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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 13, 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:

ADJOURNMENT IN MEMORY: Rita Voepel

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 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.**

- (E) Approval of the expenditure of \$41,087.51 for December 2012 legal services and related costs.
- (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.

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.

Recommendation: Receive public testimony and continue the Public Hearing to February 27, 2013

3. ORDINANCES (First Reading): None

4. CITY COUNCIL ITEMS AND REPORTS:

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).

Recommendation: Receive the staff report and authorize the transmittal of the Draft Housing Element to the State Department of Housing and Community Development.

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

Recommendation: Adopt the Resolution authorizing the retention and payment of Anderson & Brabant, Inc. for the Prospect Avenue Widening Project. The resolution authorizes the City Attorney to retain Anderson & Brabant, Inc. with services to be paid from bond funds.

- (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)

Recommendation: Adopt the Resolution authorizing the City Manager to execute an Enforceable Obligation Expense Loan Agreement with the Successor Agency.

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

Recommendation: Review and discuss the proposed Fiscal Year 2012-13 amended Operating Budget.

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 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)

Recommendation: Adopt the Resolution authorizing the City Manager to execute an Enforceable Obligation Expense Loan Agreement with the City of Santee.

- 10. SANTEE PUBLIC FINANCING AUTHORITY:**
(Note: Minutes appear as Item 1B)

11. CITY ATTORNEY REPORTS:

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.

(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

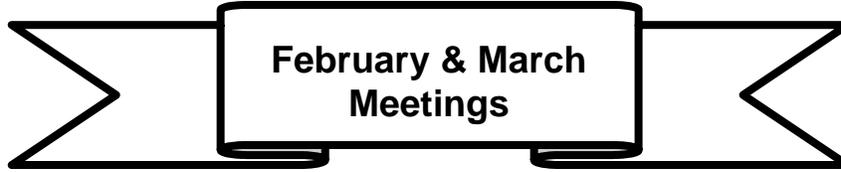
(F) CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

City representative: City Manager

Employee organization: Santee Firefighters Association

13. ADJOURNMENT:



Feb	07	Santee Park & Recreation Committee	Bldg. 6 Conf. Rm.
Feb	11	Community Oriented Policing Committee	Chamber Conf. Rm.
Feb	13	City Council Meeting	Chamber
Feb	27	City Council Meeting	Chamber
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

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.

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 }	AFFIDAVIT OF POSTING AGENDA
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 8, 2013</u> at <u>4:30 p.m.</u>	
_____ Signature	<u>2/8/13</u> Date

City of Santee
COUNCIL AGENDA STATEMENT

Adjourn

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE ADJOURNMENT IN MEMORY: RITA VOEPEL

DIRECTOR/DEPARTMENT Randy Voepel, Mayor

SUMMARY

Tonight's meeting will be adjourned in memory of Mayor Randy Voepel's mother, Rita Voepel. She was 79 years old.

FINANCIAL STATEMENT N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION ✓ Adjourn in memory of Rita Voepel.

ATTACHMENTS (Listed Below)

None.

City of Santee
COUNCIL AGENDA STATEMENT

1B

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF MEETING MINUTES: SANTEE CITY COUNCIL,
CDC SUCCESSOR AGENCY AND SANTEE PUBLIC FINANCING
AUTHORITY REGULAR MEETING OF JANUARY 23, 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)

January 23, 2013 Minutes

Minutes

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

Draft

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

January 23, 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 7:06 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 Office Aide Rowena Parravano.

LEGISLATIVE INVOCATION: Reverend Sandy Olewine, Santee United Methodist Church

PLEDGE OF ALLEGIANCE: Jim Montague

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

Mayor Voepel requested that Item 6(A) be reordered to follow the Consent Calendar.

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 01-09-13 Regular Meeting**
 - CDC Successor Agency 01-09-13 Regular Meeting**
 - Public Financing Authority 01-09-13 Regular Meeting**

Draft

- (C) Approval of Payment of Demands as presented.
- (D) Second Reading and adoption of an Ordinance amending various sections of Title 17 "Zoning" of the Santee Municipal Code to address compliance with state laws governing supportive residential uses, as defined in Chapter 17.04 "Administration," and found in Chapter 17.06 "Permits," Chapter 17.08 "Development Review," Chapter 17.10 "Residential Districts," and Chapter 17.14 "Industrial Districts." (Case File: ZA2012-1) (ORD 517)
- (E) Second Reading and adoption of an Ordinance amending the Zone District Map R2012-01 to reclassify Assessor Parcel Numbers 384-042-22, 384-042-23, 383-021-03, 383-021-04, 383-021-06, 383-021-07 to the R-14 (Medium-High Residential) District and to reclassify Assessor Parcel Numbers 383-061-01, 383-061-02, 383-061-03 to the R-22 (High Density Residential) District in conjunction with the 2013-2020 Housing Element of the General Plan. (Case Files: GPA2012-1 and TCSPA2012-1) (ORD 518)
- (F) Adoption of a Resolution to award the construction contract for the internally-illuminated Street Name Sign Replacement Project (CIP 2012-010) to T&M Electric, Incorporated, DBA Perry Electric, in the amount of \$64,782; authorization for the City Manager to execute the contract; and authorization for the Director of Development Services to execute change orders up to a total of \$9,700. (Reso 6-2013)
- (G) Rejection of two claims against the City by Dorindia Yost and Dorindia Reyes per Government Code Section 913.

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.

The following item was re-ordered to follow the Consent Calendar:

6. NEW BUSINESS:

- (A) Authorize the advertising of a Request for Proposals for project design and California Environmental Quality Act review for a water well at Town Center Community Park.

Community Services Director Maertz presented the staff report utilizing a PowerPoint presentation. He, Development Services Director/Deputy City Manager Orso-Delgado and City Attorney Hagerty answered Council's questions.

Draft

ACTION: After lengthy discussion, on motion of Council Member McNelis, seconded by Vice Mayor Minto, the advertising of a Request for Proposals for the design and compliance with the California Environmental Quality Act of a water well at Town Center Community Park was authorized with all voting aye, except Council Member Ryan who was absent.

2. PUBLIC HEARINGS:

- (A) Continued Public Hearing and Second Reading of an Ordinance amending Title 8, "Health and Safety" of Santee Municipal Code, Chapter 8.36 Article V, entitled "Food Vending Vehicles" to incorporate the County's letter grade system for mobile food vending vehicles. (ZA2012-2) (Continued from 1/9/13) (ORD 519)

The Public Hearing opened at 7:37 p.m.

