriation reimburses the General Fund for staff time associated with administration of Zone A.

<b>Operating Transfers Out</b>	-	1,136,000	-
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This operating transfer to the Capital Improvement Program will fund the replacement of existing street light fixtures on arterial and residential streets, as well as walkway lights along roadways, with more energy efficient LED lighting.

<b>Total Operations &amp; Maintenance</b>	<u>\$ 213,916</u>	<u>\$ 1,386,000</u>	<u>\$ 244,800</u>
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# ROADWAY LIGHTING DISTRICT ZONE B

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## PROGRAM DESCRIPTION

Utilizing assessment proceeds received from benefiting property owners, the City funds a portion of the electrical, maintenance and capital cost for streetlights of special benefit within the City. This assessment district was formed in a 1983 election. There are 3,350 streetlights within the City. The City owns 2,169 (2,086 LS2 and 83 metered) of the total number of streetlights and SDG&E owns 1,181 (LS1). Zone B funds a portion of each streetlight's energy and maintenance cost based on an updated Street Light Traffic Study completed in 2020.

## FY 2023-24 ACCOMPLISHMENTS

- SDG&E owned and maintained streetlights – LS1 (1,181 total streetlights)
  - Managed payment for the energy and maintenance cost to SDG&E. Zone B funds 72.5% of the total LS1 energy cost, which includes both energy and maintenance for these streetlights
- City owned and maintained streetlights – LS2 (2,086) and metered (83)
  - Managed the City owned streetlight maintenance contract
  - Responded to 220 burnouts or other streetlight maintenance needs
  - Responded to 119 utility mark-out requests
  - Replaced three knocked-down street light poles
- Updated the streetlight inventory for new streetlights
- Assisted in the yearly preparation of the Santee Roadway Lighting District Engineer's Report that reviews the tax assessment for Zone B

## FY 2024-25 GOALS AND OBJECTIVES

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

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# ROADWAY LIGHTING DISTRICT ZONE B BUDGET SUMMARY

**ROADWAY LIGHTING DISTRICT ZONE B  
2802.04.4101**

**ACTUAL  
FY 2022-23**

**AMENDED  
FY 2023-24**

**PROPOSED  
FY 2024-25**

## SUMMARY OF EXPENDITURES

Operations & Maintenance	\$ 431,225	\$ 482,760	\$ 456,480
<b>TOTAL EXPENDITURES</b>	<b>\$ 431,225</b>	<b>\$ 482,760</b>	<b>\$ 456,480</b>

## OPERATIONS & MAINTENANCE

51040 Expert/Consulting Services	\$ 6,161	\$ 6,290	\$ 6,410
51123 Advertising	973	470	470
51180 Electricity & Gas	395,604	436,000	409,600
51213 Repair/Maintenance - Street Lights	28,487	40,000	40,000
<b>Total Operations &amp; Maintenance</b>	<b>\$ 431,225</b>	<b>\$ 482,760</b>	<b>\$ 456,480</b>



# ROADWAY LIGHTING DISTRICT ZONE B BUDGET SUMMARY

ROADWAY LIGHTING DISTRICT ZONE B 2802.04.4101	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## OPERATIONS & MAINTENANCE

<b>Expert/Consulting Services</b>	<b>\$ 6,161</b>	<b>\$ 6,290</b>	<b>\$ 6,410</b>
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This appropriation provides for the preparation of the annual Engineer's Report, as required by State law. The report determines the benefit which accrues to various land uses, thus enabling the equitable spread of assessments.

<b>Advertising</b>	<b>973</b>	<b>470</b>	<b>470</b>
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This appropriation funds the cost of publishing public hearing notices for the annual levy of assessments.

<b>Electricity &amp; Gas</b>	<b>395,604</b>	<b>436,000</b>	<b>409,600</b>
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This appropriation funds Zone B's share of the estimated total cost of electricity for all street lights within the City.

<b>Repair/Maintenance - Street Lights</b>	<b>28,487</b>	<b>40,000</b>	<b>40,000</b>
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This appropriation provides funds for maintenance and repair costs for street lights located in Zone B.

<b>Total Operations &amp; Maintenance</b>	<b><u>\$ 431,225</u></b>	<b><u>\$ 482,760</u></b>	<b><u>\$ 456,480</u></b>
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# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT

## PROGRAM DESCRIPTION

The Mobile Home Park Administrative Assessment Fund provides for the administration of the City's Manufactured Home Fair Practices (MHFP) Ordinance which protects the owners of manufactured homes from unreasonable space rental increases while recognizing and providing for manufactured home park owners to receive a just and reasonable return on their investment. The Engineering Department and Planning & Building Department provide support and technical assistance to the Santee Mobile Home Fair Practices Commission which is appointed by the City Council.

