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**City of Santee  
Regular Meeting Agenda**

**Santee City Council  
CDC Successor Agency  
Santee Public Financing Authority**

**Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, CA 92071**

**February 27, 2013  
7:00 PM**

**ROLL CALL:** Mayor Randy Voepel  
Vice Mayor John Minto  
Council Members Jack Dale, Rob McNelis and John Ryan

**LEGISLATIVE INVOCATION \ PLEDGE OF ALLEGIANCE:**

**ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:**

**1. CONSENT CALENDAR:**

Consent Calendar items are considered routine and will be approved by one motion, with no separate discussion prior to voting. Council Members, staff or public 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 before the meeting is called to order. Speakers are limited to 3 minutes.

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.**
- (B) Approval of Meeting Minutes:**
  - **Santee City Council 2-13-13 Regular Meeting**
  - **CDC Successor Agency 2-13-13 Regular Meeting**
  - **Public Financing Authority 2-13-13 Regular Meeting**
- (C) Approval of Payment of Demands as presented.**
- (D) Approval of the reduction of retention for Citywide Pavement Repair and Rehabilitation Program 2011 Project, CIP 2011-01, to five percent of the total contract amount.**
- (E) Authorization for the City Manager to execute a contract amendment in the amount of \$17,000 with Albert A. Webb Associates to provide special audit services for the Santee Roadway Lighting District and Fire Benefit Fee assessments.**

**2. PUBLIC HEARINGS:**

- (A) **Continued Public Hearing to assess and prioritize community development needs as described in the Consolidated Plan, to solicit proposals for Program Year 2013 Community Development Block Grant (CDBG) Funds, and to select programs.** (Continued from 2/13/13)

Recommendation:

1. Open and close the Continued Public Hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Adopt the Resolution for Program Year 2013 CDBG funds.

**3. ORDINANCES (First Reading):** None

**4. CITY COUNCIL ITEMS AND REPORTS:**

**5. CONTINUED BUSINESS:**

- (A) **Fire Department staffing review and long-range operations plan.**

Recommendation:

Note and file.

- (B) **Review of the Fiscal Year 2012-13 amended Operating Budget.**

Recommendation:

Adopt the Resolution amending the General Fund Operating Budget for Fiscal Year 2012-13.

**6. NEW BUSINESS:**

- (A) **Resolution authorizing the execution of an agreement with Esgil Corporation for fire plan review and inspection services.**

Recommendation:

1. Authorize the City Manager to execute a professional services agreement with EsGil Corporation for fire plan and inspection services based upon a percentage of fees collected method; and
2. Authorize the City Manager to approve four (4) additional 12-month options to renew the agreement.

**7. COMMUNICATION FROM THE PUBLIC:**

*Each person 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.*

**8. CITY MANAGER REPORTS:**

**9. CDC SUCCESSOR AGENCY:**

(Note: Minutes appear as Item 1B)

- (A) Resolution of the CDC Successor Agency approving the Recognized Obligation Payment Schedule for the period from July 1, 2013 to December 31, 2013 (ROPS 13-14A).**

Recommendation:

Adopt the Resolution.

**10. SANTEE PUBLIC FINANCING AUTHORITY:**

(Note: Minutes appear as Item 1B)

**11. CITY ATTORNEY REPORTS:**

**12. CLOSED SESSION:** None

**13. ADJOURNMENT:**



Mar	07	Santee Park & Recreation Committee	Bldg. 6 Conf. Rm.
Mar	11	Community Oriented Policing Committee	Chamber Conf. Rm.
Mar	13	City Council Meeting	Chamber
Mar	21	Manufactured Home Fair Practices Commission	Chamber
Mar	27	City Council Meeting	Chamber
Apr	04	Santee Park & Recreation Committee	Bldg. 6 Conf. Rm.
Apr	08	Community Oriented Policing Committee	Chamber Conf. Rm.
Apr	10	City Council Meeting	Chamber
Apr	24	City Council Meeting	Chamber

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.ci.santee.ca.us](http://www.ci.santee.ca.us).**

*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 202 of the American with Disabilities Act of 1990. 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.*

State of California    } County of San Diego    } ss. City of Santee            }	<b>AFFIDAVIT OF POSTING AGENDA</b>
I, <u>Patsy Bell, CMC, City Clerk</u> of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with Resolution 61-2003 on <u>February 22, 2013</u> at <u>4:30 p.m.</u>	
_____ Signature	<u>2/22/13</u> Date

City of Santee  
**COUNCIL AGENDA STATEMENT**

1B

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** APPROVAL OF MEETING MINUTES: SANTEE CITY COUNCIL,  
CDC SUCCESSOR AGENCY AND SANTEE PUBLIC FINANCING  
AUTHORITY REGULAR MEETING OF FEBRUARY 13, 2013

**DIRECTOR/DEPARTMENT** Patsy Bell, CMC, City Clerk

PB

**SUMMARY**

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**

N/A  Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENTS (Listed Below)**

February 13, 2013 Minutes

## **Minutes**

**Santee City Council  
CDC Successor Agency  
Santee Public Financing Authority**

**Draft**

**Council Chambers  
10601 Magnolia Avenue  
Santee, California**

**February 13, 2013**

This Regular Meeting of the Santee City Council, the CDC Successor Agency, and the Santee Public Financing Authority was called to order by Mayor/Chair Randy Voepel at 7:08 p.m.

Council Members present were: Mayor/Chair Randy Voepel; Vice Mayor/Vice Chair John W. Minto; and Council/Authority Members Jack E. Dale and Rob McNelis. Council/Authority Member John Ryan was absent.

Staff present were: City Manager/Authority Secretary Keith Till, City/Authority Attorney Shawn Hagerty, Deputy City Manager/Director of Development Services Pedro Orso-Delgado, Director of Community Services Bill Maertz, Finance Director/Treasurer Tim McDermott, Director of Fire and Life Safety Bob Leigh, Director of Human Resources Jodene Dunphy, Director of Planning Melanie Kush, Assistant to the City Manager Kathy Valverde, Senior Management Analyst Pamela White, Santee Sheriff's Captain Lisa Miller, City Clerk Patsy Bell, and Administrative Secretary Pam Coleman.

(Note: Hereinafter the titles Mayor, Vice Mayor, Council Member, City Manager, and City Attorney shall be used to indicate Mayor/Chair, Vice Mayor/Vice Chair, Council/Authority Member, City Manager/Authority Secretary, and City/Authority Attorney)

**LEGISLATIVE INVOCATION: Pastor Eric Maggio, Carlton Hills Southern Baptist Church**

**PLEDGE OF ALLEGIANCE: Fire Captain John Sengebusch, Santee Fire Department**

**ADJOURNMENT IN MEMORY: Rita Voepel**

**Draft**

**ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA:**

Mayor Voepel and Council Member Dale requested that Item 1(F) be removed for discussion. Mayor Voepel requested that Item 9(A) be re-ordered to be heard concurrently with Item 6(A).

**1. CONSENT CALENDAR:**

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.
- (B) Approval of Meeting Minutes:
  - Santee City Council 1-23-13 Regular Meeting
  - CDC Successor Agency 1-23-13 Regular Meeting
  - Public Financing Authority 1-23-13 Regular Meeting
- (C) Approval of Payment of Demands as presented.
- (D) Second Reading and adoption of an Ordinance of the City of Santee, California amending Section 1.08.010 of the Santee Municipal Code to allow prosecution of Municipal Code violations as misdemeanors or infractions. (ORD 520)
- (E) Approval of the expenditure of \$41,087.51 for December 2012 legal services and related costs.
- (F) Item removed from the Consent Calendar for discussion.

**ACTION:** On motion of Council Member McNelis, seconded by Vice Mayor Minto, the Agenda and Consent Calendar were approved as amended with all voting aye, except Council Member Ryan who was absent.

Item removed from the Consent Calendar:

- 1(F) Adoption of a Resolution deeming RMV Construction Incorporated's bid as nonresponsive, awarding the construction contract for the Citywide CMP Replacement Program (CIP 2013-22) to Bert W. Salas, Incorporated for a total amount of \$252,464 and authorizing the Director of Development Services to approve change orders in an amount not to exceed \$25,246.40. (Reso 12-2013)

Director of Development Services Orso-Delgado answered Mayor Voepel and Council Member Dale's questions regarding the reason RMV Construction, Inc. was deemed nonresponsive.

Draft

**ACTION:** On motion of Vice Mayor Minto, seconded by Council Member McNelis, the Resolution was adopted with all voting aye, except Council Member Ryan who was absent.

**2. PUBLIC HEARINGS:**

- (A) Public Hearing to assess and prioritize community development needs as described in the Consolidated Plan and to solicit proposals for Program Year 2013 Community Development Block Grant (CDBG) Funds.**

The Public Hearing opened at 7:19 p.m. Senior Management Analyst Tom Romstad presented the staff report and answered Council's questions.

**PUBLIC SPEAKERS:**

Speaking in Support of their organizations were:

- Suzanne Stephens, Santee Caring Neighbors
- Mary Case, Crisis House
- Lesa Mitchell, Boys & Girls Club East County
- Estela De Los Rios, CSA San Diego County
- Karen Cook, Home of Guiding Hands
- Sarah Murray, Cameron Family YMCA
- Marian Mann, Meals-on-Wheels
- Sam Modica, Santee Santas, announced that Santee Santas was withdrawing application for CDBG funding for 2013-14
- Pastor Phil Herrington, Santee Food Bank

**ACTION:** On motion of Vice Mayor Minto, seconded by Council Member McNelis, the Public Hearing was continued to February 27, 2013 with all voting aye, except Council Member Ryan who was absent.

With Council concurrence, Item 6(D) was re-ordered to follow Item 2(A).

**6. NEW BUSINESS:**

- (D) Review of the Fiscal Year 2012-13 amended Operating Budget.**

City Manager Till introduced the Item and Director of Finance McDermott presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

Draft

**PUBLIC SPEAKER:**

- Harley Wallace, representing the Santee Firefighters Association, opposed the amended Fire Department Operating Budget as presented.

During discussion, Council Members requested more information, such as the descriptions and duties of certain positions within the Fire Department, how often outside Fire Chiefs respond to Santee calls, and the projections for the 2017-18 property tax revenues, be brought back to the next Council meeting

**3. ORDINANCES (First Reading):** None

**4. CITY COUNCIL ITEMS AND REPORTS:**

Council Member McNelis discussed vagrancy and vandalism issues. City Manager Till explained it has become a Community Oriented Policing project. In addition, the Sheriff's Department has made this a top priority.

Vice Mayor Minto reported on a successful SANDAG Board retreat organized by Council Member Dale, who is currently the Chair of the Board. He thanked Council Member Dale for his efforts.

Council Member Dale discussed the possibility of putting up electronic signs along the City's freeways.

**5. CONTINUED BUSINESS:** None

**6. NEW BUSINESS:**

- (A) **Presentation of the draft Housing Element 2013-2021 (Fifth Revision) and authorization to transmit the Housing Element to the State Department of Housing and Community Development (HCD).**

Associate Planner Travis Cleveland presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

**ACTION:** On motion of Council Member Dale, seconded by Council Member McNelis, the Draft Housing Element was authorized to be transmitted to the State Department of Housing and Community Development with all voting aye, except Council Member Ryan who was absent.

Draft

- (B) Resolution authorizing the retention and payment of Anderson & Brabant, Inc. for Appraisal Services for the Prospect Avenue Widening Project. (Reso 13-2013)

During a brief discussion, City Attorney Hagerty answered Council Member Dale's questions regarding the selection process.

**ACTION:** On motion of Council Member McNelis, seconded by Vice Mayor Minto, the Resolution authorizing the retention and payment of Anderson & Brabant, Inc. for the Prospect Avenue Widening Project was adopted with all voting aye, except Council Member Dale who voted no and Council Member Ryan who was absent.

The following items were heard concurrently:

6. **NEW BUSINESS:**

- (C) Resolution authorizing the execution of an Enforceable Obligation Expense Loan Agreement between the Community Development Commission of the City of Santee Successor Agency and the City of Santee. (Relates to Item 9A) (Reso 14-2013)

9. **CDC SUCCESSOR AGENCY:**

- (A) Resolution authorizing the execution of an Enforceable Obligation Expense Loan Agreement between the Community Development Commission of the City of Santee Successor Agency and the City of Santee. (Relates to Item 6C) (Reso CDC SA 1-2013)

**ACTION:** On motion of Council Member McNelis, seconded by Vice Mayor Minto, the two Resolutions authorizing the City Manager to execute an Enforceable Obligation Expense Loan Agreement between the City of Santee and the CDC Successor Agency were adopted with all voting aye, except Council Member Ryan who was absent.

- (D) Item re-ordered to be heard after 2(A).

7. **COMMUNICATION FROM THE PUBLIC:**

- (A) Van Collinsworth, Preserve Wild Santee, discussed creating a community energy district in Santee.

Draft

**8. CITY MANAGER REPORTS:**

City Manager Till reported on three ongoing projects in the City including the LED panel replacement on the Trolley Square clock tower; 192 new illuminated street signs throughout the City; and the addition of bike lanes on Town Center Parkway West, Olive Lane, and Prospect Avenue.

**9. CDC SUCCESSOR AGENCY:**

(Note: Minutes appear as Item 1B)

(A) Item re-ordered to be heard concurrently with 6(C).

**10. SANTEE PUBLIC FINANCING AUTHORITY:**

(Note: Minutes appear as Item 1B)

**11. CITY ATTORNEY REPORTS: None**

Council Members recessed at 10:13 p.m. and convened in Closed Session at 10:20 p.m. with all Members present, except Council Member Ryan who was absent.

**12. CLOSED SESSION:**

**(A) LIABILITY CLAIM (Worker's Compensation)**

Pursuant to Government Code Section 54956.95

Claimant: Donna Quinton

Agency Claimed Against: City of Santee

**(B) CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

Government Code Section 54956.9

Name of Case: Equity Lifestyle Properties, Inc. and MHC Financing Limited Partnership Two v. City of Santee, SDSC Case No. 37-2012-00065477.

**(C) CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION**

Government Code Section 54956.9

Name of Case: MHC Financing Limited Partnership Two v. City of Santee, USDC Case No. 12 CV 253 W-POR.

**Draft**

**(D) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Government Code Section 54956.9

Name of Case: Cameron's Mobile Estates, LLC v. City of Santee  
Case No. 37-2012-00069606-CU-WM-EC

**(E) CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

City representative: City Manager

Unrepresented employees: All unrepresented City employees

**(F) CONFERENCE WITH LABOR NEGOTIATORS**

Government Code Section 54957.6

City representative: City Manager

Employee organization: Santee Firefighters Association

Council Members reconvened in Open Session at 11:47 p.m. with all Members present, except Council Member Ryan who was absent. Mayor Voepel reported that direction was given to staff on all items.

**13. ADJOURNMENT:**

There being no further business, the meeting was adjourned at 11:48 p.m. in Memory of Rita Voepel.

Date Approved: \_\_\_\_\_

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Patsy Bell, City Clerk and for  
Authority Secretary Keith Till

City of Santee  
**COUNCIL AGENDA STATEMENT**

1C

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** PAYMENT OF DEMANDS

**DIRECTOR/DEPARTMENT** Tim K. McDermott/Finance *TM*

**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** *TM*

Adequate budgeted funds are available for the payment of demands per the attached listing.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *TM*

Approval of the payment of demands as presented.

**ATTACHMENTS (Listed Below)**

- 1) Payment of Demands-Summary of Checks Issued
- 2) Disbursement Journal

Payment of Demands  
Summary of Checks Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/05/13	Accounts Payable	\$ 386,998.95
02/07/13	Payroll	422,539.93
02/12/13	Accounts Payable	<u>91,919.09</u>
	TOTAL	<u>\$ 901,457.97</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.

  
\_\_\_\_\_  
Tim K. McDermott, Director of Finance

Voucher List  
CITY OF SANTEE

vchlist  
02/05/2013 3:36:18PM

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101454	2/5/2013	10877 ALIGNMENT EXPRESS OF CALIF INC	35525		VEHICLE REPAIR	300.00
					<b>Total :</b>	<b>300.00</b>
101455	2/5/2013	10252 AMERICAN TRAFFIC SAFTY SVCS	90065936		ATSSA MEMBERSHIP	82.50
					<b>Total :</b>	<b>82.50</b>
101456	2/5/2013	10208 ANTHEM BLUE CROSS	000354715B	50068	EAP MONTHLY BILLING	253.08
					<b>Total :</b>	<b>253.08</b>
101457	2/5/2013	10350 ASSURANT EMPLOYEE BENEFITS	February 2013		DENTAL INSURANCE	5,671.46
					<b>Total :</b>	<b>5,671.46</b>
101458	2/5/2013	10021 BOUND TREE MEDICAL LLC	80973010	50050	EMS SUPPLIES	1,215.45
			80974390	50050	EMS SUPPLIES	339.17
			80975748	50050	EMS SUPPLIES	35.10
					<b>Total :</b>	<b>1,589.72</b>
101459	2/5/2013	10008 BPI PLUMBING	S-14170	50132	REPAIR PARK TOILET	239.59
					<b>Total :</b>	<b>239.59</b>
101460	2/5/2013	10876 CANNON SOLUTIONS AMERICA INC	987907671	50269	EQUIPMENT MAINT	45.98
					<b>Total :</b>	<b>45.98</b>
101461	2/5/2013	10147 CARL WARREN & COMPANY	54811		CLAIM SERVICES	506.49
					<b>Total :</b>	<b>506.49</b>
101462	2/5/2013	10299 CARQUEST AUTO PARTS	11102-268865	50260	VEHICLE REPAIR PARTS	20.77
			11102-269419	50260	VEHICLE REPAIR PART	115.83
			11102-270009	50260	EQUIPMENT REPAIR PART	9.54
			CM 11102-275317	50260	REPAIR PARTS RETURNED	-54.99
					<b>Total :</b>	<b>91.15</b>
101463	2/5/2013	10031 CDW GOVERNMENT LLC	W301559	50259	FIBER OPTIC CONNECT	710.64
					<b>Total :</b>	<b>710.64</b>
101464	2/5/2013	10334 CGLIC-CHATTANOOGA EASC	1467342		HEALTH INSURANCE	124,305.06

Bank code :	ubgen										
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount					
101464	2/5/2013	10334	10334 CGLIC-CHATTANOOGA EASC			124,305.06					
101465	2/5/2013	10853	CHANG, HOWARD H	12/30/12	PROFESSIONAL CONSULTANT	1,890.00					
101466	2/5/2013	10032	CINTAS #64	694532650	SHOP TOWEL/UNIFORM RENTAL	60.29					
101467	2/5/2013	10486	COUNTY OF SAN DIEGO	68891	RECORDED DOCUMENTS	19.00					
101468	2/5/2013	10541	COUNTY OF SAN DIEGO	SN-2012/2013-3	ANIMAL CONTROL SVCS	75,629.50					
101469	2/5/2013	10040	COUNTYWIDE MECHANICAL SYS INC	13060041	REPAIR HVAC FIRE #5	117.00					
101470	2/5/2013	10333	COX COMMUNICATIONS	13060042	REPAIR HVAC FIRE #4	333.37					
101471	2/5/2013	10608	CRISIS HOUSE	501 3110 038997401	10601 N MAGNOLIA AVE	450.37					
101472	2/5/2013	10200	DELGADO, PEDRO ORSO	12312012	CDBG SUBRECIPIENT REIMB.	117.05					
101473	2/5/2013	10045	DIAMOND ENVIRONMENTAL SVCS LP	12/1/12-12/31/12	AT&T CHARGES	324.89					
101474	2/5/2013	10057	ESGIL CORPORATION	50215	PORTABLE TOILET RENTAL	324.89					
101475	2/5/2013	10251	FEDERAL EXPRESS	50180	PORTABLE TOILET RENTAL	107.50					
101476	2/5/2013	10065	GLOBAL POWER GROUP INC	50180	SHARE OF FEES	107.50					
				1/14/13 - 1/18/13	SHIPPING CHARGES	118.00					
				2-155-68830	ELECTRICAL SVCS	118.00					
				27124		236.00					
						26,984.16					
						26,984.16					
						16.70					
						16.70					
						650.83					



Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101486	2/5/2013	10621	10621 SAN DIEGO COUNTY URBAN CORPS (Continued)			
101487	2/5/2013	10335	SAN DIEGO FIREFIGHTERS FEDERAL February 2013		DENTAL INSURANCE	2,880.00
					<b>Total :</b>	<b>2,880.00</b>
101488	2/5/2013	10107	SANTEE MINISTERIAL COUNCIL	50221	CDBG SUBRECIPIENT REIMB	4,320.30
					<b>Total :</b>	<b>4,320.30</b>
101489	2/5/2013	10314	SOUTH COAST EMERGENCY VEHICLE	50059	EQUIPMENT REPAIR PARTS	148.47
				50059	VEHICLE REPAIR PART	90.99
					<b>Total :</b>	<b>239.46</b>
101490	2/5/2013	10114	SOUTHLAND ENVELOPE CO INC	50264	CITY ENVELOPES - WINDOW	423.19
					<b>Total :</b>	<b>423.19</b>
101491	2/5/2013	10116	STAT PHARMACEUTICALS INC	50071	PHARMACEUTICALS	22.64
					<b>Total :</b>	<b>22.64</b>
101492	2/5/2013	10887	STUBER, TIM		RENEW EMT CERTIFICATION	54.00
					<b>Total :</b>	<b>54.00</b>
101493	2/5/2013	10158	THE SOCO GROUP INC	50061	DELIVERED FUEL	1,120.06
					<b>Total :</b>	<b>1,120.06</b>
101494	2/5/2013	10479	TIRE CENTERS LLC	50125	TIRES	531.52
					<b>Total :</b>	<b>531.52</b>
101495	2/5/2013	10001	US BANK		PARS RETIREMENT PAYMENT	260.33
					<b>Total :</b>	<b>260.33</b>
101496	2/5/2013	10642	USPS-HASLER		POSTAGE REIMBURSEMENT	1,162.24
					<b>Total :</b>	<b>1,162.24</b>
					<b>Bank total :</b>	<b>386,998.95</b>
					<b>Total vouchers :</b>	<b>386,998.95</b>