PUBLIC SPEAKERS: None

ACTION: On motion of Vice Mayor Minto, seconded by Council Member McNelis, the Public Hearing was closed at 7:38 p.m., the amendment was found to be exempt from the provisions of CEQA and the Ordinance was adopted with all voting aye, except Council Member Ryan who was absent.

3. ORDINANCES (First Reading):

- (A) An Ordinance amending Section 1.08.010 of the Municipal Code to allow prosecution of Municipal Code violations as misdemeanors or infractions.

City Attorney Shawn Hagerty presented a brief overview of the Ordinance.

ACTION: On motion of Council Member McNelis, seconded by Vice Mayor Minto, the Ordinance was approved for First Reading and the Second Reading was set for February 13, 2013 with all voting aye, except Council Member Ryan who was absent.

4. CITY COUNCIL ITEMS AND REPORTS:

- (A) Extension of excused absences for Council Member. (Voepel)

ACTION: On motion of Mayor Voepel, seconded by Council Member McNelis, Council Member Ryan was formally excused from attendance at the last four City Council meetings and was further excused for the next two months if needed with all voting aye, except Council Member Ryan who was absent.

Draft

(B) Annual Presentation of Local Appointments List – Boards, Commissions & Committees

Mayor Voepel discussed his recommendations and asked for Council input.

ACTION: On motion of Vice Mayor Minto, seconded by Council Member McNelis, the continuance of all representation as listed for the Santee Citizen Appointed Committees was reaffirmed with all voting aye, except Council Member Ryan who was absent.

Mayor Voepel noted that there are five possible committees on which the Council Members sit that the Representative position receives a stipend. Therefore, those appointments need to be approved separately with the City Representative abstaining from the vote. The following actions took place:

ACTION: On motion of Council Member Dale, seconded by Vice Mayor Minto, Council Member McNelis was appointed as Representative and Council Member Ryan as the Alternate on the Heartland Fire Training Facility Authority Commission with all voting aye, except Council Member McNelis who abstained and Council Member Ryan who was absent.

ACTION: On motion of Council Member Dale, seconded by Council Member McNelis, Vice Mayor Minto was re-appointed as the Representative and Council Member McNelis as Alternate to the Metropolitan Transit Services Committee with all voting aye, except Vice Mayor Minto who abstained and Council Member Ryan who was absent.

ACTION: On motion of Council Member Dale, seconded by Vice Mayor Minto, Council Member McNelis was re-appointed as the Representative and Council Member Ryan as the Alternate to the Mission Trails Regional Park Task Force with all voting aye, except Council Member McNelis who abstained and Council Member Ryan who was absent.

ACTION: On motion of Vice Mayor Minto, seconded by Council Member McNelis, Council Member Dale was re-appointed as the Representative, Vice Mayor Minto as the 1st Alternate and Council Member McNelis as the 2nd Alternate to the San Diego Association of Governments Board (SANDAG) with all voting aye, except Council Member Dale who abstained and Council Member Ryan who was absent.

Mayor Voepel noted that Council Member Dale will be serving as SANDAG Board Chair this year. Vice Mayor Minto conducted the meeting for the following action:

ACTION: On motion of Council Member Dale, seconded by Council Member McNelis, Mayor Voepel was re-appointed as the Representative and Vice Mayor Minto as the Alternate to the Heartland Communications Facility Commission with all voting aye, except Mayor Voepel who abstained and Council Member Ryan who was absent.

Draft

ACTION: On motion of Vice Mayor Minto, seconded by Council Member McNelis, the Local Appointments List was approved as presented with the following changes with all voting aye, except Council Member Ryan who was absent.

- ◆ San Diego SAFE (Service Authority for Freeway Emergencies) was eliminated.
- ◆ Lemon Grove Mayor Mary Sessom will serve as the East County Representative on the San Diego Airport Authority Board.

Vice Mayor Minto noted that the Abandoned Vehicles Abatement Service Authority has not met recently and will most likely be eliminated or taken over by another committee.

5. CONTINUED BUSINESS: None

6. NEW BUSINESS:

(A) Item was reordered to follow the Consent Calendar.

(B) Request for consideration of General Plan and Zone Code Amendments to change the land use designations of property in Town Center (Site 1) and in the Low-Medium Residential (R-2) District on Via De Christina (Site 2) for Park/Open Space use. (City Initiated)

Planning Director Kush and City Manager Till answered Council's questions. Planning Director Kush requested that a 3rd Site, a triangular 10-acre parcel north of Riverview Parkway, also be considered for a change in land use designation to remove the Office Park Overlay.

PUBLIC SPEAKERS: Speaking in Support was Paul Ague, San Diego Christian College.

ACTION: On motion of Council Member McNelis, seconded by Vice Mayor Minto, staff was directed to proceed with processing the Town Center Specific Plan Amendment for Site 1, a General Plan Amendment and Rezone for Site 2, and change in land use designation to remove the Office Park Overlay for Site 3 with all voting aye, except Council Member Ryan who was absent.

(C) Five-Year agreement with San Diego County Sheriff's Department for Law Enforcement services.

City Manager Keith Till presented the staff report and answered Council's questions.

ACTION: On motion of Council Member Dale, seconded by Vice Mayor Minto, the agreement with the County of San Diego and the San Diego County Sheriff for general and specialized law enforcement and traffic services was approved and the Mayor was authorized to execute the agreement with all voting aye, except Council Member Ryan who was absent.

Draft

- (D) **Resolution approving a five-year agreement with the County of San Diego for Animal Control Services for the period July 1, 2013 through June 30, 2018 and authorizing the City Manager to execute the agreement. (Reso 7-2013)**

Assistant to the City Manager Valverde presented a brief staff report and answered Council's questions.

ACTION: On motion of Council Member McNelis, seconded by Vice Mayor Minto, the agreement with the County of San Diego for Animal Control Services for the period July 1, 2013 through June 30, 2018 was approved and the City Manager was authorized to execute the agreement with all voting aye, except Council Member Ryan who was absent.

- (E) **Adopt Resolutions authorizing the purchase of one new Vactor Model 2100 Plus Series Jet Rodder mounted on a 2014 Freightliner chassis and authorizing the use of lease-purchase financing with Caterpillar Financial Services Corporation, and approve declaration of surplus for Vehicle #59. (Resos 8-2013 & 9-2013)**

Director of Community Services Maertz answered Council's questions.

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

- (F) **Adopt Resolutions authorizing the purchase of one new Caterpillar Model 430F Backhoe and authorizing the use of lease-purchase financing with Caterpillar Financial Services Corporation, and approval of declaration of surplus for Vehicle #86. (Resos 10-2013 & 11-2013)**

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

7. COMMUNICATION FROM THE PUBLIC:

- (A) Dave Arce expressed concerns about homeless people in Santee.
- (B) John Olson, Executive Director Santee Chamber of Commerce, discussed upcoming Chamber events.