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# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET SUMMARY

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 & 4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
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## SUMMARY OF EXPENDITURES

Personnel	\$ 28,838	\$ 29,830	\$ 28,720
Operations & Maintenance	<u>20,507</u>	<u>24,040</u>	<u>24,790</u>
<b>TOTAL EXPENDITURES</b>	<b><u><u>\$ 49,345</u></u></b>	<b><u><u>\$ 53,870</u></u></b>	<b><u><u>\$ 53,510</u></u></b>

## SUMMARY OF FUNDED POSITIONS

Senior Management Analyst	0.10	-	0.10
Senior Management Analyst/Grant Coordinator	-	0.10	-
Administrative Secretary	<u>0.10</u>	<u>0.10</u>	<u>0.10</u>
<b>TOTAL POSITIONS</b>	<b><u><u>0.20</u></u></b>	<b><u><u>0.20</u></u></b>	<b><u><u>0.20</u></u></b>



# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET SUMMARY

MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 & 4106	ACTUAL FY 2022-23	AMENDED FY 2023-24	PROPOSED FY 2024-25
<b>PERSONNEL</b>			
50010 Salaries & Wages - Regular	\$ 18,851	\$ 19,820	\$ 18,340
50050 Retirement - PERS	1,382	1,520	1,770
50052 Retirement - Unfunded Liability	4,349	3,940	4,000
50060 Medicare	273	290	270
50070 Health Insurance	3,701	3,960	4,070
50071 Dental Insurance	206	220	200
50075 Life Insurance	20	20	20
50076 Long Term Disability Insurance	56	60	50
<b>Total Personnel</b>	<b>\$ 28,838</b>	<b>\$ 29,830</b>	<b>\$ 28,720</b>
<b>OPERATIONS &amp; MAINTENANCE</b>			
51020 Legal Services	\$ 13,209	\$ 12,000	\$ 12,000
51040 Expert/Consultant Services	400	3,500	3,500
51120 Printing & Duplicating	-	100	100
51121 Telephone & Fax	79	200	100
51122 Postage	70	200	200
51123 Advertising	93	100	100
51160 Materials & Supplies	-	160	160
51180 Electricity & Gas	289	400	300
51345 Rental Assistance	6,367	7,380	8,330
<b>Total Operations &amp; Maintenance</b>	<b>\$ 20,507</b>	<b>\$ 24,040</b>	<b>\$ 24,790</b>
<b>GRAND TOTAL</b>	<b>\$ 49,345</b>	<b>\$ 53,870</b>	<b>\$ 53,510</b>



# MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT BUDGET DETAILS

<b>MOBILE HOME PARK ADMINISTRATIVE ASSESSMENT 2901.04.4104 &amp; 4106</b>	<b>ACTUAL FY 2022-23</b>	<b>AMENDED FY 2023-24</b>	<b>PROPOSED FY 2024-25</b>
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## OPERATIONS & MAINTENANCE

<b>Legal Services</b>	<b>\$ 13,209</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
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This appropriation provides for legal services in support of commission activities and mobile home rent control matters.

<b>Expert/Consulting Services</b>	<b>400</b>	<b>3,500</b>	<b>3,500</b>
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This appropriation provides for as-needed economic analysis and other consulting support related to mobile home rent control issues. It also provides commissioners with a \$50 stipend per meeting.

<b>Printing &amp; Duplicating</b>	<b>-</b>	<b>100</b>	<b>100</b>
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This appropriation funds printing and copying of agendas and related materials.

<b>Telephone &amp; Fax</b>	<b>79</b>	<b>200</b>	<b>100</b>
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This appropriation funds a proportionate cost of telephone and fax charges allocated to MHFP activities.

<b>Postage</b>	<b>70</b>	<b>200</b>	<b>200</b>
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This appropriation funds the cost of postage related to staff administration of the MHFP Ordinance and Commission activities.

<b>Advertising</b>	<b>93</b>	<b>100</b>	<b>100</b>
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This appropriation funds the costs for mandatory public noticing.

<b>Materials &amp; Supplies</b>	<b>-</b>	<b>160</b>	<b>160</b>
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This appropriation provides for office supplies and for publications used by staff and the Commission.

<b>Electricity &amp; Gas</b>	<b>289</b>	<b>400</b>	<b>300</b>
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This appropriation funds a proportionate cost of electricity and gas expenses allocated to MHFP

<b>Rental Assistance</b>	<b>6,367</b>	<b>7,380</b>	<b>8,330</b>
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Monthly rental assistance payment to eligible low-income participants in the Meadowbrook (mobile home park) Hardship Program. This program was created as a result of the September 2013 Settlement and is funded by Meadowbrook.

<b>Total Operations &amp; Maintenance</b>	<b>\$ 20,507</b>	<b>\$ 24,040</b>	<b>\$ 24,790</b>
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