43 Vouchers for bank code : ubgen  
43 Vouchers in this report

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: Vanessa Jackson  
Date: 2/15/13  
Approved by: [Signature]  
Date: 2-5-13

vchlist

02/12/2013 2:30:48PM

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101497	2/12/2013	10412 AT&T	000004048229		GROUP BILL	1,423.93
					<b>Total :</b>	<b>1,423.93</b>
101498	2/12/2013	10293 AUTO ZONE INC	3347454756	50003	BATTERY	78.79
					<b>Total :</b>	<b>78.79</b>
101499	2/12/2013	10017 BAY CITY ELECTRIC WORKS	W106387		GENERATOR REPAIR	867.86
					<b>Total :</b>	<b>867.86</b>
101500	2/12/2013	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS DEC 2012		LEGAL SERVICES DEC 2012	41,087.51
					<b>Total :</b>	<b>41,087.51</b>
101501	2/12/2013	10021 BOUND TREE MEDICAL LLC	80977185	50050	EMS SUPPLIES	1,021.67
			80977186	50050	EMS SUPPLIES	980.35
			80978461	50050	EMS SUPPLIES	51.59
			80981284	50050	EMS SUPPLIES	51.84
			80981285	50050	EMS SUPPLIES 5	51.59
			89001276	50050	EMS SUPPLIES	1,180.35
			CM 79001109	50050	CREDIT FOR EMS SUPPLIES	-1,215.45
					<b>Total :</b>	<b>2,121.94</b>
101502	2/12/2013	10876 CANNON SOLUTIONS AMERICA INC	902003100	50269	SUPPLIES	391.07
			987913887	50269	EQUIPMENT MAINT	22.08
					<b>Total :</b>	<b>413.15</b>
101503	2/12/2013	10032 CINTAS #64	694522729		SHOP TOWEL/UNIFORM RENTAL	57.52
			694535099		SHOP TOWEL/UNIFORM RENTAL	60.29
					<b>Total :</b>	<b>117.81</b>
101504	2/12/2013	10038 COSTCO WHOLESALE #403	0403510081805	50034	COFFEE - STATIONS 4 & 5	349.87
					<b>Total :</b>	<b>349.87</b>
101505	2/12/2013	10040 COUNTYWIDE MECHANICAL SYS INC	12062180	50110	HVAC SERVICE	1,890.00
					<b>Total :</b>	<b>1,890.00</b>
101506	2/12/2013	10250 EAST COUNTY CALIFORNIAN	00014809	50009	NOTICE PUB.	140.00
			00014946		BID NOTICE	59.50

Voucher List  
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101506	2/12/2013	10250 EAST COUNTY CALIFORNIAN	(Continued)			199.50
101507	2/12/2013	10055 EMSAR	S1-30758		QTRLY GURNEY SERVICE	580.00
101508	2/12/2013	10057 ESGIL CORPORATION	1/28/13-2/1/13		SHARE OF FEES	580.00
101509	2/12/2013	10251 FEDERAL EXPRESS	2-162-58224		SHIPPING CHARGES	4,577.09
101510	2/12/2013	10009 FIRE ETC	43820	50010	EQUIPMENT REPAIR	4,577.09
101511	2/12/2013	10060 FIRE SERVICE SPEC & SUPPLY	7307		EQUIPMENT SERVICE	93.78
101512	2/12/2013	10066 GLOBALSTAR USA LLC	1000000004471484		SATELLITE PHONE	118.05
101513	2/12/2013	10640 GOVERNMENT JOBS.COM INC, C/O NEOC 07-8957			JOB ANNOUNCEMENT COST	118.05
101514	2/12/2013	10893 HUSON, JIM	012513		MEDIC LIC RENEWAL	2,556.84
101515	2/12/2013	10198 HYDRO SCAPE PRODUCTS	7439974-00 7441306-00 7441306-01 7441531-00	50104 50104 50104 50104	IRRIGATION MATERIALS IRRIGATION MATERIALS IRRIGATION MATERIALS IRRIGATION MATERIALS	43.87
101516	2/12/2013	10151 KONICA MINOLTA BUSINESS	223414614	50192	MONTHLY COPIER MAINT	43.87
101517	2/12/2013	10906 KRONOS INC	10733748		TELESTAFF SUPPORT SERVICE	175.00
					<b>Total:</b>	<b>175.00</b>
					<b>Total:</b>	<b>217.00</b>
					<b>Total:</b>	<b>223.15</b>
					<b>Total:</b>	<b>497.40</b>
					<b>Total:</b>	<b>35.93</b>
					<b>Total:</b>	<b>47.55</b>
					<b>Total:</b>	<b>804.03</b>
					<b>Total:</b>	<b>124.63</b>
					<b>Total:</b>	<b>124.63</b>
					<b>Total:</b>	<b>3,136.54</b>
					<b>Total:</b>	<b>3,136.54</b>



Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101525	2/12/2013	10241 PETTY CASH	02/05/13		PETTY CASH REIMB CSD	228.74
					<b>Total :</b>	<b>228.74</b>
101526	2/12/2013	10902 RICHARDSON PRINTING	137-M		MAGNETIC CALENDARS	62.50
					<b>Total :</b>	<b>62.50</b>
101527	2/12/2013	10114 SOUTHLAND ENVELOPE CO INC	125028 (B)		CITY ENVELOPES-WINDOW	38.73
					<b>Total :</b>	<b>38.73</b>
101528	2/12/2013	10217 STAPLES ADVANTAGE	115429223	50089	STAPLES	387.92
			115452344	50089	STAPLES	20.69
			115550669	50039	OFFC SUPPLIES 01/12/13	437.66
			115559349	50060	OFFICE SUPPLIES	117.24
			115577886	50114	MATERIALS & SUPPLIES	130.64
			115578156	50256	OFFICE SUPPLIES	47.69
			115587269	50256	SUPPLIES	8.47
					<b>Total :</b>	<b>1,150.31</b>
101529	2/12/2013	10116 STAT PHARMACEUTICALS INC	408866-00	50071	PHARMACEUTICALS - 4	89.70
			408867-00	50071	PHARMACEUTICALS	100.42
			408966-00	50071	PHARMACEUTICALS	167.36
					<b>Total :</b>	<b>357.48</b>
101530	2/12/2013	10158 THE SOCO GROUP INC	120022 E	50061	DELIVERED FUEL	1,671.66
			777285	50249	FLEET CARD FUELING	1,913.07
					<b>Total :</b>	<b>3,584.73</b>
101531	2/12/2013	10479 TIRE CENTERS LLC	8720132841	50125	TIRE REPAIR	40.82
					<b>Total :</b>	<b>40.82</b>
101532	2/12/2013	10001 US BANK	0000262011		FOOD POINCIANNA FIRE	104.05
			003017848468516		PROFESSIONAL DEVELOPMENT	40.00
			0073		MEETING SUPPLIES	6.14
			009687		MEETING SUPPLIES	6.38
			010313-2		REPAIR & MAINTENANCE	186.17
			010913-12		REPAIR & MAINTENANCE	55.81
			012013		GOOGLE ADWORDS	66.90
			0121744		POWER CORD	75.54

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101532	2/12/2013	10001 US BANK	(Continued)			
			04-54820-6		LUMBER	83.56
			06730001227404		SUPPLIES	111.91
			06730001327402		YARD STOCK	224.76
			06730001361088		SUPPLIES	145.55
			070683		OFFICE SUPPLIES	51.45
			094370		QAC RENEWAL	60.00
			096996		MEETING SUPPLIES	6.74
			100867		SR TRIP- FOLLIES DEPOSIT	260.00
			102707		U. S. & STATE FLAGS	432.54
			10678650		2013 CA EMPLOYER POSTER	251.90
			112-5787821-1550644		SUPPLIES	39.56
			121200405		FLAGS	324.91
			153229		CLEANING MATERIAL	122.60
			1782583		MEETING REGISTRATION	45.00
			1866		PARK SECURITY LENS	56.64
			199121		WEB CONFERENCE	149.00
			1Z77A8500382447894		SHIPPING	20.12
			201429		FIREHOUSE CONF SD SMITH	350.00
			2165166		LUMBER	167.11
			230151485007735217		SPACE HEATER FOR OFFICE	43.20
			2561893		OPS YARD SHELVING	416.79
			3821837		PARK LIGHT FIXTURES	226.10
			4246040013874211		2013 CSMFO MEMBERSHIP	110.00
			4825086		CONCRETE COLOR	32.08
			4907102172		AEP ANNUAL MEMBERSHIP	150.00
			55092802		HOLIDAY LIGHT CELEBRATION	68.96
			63554		YARD SUPPLIES	61.47
			70		MEETING SUPPLIES	14.03
			707239		BALLASTS AND LAMPS	240.54
			75569		CABLE WIRE	20.07
			75593		ROPE	8.87
			83483		GLOVES	10.77
			857		SIGN	123.91
			9363		MATERIALS & SUPPLIES	66.00
			96656		SUPPLIES	66.07
			96701		YARD SUPPLIES	56.25

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101532	2/12/2013	10001 US BANK	(Continued) 97709 9978122 FY11-12 JM6373 N-00132932 STR 908 X11005881		CAUTION TAPE HVAC THERMOSTATS FY11-12 CAFR TO GFOA ABSORBANT- STOCK PUBLICATIONS OFFICE SUPPLIES CONCRETE STAMP	8.61 167.86 435.00 179.38 504.68 33.91 145.80 <b>6,634.69</b>
101533	2/12/2013	10475 VERIZON WIRELESS	1156710297		CELL PHONE SERVICE	76.92 <b>76.92</b>
101534	2/12/2013	10913 WEBER, MARIE	2002847.001		REC REFUND	74.00 <b>74.00</b>
101535	2/12/2013	10232 XEROX CORPORATION	065788352 066020314 066020315	50153 50031 50066	XEROX COPIER MAINT CONTRACT LEASE/COPING	537.72 65.78 192.57 <b>796.07</b>
<b>39 Vouchers for bank code : ubgen</b>						<b>91,919.09</b>
<b>39 Vouchers in this report</b>						<b>91,919.09</b>

Prepared by: *Vanney Jaela*  
Date: 2/12/13  
Approved by: *[Signature]*  
Date: 2-12-13

City of Santee  
**COUNCIL AGENDA STATEMENT**

1D

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** APPROVAL OF THE REDUCTION OF RETENTION FOR CITYWIDE PAVEMENT REPAIR AND REHABILITATION PROGRAM 2011 (CIP 2011-01)

**DIRECTOR/DEPARTMENT** Pedro Orso-Delgado, Development Services

*PK (for)*

**SUMMARY**

This item requests that City Council approve a reduction in the retention for the Citywide Pavement Repair and Rehabilitation Program 2011 Project (CIP 2011-01). The construction contract was awarded to Hazard Construction on June 22, 2011 and is substantially complete. The work completed to date has been done to the satisfaction of the City. Staff is currently working with Hazard Construction in negotiating final "as constructed" quantities.

Hazard Construction has requested the City reduce the retention from 10% to 5% pursuant to the terms of the construction contract and State Law. The terms of the contract allow the retention to be reduced with prior approval of the City Council. Staff recommends approval of the contractor's request to reduce the retention. The original contract amount and approved change orders to date total \$3,942,248.13. Retention would be reduced from approximately \$352,903 to \$197,112.

**ENVIRONMENTAL REVIEW**

N/A

**FINANCIAL STATEMENT**

The retention held on this project would be reduced to \$197,112 which represents 5% of the total contract amount, including approved change orders.

**CITY ATTORNEY REVIEW**

N/A  Completed

**RECOMMENDATION**

Approve the reduction of retention for the Citywide Pavement Repair and Rehabilitation Program 2011, CIP 2011-01 project to 5% of the total contract amount.

**ATTACHMENTS**

None

City of Santee  
**COUNCIL AGENDA STATEMENT**

1E

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** AUTHORIZE THE EXECUTION OF A CONTRACT AMENDMENT WITH ALBERT A. WEBB ASSOCIATES TO PROVIDE SPECIAL AUDIT SERVICES FOR THE SANTEE ROADWAY LIGHTING DISTRICT AND FIRE BENEFIT FEE ASSESSMENTS

**DIRECTOR/DEPARTMENT**

Tim K. McDermott, Finance Department *TM*

**SUMMARY**

On April 25, 2012 the City Council authorized the execution of a three-year professional services agreement with Albert A. Webb Associates (Webb) for Assessment Engineering Services for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District and Fire Benefit Fee Annual Levy.

Staff is recommending that Webb undertake a complete audit of both the Roadway Lighting District and Fire Benefit Fee assessments. The audit is in addition to the current Engineering Assessment services provided by Webb to the City. Webb will map the properties within the special district boundaries and will analyze and audit all properties that have been or are subject to being levied by the City of Santee. The audit is essential to identify all taxable properties, existing and new, in order to ensure they are being assessed at appropriate levels, maximizing the assessment revenue to the City.

Staff recommends the City Council authorize the execution of a contract amendment with Webb in the amount of \$17,000 for special audit services.

**FINANCIAL STATEMENT** *TM*

Funding for the audit is included in the fiscal year 2012-13 operating budget for the Santee Roadway Lighting District and General Fund.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *LD*

Authorize the City Manager to execute a contract amendment with Albert A. Webb Associates to provide special audit services for the Santee Roadway Lighting District and Fire Benefit Fee assessments.

**ATTACHMENTS**

Proposal



February 1, 2013

Mr. Tim McDermott  
Finance Director  
City of Santee  
10601 Magnolia Avenue  
Santee, CA 92071

**RE: Fee Proposal for District Audit Services for Roadway Lighting and Fire Benefit Districts**

Dear Mr. McDermott:

Albert A. Webb Associates is pleased to submit this fee proposal to provide the district auditing services listed below for the City of Santee special districts listed above.

Our proposed Scope of Services for District Audit Services to the City of Santee includes but are not limited to the following:

**Task 1. Gather Information**

Webb Associates (WEBB) will collect and review data germane to the City of Santee special districts.

- A. **Data Collection:** WEBB will obtain material from the City such as parcel information of properties levied within the corresponding districts, address information for restricted facilities such as schools, parks, churches, etc. WEBB will obtain San Diego County Assessor's Office regarding property information as of the latest equalized roll, the latest assessor's parcel maps from the San Diego County Assessor's Office for the parcels within the City's Boundaries, and Geographic Information System (GIS) shape files for our in-house GIS platform.

**Task 2: Boundary Identification**

WEBB will collect and review the maps for each of the special districts.

- A. **GIS Maps:** WEBB's team of engineers and GIS Specialists prepare the GIS Maps illustrating the boundaries of territory in the special districts capturing the entirety of any parcel subject to taxation by the special district.

**Task 3: Analysis and Audit**

WEBB will map the properties within the special district boundaries and will analyze and audit the properties that have been levied by the City of Santee.

- A. **Method of Apportionment:** WEBB will review the method of apportionment and meet with City Staff to discuss issues that require clarification and interpretation. WEBB will assist City Staff in determining the appropriate approach to rectify any discrepancies to maintain consistency with the method of apportionment and statutory requirements.
- B. **Identify Property Not in Database:** WEBB will identify the properties within the special district boundaries and generate a list of parcels to be added to the database for the special district.
- C. **Classification of Property:** WEBB will determine the appropriate property classification in accordance to the Method of Apportionment for each special district. WEBB will review the land

use code information from the latest equalized roll for San Diego County and update our Special Tax and Assessment Resources (WebbSTAR) Software database with the individual properties' use code and property use identifier.

- D. **Acreage of Property:** WEBB will determine the appropriate acreage information from the latest equalized roll and property information available from San Diego County and update our WebbSTAR database with the individual properties' acreage value.
- E. **Exempt Property:** WEBB will identify all property owned by public agencies or entities exempt from the special tax and classify them in accordance to the Method of Apportionment. WEBB will confirm the location of these properties using our GIS database and illustrate them on our Audit Map.
- F. **Taxable Property:** WEBB will identify all taxable properties and classify them in accordance with the Method of Apportionment. WEBB will confirm the location of these properties using our GIS database and illustrate them on the Audit Map.

**Task 4: Analysis Report**

WEBB will prepare a report referencing the Audit and Analysis including the following for each special district as of the FY 2012-13: i) a summary of the parcels included in the Levy's, ii) the total number of the newly identified properties, iii) the total number of newly taxable properties, iv) the total number of exempted properties, and v) a detail summary in an electronic format including the individual APN, use code, property use identifier and acreage.

- A. WEBB will utilize our WebbSTAR Software to generate a comprehensive database of the special districts and parcel information in a form such that the annual levy submission to San Diego County will follow the guidelines as outlined in the County's fixed charge submission packet. WebbSTAR will maintain all data related to individual parcels including special assessment information, current property ownership information, assessed valuation information, and much more.

**COMPENSATION**

We propose to be compensated an hourly fee for services performed with a not to exceed amount according to the schedule outlined in Exhibit "A" and summarized as follows:

**NOT TO EXCEED FEE SCHEDULE**

SPECIAL DISTRICT	TOTAL
Santee Roadway and Lighting	\$8,500.00
Fire Benefit Assessment District	\$8,500.00
<b>Total</b>	<b>\$17,000.00</b>

For the services performed related to the projects which are not listed herein, compensation shall be at the hourly rates set forth on Exhibit "B", together with reimbursement, at cost, for incidental expenses incurred in connection with such services, together with reimbursement for outside services at cost plus 15%.

Mr. Tim McDermott  
City of Santee  
(Page 3)

WEBB will invoice the City on a monthly basis or upon completion of a deliverable. We have enjoyed working with the City in the past and look forward to continuing our relationship. If you have any questions regarding our proposal, or if additional information is needed, please contact our office at (951) 248-4281.

Sincerely,  
ALBERT A. WEBB ASSOCIATES



Shane Spicer  
Director, Special Assessment & Tax Consulting

**CONCURRENCE OF CITY OF SANTEE**

This authorizes Albert A. Webb Associates to proceed with the district audit for the Services for Roadway Lighting and Fire Benefit Districts and bill a total not to exceed \$17,000 for the special districts audit.

---

Tim McDermott  
Finance Director

**EXHIBIT "A"**  
**Project Budget**

**City of Santee**  
**Parcel Audit Services**

ALBERT A **WEBB** ASSOCIATES

Task Description	Shane Spicer (Prin I)	Melissa Bellitire (Assoc II)	Nanette Pratini (Assist V)	Jeff Wright (Assist III)	Total Hours	Labor	Total
<b>Santee Roadway Lighting (15,000 Parcels)</b>							
Tasks							
Task 1 - Gather Information		1		1	2	\$ 213	
Task 2 - Boundary Identification	1	1	4		6	\$ 712	
Task 3 - Analysis and Audit	2	20	4	30	56	\$ 5,922	
Task 4 - Audit and Analysis Report	1	6		8	15	\$ 1,640	
<b>Santee Roadway Lighting Total</b>					<b>79</b>	<b>\$ 8,487</b>	<b>\$ 8,500</b>
<b>Fire Benefit (15,000 Parcels)</b>							
Tasks							
Task 1 - Gather Information		1		1	2	\$ 213	
Task 2 - Boundary Identification	1	1	4		6	\$ 712	
Task 3 - Analysis and Audit	2	20	4	30	56	\$ 5,922	
Task 4 - Audit and Analysis Report	1	6		8	15	\$ 1,640	
<b>Fire Benefit Annual Levy Total</b>					<b>79</b>	<b>\$ 8,487</b>	<b>\$ 8,500</b>
<b>Total</b>	<b>8</b>	<b>56</b>	<b>16</b>	<b>78</b>	<b>158</b>	<b>\$ 16,974</b>	<b>\$ 17,000</b>

# EXHIBIT "B"

## ALBERT A. WEBB ASSOCIATES FEE SCHEDULE



### FEE SCHEDULE

	<u>RATES</u> <u>\$/HOUR</u>
<u>CLASSIFICATION</u>	
<u>Engineers/Project Manager/Planners/Scientist/</u>	
<u>Assessment/Special Tax Specialists/Landscape Architects/Designers</u>	
Principal II.....	192.00
Principal I.....	184.00
Senior III.....	167.00
Senior II.....	157.00
Senior I.....	152.00
Associate III.....	144.00
Associate II.....	124.00
Associate I.....	118.00
Assistant V.....	101.00
Assistant IV.....	97.00
Assistant III.....	89.00
Assistant II.....	76.00
Assistant I.....	62.00
 <u>Survey Services</u>	
3-Person Survey Party.....	242.00
2-Person Survey Party.....	212.00
1-Person Survey Party.....	130.00
Director of Survey.....	162.00
Manager of Field Operations.....	120.00
Survey Technician II.....	104.00
Survey Technician I.....	86.00
 <u>Inspection Services</u>	
Construction Manager.....	150.00
Inspector II.....	97.00
Inspector I.....	92.00
 <u>Administrative Services</u>	
Project Coordinator.....	86.00
Administrative Assistant III.....	72.00
Administrative Assistant II.....	62.00
Administrative Assistant I.....	46.00
 <u>Other Direct Expenses</u>	
Incidental Charges.....	Cost
Postage and Telephone.....	Cost
In-house Prints, Copies and Delivery.....	Cost
Travel and Subsistence.....	Cost
Expert Witness Testimony and Preparation.....	375.00/Hour
Consultant Time Relative to Legal Action.....	300.00/Hour
GIS License Fee.....	37.00/Hour
Subcontracted Services.....	Cost + 15%
Survey/Inspector Vehicle.....	0.77/Mile
Mileage.....	0.66/Mile

NOTE: All rates are subject to change based on annual inflation and cost of living adjustments.