8. CITY MANAGER REPORTS: None

Draft

9. **CDC SUCCESSOR AGENCY:**
(Note: Minutes appear as Item 1B)

10. **SANTEE PUBLIC FINANCING AUTHORITY:**
(Note: Minutes appear as Item 1B)

11. **CITY ATTORNEY REPORTS:** None

Council Members recessed at 8:25 p.m. and convened in Closed Session at 8:30 p.m. with all Members present, except Council Member Ryan who was absent.

12. **CLOSED SESSION:**

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

Gov. 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.

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

Gov. Code section 54956.9

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

(C) **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

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

Government Code Section 54956.9

Name of Cases: Preserve Wild Santee v. City of Santee
San Diego Superior Court Case No. 37-2008-00075168

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

Government Code Section 54956.9

Name of Cases: Preserve Wild Santee v. City of Santee
San Diego Superior Court Case No. 37-2009-00097042

Draft

Council Members reconvened in Open Session at 9:20 p.m. with all Members present, except Council Member Ryan who was absent. Mayor Voepel reported that direction had been given to staff for Items 12(A) through 12(D) and for Item 12(E) the City Attorney was authorized to pursue a dismissal of appeal.

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:21 p.m.

Date Approved: _____

Patsy Bell, City Clerk and for
Authority Secretary Keith Till

City of Santee
COUNCIL AGENDA STATEMENT

1C

MEETING DATE February 13, 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>
01/16/13	Accounts Payable	\$ 241,010.42
01/23/13	Accounts Payable	152,291.27
01/24/13	Payroll	426,266.19
01/30/13	Accounts Payable	1,300,089.58
01/30/13	Accounts Payable	<u>484.00</u>
	TOTAL	<u>\$ 2,120,141.46</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

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101304	1/16/2013	10173 AIR CLEANING SYSTEMS INC	29804	50203	GRABBER	1,034.58
						Total :
101305	1/16/2013	10208 ANTHEM BLUE CROSS	000351332B	50068	EAP MONTHLY BILLING	253.08
						Total :
101306	1/16/2013	10412 AT & T	3372571865024		T-1 PHONE LINES FS#5	186.68
			3372571866025		T-1 LINES FS#4	186.68
			3372572058541		SHERIFF STOREFRONT	221.65
			3372712288807		TRAFFIC SIGNAL	474.21
			3388410651627		FIRE/HEARTLAND MODEM	66.79
			6192584040		SHERIFF STOREFRONT	3.66
			6194483156985		FD EMERGENCY MODEM	15.71
			6194495909299		AT & T CALNET	16.52
			6195620082791		PROSPECT IRRIGATION	15.71
			6195625951458		REC BIG ROCK PARK	15.71
			6195626267675		TRAFFIC SIGNAL	15.71
			6195627263288		ACTIVITY BLDG	14.54
			6195960706853		CUYAMACA IRRIG CONTRLLR	16.52
						Total :
101307	1/16/2013	10021 BOUND TREE MEDICAL LLC	80954508	50050	EMS SUPPLIES	1,036.64
			80954509	50050	EMS SUPPLIES	51.74
			80954510	50050	EMS SUPPLIES	570.22
						Total :
101308	1/16/2013	10023 BUILDERS FENCE COMPANY INC	1424276	50109	POSTS	12.92
						Total :
101309	1/16/2013	10668 CALIFORNIA BUILDING STANDARDS	OCT-DEC 2012		SB1473 2ND QTR	416.70
						Total :
101310	1/16/2013	10289 CALIFORNIA FIRE MECHANICS	01 04 2013		MEMBERSHIP DUES	40.00
						Total :
101311	1/16/2013	10147 CARL WARREN & COMPANY	54570		CLAIM EXPENSES	280.59

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101311	1/16/2013	10147 CARL WARREN & COMPANY	(Continued)			
101312	1/16/2013	10031 CDW GOVERNMENT LLC	V685564 V916941	50252 50253	ANTI-VIRUS RENEWAL COLLISION ANALYSIS SYSTM	1,800.00 4,254.07 6,054.07
101313	1/16/2013	10334 CGLIC-CHATTANOOGA EASC	1467342		HEALTH INSURANCE	124,848.75 124,848.75
101314	1/16/2013	10032 CINTAS #64	694525189		TOWEL/UNIFORM RENTAL	57.52 57.52
101315	1/16/2013	10847 CITY CLERKS ASSOCIATION OF	2013		2013 MEMBERSHIP	160.00 160.00
101316	1/16/2013	10033 CITY ELECTRIC SUPPLY COMPANY	STE/015424 STE/015434 STE/15426	50052 50052 50052	BALLASTS/LAMPS BALLASTS BALLAST	584.62 56.42 81.83 722.87
101317	1/16/2013	10828 COMMUNICATION WIRING	129011	50244	REPAIR CABLE	570.06 570.06
101318	1/16/2013	10333 COX COMMUNICATIONS	001 3110 094812201 001 3110 105080401 501 3110 038997401 501 3110 094486701	50096	INTERNET CLOCK TWR 9310 FANITA PARKWAY 10601 N MAGNOLIA TELEPHONE	60.00 20.94 117.15 2,733.63 2,931.72
101319	1/16/2013	10041 CREATIVE FORMS & CONCEPTS INC	111706		FORMS/BL-REGULATORY-FIRE	692.93 692.93
101320	1/16/2013	10142 CSA SAN DIEGO COUNTY	114 115 89 95	50216 50216 50216 50216	CDBG SUBRECIPIENT REIMB. CDBG SUBRECIPIENT REIMB. CDBG SUBRECIPIENT REIMB. CDBG SUBRECIPIENT REIMB.	791.66 791.66 791.66 791.66 3,166.64

Voucher List
CITY OF SANTEE

Bank code :	ubgen	Invoice		PO #	Description/Account	Amount
Voucher	Date	Vendor				
101329	1/16/2013	10079	10079 MEDICO PROFESSIONAL			
101330	1/16/2013	10507	MITEL LEASING			
		1079073			MONTHLY RENTAL 124690	118.31
		1080029			MONTHLY RENTAL 122670	146.90
		1080492			MONTHLY RENTAL 130737	1,757.78
		1080545			MONTHLY RENTAL 131413	89.64
					Total :	2,091.79
101331	1/16/2013	10082	MUELLER'S TRUCK & EQUIP SVC			
		11031		50127	PREV MAINT SVCS	522.77
		11035		50127	PREV MAINT SVCS	510.52
		11036		50243	VEHICLE SERVICE	391.32
		11038		50243	VEHICLE SERVICE	538.73
					Total :	1,963.34
101332	1/16/2013	10084	NALCO CAL-WATER LLC			
		24685		50146	DEIONIZER SYSTEM USAGE	25.00
		30583		50146	IONIZED WATER	90.00
		30994		50128	DEIONIZED WATER SVC	45.00
					Total :	160.00
101333	1/16/2013	10816	NORTHERN TOOL & EQUIPMENT			
		27428100		50242	POWER WASHER	3,399.99
					Total :	3,399.99
101334	1/16/2013	10218	OFFICE DEPOT BUSINESS SOLUTION			
		1482769692			SUPPLIES	47.16
					Total :	47.16
101335	1/16/2013	10344	PADRE DAM MUNICIPAL WATER DIST			
		201-23122-01 1			MAGNOLIA AVE -RW	61.22
		201-23238-01 1			MAGNOLIA AVE -RW	85.02
		203-02742-17-1			10601 MAGNOLIA AVE #1	173.56
		203-02746-13 1			10605 MAGNOLIA AVE #2	165.56
		203-02752-14 1			10609 MAGNOLIA AVE #3	349.89
		203-03048-16 4			10629 MAGNOLIA AVE #6	265.72
		203-03136-19 1			10625 MAGNOLIA AVE #7	273.71
		203-03146-17 1			10613 MAGNOLIA AVE #4	357.89
		203-03156-14 1			10617 MAGNOLIA AVE #5	287.82
		203-03166-12 1			10622 MAGNOLIA AVE #8	249.73
		203-03628-02 1			MAGNOLIA AVE	68.84
		203-03846-02 1			MAGNOLIA AVE	265.10
		203-52468-10 1			EUCALPYUS CT	67.48

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101335	1/16/2013	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			209-31659-001 1		MAGNOLIA AVE	46.38
			209-31731-10-1		MAGNOLIA AVE/BRAVERMAN	79.70
			242-00549-14 1		8950 COTTONWOOD	317.65
			242-02225-03 1		MAGNOLIA @ MISSION GORGE	29.73
			242-13056-04 1		10335 MISSION GROGE	31.82
			242-13058-02 1		10355 MISSION GORGE	62.67
			242-21086-10 1		CUYAMACA @ AIRPORT	46.42
			243-01350-02 1		CALA LILY @ CLARET	429.97
			260-07501-01 1		WOODSIDE AVE @ NIORTHCOTE	178.57
			260-12478-01 1		9161 SHAWDOW HILL	988.82
			260-12480-01 1		9161 SHAWDOW HILL	319.22
			265-08965-02 1		DIAMONDBACK DR	84.20
				Total :		5,286.69
101336	1/16/2013	10420 PADRE JANITORIAL SUPPLY INC	337414	50147	SOAP DISPENSERS	208.99
				Total :		208.99
101337	1/16/2013	10868 PENA, CARMEN	2002834.001		REFUND RESERVATION	15.00
				Total :		15.00
101338	1/16/2013	10089 PMC	36411	24209	PROFESSIONAL SVCS	2,345.00
			36536	24209	PROFESSIONAL SVCS	4,455.00
				Total :		6,800.00
101339	1/16/2013	10161 PRIZM JANITORIAL SERVICES, INC	6983	50106	CARPET CLEANING	350.00
			6990	50106	CUSTODIAL SVCS	3,134.54
			6991	50107	PARKS JANITORIAL	2,235.75
				Total :		5,720.29
101340	1/16/2013	10095 RASA	4546	50186	MAPCHECK	440.00
			4548	50186	PROF CONSULT	440.00
			4549	50186	PROFESSIONAL SVCS	545.00
			4550	50186	PROF. CONSULT	440.00
				Total :		1,865.00
101341	1/16/2013	10443 SANDPIPA	BC1314-10		BOND/CRIME RENEWAL	2,678.00

Voucher List
CITY OF SANTEE

Bank code :	ubqen	Invoice		PO #	Description/Account	Amount
Voucher	Date	Vendor				
101341	1/16/2013	10443 SANDPIPA	6777		SANTEE SCHOOL DISTRICT	2,678.00
101342	1/16/2013	10768 SANTEE SCHOOL DISTRICT				1,247.73
101343	1/16/2013	10217 STAPLES INC	115350905			1,247.73
			50022		OFFICE SUPPLIES	79.30
			50060		OFFICE SUPPLIES	54.63
			50039		OFFC SUPPLIES FIN 12/20-1	26.51
			50039		OFFC SUPPLIES FIN 12/20-2	102.47
			50039		OFFC SUPPLIES FIN 12-20-3	187.97
			50039		OFFC SUPPLIES FIN 12/20-4	24.03
			50039		OFFC SUPPLIES FIN 12/20-5	10.42
			50114		MATERIAL./SUPPLIES	210.83
			50114		MATERIAL/SUPPLIES	19.35
					Total :	715.51
101344	1/16/2013	10116 STAT PHARMACEUTICALS INC	407361-01	50071	PHARMACEUTICALS	37.26
			407421-00	50071	PHARMACEUTICALS	182.04
			407435-00	50071	PHARMACEUTICALS	43.19
			407838-01	50071	PHARMACEUTICALS FS#4	49.62
			408402-00	50071	PHARMACEUTICALS	416.28
			408402-01	50071	PHARMACEUTICALS	735.32
			408403-00	50071	PHARMACEUTICALS	399.13
			408403-01	50071	PHARMACEUTICALS	713.87
					Total :	2,576.71
101345	1/16/2013	10119 STEVEN SMITH LANDSCAPE INC	24930	50129	YMCA PLANTING	3,645.00
101346	1/16/2013	10121 SUPERIOR READY MIX LP	540288	50108	ASPHALT	149.56
					Total :	149.56
101347	1/16/2013	10618 THE ACTIVE NETWORK INC	11041920	50194	COMPUTER HARDWARE	743.48
101348	1/16/2013	10158 THE SOCO GROUP INC	111714	50061	FUEL	68.63
			112539 E	50061	DELIVERED FUEL	670.27
					Total :	743.48