\*A FINANCE CHARGE of one and one half percent (1-1/2%) per month (18% per year) will be added to any unpaid amount commencing thirty (30) days from date of invoice. A mechanic's lien may be filed for any invoice remaining unpaid after thirty (30) days from date of invoice

City of Santee  
**COUNCIL AGENDA STATEMENT**

2A

(Cont. from 2/13/13)

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** CONTINUED PUBLIC HEARING TO ASSESS AND PRIORITIZE COMMUNITY DEVELOPMENT NEEDS AS DESCRIBED IN THE CONSOLIDATED PLAN, TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2013 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAMS AND TO SELECT PROGRAMS

**DIRECTOR/DEPARTMENT** Melanie Kush, Planning 

**SUMMARY** This is the second of two public hearings on the allocation of Community Development Block Grant (CDBG) funding for Program Year 2013 (July 2013 through June 2014). The first public hearing was held on February 13, 2013, at which time the City Council received a staff report and public testimony. The purpose of this continued public hearing is to determine the Program Year 2013 CDBG allocations based on community priorities. Once the CDBG allocations are determined, the City will prepare an Annual Action Plan for Program Year 2013. The Annual Action Plan is part of the City's 2010-2015 Consolidated Plan and is subject to public review and a separate public hearing prior to submittal to HUD by May 15, 2013.

Although the amount of CDBG funding that will be available to the City of Santee for Program Year 2013 has not been announced by HUD, the timeline for approval of an Annual Action Plan makes it necessary to begin the process of prioritizing CDBG-funded activities in February. Assuming the City receives an allocation equal to 90% of the previous year's allocation, it is projected that total funding available for allocation to Program Year 2013 activities will be \$243,879 (including \$933 carried forward from prior years).

**ENVIRONMENTAL REVIEW** This item is exempt from environmental review under the California Environmental Quality Act ("CEQA") by CEQA Guidelines section 15061(b)(3) because the action would clearly have no adverse effect on the environment.

**FINANCIAL STATEMENT**  The level of CDBG funding the City of Santee will receive in Program Year 2013 has not yet been announced by the federal Department of Housing and Urban Development. For the purpose of preparing the Program Year 2013 Action Plan, it is projected that the City will receive an allocation of \$242,946. An unexpended prior year allocation of \$933 increases the amount projected to be available for allocation to \$243,879. To the extent the funds received by the City of Santee exceed or fall short of the projected allocation of \$242,946, proportionate increases or reductions in the awards made to providers of social services will be made.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATIONS** 

1. Re-open, conduct and close the public hearing
2. Direct staff to publish a summary of the Annual Action Plan
3. Adopt the Resolution for Program Year 2013 CDBG funds

**ATTACHMENTS**

Staff Report    Resolution    Summary of Requests/Applications    Worksheets

## STAFF REPORT

### PUBLIC HEARING TO ASSESS AND PRIORITIZE COMMUNITY DEVELOPMENT NEEDS AS DESCRIBED IN THE CONSOLIDATED PLAN AND TO DETERMINE THE ALLOCATION OF CDBG FUNDING DURING PROGRAM YEAR 2013

#### A. CDBG BACKGROUND

The Basics: The Community Development Block Grant (CDBG) program is administered by the U.S. Department of Housing and Urban Development (HUD). Cities with over 50,000 in population are provided the opportunity to apply for "entitlement" monies. Entitlements are based on a formula that weighs population, the extent of poverty, housing overcrowding, and age of housing. To receive its annual CDBG entitlement grant, a grantee must develop and submit to HUD a Consolidated Plan, which is a jurisdiction's comprehensive planning document and application for funding under Community Planning and Development grant programs.

The Annual Action Plan: a part of the 2010-2015 Consolidated Plan is an annual Action Plan. Each year the Action Plan is updated to reflect City Council's allocations to public services, public facilities and administration activities, consistent with the goals and objectives contained in the Plan. A synopsis of the annual Action Plan must be published community-wide in order to afford affected citizens an opportunity for review and comment. After review of public comments, the plan is forwarded to HUD with the required grant application by May 15 of each year.

HUD Review and Reporting: HUD performs annual Program Year reviews based upon the City's "Consolidated Annual Performance and Evaluation Report" (called a "CAPER").

#### B. CDBG PROGRAM GUIDELINES

CDBG activities proposed by the City must meet CDBG regulations regarding program objectives and eligibility criteria. Determination of project eligibility is basically a two step process. Each program/project must meet one of the three National Objectives of the CDBG program and must be consistent with program regulations as an appropriate activity.

The primary CDBG objective is the development of viable communities, including decent housing and a suitable living environment, and the expansion of economic opportunity, principally for persons of low and moderate income. Each activity must meet one of the following three national objectives:

1. Benefit low and moderate income families;

At least 70 percent of the grantee's allocation must be spent for activities benefiting low and moderate-income residents. The three most common ways of meeting this objective are:

- a. Activities that benefit an area in which low-income households are prevalent.
- b. Activities requiring income data for each applicant to demonstrate eligibility.
- c. Activities that benefit a limited clientele who are generally presumed to be principally low and moderate income. Categories of limited clientele allowed by HUD include abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons and migrant farm workers.

2. Aid in the prevention or elimination of slums or blight;

Activities considered to aid in the prevention or elimination of slums or blight are activities within a delineated area which meets a definition of slum, blighted, deteriorated, or deteriorating under state or local law, or where there is a substantial number of deteriorating or dilapidated buildings and improvements are needed throughout the area.

3. Address community needs having a particular urgency.

This national objective is extremely restrictive and rarely used. The urgent condition must be recent and pose a serious and immediate threat to the health or welfare of the community. There can be no other source of financing available to meet the needs in this category.

**C. AVAILABLE FUNDS AND REQUESTS FOR FUNDING**

The level of CDBG funding the City of Santee will receive in Program Year 2013 has not yet been announced by the federal Department of Housing and Urban Development. However, the schedule for preparation of Annual Action Plans by the City of Santee and the County of San Diego require that public input be solicited at this time and a tentative plan for funding activities in Program Year 2013 be approved. Staff has been advised to assume that the City's allocation of CDBG funding will be reduced over the previous year by approximately 8% – 10%. A ten percent reduction would result in a projected allocation of \$242,946. An unclaimed portion (\$933) of a prior year's Public Services allocation increases the total estimated amount available for allocation in Program Year 2013 to \$243,879

HUD regulations impose a 15% cap on the amount of CDBG funds which can be allocated to Public Service activities and a 20% cap on Administrative activities. In

addition, debt service payments associated with an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue will reduce funds available for other purposes by \$158,466.

<u>ACTIVITY</u>	<u>CAP</u>	<u>AMOUNT PER ACTIVITY</u>
Public Service Activities	15%	\$36,441
Administrative Activities	20%	\$48,589
Public Facilities (Buena Vista/ Railroad Ave.)	None	<u>\$158,849</u>
		\$242,946
Prior year funds (must be used for Public Facilities)		\$933
Total Estimated Available Funding		\$243,879

On November 15, 2012, a request for proposals was published and mailed to interested parties. Ten applications for Program Year 2013 funding were received in addition to City program administration and debt service obligations.

In testimony given during the February 13, 2013 public hearing, one of the applicant's for funding in the Public Service Activities category (Santee Santas) advised the City Council that it wished to withdraw its application in acknowledgement of the scarcity of funding available for distribution among many worthy public service providers. Santee Santas expects to submit an application during the Program Year 2014 solicitation process. The table below reflects the withdrawal by Santee Santas of its application for \$10,000 in CDBG funding.

<u>ACTIVITY</u>	<u>AMOUNT AVAILABLE PER CAP</u>	<u>AMOUNT REQUESTED</u>
Public Service Activities	\$36,441	\$59,742
Administrative Activities	\$48,589	\$48,589
Public Facilities	\$157,916	\$192,072
<i>Public Facilities (Prior Year)</i>	<u>\$933</u>	<u>n/a</u>
	<b>\$243,879</b>	<b>\$300,403</b>
Requested in excess of available funding		<b>\$56,524</b>

### **Public Service Activity – Minimum Allocation**

The City has been cautioned by HUD that allocations of less than \$3,000 are inefficient in that too great a portion of small awards are consumed in regulatory compliance rather than in actual service benefit. Staff's experience supports the observation that monthly reporting and periodic site visits impose disproportionate costs on the recipients of small allocations.

### **City Public Facility Project – Section 108 Loan**

In October 2011, the City Council approved a Section 108 loan (a loan secured by future allocations of CDBG funding) in the amount of \$1.4 million. These funds, together with an allocation of \$2.0 million in Traffic Mitigation Fees, provide the majority of the funding for the Buena Vista Avenue and Railroad Avenue improvement project. Debt service associated with Section 108 loan in Program Year 2013 is \$158,466.

## **E. PUBLIC PARTICIPATION AND ALLOCATION PROCESS**

Public participation is a vital part of the CDBG allocation process. Two public hearings are required to meet the HUD requirement for citizen participation in the CDBG program.

In accordance with Code of Federal Regulations (CFR) Title 24, "Housing and Urban Development", Section 570.704, the City initiated the CDBG allocation process by publishing the Request for Proposals for Program Year 2013 on November 15, 2012 in the East County Californian. The Request for Proposals was also posted on the City's website. Notice of the required public hearings was published in East County Californian on January 24, 2013 and posted throughout the community. All applications which were received in response to the Request for Proposals were made available for public review and comment, and were included in the February 13, 2013 City Council Staff Report. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comment prior to the City Council's conclusion regarding community needs and funding allocations.

## **F. STAFF RECOMMENDATION**

Determine allocations for Program Year 2013 based on projected available funding and direct staff to prepare and publish a Draft Annual Action Plan for Program Year 2013 that reflects the allocations made by the City Council.

To the extent the funds received by the City of Santee exceed or fall short of the projected allocation of \$242,946, direct staff to implement proportionate increases or reductions in the awards made to providers of social services.

**RESOLUTION NO. \_\_\_\_\_**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,**  
**ON THE ASSESSMENT AND PRIORITIZATION OF COMMUNITY DEVELOPMENT**  
**NEEDS PURSUANT TO THE 2010-2015 CONSOLIDATED PLAN, ALLOCATION OF**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR PROGRAM**  
**YEAR 2013 AND AUTHORIZATION TO PREPARE AND PUBLISH A DRAFT**  
**ANNUAL ACTION PLAN FOR PROGRAM YEAR 2013**

**WHEREAS**, in Program Year 2013, the City of Santee anticipates receiving an allocation of \$242,946 in CDBG funds which includes a maximum of \$48,589 for administration activities; and

**WHEREAS**, the City of Santee has an unexpended prior year allocation of \$933 available for allocation in Program Year 2013, increasing the total amount projected to be available to \$243,879; and

**WHEREAS**, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the FY2010-2015 Consolidated Plan and submit a grant application to HUD prior to receiving funds; and

**WHEREAS**, the City of Santee has followed the prescribed format prior to submission of the required documents.

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

1. Direct staff to prepare a Draft Annual Action Plan reflecting the funding priorities identified in the City Council hearing of February 27, 2013.
2. Direct staff to proportionally adjust subrecipient allocations to accommodate any difference between the projected Program Year 2013 CDBG allocation of \$242,946 and the actual amount received by the City of Santee from the federal Department of Urban Development for Program Year 2013.
3. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 13th day of February, 2013 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

## SUMMARY OF REQUESTS

PUBLIC SERVICES		AMOUNT OF PY 2013 REQUEST	PROPOSED USE	PY 2012 ACCOMPLISHMENTS
1	Cameron Family YMCA / Santee Aquatics Center	\$3,000	Subsidize swim, gymnastics and fitness classes	63 persons assisted (Prior Year Grant: \$875)
2	Crisis House	\$20,742	Intervention services to prevent homelessness	662 people assisted (Prior Year Grant: \$3,936)
3	Meals-on-Wheels	\$8,000	Delivery of 2 meals per day to homebound seniors	52 persons assisted (Prior Year Grant: \$7,872)
4	ElderHelp	\$5,000	Support home bound persons to maintain their independence and continue living in their homes.	25 persons assisted (Prior Year Grant: \$3,061)
5	Santee Boys and Girls Club	\$3,000	Assist disadvantaged youth with participation fee subsidies	28 youth assisted (Prior Year Grant: \$1,875)
6	Santee Food Bank (Santee Ministerial Council)	\$20,000	Emergency food assistance.	20,529 people assisted (Prior Year Grant: \$18,368)

**Total Requests:           \$ 59,742**

**\$36,441 (Cap amount)**

7	Santee Santas <b>(WITHDRAWN)</b>	\$10,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	246 persons assisted (Prior Year Grant: \$4,504)
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## SUMMARY OF REQUESTS

ADMINISTRATION		AMOUNT OF PY 2013 REQUEST	PROPOSED USE	PY 2012 ACCOMPLISHMENTS
1	CSA San Diego County	\$9,500	Promote fair housing and provide tenant/landlord mediation services	73 persons assisted with housing services (Prior Year Grant: \$9,500)
2	City of Santee	\$39,089	Administration of CDBG Program and Subrecipient Agreements	Maintained compliance with program regulations.

**Total Requests:        \$ 48,589    (Cap amount)**

PUBLIC FACILITIES		AMOUNT OF PY 2013 REQUEST	PROPOSED USE	PY 2012 ACCOMPLISHMENTS
1	City of Santee - Section 108 Loan Debt Service	\$158,466	Debt services for Buena Vista/ Railroad Avenue Neighborhood Road Improvements	In design. Budget fully funded.
2	Lutheran Social Services - Caring Neighbors Program	\$10,000	Provide minor home repairs to low-income seniors and disabled Santee residents	48 persons assisted (Prior Year Grant: \$10,000)
3	Home of Guiding Hands	\$23,606	Make repairs and improvements to group homes for persons with mental and physical disabilities	18 persons assisted (Prior Year Grant: \$15,772)

**Total Requests:        \$ 192,072**

\$158,849    Estimate of funding available after allocating maximum  
allowed amounts to Public Services and  
Administration. (i.e. \$243,879 - \$36,441 - \$48,589)

**After paying debt service, \$383 remains available  
for Public Facilities activities.**

WORKSHEET

PY 2013 PUBLIC SERVICES ACTIVITIES (CDBG)

Maximum Amount \$36,441 (15% CAP)

Agency	Request	Voepel	Minto	Date	McNeils	Ryan	Approved
Cameron Family YMCA	3,000						
Crisis House	20,742						
Meals on Wheels	8,000						
Elderhelp	5,000						
Santee Boys and Girls Club	3,000						
Santee Food Bank	20,000						
<b>Total</b>	<b>59,742</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Balance to Allocate

36,441    36,441    36,441    36,441    36,441    36,441    36,441

**WORKSHEET**

**PY 2013 ADMINISTRATIVE ACTIVITIES (CDBG)      Maximum Amount \$48,589 (20% CAP)**

Agency	Request	Voepel	Minto	Dale	McNeelis	Ryan	Approved
CDBG Program Administration	39,089						
Center for Social Advocacy (Federally Required Fair Housing Service)	9,500						
<b>Total</b>	<b>48,589</b>	-	-	-	-	-	-

**Balance to Allocate      48,589      48,589      48,589      48,589      48,589      48,589      48,589**

**WORKSHEET**

**PY 2013 PUBLIC FACILITIES (CDBG)**

**Balance Available \$158,849\***

**\* Assumes max amount allocated for  
Public Services & Admin**

Agency	Request	Voepel	Minto	Date	McNelis	Ryan	Approved
City of Santee - 108 Loan Debt Service	158,466						
Lutheran Social Services (Caring Neighbors Program)	10,000						
Home of Guiding Hands	23,606						
City of Santee - Buena Vista/ Railroad Avenue Neighborhood Improvements							
<b>Total</b>	<b>192,072</b>	-	-	-	-	-	-

**Balance to Allocate      158,849    158,849    158,849    158,849    158,849    158,849    158,849**

City of Santee  
**COUNCIL AGENDA STATEMENT**

5A

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** FIRE DEPARTMENT STAFFING REVIEW AND LONG-RANGE OPERATIONS PLAN

**DIRECTOR/DEPARTMENT** Chief Robert Leigh, Fire Department *RL*

**SUMMARY**

The attached staff report addresses questions from the February 13, 2013 City Council agenda item on Fire Department Operations as it relates to reviewing the FY 2012-13 amended operating budget.

**CITY ATTORNEY REVIEW**

N/A

Completed

**FINANCIAL STATEMENT**

N/A

**RECOMMENDATION** *RL*

Note and File

**ATTACHMENTS** (Listed Below)

Staff Report

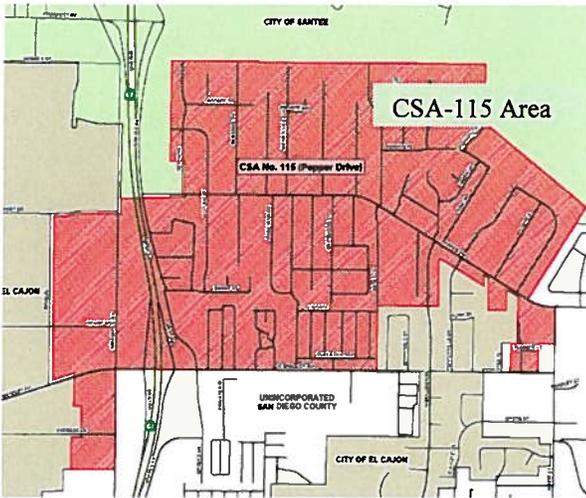
## Staff Report

### Current Status of the Santee Fire Department

#### Background

The Santee Fire Department is tasked with providing emergency fire and medical response capabilities as well as fire prevention, public education, fire code plan review and inspection services to a population of 54,643 (California Department of Finance, 2013) citizens; seven days a week, twenty-four hours a day. The mission statement of the Santee Fire Department is “to protect life and property in our community through aggressive fire suppression, public education and emergency medical services, with leadership and professionalism” (City of Santee, 2013).

The City of Santee enjoys a supplementary revenue stream that is derived from a Fire Benefit Fee that is assessed against every residence, commercial occupancy and vacant parcel of land. The annual fee which was initiated by the Santee Fire Protection District in 1980, prior to the 1982 merger incorporating the operations of the Santee Fire Protection District with the City of Santee, was designated to pay for “fire suppression services”. The fee reached its maximum, as defined in the original ordinance (Santee Fire Protection District 80-1) of \$41/residential unit, \$492/Commercial building and \$8.20/acre (maximum of \$82/parcel) in FY 93-94. While the revenue collected through the County Tax Rolls and received into the General Fund of the City of Santee is substantial, this fee, as referenced earlier has been capped and does not significantly offset the ever-increasing personnel and operating costs of a modern fire department.

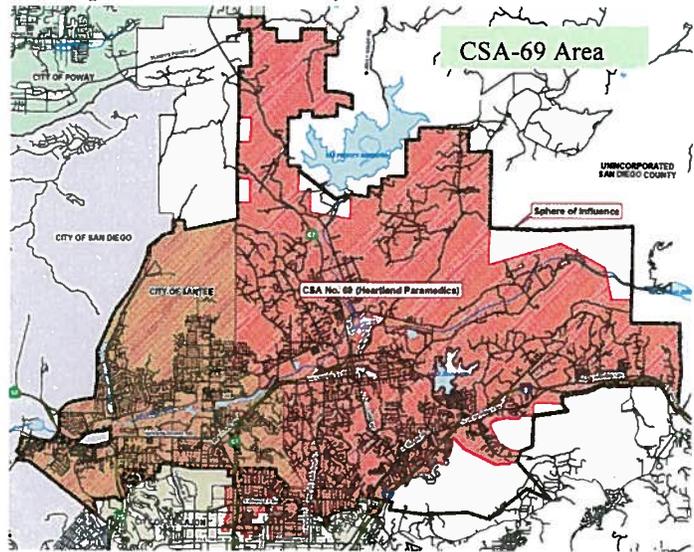


In addition to those specific responsibilities outlined in the above referenced mission statement, the department, through a contract with the County of San Diego, provides emergency response to an area known as County Service Area (CSA) 115. The CSA No. 115 is located in the Pepper Drive area and abuts the City of Santee’s southeastern border. The area is generally developed with single-family residences and includes a population base of approximately 4,190. The contract requires the City of Santee to provide structural fire protection, fire plan review and inspection, and emergency medical services (EMS) within the

approximately 0.7 square mile of unincorporated territory in exchange for a FY 11-12 annual payment to the City of Santee of \$283,290.