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101348	1/16/2013	10158 THE SOCO GROUP INC	(Continued) 775258	50249	FLEET CARD FUELING	1,821.86
					Total :	2,560.76
101349	1/16/2013	10165 TRAD AM ENTERPRISES INC	1212SRP		INSTRUCTOR PAYMENT	3,228.00
101350	1/16/2013	10667 TRI-SIGNAL INTEGRATION INC	59932		FIRE EXTINGUISHER SVC	3,228.00
					Total :	93.10
101351	1/16/2013	10583 TURBOSCAPE INC	3755	50223	PLAYGROUND MATERIAL	15,400.00
101352	1/16/2013	10001 US BANK			PARTS	15,400.00
			87380		COUNCIL MEETING SUPPLIES	76.60
			0021		WALKER PROP CEREMNY	6.18
			011438		WALKER PROP CEREMNY	3.23
			012117		OATH OF OFFICE	9.03
			029223		WALKER PROP CEREMNY	51.07
			045294		OFFICE SUPPLIES	4.30
			082704		WALKER PROP CEREMNY	10.74
			092559		WALKER PROP CEREMONY	9.67
			0190LA4002019J		SPARC SUPPLIES	7.19
			10.174.5.172-13B4D2A		WINDSCREEN	373.07
			104/1		BREAKFAST MEETING	40.93
			104-8501949-9702641		MEASURING WHEEL	29.98
			105/1		WORKING LUNCH	44.86
			11/28/12		OFFICE EQUIPMENT	63.13
			11121120		SUPPLIES	771.69
			1174617		RIP RAP ROCK	224.39
			1174630		TOPSOIL	37.43
			1174649		TOPSOIL	42.86
			1234527		DEDICATION SUPPLIES	171.69
			12423		MEMORIAL PLAQUE	148.86
			1270266		SIGN SHOP	66.24
			132013		GOOGLEAD	50.00
			14462506		RESEARCH REPORT	-279.50
			1577		LAMPS/ FIXTURES FS #4	71.86

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101352	1/16/2013	10001 US BANK	(Continued)			
			171616		WALKER PROPERTY	-9.67
			180		SUPPLIES	50.78
			19965		SUPPLIES HOMELESS CMP	42.26
			201781		PATCHES	431.00
			23429		PLYWOOD	125.85
			23437		BOARDING UP HOUSE	148.82
			240995		AIR BUS TRANSPORT	45.00
			24788		HOLIDAY EVENT	100.00
			2495		HOLIDAY EVENT	677.78
			30636		ANNUAL CALIBRATION	721.00
			3088257		GENERAL EVENT SUPPLIES	-26.77
			33449		LAMPS/FIXTURE CSD 1	142.07
			337669339		TRASH BAGS	582.71
			3546		EPOXY WALKWAY LIGHTS	172.82
			36140607		SANDBAGS	208.80
			437246		EQUIPMENT UPGRADE	312.45
			45727		CITY HALL SUPPLIES	45.69
			4714063		CREDIT	-65.00
			539BB410		FENCE SCREENS	2,314.99
			55240		REPAIR & MAINT	48.67
			55258		HALMATRO REPAIR	48.50
			56674		SIGNAGE MATERIALS	62.55
			58930		10246 PRINCESS JOANN BOARDIN	9.13
			6194499790		HOLIDAY EVENT	32.07
			62425		PAINT/TOOLS PARKS	96.31
			626-66-1083699		OATH OF OFFICE	23.47
			63296		TRACTOR PARTS	31.79
			636968944-001		BUSINESS CARDS	32.14
			66634		PAINT PARKS	40.69
			673		FIXTURE FIRE #4	-35.52
			72392		EXTENSION CORDS	34.22
			733309		SUCCESSMENT PLANNING CLS	161.00
			7355 3256 001		COUNCIL MEETING SUPPLIES	19.17
			7486		OATH OF OFFICE	90.77
			757-252-448		OATH OF OFFICE	68.49
			77193		ELECTRICAL PARTS	19.52

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101356	1/23/2013	10293 AUTO ZONE INC	3347431215	50251	BATTERY	135.71
					Total :	135.71
101357	1/23/2013	10021 BOUND TREE MEDICAL LLC	80960552	50050	EMS SUPPLIES - STATION 5	488.31
			80960553	50050	EMS SUPPLIES	718.97
			80961888	50050	EMS SUPPLIES	22.76
					Total :	1,230.04
101358	1/23/2013	10008 BPI PLUMBING	S-14146	50132	REPAIR MAST PK	90.00
			S-14148	50132	REPAIRED TOILETS	103.36
					Total :	193.36
101359	1/23/2013	10542 C2 REPROGRAPHICS	516810		COPY SERVICES	513.84
					Total :	513.84
101360	1/23/2013	10299 CARQUEST AUTO PARTS	11102-275302	50260	VEHICLE REPAIR PARTS	325.92
			11102-276140	50260	VEHICLE REPAIR PART	7.28
			11102-277649	50260	VEHICLE REPAIR PART	60.65
			11102-278282	50260	VEHICLE REPAIR PART	49.93
			CM-11102-273957	50006	CORE DEPOSIT REFUND	-154.07
			CR11102-276137	50260	CREDIT FOR VEHICLE PARTS	-24.46
					Total :	265.25
101361	1/23/2013	10031 CDW GOVERNMENT LLC	V807791	50253	COLLISION ANALYSIS SYSTM	743.15
					Total :	743.15
101362	1/23/2013	10032 CINTAS #64	694527681		TOWEL/UNIFORM RENTAL	57.52
					Total :	57.52
101363	1/23/2013	10050 CITY OF EL CAJON	01/17/13		IEDA SUBSCRIPTION	583.33
					Total :	583.33
101364	1/23/2013	10038 COSTCO WHOLESALE #403	040302011012	50034	COFFEE FIRE STATIONS	284.36
					Total :	284.36
101365	1/23/2013	10333 COX COMMUNICATIONS	001 3110 052335901		8950 COTTONWOOD	233.35

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
101365	1/23/2013	10333	10333 COX COMMUNICATIONS	(Continued)			Total : 233.35
101366	1/23/2013	10124	DEPENDABLE PLBMG HEATING & AIR	64374	50140	BACKFLOW REPAIR	349.00
							Total : 349.00
101367	1/23/2013	10045	DIAMOND ENVIRONMENTAL SVCS LP	DEC2012	50180	PORTABLE TOILETS	35.00
				NOV2012	50180	PORTABLE TOILETS	35.00
				OCT2012	50180	PORTABLE TOILETS	35.00
							Total : 105.00
101368	1/23/2013	10250	EAST COUNTY CALIFORNIAN	00014605	50078	HEARING NOTICE	266.00
							Total : 266.00
101369	1/23/2013	10057	ESGIL CORPORATION	01/11/13		SHARE OF FEES	12,235.85
							Total : 12,235.85
101370	1/23/2013	10251	FEDERAL EXPRESS	2-140-48646		SHIPPING CHARGES	22.73
							Total : 22.73
101371	1/23/2013	10881	GAUGHEN, PETER	NOVEMBER 28, 2012		REFUNDABLE DEPOSIT	1,148.18
							Total : 1,148.18
101372	1/23/2013	10066	GLOBALSTAR USA LLC	1000000004408193		SATELLITE PHONE	43.90
							Total : 43.90
101373	1/23/2013	10198	HYDRO SCAPE PRODUCTS	7418744-00	50104	IRRIGATION MATERIALS	22.83
				7423437-00	50104	IRRIGATION MATERIALS	1,232.34
				7423453-00	50104	IRRIGATION MATERIALS	765.43
				7423453-01	50104	IRRIGATION MATERIALS	116.34
				7424423-00	50104	IRRIGATION MATERIALS	320.61
				7425152-00	50104	IRRIGATION MATERIALS	113.37
				7425156-00	50104	CREDIT	-95.51
							Total : 2,475.41
101374	1/23/2013	10079	MEDICO PROFESSIONAL	1165096	50036	LINEN SERVICE	24.16
				1165097	50036	LINEN SERVICE	12.93
							Total : 37.09

Voucher List
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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101377	1/23/2013	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued) 209-65043-19 21 209-71810-11 21 297-01296-03 21		102 RIVER PARK DR RIVER PARK DR SANTEE AREA FLOATER	367.74 600.28 203.62 Total : 14,030.03
101378	1/23/2013	10353 PERS	01 13 4		PERS RETIREMENT PAYMENT	108,770.77 Total : 108,770.77
101379	1/23/2013	10241 PETTY CASH	PC-FIN 01/22/2013		PETTY CASH REIMB FINANCE	269.07 Total : 269.07
101380	1/23/2013	10882 RIBICIC, LAURIE	NOVEMBER 30, 2012		REFUNDABLE DEPOSIT	100.00 Total : 100.00
101381	1/23/2013	10108 SAN DIEGO ASSOC OF GOVERNMENTS	AR167643		CAFR STATISTICAL REPORT	125.00 Total : 125.00
101382	1/23/2013	10212 SANTEE SCHOOL DISTRICT	2012-03	50231	TRANSPORT TEEN CENTER	690.00 Total : 690.00
101383	1/23/2013	10217 STAPLES INC	115469129	50039	OFFC SUPPLIES 12/29	26.17 Total : 26.17
101384	1/23/2013	10116 STAT PHARMACEUTICALS INC	408536-00	50071	PHARMACEUTICALS	172.10 Total : 172.10
101385	1/23/2013	10027 STATE OF CALIFORNIA	948945		FINGERPRINTING	128.00 Total : 128.00
101386	1/23/2013	10119 STEVEN SMITH LANDSCAPE INC	24946 24947	50129 50129	EXTRA WORK EXTRA WORK	300.00 50.00 Total : 350.00
101387	1/23/2013	10126 THE LIGHTHOUSE INC	0824640	50023	VEHICLE REPAIR PARTS	12.07 Total : 12.07
101388	1/23/2013	10158 THE SOCO GROUP INC	113549 E	50061	DELIVERED FUEL	1,753.78

Bank code :	ubgen			Invoice	PO #	Description/Account	Amount
Voucher	Date	Vendor					
101388	1/23/2013	10158 THE SOCO GROUP INC		(Continued)			Total : 1,753.78
101389	1/23/2013	10129 TIFCO INDUSTRIES INC		70820527	50024	HARDWARE- STOCK	464.17
101390	1/23/2013	10244 TRS TEAMAN, RAMIRIZ SMITH INC		5086 60427	50258	AB 1484 DUE DILIGENCE RPT	464.17
101391	1/23/2013	10001 US BANK		P Date 01/16/13		PARS RETIREMENT PAYMENT	2,687.50
101392	1/23/2013	10134 USA MOBILITY WIRELESS INC		W6215044A	50187	PAGER	263.16
101393	1/23/2013	10883 WEST COAST BACKHOE SERVICE		JANUARY 11, 2013		REFUNDABLE DEPOSIT	12.29
101394	1/23/2013	10232 XEROX CORPORATION		065279908	50130	COPY CHARGES	12.29
				065497248	50130	COPY CHARGES	1,000.00
				065788351	50130	COPY CHARGES	1,000.00
101395	1/23/2013	10318 ZOLL MEDICAL CORPORATION		1969440	50073	AUTOPULSE SUPPLIES	52.65
40 Vouchers for bank code : ubgen							119.60
40 Vouchers in this report							119.60
Bank total :							152,291.27
Total vouchers :							152,291.27

Prepared by: *Sammy Jackson*
 Date: 1/23/13
 Approved by: *[Signature]*
 Date: 1-23-13

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101397	1/30/2013	10007 AQUA SUN POOL SERVICE	06	50100	FOUNTAIN MAINT	1,331.00
					Total :	1,331.00
101398	1/30/2013	10293 AUTO ZONE INC	3347443888	50251	VEHICLE BATTERIES	634.72
					Total :	634.72
101399	1/30/2013	10018 BENCHMARK LANDSCAPE SVCS INC	101019	50195	EXTRA WORK LANDSCAPE	300.00
			101020	50195	EXTRA WORK LANDSCAPE	140.00
			101029	50138	IRRIGATION INSTALL EX	1,776.00
			101043	50138	IRRIGATION INSTALL	1,776.00
					Total :	3,992.00
101400	1/30/2013	10021 BOUND TREE MEDICAL LLC	80965113	50050	EMS SUPPLIES	222.78
			80965114	50050	EMS SUPPLIES	47.28
			80965115	50050	EMS SUPPLIES	214.82
			80966391	50050	EMS SUPPLIES	27.98
					Total :	512.86
101401	1/30/2013	10008 BPI PLUMBING	S-14164	50132	REPAIR PARK URINAL	189.31
					Total :	189.31
101402	1/30/2013	10098 BURNER, RONALD	0113	50042	ATHLETIC COORD DEC 2012	2,083.34
					Total :	2,083.34
101403	1/30/2013	10029 CANNON PACIFIC SERVICES INC	710179	50101	STREET SWEEPING	11,112.15
					Total :	11,112.15
101404	1/30/2013	10032 CINTAS #64	694517766 694530161		SHOP TOWEL & UNIFORM RENTAL TOWEL/UNIFORM RENTAL	57.52 98.48
					Total :	156.00
101405	1/30/2013	10035 COMPETITIVE METALS INC	117870	50075	ANGLE STEEL	47.62
					Total :	47.62
101406	1/30/2013	10358 COUNTY OF SAN DIEGO	13CTOFSAN06 13CTOFSASN06	50040 50040	SHERIFF RADIOS FIRE/PW 800 MHZ RADIOS	4,845.00 1,272.00