The City and the Fire Department benefit from another contract to provide service through the County of San Diego. County Service Area (CSA) No. 69 (Heartland Paramedics) provides Advanced Life Support (ALS) ambulance response, treatment and transport service within the City of Santee and the unincorporated east county communities of Pepper Drive, Bostonia, and Lakeside. The term “Heartland Paramedics” refers to both the Lakeside and Santee Firefighter Paramedics as both the Lakeside Fire Protection District and the City of Santee participate through individual contracts to jointly provide the contracted services to the CSA-69 area. The land mass comprising the CSA-69 area

is 62.87 square miles and has a population of just over 135,000. CSA revenues that are currently based upon a flat fee of \$47.47 (FY11-12) per residential unit provides the County with revenue for the contract fees of the Lakeside Fire Protection District (FPD) and the City of Santee Fire Department to provide emergency medical response, treatment, and ambulance transport service within the CSA boundary. The revenue from the contract provides funding that is directed into the General Fund of the City of Santee. However, that funding is directly related to twelve Santee Firefighter Paramedic positions as well as the costs for the ambulances, equipment maintenance and all associated services that are necessary and “mission critical” to providing the service to the community in the involved area. The level of funding that was allocated to provide the service in FY 11-12 was as follows:



- Personnel Costs \$2,020,370
- Operations and Maintenance \$ 317,026
- Capital Outlay \$ 66,250

It is interesting to note that some of the operational expenses, namely dispatch, that are reimbursed through the CSA-69 contract directly off-set expenses that the City of Santee would most likely incur even if the CSA-69 were not in existence.

### Facilities

The City of Santee Fire Department responds to requests for service from two facilities located 2.23 miles apart and both in close proximity to one of the two major east-west thoroughfares of the community, Mission Gorge Road and Mast Blvd. It is interesting to note that the City is dissected from east to west by the San Diego River and that there is a fire station located on each side of the river. While this is certainly an advantage in the event of a flooding or earthquake disaster, challenges to response could exist due to the limited existence of north-south bridges across the river.



Fire Station #4 is located at 8950 Cottonwood Drive. The facility was built in 1971 and provides housing for firefighters and apparatus. The fire station provides living space for fire personnel assigned to the four apparatus that are currently housed at the facility and inside storage for emergency response apparatus. Apparatus currently assigned to the fire station include Medic Unit #4, Engine #4, Truck #4, Brush Rig #4 as well as a reserve Medic Unit and reserve Engine. Fire Station #4 was built over forty years ago. Due to its age it does not comply with many of the features included in a

modern fire station. There are concerns, although not immediate, with the heating and ventilating equipment, crew sleeping quarters, cracking concrete in the apparatus bay, front apron and back parking lot. There is also a need to improve compliance with storm water run-off regulations at the station that should be analyzed, planned for and addressed within the next five year planning cycle.

Fire Station #5 is located at 9130 Carlton Oaks Blvd. This station was opened in June of 2000 when the station was relocated from an aging single-family dwelling that was converted to a fire station into a new facility at the corner of Fanita Parkway and Carlton Oaks Dr. The facility is modern and provides housing for fire personnel and three emergency response apparatus. The apparatus currently assigned to Station #5 include a Medic Unit #5, Engine #5 and Rescue #5. Fire Station #5 is a modern facility without notable long-term maintenance concerns at the present time.



### Apparatus

Fire apparatus are the vehicles that are used by the fire department to transport emergency response personnel and necessary equipment to and from emergency scenes. The Santee Fire Department currently has a fire apparatus fleet consisting of two (2) front-line engines, one (1) reserve engine, one (1) front-line ladder truck, one (1) front-line Type III Engine (Wildland Brush Rig) and a Rescue Apparatus. Front-line apparatus are the engines and trucks that are utilized on a day to day basis while reserve apparatus are called into service when a front-line apparatus is not functioning appropriately and needs repair. Replacement periods for fire department apparatus are typically based upon the age of the apparatus, the mileage and the maintenance record of the individual apparatus. Typically, most fire departments have fifteen year replacement periods for front line apparatus and then move the older apparatus into a five year reserve status.

The Santee Fire Department is fortunate to have one (1) engine that is approximately two years old. The engine has performed well and can be expected to continue to perform for many years to come. Because three apparatus were purchased at the same time, in 1996, it will be necessary to closely monitor the mileage and maintenance, specifically for these older apparatus, so that appropriate purchasing decisions can be made. Because large fire apparatus are typically built to purchaser specifications, it can take up to a year to order and finally receive a built to order fire apparatus. Below is chart depicting information that should be utilized when forecasting apparatus replacement needs:

Unit Designator	Mileage	Purchased Date	Average Miles/Yr.
Engine 4 (V-138)	101,453	2004	12,682
Engine 5 (V-157)	17,174	2010	8,587
E-204 (V-083)	126,081	1996	7,880
Truck 4 (V-84)	80,859	1996	5,054
Rescue 5 (V-123)	76,275	2000	6,393
Brush 4 (V-89)	36,276	1996	2,267

**Ladder Truck-** The current ladder company was purchased in 1996 and has approximately 80,000 miles on the unit. Although fairly reliable, it is sixteen years old and is the oldest apparatus used in day to day firefighting activity without a reserve unit backing it up. Over the last two years we have had mechanical repairs to the brakes and gaskets on the aerial device. The current vehicle, because of age will most likely continue to deteriorate and need repair.

**Cost estimates to replace the apparatus with one having similar capabilities range from \$800,000-\$1,200,000.**

**Type I Engine (Structure Engine) -** The department currently has a reserve 2004 Type I Structure Engine (V-138) that responds from Station #4. Although this apparatus is only eight years old, it currently has 101,453 miles on the drive train and chassis. The engine is mechanically sound, but at the current rate of use, it was predicted to need early replacement within the next three-five years. This engine was recently moved into reserve status to reduce the accumulation of mileage and the associated wear and tear on the apparatus to extend its useful life.

Engine 204 (V-083), built in 1996, was, until recently, being utilized as a reserve engine. However, due the apparatus being the oldest engine in the fleet, with mileage that would have soon been surpassed by an engine that is eight (8) years newer, it was recently moved to front line status to accumulate the mileage on this older piece of equipment and extend the life of the newer 2004 Engine.

**The cost to replace the 2004 Type I Structure Engine is projected to be approximately \$600,000.**

**Type III Engine (Brush Rig) -** the current Type III Engine is a 1997 Navistar. This apparatus is utilized to respond to and mitigate wildland fire events in Santee and the San Diego County Region. This apparatus can also be called upon, through mutual aid agreements, to respond to large scale events occurring in the State of California. This vehicle was acquired through a Federal Assistance to Firefighter's Grant and was built and delivered to the specifications in place at the time. Unfortunately, due to the unit being a two-wheel drive, its off-road capabilities are limited, even within the jurisdictional boundaries of Santee. Coupled with the off-road restrictions that the apparatus has is the fact that it is nearing the end of its fifteen year useful life. The fire department has made attempts to replace the unit citing its age, limited capabilities, and safety features through additional Federal Grant opportunities without success. Due to the current trend towards reducing the funding levels of federal grants, it is doubtful that we will be successful in the near future at acquiring a replacement Type III. Due to the low frequency of use, and although the apparatus is one of the oldest engines in the fleet with some mechanical issues, it is recommended that this apparatus be closely monitored as there are more urgent needs with regards to apparatus replacement..

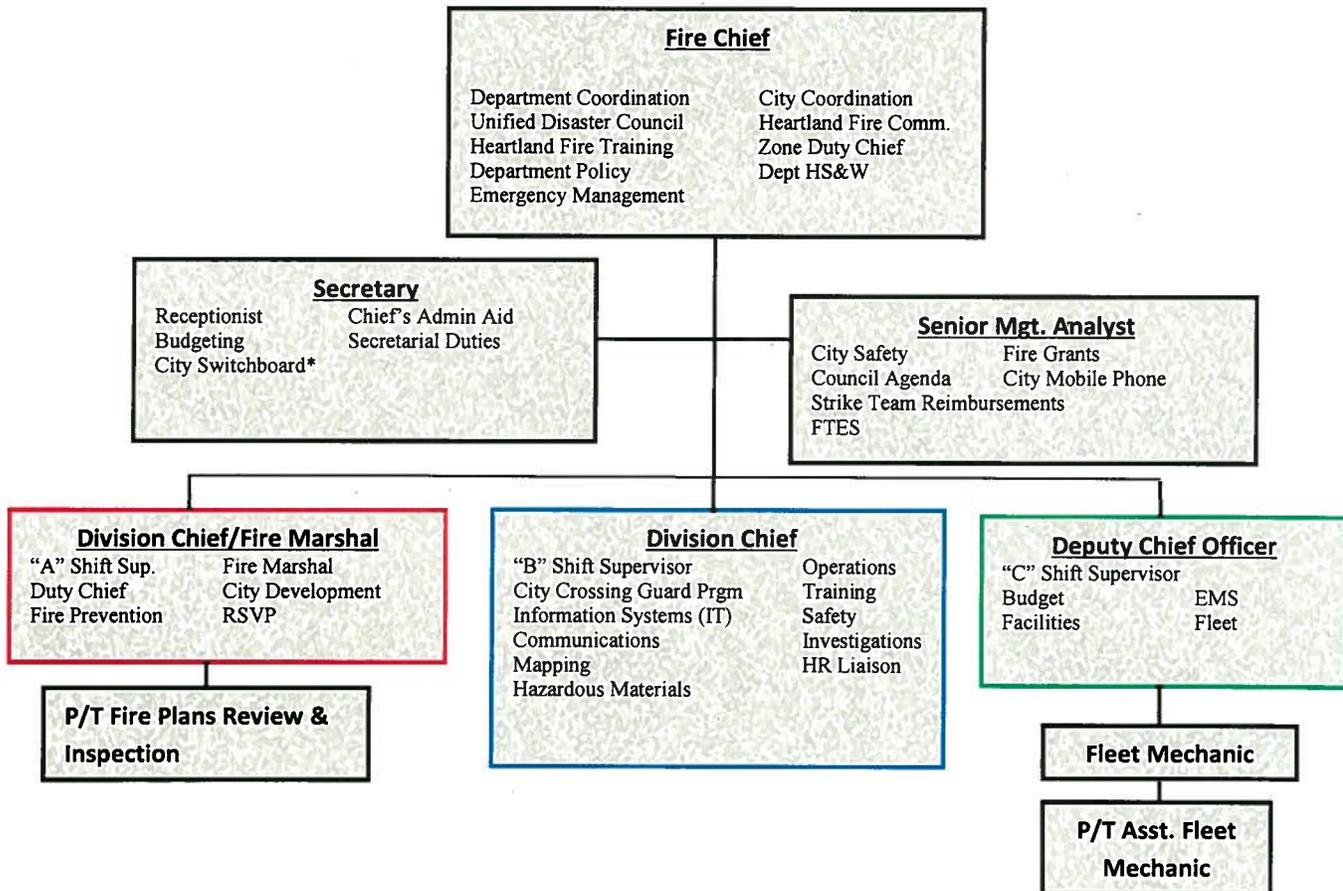
**The cost to replace the Type III Engine will be approximately \$325,000.**

## Personnel

Personnel employed by the City of Santee and assigned to the Fire Department work and operate in two different environments and within three different, separate and distinct facilities. The two different work environments are Fire Administration and Emergency Response.

### Fire Administration (Normal Business Week)

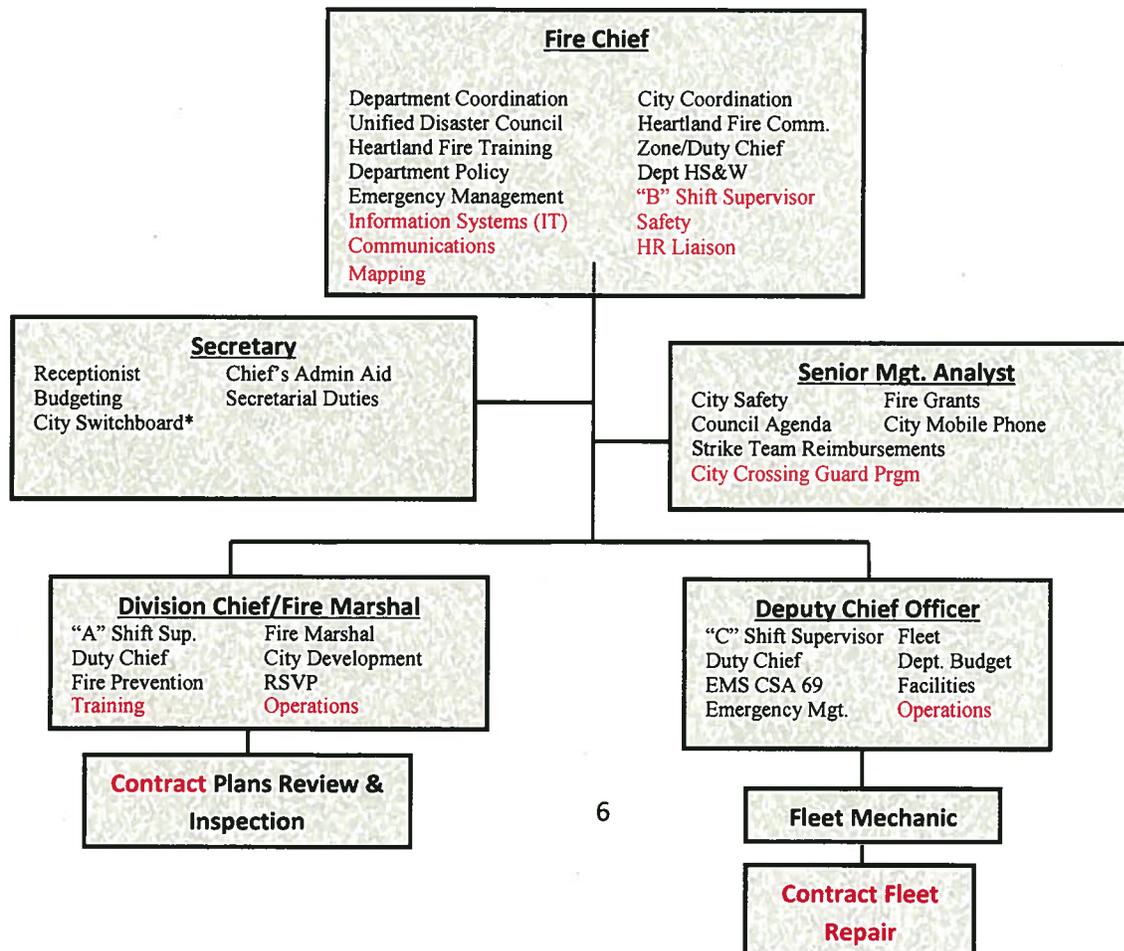
Fire Administration is responsible for providing inter and intra-agency jurisdictional liaison activities, ensuring regulatory compliance, providing fire prevention activities including building plans review and inspection, City development support, and supervisory activities that relate to fire department emergency response and training. Historically these functions were divided between four Chief Officer Positions including the Fire Chief, a Deputy Chief and two Division Chiefs. Prior to May of 2012, the Department Organizational Chart and responsibilities were as follows:



Since September of 2011 the Santee Fire Department has lost two Division Chiefs to retirement. The first retirement came in September of 2011 and involved the Chief Officer with responsibility for the fire prevention activities of the Fire Department including Fire Marshal duties, oversight of the Sr. Fire Plans Examiner and Inspector, "A" Shift Duty Chief, RSVP Program Manager and City Development. Following the retirement, the vacant position was advertised internally with the recruitment yielding two

candidates. The lack of response from internal candidates was related to response time limitations that required the successful Chief Officer candidate to respond to emergencies within the jurisdictional boundaries of the City of Santee within 18 minutes, for 90% of required responses. Additionally, the lack of overtime opportunities for Administrative Chief Officers may have deterred some potential candidates as significant opportunities currently exist for twenty-four hour shift personnel. At the conclusion of the testing process, one of the internal candidates was selected and promoted to Division Chief in January of 2012 and assigned responsibility for the vacant Fire Marshal position, all Fire Prevention activities of the Santee Fire Department, Duty Chief Rotation duties, City Development Liaison and RSVP Program Manager.

The second Division Chief retired on April 12, 2012 and due to the continuing economic downturn and the loss of redevelopment funding from the State, coupled with a proposed plan for a department reorganization that may have significantly improved operations of the Department; the Division Chief position was left vacant while City Council was advised of the potential reorganization and negotiations took place between the Santee Firefighters Association and the Fire Chief. After the full effects of the loss in redevelopment revenue were realized and the three vacant Firefighter positions were eliminated by City Council, negotiations related to the reorganization came to a halt. With the end of negotiations related to the three twenty-four hour Chief Officer positions and the elimination of the vacant Division Chief position, it became necessary to reassign Fire Administrative Chief Officer responsibilities to continue to support the Department. All responsibilities for the now vacant Division Chief Position were reassigned between the Fire Chief, the Deputy Chief and the new Division Chief so that an appropriate level of service, both internal and external, could be achieved. Below is a chart depicting the current organization with all of the realigned responsibilities of the vacant Division Chief position reassigned to current administrative staff.



The part-time Assistant Fleet Mechanic resigned from the City on November 15, 2011. The salary for savings from his position has been utilized for contract fleet maintenance and repair with an emphasis on providing quality and timely repair work while striving to support Santee businesses.

Additionally, on April 24, 2012 the Part-time Sr. Fire Plans Examiner and Inspector announced that he would be leaving his position immediately to avoid a potential economic hardship. With the loss, it became imperative to find a mechanism to continue providing fire plans review and inspection service. As the City currently had a contract with EsGil Corporation to provide building plans review and inspection, this was the most expedient route to continue providing critical service. Without securing a mechanism to complete this service, building in the City would have been critically impacted. Since that time a Request for Proposal was issued for Fire Plans Review and Inspection Service, with EsGil being the only response received.

To date, all critical administrative responsibilities have been reassigned. However, the elimination of the Division Chief position required a mechanism for continuing to provide chief level emergency response for approximately one-third of the month that the now vacant position filled. With direction from the Santee City Council and with support and assistance of the Mayor, a cooperative and collaborative working agreement was established with the Lakeside Fire Protection District to assist with emergency Duty Chief coverage after normal business hours and on weekends every third week. The working agreement has functioned well and response times into the City of Santee by Lakeside Duty Chiefs is better than that Santee Chief Officers. (See response data on page 14).

#### Operational (Twenty-Four Personnel)

The department has fifty-one public safety employees, forty-eight (48) employees of those employees, including 12 supervising Captains, twelve Engineers, and twenty-four Firefighter/Paramedics are all represented by the Santee Firefighters Association (SFFA) for wage, benefit and working conditions negotiations. Those same forty eight emergency response employees of the City are assigned to one of three shifts with sixteen firefighters assigned to each shift; "A" Shift, "B" Shift, and "C" Shift. Each of the three shifts work a schedule consisting of alternating twenty-four hour shifts on-duty that are positioned throughout the month so that each shift works approximately ten days a month. Most, if not all, twenty-four hour employees work a significant amount of overtime due to a constant staffing clause that was negotiated by the SFFA that requires the City to maintain staffing levels at the number of budgeted positions, on a daily basis, and restricts the City from hiring more employees to fill the vacancies that are created by unscheduled and scheduled leave. Current Department policy limits the amount of consecutive shifts that employees can work to four consecutive twenty-four hour shifts (96 hours).

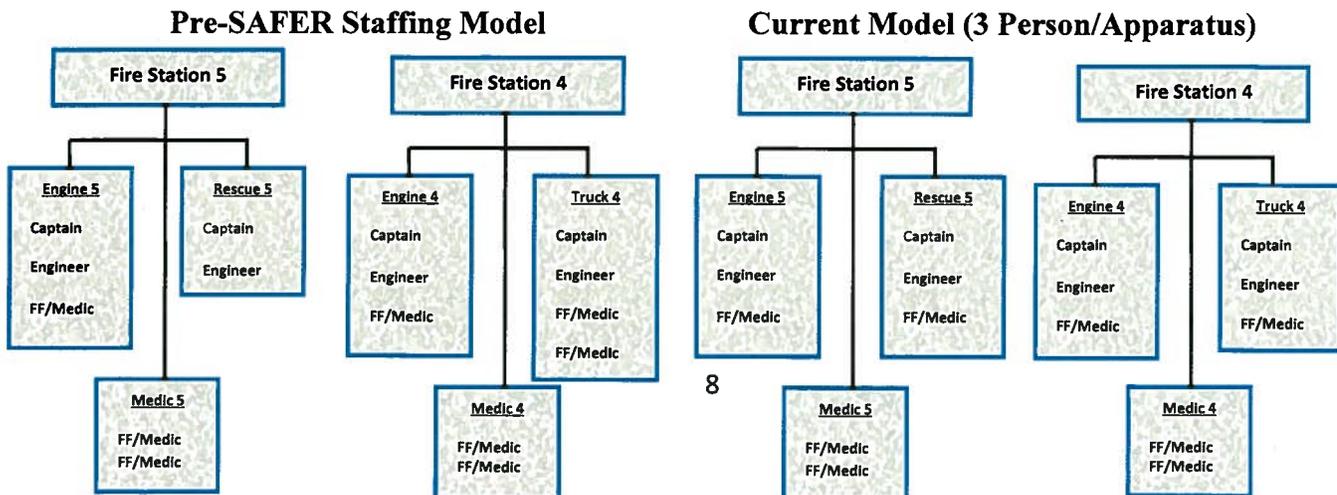
Each of the three shifts of sixteen employees are assigned to one of four teams, or crews; supervised by one of four captains. The four Captains are responsible for all activities associated with preparing for, responding to, mitigating and recovering from day to day emergencies that take place in the community. Each one of the four Captains, assigned to each of the three twenty-four hour shifts, is indirectly supervised by one of three Chief Officers that work a normal forty-hour work-week. Direct supervision

by a Chief Officer outside of normal City business hours is limited to emergency response incidents that require a chief officer to respond from home and/or a chief officer response from another jurisdiction.