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code : ubgen						
101406	1/30/2013	10358 COUNTY OF SAN DIEGO	(Continued)			
101407	1/30/2013	10040 COUNTYWIDE MECHANICAL SYS INC	12064090	50110	CH HVAC REPAIRS	372.10
			12064164	50110	CH HVAC REPAIRS	417.00
					Total :	789.10
101408	1/30/2013	10333 COX COMMUNICATIONS	001 3110 063453006		9534 VIA ZAPADOR	284.20
			001 3110 066401501		10601 N MAGNOLIA	31.41
			001 3110 112256001		9130 CARLTON OAKS DR	162.01
					Total :	477.62
101409	1/30/2013	10142 CSA SAN DIEGO COUNTY	118	50216	CDBG SUBRECIPIENT REIMB.	791.66
					Total :	791.66
101410	1/30/2013	10043 D & D SERVICES INC	60333	50102	ANIMAL DISPOSAL-DEC	970.00
					Total :	970.00
101411	1/30/2013	10056 EPIC PEST CONTROL & LANDSCAPE	1EPC8722	50152	DEC PEST CONTROL	690.00
					Total :	690.00
101412	1/30/2013	10057 ESGIL CORPORATION	1/14/13-1/18/13		SHARE OF FEES	5,133.47
			12123241		FIRE REVIEW DEC 2012	1,125.00
					Total :	6,258.47
101413	1/30/2013	10628 FINELINE GRAFIX	1095	50245	BANNER INSTALL SVCS	410.00
			1096	50245	BANNER INSTALL SVCS	80.00
			1097	50245	BANNER INSTALL SVCS	130.00
					Total :	620.00
101414	1/30/2013	10888 FIVE STAR SYNERGY INC	JANUARY 23, 2013		GRADING CASH SECURITY	131,415.00
					Total :	131,415.00
101415	1/30/2013	10436 FLUORESCO LIGHTING & SIGNS	61898601	50262	STREET LIGHT MAINT	783.40
			61912001	50262	STREET LIGHT MAINT	783.40
			61912201	50262	STREET LIGHT CALL-OUTS	513.00
			61935101	50262	STREET LIGHT MAINT	783.40
			61935302	50262	STREET LIGHT CALL-OUTS	558.95
			61948201	50262	STREET LIGHT MAINT	783.40

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101415	1/30/2013	10436 FLUORESCO LIGHTING & SIGNS	(Continued) 61948401 61961401 61961601 91898801	50262 50262 50262	STREET LIGHT CALL-OUTS STREET LIGHT MAINT STREET LIGHT CALL-OUTS STREET LIGHT CALL-OUTS	866.94 783.40 936.26 904.15 7,696.30
101416	1/30/2013	10891 HAMESALH	JANUARY 22, 2013		REFUNDABLE DEPOSIT	455.20 455.20
101417	1/30/2013	10256 HOME DEPOT CREDIT SERVICES	0151602	50055	AIR FITTING ENG 5	3.22 3.22
101418	1/30/2013	10246 HUDSON SAFETY T LITE RENTALS	00014016	50056	FLASHING ARROW BOARDS	240.00 240.00
101419	1/30/2013	10198 HYDRO SCAPE PRODUCTS	7427510-00	50104	IRRIGATION MATERIALS	152.47 152.47
101420	1/30/2013	10075 IRON MOUNTAIN INFO MGMT INC	103820182 GHE7663-GHE7671	50142 50123	DATA STORAGE SVC DEC 2012 OFF-SITE STORAGE	167.64 468.12 635.76
101421	1/30/2013	10852 KAPLAN, DANA BEN	Jan-March 2013		RETIREE HEALTH INSURANCE	725.69 725.69
101422	1/30/2013	10151 KONICA MINOLTA BUSINESS	223338287	50143	COPIES 11/26-12/26 2012	71.98 71.98
101423	1/30/2013	10665 LENNAR HOMES	JANUARY 8, 2013		REFUNDABLE DEPOSIT	4,155.20 4,155.20
101424	1/30/2013	10884 MARINESI, LARRY	2002841.001		RECREATION REFUND	69.73 69.73
101425	1/30/2013	10154 MCDOUGAL LOVE ECKIS BOEHMER &	83092 83093 83094		CLAIM SERVICES CLAIM SERVICES CLAIM SERVICES	3,635.22 61.08 2,338.00

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
Bank code : ubgen						
101425	1/30/2013	10154	10154 MCDUGAL LOVE ECKIS BOEHMER (Continued)			
101426	1/30/2013	10084	NALCO CAL-WATER LLC			
			31069	50128	DEIONIZED WATER	90.00
			31958	50128	DEIONIZED WATER	112.50
			31959	50128	DEIONIZED WATER	75.00
			31960	50146	DEIONIZER SYSTEM USAGE	75.00
					Total :	6,034.30
101427	1/30/2013	10308	O'REILLY AUTO PARTS	50015	VEHICLE REPAIR PART	253.48
			2968-264760			Total :
						253.48
101428	1/30/2013	10344	PADRE DAM MUNICIPAL WATER DIST			
REPLACED WITH CHECK #101452 (PRINTER ERROR)						
			201-26680-31 21		10131 MAST BLVD	102.97
			201-58731-10 21		NW CUYAMACA	619.53
			204-02775-20 21		10210 WOODGLEN VISTA	1,191.03
			204-02857-01 21		WOODGLEN VISTA	1,521.55
			204-34525-03 21		CAMELOT HGT/PRINCESS JOANN	215.60
			209-71812-12 21		RIVER PARK DR	462.94
			209-72190-11 21		RIVER PARK DR	481.98
			209-72390-10 21		RIVER PARK DR	719.98
			209-72985-10 21		RIVER PARK DR	386.78
			230-37089-15 21		9518 MAST BLVD	44.01
			230-37565-10 21		9557 MAST BLVD	57.23
			230-38028-12 21		9643 MAST BLVD	77.93
			231-06288-20 21		9721 MAST BLVD	34.49
			231-06864-12 21		9793 MAST BLVD	82.69
					Total :	5,998.71
101429	1/30/2013	10878	PAGE, CINDY		REC REFUND	106.53
			2002840.001			Total :
						106.53
101430	1/30/2013	10157	PRIMO DJ'S		EGGSTRAVGANZA	400.00
			33-0250304			Total :
						400.00
101431	1/30/2013	10101	PROFESSIONAL MEDICAL AND			
			Z959214	50058	OXYGEN CYLINDERS	31.50
			Z959215	50058	OXYGEN CYLINDERS	62.40
			Z959216	50058	OXYGEN CYLINDERS	152.00
					Total :	245.90