Current Operational Staffing Status

Historically the department has utilized several emergency fire apparatus response staffing models to meet the needs of responding to and mitigating emergencies. Prior to 2000 Engine #5’s minimum staffing level was three (3) personnel, however when extra personnel were available it was up-staffed to four (4). At that time Station #4’s staffing levels were: Engine #4- three (3) personnel, Truck #4 and a dual staffed Light & Air unit were staffed with four (4) personnel. Using this dual staffing concept both Truck #4 and Light & Air #4, responding from Station #4, would respond to emergency scenes with a total compliment of four personnel, three Firefighters on Truck #4 and one Firefighter driving Light & Air # 4. With the completion and opening of Station #5 in 2000, the Light and Air Unit was moved to Station #5, along with Engine #5. Staffing on Engine #5 remained consistent at three (3), but to staff the Light & Air Unit with two positions , six promotions from existing over-staffed personnel were made; one (1) Captain and one (1) Engineer per shift. Later, Light & Air #5 was replaced by Rescue #5. Then, in 2006, through a Federal Staffing for Adequate Fire and Emergency Response (SAFER) Grant that provided funding to the City, in a decreasing amount over five years; coupled with an agreement requiring the developer of Fanita Ranch to off-set any personnel costs, over and above the level of the SAFER funding, three new Firefighters were hired. These three Firefighters, once hired and trained, were assigned to Rescue 5, bringing the total staffing per day to three personnel (Captain, Engineer, and Firefighter).

In 2012, under the economic pressure of an unprecedented downturn in the National and State economies where property values and their associated property tax revenues fell significantly, coupled with the State of California’s elimination of support for local redevelopment; the City Council of the City of Santee made a difficult decision to eliminate the three Firefighter positions, whose SAFER Grant funding had expired. With the elimination of the three vacant Firefighter/Paramedic positions, the Fire Department initiated a staffing study to evaluate which, of two staffing models, best served the community. The two models that are currently being evaluated include the model that had been utilized by the department since Rescue 5 was put into service in 2000 and utilized by the department prior to the addition of three new Firefighter/Paramedic positions and a new model that would transfer a Firefighter position from Truck 4 to Rescue 5 to maintain three person staffing on all large apparatus. The two models are depicted below and include a Pre-SAFER Model (original Santee Staffing Model) and the newer model with three personnel on each apparatus.



Currently, in conjunction with the elimination of the three positions, the department is in the final phase of an eight month staffing model study period. As such, at this time there are nine (9) firefighters assigned to Station #4 with four (4) personnel on T 4 and Rescue #5 with two personnel. This model with Station #5' large fire apparatus having seven (7) personnel mirrors the exact staffing model in place when Rescue 5 was placed into service in approximately 2000.

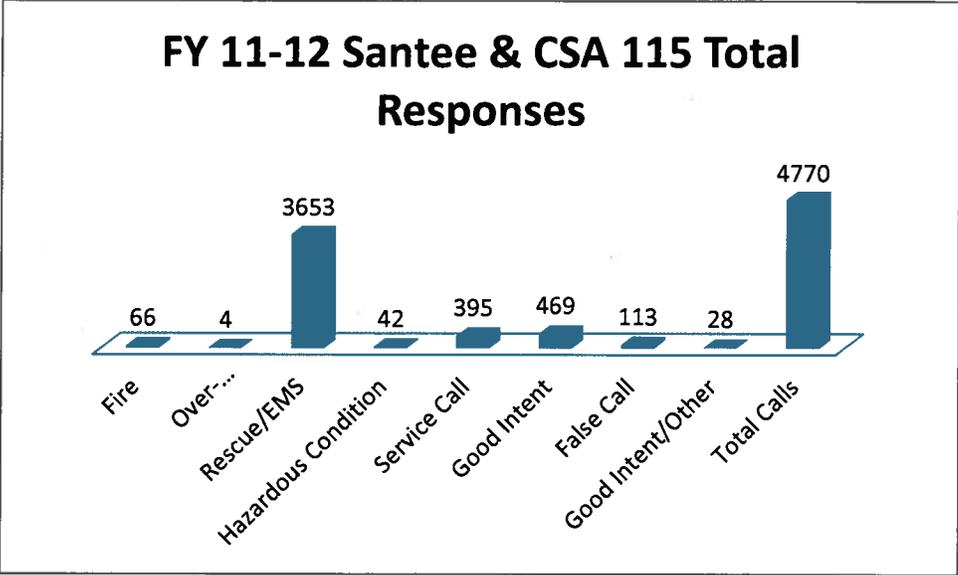
### **Emergency Response**

The Department responds to requests for emergency incidents within the jurisdictional boundaries of Santee as well as into the surrounding communities under an automatic aid agreement that was signed by all jurisdictions in the Central Zone in 2007. This agreement, using the closest unit concept, provides, through global positioning and automatic vehicle locating software and equipment, for the dispatching of the closest appropriate emergency response apparatus and crew, regardless of jurisdictional boundaries. The Santee Fire Department responds to requests for emergency service from the community that includes fire response, emergency medical treatment and transport, hazardous material releases (contracted through the City of San Diego Fire Department and the County Department of Environmental Health), lift assists, wildland and brush fires, confined space emergencies, technical rescue situations, airplane emergencies, as well as good intent and false calls. The stated response goals of the Department, although not adopted by the City Council, that have been in place for several years are to provide an average maximum initial response time of no more than six minutes, with an average maximum response time of no more than ten minutes for supporting paramedic transport units 90% of the time. The language in the County CSA 69 contract is somewhat different than the Department language. The County contract language requires that City provide for a “planned maximum response time of no more than ten minutes, 90% of the time”. Upon evaluation of Santee specific jurisdictional response times for FY 11-12, the following chart depicts the response time objectives as well as the response results:

<b>Response Goal Standards (Turnout &amp; Travel Time)</b>	<b>FY 11-12 Response Data</b>
Santee Fire Department: No more than six minutes on average	5:56

It is important to periodically review not only the statistics related to the timeliness with which emergency response is being provided as compared to verification of compliance with stated response time objectives, but also to evaluate the response needs of the community for which the service is being provided. This two pronged approach, to analyze the risk and severity of those risks should the event occur, is designed to review the frequency of incidents as well as the impact those events can have on the community. In this manner the community can align the community risk with the level of service that is provided and avoid either over-providing or under-providing service. The data related to the current levels of emergency response will be presented here while the community analysis will be presented later in this document.

Data indicates that during FY 11-12 there were a total of 4,770 requests for service placed within the jurisdictional boundaries of the City of Santee (4,416) and the CSA-115 (354). A graphic depiction of the responses made in Santee and the CSA-115 for the same time period is included for review.

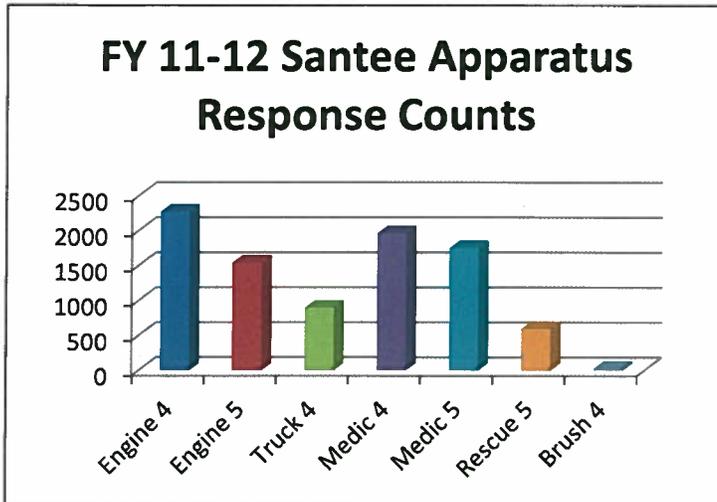


Based upon the response data for FY 11-12, it is clear that EMS calls are by far the most frequently occurring type of incident that the Santee Fire Department responds to. EMS responses accounted for 77% of the requests for service in FY 11-12. While response to EMS incidents is frequent, the impact to the community at large is not significant. Additionally, data indicates that 21% of the calls for service can be related to response activities that were either not found to be emergencies when the fire department arrived on-scene or were non-emergent responses for service. Therefore, after reviewing the frequency of incidents that did not have significant impact on the community at large, it appears from the data that once the fire department arrived on scene and performed a size-up and addressed the issues that were found, approximately 98% of the requests for service might have been addressed by a low to moderate response force. Unfortunately however, at the time of dispatch, based upon the limited information that is available with which to make decisions; it is prudent to assign emergency response resources in a manner that will confidently address the issues that may be found on arrival, not those that are actually found after arrival and investigation. Finally, 112 (1.6%) of the incidents responded to by the Santee Fire Department in FY 11-12 were related to fires, overpressures and hazardous conditions. Based upon the data the Fire Department performed some level of extinguishment for 33 fires in FY 11-12, with 7 of those fires being classified as structure fires. Total reported fire loss for the community was \$302,000 with \$250,000 of the fire loss attributed to two (2) fires. Fires, whether structural or vegetation related require greater levels of response personnel and multiple fire apparatus to maximize the potential of early extinguishment and minimize the potential for fire spread to other structures or additional vegetation.

Below is a chart that depicts the historical response numbers for the Santee Fire Department. While the total responses for the City of Santee and CSA 115 Area indicate that there are minor fluctuations in total response statistics; the fluctuations are subtle and in a somewhat upward trend over the time and is displayed below:

	2005	2006	2007	2008	2009	FY 10-11	FY 11-12
Number of Responses	4197	4039	4345	4465	4719	4650	4755

While it is important to review the type of requests for service to determine if you are providing the appropriate type of apparatus and equipment, it is equally important to review, on a periodic basis, the number of responses that each type of apparatus is responding to. This review of the number of responses can provide decision makers with information that can be utilized when evaluating the projected life of each fire apparatus in the fleet and where possible, being proactive to maximizing the useful life of apparatus. As an example, the Santee Fire Department recently moved a newer engine (V-138) from front-line service into reserve status and replaced it with an older reserve engine (V-083). This was done so that the department would maximize the accumulated



mileage on the older apparatus prior to it being replaced. In addition to the chart to the left, is a table below that provides more specific information related to the number of responses that each apparatus, purchased and/or operated by the City of Santee, accumulated in FY 11-12 as a result of providing service to citizens in jurisdictional or contract boundaries.

**FY 11-12 Santee Apparatus (Santee & CSA 115)**

Apparatus	Santee Responses	CSA-115 Responses	Total Responses
Engine 4	2185	82	2267
Engine 5	1537	0	1537
Truck 4	852	42	894
Medic 4	1742	215	1957
Medic 5	1703	45	1748
Rescue 5	588	7	595
Brush 4	26	2	28
Confined Space			1*

While it is recognized that the entire Central Zone and much of the fire service in San Diego County responds across jurisdictional boundaries utilizing an automatic aid/closest unit dispatching and response concept, jurisdictional specific emergency scene oversight, coordination and communication is important for many of the stakeholders in the community. While most large agencies utilize twenty-four hour shift supervising Chief Officers, many of the smaller agencies in the area continue to have a cadre of forty hour/week Chief Officers respond from their personal residence to “command” multi-apparatus incidents where on-scene coordination and communication is more critical. While utilizing the “respond from home” concept provides the advantage of “dual service” administrators and emergency scene

commanders; because of extended travel distances many jurisdictions struggle to get a chief officer on scene in a timely manner. However, through the use of automatic aide and the closest unit concept, a jurisdiction may be able to improve Chief Officer response times to scenes because of the location and distribution of the personal residences of Chiefs, or through the use of twenty-four hour chiefs from surrounding jurisdictions. This activity improves the response times of Chief Officers, albeit not to what they could be with jurisdictional specific Chief Officers.

The City of Santee currently utilizes the automatic aid, closest unit concept in coordination with ‘dual service’ fire administrators responding to emergency incidents in the City of Santee from their personal residences after hours. In FY 11-12 there were a total of 163 total Chief Officer responses in the City of Santee. This number includes some emergency incidents where two Chief Officers are dispatched to the same incident and as such, multiple Chief-level responses may be included in the statistics. The chart below provides more specific information related to the number of responses by agency, the number of arrivals at scene, and the 90<sup>th</sup> percentile response times associated with the FY 11-12 Chief responses. The 90<sup>th</sup> percentile time is the fire service industry standard for incident response time reporting. The percentile times indicate that at least 90% of the incidents that a department responds to are arrived at in that time or less. The two charts below indicate the data for Chief Officer responses during FY 11-12 as well as for the time period when Lakeside has assisted Santee with Duty Chief coverage through a collaborative effort.

<b>FY 11-12 Chief Officer Responses into Santee</b>			
<b>Responding Agency</b>	<b># of Responses</b>	<b># of Arrivals</b>	<b>90<sup>th</sup> Percentile</b>
Lakeside	29	15	13:14
Santee	132	68	17:19
Total	161	83	

<b>Chief Officer Responses into Santee (June 2012- January 28, 2013)</b>			
<b>Responding Agency</b>	<b># of Responses</b>	<b># of Arrivals</b>	<b>90<sup>th</sup> Percentile</b>
Lakeside	36	16	12:10
Santee	74	41	18:51
Total	110	57	

### **Summary**

#### External Threats

While the most significant external threats to the department are related to the current economic situation that has resulted in revenue losses to the City coupled with service cost increases. Additional threats arise from service contracts that the City of Santee has with the County of San Diego to provide emergency response service to two geographic areas that are either within the City of Santee or in close proximity.

The CSA 69 contract generates over two million dollars per year and reimburses the City for 12 dual purpose Firefighter/Paramedics. Additionally a percentage of the costs to administer to those twelve

positions as well oversee the City's contract is also reimbursed to the City from the CSA 69 contract. These revenues supplement the City's General Fund that supports the Fire Department.

The second contract generates approximately \$280,000 per year for the City in exchange for the fire department providing emergency fire response, fire code inspection and plan review to a .6 square mile area of the county that was within the boundaries of the Santee Fire District prior to Santee's incorporation. Because of the widespread economic downturn in the area, other agencies are constantly seeking ways to redirect the revenue provided by San Diego County to the City of Santee for emergency response into their own coffers. Loss of either of these contracts would significantly impact the City while the loss of the CSA 69 contract that supplements staffing for fire response in the City would require additional allocation of General Fund monies to continue providing fire service at current levels.

### Facilities

Current Fire Department Facilities meet the daily needs for members of the department working twenty-four hour shifts in the Fire Station. While Station #5 is a modern facility that meets standards for a fire station, Station #4 was built over forty years ago. Due to the age of the facility and the costs associated with upgrading an aging structure, coupled with the longer response times due to distances involved in responding to the northern most sections of the community along the Magnolia corridor; an analysis regarding the options of remodeling, rebuilding or relocating current Fire Station #4 should be made prior to expending large sums of capital to an aging structure. A preliminary rough estimate for an entire remodel/rebuild of the existing facility was obtained in 2012 and amounted to approximately \$285-\$350 per square foot for a total of \$2.85-3.5 million dollars. To completely rebuild Fire Station #4 was estimated to be about \$3.85- \$4.25 million dollars. These estimates were gathered from an architect that specializes in fire station construction and are only estimates only the construction costs and do not include any land acquisition costs.

### Apparatus

It has been discussed that the Santee Fire Fleet has three apparatus that were purchased in 1996 and are nearing the end of their useful life (15-17 years). Additionally, the steps that have been taken to extend the life of our current apparatus to include rotating older units into front-line service to more fully utilize their use has and will continue to be made where possible. Fire Administration is also in the process of developing a financial planning tool that will allow for a 'smoothing effect' that should assist with systematically identifying and planning for the purchase of high dollar fire apparatus, protective clothing, mobile data computers and self- contained breathing apparatus.

That being said, the department will be in need of a new engine company scheduled for delivery no later than July of FY 14-15. This will allow time for the department to maximize the mileage accumulated on its oldest 1996 Type 1 Engine (V-083) prior to replacement and save the mileage and use on the 2004 Type 1 Structural Engine (V-138) before accepting delivery of the new Engine.

The next apparatus replacement that is recommended for replacement after Engine (V-083) is Truck 4 (V-084). The truck was also purchased during 1996; however it has only accumulated approximately 80,000 road miles. Although the vehicle does not have exceptionally high road miles, the large apparatus

has had several major repairs completed within the past year on important vehicle systems. While mileage is relatively low, age related normal wear and tear is a concern. Planning for this vehicle replacement should begin with scheduled delivery by January of 2016.

While Brush Rig #4 is also a 1996 model, use of the vehicle is restricted to wildland fire incidents within Santee and throughout the region and as such, mileage is very low for a vehicle of its age. This apparatus was originally purchased through Federal Grant Monies and we currently have a grant request submitted requesting replacement. While the probability of grant funded replacement is currently not great, we will continue to seek such alternative funding sources. This is not intended to downplay the need for the Brush Rig, but at this time other apparatus needs that were mentioned above are more critical.

### Personnel

Personnel working in Fire Administration have assumed all of the duties previously completed by a vacant Division Chief in addition to some of the duties previously performed by the Senior Fire Plans Examiner. While all responsibilities have been assigned, the workload is not sustainable and administrative assistance is needed. Long-term it is felt that a department reorganization where specific skill sets are aligned with daily responsibilities for the specific position would be beneficial.

Although three twenty-four hour Captains are currently assigned the responsibility for training, with oversight from one of the Administrative Chief Officers, department wide training programs can be improved. While Santee has an adequate training program for training new-hire employees and preparing future fire apparatus driver-operators; a consistent and coordinated Santee specific training in-service program could benefit the Department and the community.

It cannot be identified where any job responsibilities for positions that are vacant in Fire Administration have been reassigned to twenty-four hour personnel. There are several individuals that are assigned to twenty-four hour shifts who have volunteered for special assignments related to the Health, Safety & Wellness Committee, the Staffing Study Committee and a Department Response Analysis Committee. Their willingness to assist in special projects is appreciated.

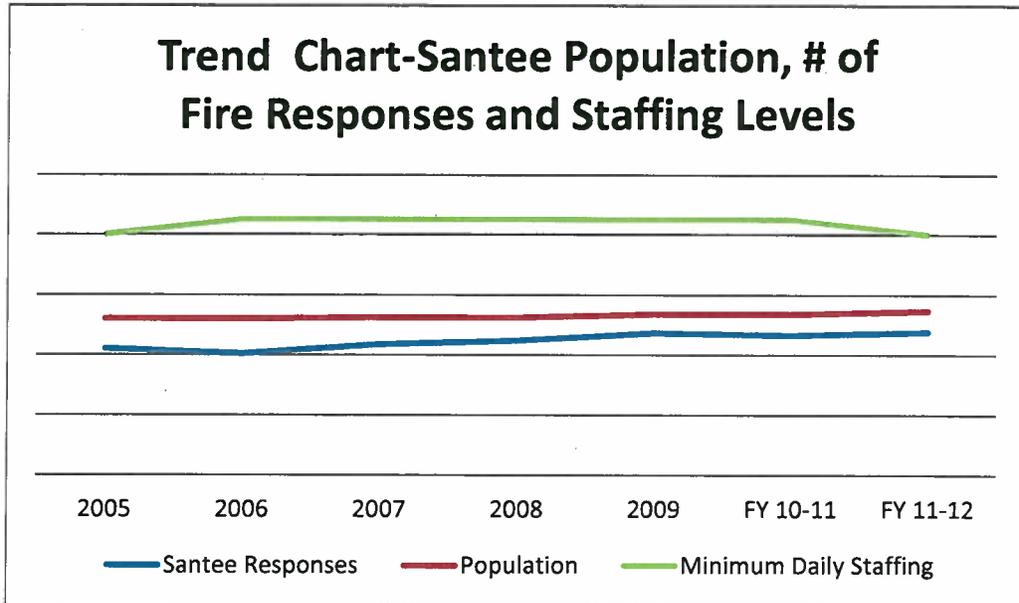
### Emergency Response

When evaluating the need for emergency response resources it is helpful to look to comparative analysis to determine how effective the current resource allocation is serving the community. Intuitively, one would think that the increase might be related to increased numbers of emergency medical requests within the CSA 69 area. Additionally, high speed traffic collisions related to the increased number of freeways serving the area may also contribute to the increase. More detailed data analysis would be necessary to make an accurate determination. Engine 4, Medic 4 and Medic 5 respond to the highest volume of calls and on a department wide basis, call volume has increased approximately 13% over the last seven years.

When comparing the number of responses on an annual basis against the population growth of the community and the number of firefighters on-duty, it appears that the number of requests for service has

been trending upward slightly, the population count has increased slightly, and the number of firefighters has remained relatively consistent other than the one position increase that was afforded by the SAFER Grant until 2012.

Based upon an analysis of the data for FY 11-12 and other pertinent data sets, Santee predominately responds to emergency medical requests for service that have a significant impact on the individuals in need, but less impact on the community as a whole. ALS capable engine and



truck companies fulfill the responds demands of arriving on scene to a medical emergency within 10 minutes 90% of the time.

While the number of fire responses in FY 11-12 totaled 33 in number, with 7 of those fires involving structures; significant fire loss was limited to two fires that totaled approximately \$250,000. Total fire loss for the same time period was \$302,000. Fires of all types have been trending downward since 1977, most likely due to fire prevention efforts including education, code enforcement and engineering practices including commercial and residential sprinklers. Santee may benefit from being a relatively new community with many of the structures built to codes and standards that were in place at the time of construction. Additionally, commercial and residential sprinkler systems will most likely positively impact fire loss. It should be remembered that during the time period of this review there were no significant wildland incidents that occurred in or threatened the City of Santee.

When reviewing Santee’s fire loss data compared to similar sized communities in the United States, the data in the following table indicates that fire loss and total number of fires and structure fires is less in Santee than in other communities. Again this can be related to the quantity and quality of the emergency response service provided by the fire department, the result of community education, and/or fire and building code enforcement during building construction, to include fire sprinklers. Data comparing Santee’s 2011 fire statistics against communities of similar sizes across the country is as follows:

	<b>Total Fires</b>	<b>Structure Fires</b>	<b>Fire Loss</b>	<b>Property Loss/Person</b>
Santee	77	33	302,000	\$ 5.53
Western U.S.	223	87	2,246,200	\$ 22.4

Source: NFPA's Survey of Fire Departments for 2011 U.S. Fire Experience

Considering all of the data that has been examined throughout this report it appears that the City of Santee appropriately addresses community risks and provides for the safety of residents and visitors in which to live, work and play. It will continue to be important to prospectively analyze the data so that appropriate steps can be taken to address any deficiencies in emergency response and mediation that might be related to increased service demands.

### Organizational Structure

There has been much discussion regarding Fire Administration's efforts to promote and to realign job responsibilities to continue to serve the Department and Community. As this report indicates, all responsibilities that were in place prior to the retirements and reassignment of responsibilities have been assigned to the existing staff. However, the workload is not sustainable by the current size and organization of administrative staff.

City of Santee  
**COUNCIL AGENDA STATEMENT**

5B

**MEETING DATE**

February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE**

**REVIEW OF THE FISCAL YEAR 2012-13 AMENDED OPERATING BUDGET**

**DIRECTOR/DEPARTMENT**

Keith Till, City Manager 

Tim K. McDermott, Director of Finance 

**SUMMARY**

The proposed Fiscal Year 2012-13 Amended Operating Budget was presented to the City Council on February 13, 2013. As discussed at the meeting and presented in the agenda report, this item is being brought back to the City Council for further discussion and adoption.

The resolution amending the General Fund Operating Budget for FY 12-13 is attached. The resolution excludes, pending further analysis and discussion, a proposed new Secretary position within the Fire Department. All other information remains unchanged. This amended budget will serve as the new baseline for preparation this spring of a new two-year budget for FY 2013-14 through FY 2014-15.

**FINANCIAL STATEMENT** 

The Fiscal Year 2012-13 Amended Operating Budget reflects revenues totaling \$33,444,400, operating and capital expenditures totaling \$34,048,940, resulting in a \$604,540 use of reserves. The reserve balance at June 30, 2013 is projected to be \$7,125,028. Structural deficits are projected to continue through FY 2016, with the reserve balance returning to the \$7 million policy level in FY 2017.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

Adopt the Resolution amending the General Fund Operating Budget for Fiscal Year 2012-13.

**ATTACHMENTS (Listed Below)**

February 13, 2013 Agenda Statement

Resolution Amending the General Fund Operating Budget for Fiscal Year 2012-13

City of Santee  
COUNCIL AGENDA STATEMENT

6D

**MEETING DATE**

February 13, 2013

**AGENDA ITEM NO.**

**ITEM TITLE**

REVIEW OF THE FISCAL YEAR 2012-13 AMENDED OPERATING BUDGET

**DIRECTOR/DEPARTMENT**

Keith Till, City Manager *KT*  
Tim K. McDermott, Director of Finance *TKM*

**SUMMARY**

The two-year operating budget for fiscal years 2011-12 and 2012-13 was adopted on June 22, 2011 and amended on December 14, 2011. As conditions change and unforeseen events arise, amendments are necessary over the course of a multi-year budget. One such change affecting the current fiscal year's budget is the impact from the dissolution of redevelopment agencies by the State of California.

The proposed Fiscal Year 2012-13 Amended Operating Budget is hereby presented to the City Council for review and discussion. The amendments primarily incorporate revised revenue estimates and reflect the organizational restructuring done in response to both the dissolution of the Santee Community Development Commission and general economic conditions. The attached staff report and exhibits provide a discussion and presentation of the amended budget, which will be brought back to the City Council for adoption on February 27, 2013. This amended budget will serve as the new baseline for preparation this spring of a new two-year budget for FY 2013-14 through FY 2014-15.

**FINANCIAL STATEMENT** *TKM*

The Fiscal Year 2012-13 Amended Operating Budget reflects revenues totaling \$33,444,400, operating and capital expenditures totaling \$34,048,940, resulting in a \$604,540 use of reserves. The reserve balance at June 30, 2013 is projected to be \$7,125,028. Structural deficits are projected to continue through FY 2016, with the reserve balance returning to the \$7 million policy level in FY 2017.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *KT*

Review and discuss the proposed Fiscal Year 2012-13 Amended Operating Budget.

**ATTACHMENTS (Listed Below)**

1. Staff Report
2. Summary of Revenues and Expenditures FY 2012-13 Amended Operating Budget
3. Revenue Detail FY 2012-13 Revised Estimates
4. Summary of Funded Positions

**STAFF REPORT**  
**REVIEW OF THE FISCAL YEAR 2012-13**  
**AMENDED OPERATING BUDGET**  
**CITY COUNCIL MEETING**  
**February 13, 2013**

**Overview**

Over the past year the national and local economies have continued on a path of modest recovery. Two key areas of recent weakness, retail sales and the housing market, are showing signs of slow but steady improvement. However, property tax revenue, the most critical source for the General Fund, will lag any uptick in housing prices and cannot be depended upon to resolve immediate deficits.

State action resulting in the dissolution of the Santee Community Development Commission and loss of millions of dollars of redevelopment revenues required the City Council to take action to reduce expenditures across the organization and to consider other measures to protect the long-term fiscal health of the City. A comprehensive cost allocation plan and cost of services study was completed and, in June 2012 a consolidated fee schedule was adopted that enhances the City's cost recovery for most services provided. In July 2012 the City Council authorized a ballot measure to increase the Transient Occupancy Tax, which was approved by the voters in November 2012. Also in November 2012 the City Council approved an amended franchise agreement with Waste Management, providing one-time payment which helped to replenish a portion of the reserves that had been used over the past four years to stabilize the budget during difficult economic times. New ongoing revenues from the hauling franchise will provide resources for much needed capital investment in the City's infrastructure.

**General Fund Revenues**

General Fund revenues for FY 2012-13 are projected to total \$33.4 million, a \$1.4 million increase from the prior fiscal year. This increase is primarily attributable to a \$1.25 million, one-time contract signing fee received from Waste Management with the renewal of the franchise agreement. Other one-time revenue received this year includes a \$276,499 municipal services fee from the developer of the Forester Square Apartments affordable housing development. Attachment 3 presents detail of the FY 2012-13 revised revenue estimates.

Following is a discussion of key revenues.

Property Tax/Property Tax in Lieu: Property Tax and Property Tax in Lieu represent 36% of General Fund revenues and are based on property assessed valuation. Combined these revenues will total \$12.1 million in FY 2012-13, virtually unchanged from the previous fiscal year based on a 0.1% increase in city-wide assessed valuation.

**Property Taxes – Redevelopment Residual Distributions:** This revenue represents the City’s residual share of property tax revenues generated within the dissolved redevelopment project area. The City receives 22.9% of any remaining amounts available after payment of 1) County and State fees for administration of the redevelopment wind-down process, 2) statutorily required tax sharing payments to other taxing entities, 3) payment of all enforceable obligations of the dissolved redevelopment agency as approved by the State Department of Finance, and 4) administrative expenses of the Santee CDC Successor Agency.

The City will receive \$557,700 in Redevelopment Residual Distributions in FY 2012-13. This represents a \$937,000 decrease from the prior fiscal year amount which included a one-time “true-up” allocation of \$1.2 million when the former CDC was required to repay \$5.2 million in property tax increment revenue to the County.

**Sales Tax/Sales Tax in Lieu:** Sales Tax and Sales Tax in Lieu represent 24% of General Fund revenues and are projected to total nearly \$8.2 million in FY 2012-13. This represents a 3.0% increase from the prior fiscal year, but is still below pre-2009 levels.

**Franchise Fees:** Franchise Fees are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T and are projected to total \$4.0 million in FY 2012-13. This represents a \$1.7 million increase from the prior year, primarily the result of the \$1.25 million one-time payment and other initial revenues from the Waste Management franchise agreement that were received retroactive to January 1, 2012.

**Transient Occupancy Tax:** Transient Occupancy Tax (“TOT”) revenue is projected to be \$220,800 in FY 2012-13, an increase of \$106,000 from the prior fiscal year. This increase reflects the January 1, 2013 implementation of the voter-approved TOT increase, as well as overall increases in TOT revenue experienced over the past three quarters.

**Fee Schedule Implementation:** Primarily as a result of the implementation of a revised fee schedule effective August 27, 2012, cost recovery from Planning, Engineering, Building, Fire and Business License revenues are projected to increase by \$352,000 from the prior fiscal year. Additional cost recovery increases are anticipated in Community Services/Park and Recreation activities.

### **General Fund Expenditures**

The dissolution of redevelopment effective February 1, 2012 required immediate organizational restructuring, resulting in \$1.2 million in personnel, program and administrative expense reductions in addition to the elimination of all direct redevelopment program expenditures. Three full-time redevelopment-funded positions and one recreation position were eliminated through layoffs, along with one sheriff contract Community Service Officer. Three vacant Firefighter Paramedic positions were deleted from the budget. More than 13 full-time equivalent positions, previously funded by the CDC, were absorbed into the General Fund in order to continue to provide core community development functions.

The amended budget reflects General Fund operating expenditures of \$33.1 million and \$900,000 in funding for the capital improvement program, for a total of \$34.0 million in FY 2012-13. A \$941,000 increase in operating expenditures is reflected from the prior fiscal year, primarily due to a full year of expenditures being absorbed into the General Fund that were previously funded by the CDC. No across the board salary increases are included in the amended budget, as employees have not seen cost of living adjustments since July 1, 2008.

Following is a discussion of the primary expenditure adjustments by department.

**City Attorney:** The increase of \$112,352 from the prior year is the result of mobile home rent control litigation and community oriented policing efforts that were previously funded by the CDC.

**City Manager:** The increase of \$113,437 from the prior year is the result of 0.5 full-time equivalent positions that were previously funded by the CDC.

**City Clerk:** Includes \$21,300 for election costs related to the TOT ballot measure, \$12,500 for 50% of the cost of the regular November 2012 Mayor and City Council Member election (budgeted over a two-year period).

**Finance:** The increase of \$155,360 from the prior year reflects the following adjustments.

- Transfer of 1.5 full-time equivalent positions that were previously funded by the CDC
- \$28,800 in audit and property tax consulting costs that were previously funded by the CDC or incurred to provide special audit services required as a result of the dissolution of the CDC
- \$12,400 increase in hardware and software maintenance costs as the City transitions to a new financial management system
- \$14,900 increase in overtime costs as a result of the new financial management system implementation

**Development Services:** The increase of \$811,105 from the prior year reflects the following adjustments.

- Transfer of 7.95 full-time equivalent positions that were previously funded by the CDC
- Elimination of a vacant half-time Code Compliance Assistant as a result of the elimination of funding for the Abandoned Vehicle Abatement Program (budget reduction)
- \$25,000 increase in consultant costs in support of the Housing Element update

**Community Services:** The increase of \$119,708 from the prior year is the result of 1.25 full-time equivalent positions that were previously funded by the CDC. The amended budget also reflects various reductions in Recreation and Teen Program expenses.

**Law Enforcement:** The amended operating budget reflects a \$92,324 increase from the previous year. The FY 2012-13 contract with the San Diego County Sheriff Department totals \$11.7 million and reflects a 1.2% increase from the revised base contract from the previous year. This year the City is receiving the benefit of a one-time \$266,000 credit due to the late completion of contract negotiations. At the conclusion of this fiscal year the credit will be removed, resulting in an immediate increase in the City's base contract amount, onto which subsequent year contract rate increases will be applied. The County Sheriff Department has advised the City to expect next year's contract to total approximately \$12.6 million, representing a \$922,000 increase in just one year. Such a sharp increase will have a substantial adverse impact of next year's budget.

**Fire:** The amended budget reflects the following adjustments:

- The elimination of three vacant Fire Fighter Paramedic positions that had been added to the workforce in 2007
- The elimination of a vacant part-time Fire Prevention Specialist, with fire plan review and inspection performed via contract with EsGil Corporation
- The elimination of a vacant part-time Mechanic Assistant position, with increased funding for contracted vehicle maintenance
- Eliminating the funding of a vacant Fire Division Chief position, with a portion of the savings being used to add a full-time Secretary position to provide additional administrative support to the Fire Department
- A \$37,890 one-time Heartland Communication Facility Authority special assessment to eliminate the Authority's CalPERS side fund
- Establishment of a \$15,000 training account ("FTES Program"), funded with revenues received through the enrollment of fire personnel in training at Miramar College

**Capital Improvement Program:** A recently completed study of the age and condition of the City's corrugated metal pipe ("CMP") storm drain system has determined that 35% of the CMP in Santee has exceeded its average service life (which ranges from 30 to 50 years), increasing to 90% exceeding its service life in 10 years. The cost to address just the CMP in urgent need of repair or replacement over the next five years is estimated to total \$7.6 million, of which \$5.0 is currently funded through the City's Capital Improvement Program, leaving an unfunded cost of \$2.6 million. The proposed amended budget allocates \$900,000 to the City's Capital Improvement Program, with the CMP repair and replacement program as the top priority for the use of this funding. It is essential that we continue to commit future funding to address the repair and replacement of the City's CMP system and other infrastructure needs of the City.

**Reserves / Five-Year Projection**

In accordance with the City Council adopted General Fund reserve policy, a reserve of either 20% of annual General Fund operating expenditures or \$7 million must be maintained by the end of the five-year financial planning time frame. The City may periodically dip below this level, but the objective is to ensure that the long-term fiscal stability of the City, as measured in five-year projections, is maintained.

	<b>Five Year Projection FY 2012-13 to FY 2016-17</b>				
	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>
Revenues	\$ 33,444,400	\$ 33,330,510	\$ 34,336,480	\$ 35,461,260	\$ 36,648,130
Expenditures	(33,148,940)	(33,525,540)	(34,508,420)	(35,338,030)	(35,622,540)
CIP Funding	(900,000)	-	(200,000)	(200,000)	(500,000)
Surplus (deficit)	(604,540)	(195,030)	(371,940)	(76,770)	525,590
Reserves, beginning	<u>7,729,568</u>	<u>7,125,028</u>	<u>6,929,998</u>	<u>6,558,058</u>	<u>6,481,288</u>
Reserves, ending	<u><u>\$ 7,125,028</u></u>	<u><u>\$ 6,929,998</u></u>	<u><u>\$ 6,558,058</u></u>	<u><u>\$ 6,481,288</u></u>	<u><u>\$ 7,006,878</u></u>
Reserve %	<u><u>21.5%</u></u>	<u><u>20.7%</u></u>	<u><u>19.0%</u></u>	<u><u>18.3%</u></u>	<u><u>19.7%</u></u>

The amended budget reflects a \$604,540 use of reserves in FY 2012-13, with a reserve balance of \$7.1 million at the end of the fiscal year. Total revenues in FY 2013-14 reflect an overall decline, the result of substantial one-time revenues that have been received this year. Anticipated annual increases in the law enforcement services contract with San Diego County will have an adverse impact on the budget, with annual increases expected to range from \$453,000 to \$923,000 over the upcoming four years. Structural deficits are projected to continue through FY 2015-16, with the reserve balance returning to the \$7 million policy level in FY 2016-17.

## CITY OF SANTEE

Attachment 2

## GENERAL FUND

SUMMARY OF REVENUES AND EXPENDITURES  
FY 2012-13 AMENDED OPERATING BUDGET

	FY 2011-12 Actuals	FY 2012-13 Revised Budget	Increase (Decrease)
Revenues	\$ 32,050,285	\$ 33,444,400	\$ 1,394,115
Expenditures by Dept:			
City Council	349,518	351,050	1,532
City Attorney	302,648	415,000	112,352
City Manager	550,223	663,660	113,437
Risk Management	395,415	405,590	10,175
Animal Control	298,573	302,520	3,947
City Clerk	234,360	304,780	70,420
Human Resources	452,791	483,010	30,219
Finance	944,490	1,099,850	155,360
Development Services (total):	2,890,875	3,701,980	811,105
Engineering	1,260,332	1,708,480	448,148
Planning	553,817	821,950	268,133
Building Inspection	537,585	634,320	96,735
Information Technology	414,154	397,760	(16,394)
Code Compliance	124,987	139,470	14,483
Community Services (total):	3,447,282	3,566,990	119,708
Administration	347,365	389,710	42,345
Public Svcs - Maintenance	2,305,036	2,413,700	108,664
Solid Waste	41,466	39,760	(1,706)
Facility Operations	45,875	46,580	705
Recreation	502,577	455,590	(46,987)
Senior Programs	3,700	5,430	1,730
Teen Center	58,234	46,430	(11,804)
Special Events	116,535	142,860	26,325
Skate Park	26,494	26,930	436
Law Enforcement	11,589,996	11,682,320	92,324
Fire and Life Safety (total):	10,452,854	9,972,790	(480,064)
Administration	973,125	992,230	19,105
Emergency Operations	6,903,878	6,405,090	(498,788)
Emergency Medical	2,467,756	2,567,230	99,474
Emergency Preparedness	108,095	8,240	(99,855)
Debt Service	198,993	199,400	407
Capital Improvement Program	-	900,000	900,000
Encumbrance/Designated Carry Forwards	99,489	-	(99,489)
Total Expenditures and Other Uses	32,207,507	34,048,940	1,841,433
Use of Reserves	(157,222)	(604,540)	
Available Fund Balance, Beg. of Year	7,886,790	7,729,568	
Available Fund Balance, End of Year	\$ 7,729,568	7,125,028	

**GENERAL FUND  
REVENUE DETAIL  
FY 2012-13 REVISED ESTIMATES**

GENERAL FUND	FY 11-12 ACTUAL	FY 12-13 REVISED	CHANGE
Property Taxes	7,806,009	7,806,000	(9)
Property Taxes-Redev. Resid. Dist.	1,494,654	557,700	(936,954)
Sales and Use Tax	5,996,460	6,173,800	177,340
Sales Tax in Lieu	1,902,163	1,987,200	85,037
Transient Occupancy Tax	114,423	220,800	106,377
Franchise Fees	2,289,425	3,980,400	1,690,975
Sycamore Landfill Fees	180,766	250,500	69,734
Landfill Cost Reimbursement	750,000	-	(750,000)
Real Property Transfer Tax	155,341	163,100	7,759
Business Licenses	95,755	127,000	31,245
SB 1186 Surcharge	-	2,500	2,500
Alarm Permits	1,098	800	(298)
Planning and Engineering Fees	373,252	489,300	116,048
Fire Permit/Service Fees	42,361	93,100	50,739
Fire Incident Cost Recovery	49,689	60,000	10,311
Building Permits/Plan Check Fees	702,509	856,000	153,491
Other Misc. Permits	440	1,000	560
Vehicle/Traffic Safety Fines	110,200	120,000	9,800
Admin Tow Fees	19,948	21,000	1,052
Other Fines and Forfeitures	28,415	25,500	(2,915)
Parking Citations	15,733	28,200	12,467
Cost Recovery-Restitution	2,412	3,000	588
Interest Income	53,986	65,000	11,014
Rental Income	42,589	56,500	13,911
City Facilities-Sportsplex	137,461	147,800	10,339
City Facilities-Civic Center	42,866	45,100	2,234
Teen Center/Skate Park	8,927	25,600	16,673
Parks, Fields & Lighting	95,770	117,900	22,130
Reimbursement Agreements	-	32,400	32,400
AVA Reimbursements	40,490	96,700	56,210
Motor Vehicle License Fees	28,716	29,700	984
Property Tax in Lieu	4,310,314	4,314,900	4,586
Miscellaneous Income	66,067	326,500	260,433
SANDPIPA Dividend/Loss Control	128,981	137,200	8,219
SB90 Claims (Mandated Costs)	22,801	20,000	(2,801)
CSA 69 Paramedic Services	2,470,520	2,567,200	96,680
Fire Services - FTES	-	12,700	12,700
CSA 115 Fire Services	283,290	283,300	10
Assessments/Fire Benefit Fee	920,548	920,100	(448)
Charges to Other Funds	1,040,262	1,178,100	137,838
Grant Claim Reimbursements	111,487	-	(111,487)
Abandoned Property Fees	29,070	21,800	(7,270)
Special Events	66,633	66,600	(33)
Donations	380	2,400	2,020
Operating Transfers In	18,074	10,000	(8,074)
			-
<b>TOTAL GENERAL FUND</b>	<b>32,050,285</b>	<b>33,444,400</b>	<b>1,394,115</b>

**CITY OF SANTEE  
SUMMARY OF FUNDED POSITIONS**

	<b>2009-10 Actual</b>	<b>2010-11 Actual</b>	<b>2011-12 Actual</b>	<b>2012-13 Budget</b>
<b>General Fund</b>				
City Council	5.50	5.50	5.50	5.50
City Manager	3.00	3.00	3.50	3.50
City Clerk	1.75	1.75	1.75	1.75
Human Resources	3.00	3.00	3.00	3.00
Finance	6.50	6.50	8.00	8.00
Development Services	13.75	13.25	21.20	20.70
Community Services	18.75	18.75	19.38	19.38
Fire and Life Safety	60.40	60.40	54.00	55.00
<b>Total General Fund</b>	<u>112.65</u>	<u>112.15</u>	<u>116.33</u>	<u>116.83</u>
<b>Redevelopment Revolving Fund</b>				
Engineering/Planning	9.00	8.50	-	-
Community Services	1.25	1.25	-	-
Housing Services	3.85	3.85	-	-
Manufactured Home Fair Practices	0.40	0.40	-	-
CDC Administration	2.50	2.50	-	-
<b>Total Redevelopment Revolving Fund</b>	<u>17.00</u>	<u>16.50</u>	<u>-</u>	<u>-</u>
<b>Recreation Revolving Fund</b>	<u>-</u>	<u>-</u>	<u>0.62</u>	<u>0.62</u>
<b>Mobile Home Park Ord. Admin Fund</b>	<u>-</u>	<u>-</u>	<u>0.30</u>	<u>0.30</u>
<b>Total Funded Positions</b>	<u>129.65</u>	<u>128.65</u>	<u>117.25</u>	<u>117.75</u>

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

**RESOLUTION NO. \_\_\_\_\_-2013**  
**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF**  
**SANTEE, CALIFORNIA, AMENDING THE GENERAL FUND**  
**OPERATING BUDGET FOR FISCAL YEAR 2012-13**

**WHEREAS**, the City Council of the City of Santee adopted an interim Two Year Operating Budget for the City of Santee for Fiscal Years 2011-12 and 2012-13 by Resolution No. 055-2011 on June 22, 2011 with the understanding that the budget would be brought back to the City Council for amendment upon the completion of discussions with employee groups and City Council review; and

**WHEREAS**, on December 14, 2011 the City Council adopted certain budget amendments by Resolution No. 84-2011; and

**WHEREAS**, the City Manager has prepared and submitted to the City Council for its review and approval an amended General Fund budget for fiscal year 2012-13; and

**WHEREAS**, the City Council desires to amend the fiscal year 2012-13 budget.

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

**Section 1:** The amended General Fund budget for fiscal year 2012-13 as submitted by the City Manager, including all changes directed by the City Council, is approved and adopted.

**Section 2:** The monies necessary to offset the expenditures for the amended General Fund budget for fiscal year 2012-13 as adopted by the City Council pursuant to Section 1 hereof, are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

**Section 3:** One position of Planning Director with an annual salary band of \$90,678.12 to \$122,415.72 shall be adjusted to an annual salary band of \$99,745.93 to \$134,657.29.

**Section 4:** The Salary Schedules for General, Management and Santee Firefighters Association employees currently in effect, as amended by Section 3 hereof and as presented as Attachment A, are approved and adopted.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 27<sup>th</sup> day of February 2013, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

Attachment: Attachment A

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
46	Accountant	4,739.76	4,976.73	5,225.57	5,486.85	5,761.19
	Monthly					
	Biweekly	2,187.58	2,296.95	2,411.80	2,532.39	2,659.01
	Hourly	27.3447	28.7119	30.1475	31.6549	33.2376
	Annual	56,877.08	59,720.70	62,706.80	65,842.14	69,134.26
29	Account Clerk	3,114.95	3,270.69	3,434.23	3,605.94	3,786.25
	Monthly					
	Biweekly	1,437.67	1,509.55	1,585.03	1,664.28	1,747.50
	Hourly	17.9709	18.8694	19.8129	20.8035	21.8437
	Annual	37,379.42	39,248.30	41,210.78	43,271.28	45,435.00
33	Administrative Secretary	3,438.33	3,610.23	3,790.76	3,980.30	4,179.31
	Monthly					
	Biweekly	1,586.92	1,666.26	1,749.58	1,837.06	1,928.91
	Hourly	19.8365	20.8283	21.8697	22.9632	24.1114
	Annual	41,259.92	43,322.76	45,489.08	47,763.56	50,151.66
	Salary Band		7,556.51	-	10,201.31	
	Annual		90,678.12		122,415.72	
58	Associate Civil & Traffic Engineer	6,374.44	6,693.14	7,027.80	7,379.21	7,748.15
	Monthly					
	Biweekly	2,942.05	3,089.14	3,243.60	3,405.79	3,576.07
	Hourly	36.7756	38.6142	40.5450	42.5724	44.7009
	Annual	76,493.30	80,317.64	84,333.60	88,550.54	92,977.82
49	Associate Planner	5,104.19	5,359.40	5,627.38	5,908.74	6,204.16
	Monthly					
	Biweekly	2,355.78	2,473.57	2,597.25	2,727.11	2,863.46
	Hourly	29.4472	30.9196	32.4656	34.0889	35.7933
	Annual	61,250.28	64,312.82	67,528.50	70,904.86	74,449.96

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

Range	Classification	A	B	C	D	E
	City Clerk		6,359.99 76,319.88	-	8,905.55 106,866.60	
	City Manager		16,834.62 202,015.50			
34	Code Compliance Assistant	Monthly Biweekly Hourly Annual	3,524.28 1,626.59 20,332.4 42,291.34	3,885.53 1,793.32 22,416.5 46,626.32	4,079.79 1,882.98 23,537.3 48,957.48	4,283.80 1,977.14 24,714.2 51,405.64
	Confidential Senior Human Resource Analyst	Salary Band Annual	5,736.81 68,841.74		7,744.75 92,936.97	
46	Confidential Secretary to City Manager/Council	Monthly Biweekly Hourly Annual	4,739.76 2,187.58 27,344.7 56,877.08	5,225.57 2,411.80 30,147.5 62,706.80	5,486.85 2,532.39 31,654.9 65,842.14	5,761.19 2,659.01 33,237.6 69,134.26
38	Confidential Senior Account Clerk	Monthly Biweekly Hourly Annual	3,890.14 1,795.45 22,443.1 46,681.70	4,288.90 1,979.49 24,743.6 51,466.74	4,503.33 2,078.46 25,980.8 54,039.96	4,728.49 2,182.38 27,279.8 56,741.88
	Crossing Guards	Hourly	12.5125			
	Deputy City Manager/ Director of Dev. Services	Salary Band Annual	10,114.01 121,368.20	-	13,666.66 164,000.00	

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	Deputy Fire Chief		8,287.79 99,453.48	-	11,172.12 134,065.44	
	Development Services Aide		8,4560	-	12,7663	
	Director of Community Services		9,108.60 109,303.20	-	12,145.28 145,743.36	
	Director of Finance/Treasurer		9,522.42 114,268.57	-	12,812.50 153,750.00	
	Director of Fire & Life Safety		9,913.15 118,957.85	-	12,939.54 155,274.48	
	Director of Human Resources		8,099.36 97,192.32	-	10,934.15 131,209.80	
44	Engineering Inspector		4,511.37 2,082.17 26,0271	4,973.78 2,295.59 28,6949	5,222.49 2,410.38 30,1297	5,483.60 2,530.89 31,6361
			54,136.42	59,685.34	62,669.88	65,803.14
39	Equipment Mechanic		3,987.40 1,840.34 23,0042	4,396.10 2,028.97 25,3621	4,615.91 2,130.42 26,6302	4,846.70 2,236.94 27,9617
			47,848.84	52,753.22	55,390.92	58,160.44

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
35	Equipment Operator	3,612.40	3,793.01	3,982.64	4,181.78	4,390.86
	Monthly	1,667.26	1,750.62	1,838.14	1,930.05	2,026.55
	Biweekly	20,840.7	21,882.7	22,976.8	24,125.6	25,331.9
	Annual	43,348.76	45,516.12	47,791.64	50,181.30	52,690.30
	Finance Manager		6,391.90	-	8,629.07	
	Salary Band		76,702.80		103,548.84	
	Annual					
	Fire Division Chief		7,783.38	-	10,506.16	
	Salary Band		93,400.57		126,073.86	
	Annual					
44	Fire Prevention Specialist	4,511.37	4,736.92	4,973.78	5,222.49	5,483.60
	Monthly	2,082.17	2,186.27	2,295.59	2,410.38	2,530.89
	Biweekly	26,027.1	27,328.4	28,694.9	30,129.7	31,636.1
	Hourly	54,136.42	56,843.02	59,685.34	62,669.88	65,803.14
	Annual					
	Graphic Artist		19,1600	-	24,7078	
	Salary Band					
	Hourly					
	Information Technology		6,391.90		8,629.07	
	Manager		76,702.80		103,548.84	
	Salary Band					
	Annual					
47	Junior Engineer	4,858.23	5,101.16	5,356.22	5,624.02	5,905.23
	Monthly	2,242.26	2,354.38	2,472.10	2,595.70	2,725.49
	Biweekly	28,028.3	29,429.7	30,901.2	32,446.3	34,068.6
	Hourly	58,298.76	61,213.88	64,274.60	67,488.20	70,862.74
	Annual					
29	Landscape and	3,114.95	3,270.69	3,434.23	3,605.94	3,786.25
	Monthly	1,437.67	1,509.55	1,585.03	1,664.28	1,747.50
	Biweekly	17,970.9	18,869.4	19,812.9	20,803.5	21,843.7
	Hourly	37,379.42	39,248.30	41,210.78	43,271.28	45,435.00
	Annual					

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	
38	Lead Maintenance Worker	Monthly	3,890.14	4,084.64	4,288.90	4,503.33	4,728.49
	Biweekly	1,795.45	1,885.22	1,979.49	2,078.46	2,182.38	
	Hourly	22.4431	23.5653	24.7436	25.9808	27.2798	
	Annual	46,681.70	49,015.72	51,466.74	54,039.96	56,741.88	
51	Local Area Network Analyst	Monthly	5,362.59	5,630.71	5,912.25	6,207.87	6,518.27
	Biweekly	2,475.04	2,598.79	2,728.73	2,865.17	3,008.43	
	Hourly	30.9380	32.4849	34.1091	35.8146	37.6054	
	Annual	64,351.04	67,568.54	70,946.98	74,494.42	78,219.18	
	Maintenance Technician	Salary Band	12.5000	-	16.9896		
	Hourly						
	Office Aide	Salary Band	8.4560	-	12.7663		
	Hourly						
48	Parks & Landscape Supervisor	Monthly	4,979.69	5,228.69	5,490.12	5,764.63	6,052.87
	Biweekly	2,298.32	2,413.24	2,533.90	2,660.60	2,793.63	
	Hourly	28.7290	30.1655	31.6738	33.2575	34.9204	
	Annual	59,756.32	62,744.24	65,881.40	69,175.60	72,634.38	
	Planning Director	Salary Band	8,312.16	-	11,221.44		
	Annual	99,745.98			134,657.25		
	Principal Civil Engineer	Salary Band	6,788.80	-	9,164.90		
	Annual	81,465.56			109,978.80		
	Principal Planner	Salary Band	6,260.54	-	8,451.87		
	Annual	75,126.48			101,422.44		

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	Principal Traffic Engineer		6,788.80 81,465.56	-	9,164.90 109,978.80	
	Public Services Manager		6,079.22 72,950.64	-	8,208.86 98,506.32	
43	Public Works Supervisor	4,401.32 2,031.38 25,3923 52,815.88	4,621.39 2,132.95 26,6619 55,456.70	4,852.47 2,239.60 27,9950 58,229.60	5,095.09 2,351.58 29,3948 61,141.08	5,349.85 2,469.16 30,8645 64,198.16
	Recreation Aide		8,4560	-	12,7663	
28	Recreation Coordinator	3,038.99 1,402.61 17,5326 36,467.86	3,190.94 1,472.74 18,4092 38,291.24	3,350.49 1,546.38 19,3297 40,205.88	3,518.02 1,623.70 20,2962 42,216.20	3,693.91 1,704.88 21,3110 44,326.88
	Recreation Coordinator		15,1925	-	21,0890	
	Recreation Leader		10,8150	-	17,9175	
41	Recreation Program Supervisor	4,189.25 1,933.50 24,1688 50,271.00	4,398.72 2,030.18 25,3772 52,784.68	4,618.66 2,131.69 26,6461 55,423.94	4,849.59 2,238.27 27,9784 58,195.02	5,092.06 2,350.18 29,3773 61,104.68

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	Recreation Services Manager		6,079.22 72,950.64		8,208.86 98,506.32	
36	Senior Account Clerk	3,702.70 Monthly Biweekly Hourly Annual	3,887.82 1,794.38 22,4298 46,653.88	4,082.22 1,884.10 23,5513 48,986.60	4,286.34 1,978.31 24,7289 51,436.06	4,500.64 2,077.22 25,9653 54,007.72
48	Senior Buyer	4,979.69 Monthly Biweekly Hourly Annual	5,228.69 2,413.24 30,1655 62,744.24	5,490.12 2,533.90 31,6738 65,881.40	5,764.63 2,660.60 33,2575 69,175.60	6,052.87 2,793.63 34,9204 72,634.38
	Senior Management Analyst		5,463.63 65,563.56	-	7,375.95 88,511.40	
48	Senior Code Compliance Officer	4,979.69 Monthly Biweekly Hourly Annual	5,228.69 2,413.24 30,1655 62,744.24	5,490.12 2,533.90 31,6738 65,881.40	5,764.63 2,660.60 33,2575 69,175.60	6,052.87 2,793.63 34,9204 72,634.38
48	Special Events Supervisor	4,979.69 Monthly Biweekly Hourly Annual	5,228.69 2,413.24 30,1655 62,744.24	5,490.12 2,533.90 31,6738 65,881.40	5,764.63 2,660.60 33,2575 69,175.60	6,052.87 2,793.63 34,9204 72,634.38

**CITY OF SANTEE  
GENERAL AND MANAGEMENT EMPLOYEES SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013  
REVISED 02/27/2013**

<u>Range</u>	<u>Classification</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
	Special Projects Coordinator		31.5209	-	42.5535	
	Salary Band					
	Hourly					
50	Storm Water Program	5,231.79	5,493.39	5,768.06	6,056.46	6,359.30
	Manager	2,414.67	2,535.41	2,662.18	2,795.29	2,935.06
	Biweekly	30,183.4	31,692.6	33,277.2	34,941.1	36,688.2
	Hourly	62,781.42	65,920.66	69,216.68	72,677.54	76,311.56
	Annual					
	Student Intern		8.0000	-	11.2704	
	Salary Band					
	Hourly					
	Student Intern		8.1471	-	12.7663	
	(Graduate)					
	Salary Band					
	Hourly					

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

<u>Classification</u>	<u>Budgeted Positions</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
<b>Fire Captain / PM</b>						
Biweekly/112 hr	Monthly	6,366.53	6,684.90	7,019.16	7,370.05	7,738.60
Base salary	Biweekly	2,938.40	3,085.34	3,239.61	3,401.56	3,571.66
	Hourly	26.2357	27.5477	28.9251	30.3711	31.8898
	Annual	76,398.40	80,218.84	84,229.86	88,440.56	92,863.16
<b>Educational Incentives</b>						
<b>Fire Captain / PM</b>						
Biweekly/112 hr	Monthly	6,462.02	6,785.18	7,124.46	7,480.61	7,854.67
31-45 units = 1.5% over base	Biweekly	2,982.47	3,131.62	3,288.21	3,452.59	3,625.23
	Hourly	26.6292	27.9609	29.3590	30.8267	32.3681
	Annual	77,544.22	81,422.12	85,493.46	89,767.34	94,255.98
<b>Fire Captain / PM</b>						
Biweekly/112 hr	Monthly	6,557.53	6,885.45	7,229.73	7,591.16	7,970.76
46 units and over = 3.0% over base	Biweekly	3,026.55	3,177.90	3,336.80	3,503.61	3,678.81
	Hourly	27.0228	28.3741	29.7929	31.2822	32.8465
	Annual	78,690.30	82,625.40	86,756.80	91,093.86	95,649.06
<b>Fire Captain / PM</b>						
Biweekly/112 hr	Monthly	6,653.03	6,985.72	7,335.01	7,701.70	8,086.82
A.A. Degree = 4.5% over base	Biweekly	3,070.63	3,224.18	3,385.39	3,554.63	3,732.38
	Hourly	27.4163	28.7873	30.2267	31.7378	33.3248
	Annual	79,836.38	83,828.68	88,020.14	92,420.38	97,041.88
<b>Fire Captain / PM</b>						
Biweekly/112 hr	Monthly	6,748.52	7,086.02	7,440.31	7,812.26	8,202.91
Bachelor Degree = 6% over base	Biweekly	3,114.70	3,270.47	3,433.99	3,605.66	3,785.96
	Hourly	27.8098	29.2006	30.6606	32.1934	33.8032
	Annual	80,982.20	85,032.22	89,283.74	93,747.16	98,434.96

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

Classification	Budgeted Positions					
		A	B	C	D	E
<b>Fire Captain</b>						
Biweekly/112 hr	Monthly	6,092.36	6,397.04	6,716.86	7,052.67	7,405.34
Base salary	Biweekly	2,811.86	2,952.48	3,100.09	3,255.08	3,417.85
	Hourly	25.1059	26.3614	27.6794	29.0632	30.5165
	Annual	73,108.36	76,764.48	80,602.34	84,632.08	88,864.10
<b>Educational Incentives</b>						
<b>Fire Captain</b>						
Biweekly/112 hr	Monthly	6,183.75	6,492.98	6,817.63	7,158.45	7,516.41
31-45 units = 1.5% over base	Biweekly	2,854.04	2,996.76	3,146.60	3,303.90	3,469.11
	Hourly	25.4825	26.7568	28.0946	29.4991	30.9742
	Annual	74,205.04	77,915.76	81,811.60	85,901.40	90,196.86
<b>Fire Captain</b>						
Biweekly/112 hr	Monthly	6,275.14	6,588.94	6,918.38	7,264.25	7,627.49
46 units and over = 3.0% over base	Biweekly	2,896.22	3,041.05	3,193.10	3,352.73	3,520.38
	Hourly	25.8591	27.1522	28.5098	29.9351	31.4320
	Annual	75,301.72	79,067.30	83,020.60	87,170.98	91,529.88
<b>Fire Captain</b>						
Biweekly/112 hr	Monthly	6,366.53	6,684.90	7,019.13	7,370.03	7,738.58
A.A. Degree = 4.5% over base	Biweekly	2,938.40	3,085.34	3,239.60	3,401.55	3,571.65
	Hourly	26.2357	27.5477	28.9250	30.3710	31.8897
	Annual	76,398.40	80,218.84	84,229.60	88,440.30	92,862.90
<b>Fire Captain</b>						
Biweekly/112 hr	Monthly	6,457.92	6,780.87	7,119.88	7,475.82	7,849.66
Bachelor Degree = 6% over base	Biweekly	2,980.58	3,129.63	3,286.10	3,450.38	3,622.92
	Hourly	26.6123	27.9431	29.3402	30.8070	32.3475
	Annual	77,495.08	81,370.38	85,438.60	89,709.88	94,195.92

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

<u>Classification</u>	<u>Budgeted Positions</u>	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>
Fire Engineer/PM	Monthly	5,434.43	5,701.13	5,981.13	6,286.26	6,584.00
	Biweekly	2,508.20	2,631.29	2,760.52	2,901.35	3,038.77
	Hourly	22.3946	23.4937	24.6475	25.9049	27.1319
	Annual	65,213.20	68,413.54	71,773.52	75,435.10	79,008.02
<b>Educational Incentives</b>						
Fire Engineer	Monthly	5,515.94	5,786.65	6,070.85	6,380.55	6,682.78
	Biweekly	2,545.82	2,670.76	2,801.93	2,944.87	3,084.36
	Hourly	22.7305	23.8461	25.0172	26.2935	27.5389
	Annual	66,191.32	69,439.76	72,850.18	76,566.62	80,193.36
	31-45 units = 1.5% over base					
Fire Engineer	Monthly	5,597.45	5,872.17	6,160.55	6,474.82	6,781.54
	Biweekly	2,583.44	2,710.23	2,843.33	2,988.38	3,129.94
	Hourly	23.0664	24.1985	25.3869	26.6820	27.9459
	Annual	67,169.44	70,465.98	73,926.58	77,697.88	81,378.44
	46 units and over = 3.0% over base					
Fire Engineer	Monthly	5,678.99	5,957.68	6,250.27	6,569.14	6,880.27
	Biweekly	2,621.07	2,749.70	2,884.74	3,031.91	3,175.51
	Hourly	23.4024	24.5509	25.7566	27.0706	28.3528
	Annual	68,147.82	71,492.20	75,003.24	78,829.66	82,563.26
	A.A. Degree = 4.5% over base					
Fire Engineer	Monthly	5,760.50	6,043.20	6,340.01	6,663.43	6,979.05
	Biweekly	2,658.69	2,789.17	2,926.16	3,075.43	3,221.10
	Hourly	23.7383	24.9033	26.1264	27.4592	28.7598
	Annual	69,125.94	72,518.42	76,080.16	79,961.18	83,748.60
	Bachelor Degree = 6% over base					

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

Attachment A

Classification	Budgeted Positions	A B C D E				
		A	B	C	D	E
Fire Engineer	Monthly	5,200.41	5,455.60	5,723.55	6,015.56	6,300.49
	Biweekly	2,400.19	2,517.97	2,641.64	2,776.41	2,907.92
	Hourly	21.4303	22.4819	23.5861	24.7894	25.9636
	Annual	62,404.94	65,467.22	68,682.64	72,186.66	75,605.92
<b>Educational Incentives</b>						
Fire Engineer	Monthly	5,278.43	5,537.44	5,809.42	6,105.78	6,395.03
	Biweekly	2,436.20	2,555.74	2,681.27	2,818.05	2,951.55
	Hourly	21.7518	22.8191	23.9399	25.1612	26.3531
	Annual	63,341.20	66,449.24	69,713.02	73,269.30	76,740.30
	31-45 units = 1.5% over base					
Fire Engineer	Monthly	5,356.43	5,619.29	5,895.26	6,196.04	6,489.51
	Biweekly	2,472.20	2,593.52	2,720.89	2,859.71	2,995.16
	Hourly	22.0732	23.1564	24.2937	25.5331	26.7425
	Annual	64,277.20	67,431.52	70,743.14	74,352.46	77,874.16
	46 units and over = 3.0% over base					
Fire Engineer	Monthly	5,434.46	5,701.11	5,981.13	6,286.26	6,584.02
	Biweekly	2,508.21	2,631.28	2,760.52	2,901.35	3,038.78
	Hourly	22.3947	23.4936	24.6475	25.9049	27.1320
	Annual	65,213.46	68,413.28	71,773.52	75,435.10	79,008.28
	A.A. Degree = 4.5% over base					
Fire Engineer	Monthly	5,512.43	5,782.94	6,066.99	6,376.50	6,678.53
	Biweekly	2,544.20	2,669.05	2,800.15	2,943.00	3,082.40
	Hourly	22.7161	23.8308	25.0013	26.2768	27.5214
	Annual	66,149.20	69,395.30	72,803.90	76,518.00	80,142.40
	Bachelor Degree = 6% over base					

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

Classification	Budgeted Positions	A B C D E F					
		A	B	C	D	E	F
Firefighter Paramedic	Monthly	4,680.52	4,872.83	5,073.12	5,281.60	5,594.16	5,820.17
Recent at Step E	Biweekly	2,160.24	2,249.00	2,341.44	2,437.66	2,581.92	2,686.23
Biweekly/112 hr	Hourly	19.2879	20.0804	20.9057	21.7648	23.0529	23.9842
Base salary	Annual	56,166.24	58,474.00	60,877.44	63,379.16	67,129.92	69,841.98
		G		H			
	Monthly	6,055.31	6,300.49				
	Biweekly	2,794.76	2,907.92				
	Hourly	24.9532	25.9636				
	Annual	72,663.76	75,605.92				
<b>Educational Incentive (after completing 3 1/2 years of employment)</b>							
31-45 units = 1.5% over base		6,146.14	6,395.03				
		2,836.68	2,951.55				
		25.3275	26.3531				
		73,753.68	76,740.30				
46 units and over = 3.0% over base		6,236.97	6,489.51				
		2,878.60	2,995.16				
		25.7018	26.7425				
		74,843.60	77,874.16				
A.A. Degree = 4.5% over base		6,327.79	6,584.02				
		2,920.52	3,038.78				
		26.0761	27.1320				
		75,933.52	79,008.28				
Bachelor Degree = 6% over base		6,418.62	6,678.53				
		2,962.44	3,082.40				
		26.4504	27.5214				
		77,023.44	80,142.40				

**CITY OF SANTEE  
FIREFIGHTERS ASSOCIATION SALARY SCHEDULE  
EFFECTIVE JULY 1, 2012 - JUNE 30, 2013**

Classification	Budgeted Positions	A	B	C	D	E	F
Firefighter Biweekly/112 hr Base salary	Monthly	3,971.48	4,169.97	4,360.03	4,597.47	4,827.33	5,068.72
	Biweekly	1,832.99	1,924.60	2,012.32	2,121.91	2,228.00	2,339.41
	Hourly	16.3660	17.1839	17.9671	18.9456	19.8929	20.8876
	Annual	47,657.74	50,039.60	52,320.32	55,169.66	57,928.00	60,824.66

	G	H
Monthly	5,322.14	5,588.27
Biweekly	2,456.37	2,579.20
Hourly	21.9319	23.0286
Annual	63,865.62	67,059.20

**Educational Incentive (after completing 3 1/2 years of employment)**

31-45 units = 1.5% over base	5,401.98	5,672.10
	2,493.22	2,617.89
	22,2609	23,3740
	64,823.72	68,065.14
46 units and over = 3.0% over base	5,481.82	5,755.92
	2,530.07	2,656.58
	22,5899	23,7195
	65,781.82	69,071.08
A.A. Degree = 4.5% over base	5,561.64	5,839.75
	2,566.91	2,695.27
	22,9188	24,0649
	66,739.66	70,077.02
Bachelor Degree = 6% over base	5,641.46	5,923.56
	2,603.75	2,733.95
	23,2478	24,4103
	67,697.50	71,082.70

City of Santee  
**COUNCIL AGENDA STATEMENT**

6A

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ESGIL CORPORATION FOR FIRE PLAN REVIEW AND INSPECTION SERVICES

**DIRECTOR/DEPARTMENT** Robert Leigh, Fire Department *RL*

**SUMMARY**

This item requests City Council authorization of a professional services agreement with EsGil Corporation to provide fire plan review and inspection services. These services had previously been performed primarily by a part-time City employee who retired.

A request for proposals to provide fire plan review and inspection services was issued and one qualified and acceptable proposal was received from EsGil Corporation. After reviewing the proposal and interviewing pertinent representatives from EsGil Corporation, as well as conducting reference checks with several reliable sources, staff recommends authorizing EsGil Corporation to perform the work. This recommendation is based on the firm's extensive experience performing technical fire plan review and field inspection services, professional qualifications and competency of consultant's staff, proposed project/work plan approach and ability to meet project/work plan requirements within budget considerations.

Staff recommends that the City Council authorize the City Manager to execute a professional services agreement with EsGil Corporation that will be based on a percentage of the total fees collected by the City as identified in the attached Staff Report. The compensation paid to EsGil, through the percentage of total fees collected contract, will be based upon the City Council approved City of Santee Fee Schedule for New Construction and Miscellaneous Items. The annual amount of the contract is dependent on the level of construction activity, but is projected to range from \$70,000 to \$110,000 based upon historical fire plans and inspection data. The term of this Agreement will be twelve (12) months from the date of execution of the Agreement plus four (4) subsequent 12-month options to renew.

**FINANCIAL STATEMENT** *m*

Funding for this contract is included in the amended FY 12-13 operating budget.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *let*

1. Authorize the City Manager to execute a professional services agreement with EsGil Corporation for fire plan and inspections services based upon a percentage of fees collected method; and
2. Authorize the City Manager to approve four (4) additional 12-month options to renew the agreement.

**ATTACHMENTS**

Staff Report  
Resolution  
EsGil cost proposal

## **STAFF REPORT**

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ESGIL CORPORATION FOR FIRE PLAN REVIEW AND INSPECTION SERVICES**

**February 27, 2013**

#### **Background**

For the past nine (9) years fire plan review and inspection service has been completed primarily by an in-house Fire Prevention Specialist. This employee came to the City of Santee with extraordinary fire plan review and inspection knowledge, skills and abilities. This employee has since retired, leaving the City without an employee to perform the necessary services.

In an effort to continue providing this essential service to the community in as seamless a manner as possible, the Fire Department elected to utilize the services of the EsGil Corporation through the existing contract that is in place for building plan review and inspection services. This strategy has been effective and has allowed the Fire Department an opportunity to analyze different options for providing fire plan review and inspection services. During our analysis we have found that there are very few people available with the necessary knowledge, skills and abilities to actually perform both fire plan review and inspection activities. Additionally there are very few companies in the San Diego area that have successfully established business models for performing the services. This lack of available expertise and interest was evident when the City of Santee advertised a Request for Proposal on August 3, 2012 that resulted in only one qualified and acceptable proposal being returned. After reviewing the proposal and interviewing pertinent representatives from EsGil Corporation, as well as conducting reference checks with several current EsGil clients, staff recommends authorizing EsGil Corporation to perform the work.

#### **Proposal**

This item requests City Council authorization of a professional services agreement with EsGil Corporation to provide fire plan review and inspection services. This recommendation is based on the firm's extensive experience performing technical fire plan review and field inspection services, professional qualifications and competency of the consultant's staff, proposed project / work plan approach and ability to meet project/work plan requirements within budget considerations. Additionally, by contracting for those services that may be dependent on economic conditions, personnel staffing efficiencies can be maximized through the use of a service contractor.

All Fire Plan Review and Inspection Fees charged for construction in the City of Santee are now based upon the recently approved and adopted Santee Fee Schedule. EsGil has based their cost proposal on a revenue sharing model as described below:

### **New Construction**

Fire Plan Review Costs: 35% of collected fees\*

Fire Inspection Service: 35% of collected fees

\*(Fire Plan Review Costs for each repetitive tract home are reduced to 15% of collected fees)

### **Miscellaneous Items\*\***

Fire Plan Review Costs: 50% of collected fees

Fire Inspection Costs: 50% of collected fees

\*\* (include sprinkler and fire alarm systems, hazardous activities, installation permits, etc)

Staff recommends that the City Council authorize the City Manager to execute a professional services agreement with EsGil Corporation that will be based on a percentage of the total fees collected by the City for fire plans review and inspection services. The compensation paid to EsGil, through the percentage of total fees collected contract, will be based upon the City Council approved City of Santee Fee Schedule for New Construction and Miscellaneous Items. The annual amount of the contract is dependent on the level of construction activity, but is projected to range from \$70,000 to \$110,000 based upon historical levels of fire plan reviews and inspection data.

Additionally, the contract will demand penalties of ten (10) percent of the plan review and inspection fees to be forfeited daily for each day that the contractor fails to meet pre-determined timeframes for the review and inspection process.

Although it is recommended that fire plan review and inspection services be provided on a contract basis, the Fire Department will remain actively involved in the management of the process by continuing to accept fire plans in City offices and then route them by courier to EsGil, providing guidance and direction to the contractor (EsGil), determining the fees payable by the customer and by addressing any customer service related issues that may arise. Additionally, the Fire Department will continue to evaluate alternative options for providing fire plans review and inspection services in an effort to provide efficient cost effective and timely service to the community.

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH ESGIL  
CORPORATION FOR FIRE PLAN REVIEW AND INSPECTION SERVICES**

**WHEREAS**, the City of Santee, through its Fire Department, provides fire plan review and inspection services; and

**WHEREAS**, the part-time fire inspection employee who performed these services recently resigned; and

**WHEREAS**, it is in the City's best interest to contract fire plan review and inspection services to a professional firm; and

**WHEREAS**, following request for proposals, reference checks, and previous experience, EsGil Corporation is the recommended contractor to assume fire plan review and inspection services; and

**WHEREAS**, the compensation paid to EsGil, through the percentage of total fees collected contract will be based upon the City Council approved City of Santee Fee Schedule for New Construction and Miscellaneous Items and is estimated, based upon historical plan review and inspection data, to range from \$70,000 to \$110,000 annually.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Santee, California, that the City Manager is hereby authorized to:

1. Execute a professional services agreement with EsGil Corporation for fire plan and inspection services based upon a percentage of fees collected method; and
2. Approve four (4) additional 12-month options to renew the agreement.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27th day of February 2013, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

# **ESGIL CORPORATION**

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## **COST PROPOSAL**

for:

### **THE CITY OF SANTEE FIRE DEPARTMENT**



### **RFP: Fire Plan Review and Inspection Services**

August 29, 2012

proposal submitted by:  
Kurt Culver, President, S.E., C.B.O.

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9320 Chesapeake Drive, Suite 208 • San Diego, California 92123  
(858) 560-1468 • (800) 983-7445 • [www.esgil.com](http://www.esgil.com)

## **Section 4.4: COST PROPOSAL**

To provide the fire plan check and inspection services described in our proposal, our fees will be as follows:

1. **New Construction Fire Plan Review and Inspection:**

**Fire Plan Review** charges for New Construction will be **35%\*** of the Fire Prevention Fee from the City of Santee's "Consolidated Fire Fee Schedule, New Construction Fees". **Fire Inspection** costs associated with New Construction activity will be **35%** of the Fire Prevention Fee from the "Consolidated Fee Schedule".

\*(Fire Plan Review Costs for each repetitive tract home is reduced to 15% of collected fees)

2. **Miscellaneous Items**

**Fire Plan Review** costs for construction related fire suppression systems and operational permits will be **50%** of collected fees from the City of Santee's "Consolidated Fire Fee Schedule, Miscellaneous Items". **Fire Inspection** costs that are related to "Miscellaneous Items" as identified in the City of Santee's "Consolidated Fire Fee Schedule" will be **50%** of the collected fees from the "Consolidated Fire Fee Schedule, Miscellaneous Items".

3. **Recheck #1:** No additional fee.

4. **Recheck #2:** No additional fee.

5. **Recheck #3:** No additional fee.

6. **Plan Delivery Charge:** No fee.

7. **Other fees:**

**Revisions:** Revisions to plans are reviewed on an hourly rate basis.

**Preliminary Plan Checks:** No additional fee.

**Partial Plan Checks:** No additional fee.

**City Staff Training:** Hourly basis

**Other:** Any additional staff time, such as for preparing council reports, code adoptions, etc., would be invoiced on an hourly basis.

The following is our HOURLY RATE SCHEDULE:

<u>ESGIL CORPORATION</u> <u>HOURLY RATES</u>	
Fire Protection Engineer	\$175.00
Fire Protection Plans Examiner	\$90.00
Fire Inspector	\$83.00
<u>Note</u> Rates are increased by a factor of 1.5 for overtime, and for holiday and weekend assignments.	

#### Section 4.4.1: SAMPLE FEES

Sample fees are shown below:

- |    |  |          |
|----|--|----------|
| 1. | Single Family Dwelling, 1500 sf with attached 400 sf garage: | \$345.80 |
| 2. | Commercial Spec Building, Type III-B, 20,000 sf:             | \$298.90 |
| 3. | Tenant Improvement, Mercantile, 10,000 sf:                   | \$229.60 |
| 4. | Hood Suppression System (single hood):                       | \$178.50 |
| 5. | Fire Sprinkler System, 100 heads:                            | \$ 79.00 |
| 6. | Fire Alarm System, 100 devices:                              | \$112.50 |

**CDC SUCCESSOR AGENCY  
AGENDA STATEMENT**

9A

**MEETING DATE** February 27, 2013

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION SUCCESSOR AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD FROM JULY 1, 2013 TO DECEMBER 31, 2013 ("ROPS 13-14A")

**DIRECTOR/DEPARTMENT**

  
Tim K. McDermott, Director of Finance

**SUMMARY**

On December 29, 2011, the California Supreme Court issued its decision in the case of *California Redevelopment Association v. Matosantos*, which addressed the constitutionality of Assembly Bills 1x26 and 1x27 ("AB 26" and "AB 27"). The Court upheld, in large part, the constitutionality of AB 26 and overturned AB 27 in its entirety. In accordance with this decision, all redevelopment agencies in the state of California have been dissolved effective February 1, 2012. On January 11, 2012 the City Council elected to become the successor agency to the Santee Community Development Commission ("CDC"). As the Successor Agency, the City has certain administrative and other responsibilities for the winding down of redevelopment activities.

One such requirement is the preparation of the Recognized Obligation Payment Schedules ("ROPS"). The ROPS list all of the "enforceable obligations" of the CDC Successor Agency, the minimum amounts and due dates of payments required for each enforceable obligation and the source of funding for each required payment. The attached resolution adopts the ROPS covering the six month period from July 1, 2013 through December 31, 2013 ("ROPS 13-14A"). The Successor Agency Oversight Board is scheduled to meet on February 26, 2013 in order to review and approve the ROPS before it is filed with the County Auditor-Controller, State Controller's Office and the State Department of Finance for their review before the March 1, 2013 due date.

**FINANCIAL STATEMENT**

Adoption of the attached resolution along with approval by the CDC Successor Agency Oversight Board will provide for the receipt of \$4,837,500 in property tax revenues in order to satisfy the enforceable obligations listed on the ROPS.

**CITY ATTORNEY REVIEW**

N/A     Completed

**RECOMMENDATION** 

Adopt the attached resolution

**ATTACHMENTS (Listed Below)**

Resolution

Resolution No. CDCSA \_\_\_\_\_

**A RESOLUTION OF THE CDC SUCCESSOR AGENCY OF THE CITY OF SANTEE, CALIFORNIA APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE FOR THE PERIOD FROM JULY 1, 2013 TO DECEMBER 31, 2013 ("ROPS 13-14A")**

**WHEREAS**, pursuant to the Community Redevelopment Law (Health and Safety Code Sections 33000 et seq.), the City Council of the City of Santee ("City") created the Community Development Commission of the City of Santee ("CDC"); and

**WHEREAS**, the CDC has been responsible for implementing the Amended and Restated Redevelopment Plan for the Santee Community Redevelopment Project covering certain properties within the City ("Project Areas"); and

**WHEREAS**, as part of the 2011-12 State budget bill, the California State Legislature enacted, and the Governor signed, companion bills AB 1X26 and AB 1X27, which eliminate every redevelopment agency unless the community that created it adopts an ordinance ("Continuation Ordinance") agreeing to participate in an Voluntary Alternative Redevelopment Program ("Alternate Redevelopment Program") which requires the payment of an annual "community remittance" payment; and

**WHEREAS**, on July 18, 2011, the League of California Cities and the California Redevelopment Association filed suit in the Supreme Court of the State of California challenging the constitutionality of and requesting a stay of enforcement of AB 1X26 and AB 1X27; and

**WHEREAS**, on August 11, 2011, the California Supreme Court agreed to take the case; and

**WHEREAS**, on December 29, 2011, the California Supreme Court upheld, in large part, AB 1x26 and overturned AB 1x27, which dissolved all redevelopment agencies, as of February 1, 2012; and

**WHEREAS**, on January 11, 2012 the City Council elected to become the successor agency to the CDC ("CDC Successor Agency"); and

**WHEREAS**, in accordance with AB 1484 which was signed into law on June 27, 2012 the ROPS for the period from July 1, 2013 through December 31, 2013 ("ROPS 13-14A") must be approved by the Successor Agency and Successor Agency Oversight Board and submitted to the County Auditor-Controller, State Controller and the State Department of Finance for review by March 1, 2013.

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

**Section 1.** Recitals. The Recitals set forth above are true and correct and incorporated herein by reference.

**Section 2.** Approval of ROPS. The Recognized Obligation Payment Schedule for the period from July 1, 2013 to December 31, 2013 ("ROPS 13-14A") is hereby approved, in substantially the form attached hereto as Exhibit A.

**Resolution No. CDCSA \_\_\_\_\_**

**Section 3.** Posting; Transmittal to Appropriate Agencies. The Director of Finance or his designee is hereby authorized and directed to provide the Recognized Obligation Payment Schedule to the Successor Agency Oversight Board for review and certification, to the County Auditor-Controller, the State Controller's Office, the State Department of Finance and post it on the City's web site.

**Section 4.** Effective Date. This Resolution shall become effective upon its adoption.

**ADOPTED** by the CDC Successor Agency of the City of Santee, California at a Regular Meeting thereof held this 27<sup>th</sup> day of February, 2013 by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED**

\_\_\_\_\_  
**RANDY VOEPEL, MAYOR**

**ATTEST**

\_\_\_\_\_  
**PATSY BELL, CMC, CITY CLERK**

Attachments: Exhibit A: Recognized Obligation Payment Schedule for the Period from July 1, 2013 to December 31, 2013 ("ROPS 13-14A")

**SUMMARY OF RECOGNIZED OBLIGATION PAYMENT SCHEDULE**

Filed for the July 1, 2013 to December 31, 2013 Period

Name of Successor Agency: **SANTEE (SAN DIEGO)**

Outstanding Debt or Obligation	Total
Total Outstanding Debt or Obligation	\$125,479,751
<b>Current Period Outstanding Debt or Obligation</b>	<b>Six-Month Total</b>
A Available Revenues Other Than Anticipated RPTTF Funding	\$4,046,707
B Enforceable Obligations Funded with RPTTF	\$4,712,500
C Administrative Allowance Funded with RPTTF	\$125,000
D Total RPTTF Funded (B + C = D)	\$4,837,500
E Total Current Period Outstanding Debt or Obligation (A + B + C = E) <i>Should be same amount as ROPS form six-month total</i>	\$8,884,207
F Enter Total Six-Month Anticipated RPTTF Funding	\$4,837,500
G Variance (F - D = G) <i>Maximum RPTTF Allowable should not exceed Total Anticipated RPTTF Funding</i>	\$0

**Prior Period (July 1, 2012 through December 31, 2012) Estimated vs. Actual Payments (as required in HSC section 34186 (a))**

H Enter Estimated Obligations Funded by RPTTF (lesser of Finance's approved RPTTF amount including admin allowance or the actual amount distributed)	\$1,089,380
I Enter Actual Obligations Paid with RPTTF	\$964,380
J Enter Actual Administrative Expenses Paid with RPTTF	\$125,000
K Adjustment to Redevelopment Obligation Retirement Fund (H - (I + J) = K)	\$0
L Adjustment to RPTTF (D - K = L)	\$4,837,500

Certification of Oversight Board Chairman:

Pursuant to Section 34177(m) of the Health and Safety code,

I hereby certify that the above is a true and accurate Recognized

Obligation Payment Schedule for the above named agency.

Warren H. Savage Jr.

Name

/s/

Signature

Chair

Title

2/26/2013

Date