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101432	1/30/2013	10435 PSOMAS	85793	23362	TC COMMUNITY PARK 2	1,040.00
					Total :	1,040.00
101433	1/30/2013	10103 REPUBLIC ITS	400092436 400093303	50087 50087	TRAFFIC SIGNAL MAINT. TRAFFIC SIGNAL REPAIR	2,634.54 7,332.08
					Total :	9,966.62
101434	1/30/2013	10445 RICOH PRODUCTION PRINT	5281433		6408-CTO MAINTENANCE	92.40
					Total :	92.40
101435	1/30/2013	10606 SAN DIEGO COUNTY SHERIFF'S	Sheriff Nov 2012		LAW ENFORCEMENT-NOV 2012	991,352.12
					Total :	991,352.12
101436	1/30/2013	10870 SAN DIEGO COUNTY VECTOR	SD10203		VECTOR CONTROL ASSESS	343.37
					Total :	343.37
101437	1/30/2013	10407 SAN DIEGO GAS & ELECTRIC	JANUARY 18,2013		GROUP BILL	51,613.36
					Total :	51,613.36
101438	1/30/2013	10110 SECTRAN SECURITY INC	13010262	50198	ARMORED CAR TRANSPORT SVC	105.00
					Total :	105.00
101439	1/30/2013	10116 STAT PHARMACEUTICALS INC	408402-02 408536-01	50071 50071	PHARMACEUTICALS PHARMACEUTICALS	16.60 66.26
					Total :	82.86
101440	1/30/2013	10119 STEVEN SMITH LANDSCAPE INC	24960	50129	LANDSCAPE SERVICES	33,116.00
					Total :	33,116.00
101441	1/30/2013	10121 SUPERIOR READY MIX LP	543185 543802 544132	50108 50108 50108	STREET REPAIR STREET REPAIR STREET REPAIR	224.86 114.05 224.86
					Total :	563.77
101442	1/30/2013	10880 TERRYBERRY	986605		SERVICE AWARD PINS	1,645.39
					Total :	1,645.39
101443	1/30/2013	10158 THE SOCO GROUP INC	775563	50249	FLEET CARD FUELING	1,474.75

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101443	1/30/2013	10158 THE SOCO GROUP INC	(Continued) 776272 776322	50249 50249	FLEET CARD FUELING FLEET CARD FUELING	1,145.83 1,968.47 Total : 4,589.05
101444	1/30/2013	10132 TURNOUT MAINTENANCE CO LLC	8266	50025	TURNOUT REPAIRS	168.09 Total : 168.09
101445	1/30/2013	10257 TYLER TECHNOLOGIES INC	045-79375 045-79761	24171 24171	INTEGRATED FIN MGMT SUPRT INTEGRATED FIN MGMT SUPRT	6,458.39 600.00 Total : 7,058.39
101446	1/30/2013	10133 UNDERGROUND SERVICE ALERT	1120120642 1220120634	50115 50115	DIG ALERT DIG ALERT	187.50 129.00 Total : 316.50
101447	1/30/2013	10692 UNITED PARCEL SERVICE	000006150X013		SHIPPING CHARGES	92.33 Total : 92.33
101448	1/30/2013	10475 VERIZON WIRELESS	1154225077		CELL PHONE SVCE	870.36 Total : 870.36
101449	1/30/2013	10317 WM HEALTHCARE SOLUTIONS INC	0160062-2793-4 0160063-2793-2	50029 50029	WASTE DISPOSAL WASTE DISPOSAL	96.40 96.35 Total : 192.75
101450	1/30/2013	10232 XEROX CORPORATION	065788348	50211	COPIES/EQUIP. LEASE	349.95 Total : 349.95
101451	1/30/2013	10232 XEROX CORPORATION	065497247 065788350 065788353 065910399	50117 50116 50117 50030	COPIER XEROX LEASE COPIES/MAINT COPIER LEASE/COPY CHARGE	80.07 208.17 251.22 206.99 Total : 746.45
55 Vouchers for bank code : ubgen						Bank total : 1,300,089.58
55 Vouchers in this report						Total vouchers : 1,300,089.58

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: James J. Jester
 Date: 1-30-13

Approved by: James J. Jester
 Date: 1-30-13

Bank: ubgen
Account: 0801009911

Orig check	Date	Voided	Check amt	EFT	Paid to	Repl check	Date	Reason
101428	1/30/2013	1/30/2013	5,998.71	No	PADRE DAM MUNICIPAL WATER DIST	101452	1/30/2013	Other

Bank total: 5,998.71

Checks total: 5,998.71

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
101453	1/30/2013	10478 STATE BOARD OF EQUALIZATION	Oct-Dec 2012		USE TAX OCT-DEC 2012	484.00
1 Vouchers for bank code : ubgen						Total : 484.00
1 Vouchers in this report						Bank total : 484.00
						Total vouchers : 484.00

Prepared by: *Samuel Jackson*
Date: 1/30/13
Approved by: *Samuel Jackson*
Date: 1-30-13

City of Santee
COUNCIL AGENDA STATEMENT

1D

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE 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

DIRECTOR/DEPARTMENT Patsy Bell, CMC, City Clerk



SUMMARY

The introduction and first reading of the above-entitled Ordinance was approved at a Regular Council Meeting on January 23, 2013.

The Ordinance is now presented for second reading by title only, and adoption.

Vote at First Reading: AYES: DALE, MINTO, MCNELIS, VOEPEL
 NOES: NONE
 ABSENT: RYAN

FINANCIAL STATEMENT None

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Adopt Ordinance

ATTACHMENTS (Listed Below)

Ordinance

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,
AMENDING SECTION 1.08.010 TO ALLOW PROSECUTION OF MUNICIPAL CODE
VIOLATIONS AS MISDEMEANORS OR INFRACTIONS**

WHEREAS, the City Attorney of the City of Santee is authorized to prosecute violations of the Municipal Code; and

WHEREAS, it is often in the best interest of the City to prosecute violations of the Municipal Code as infractions; and

WHEREAS, the City Council desires to amend the Municipal Code to allow the City Attorney to exercise discretion in the prosecution of the Municipal Code.

THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, DOES ORDAIN AS FOLLOWS:

Section 1. Section 1.08.010 of the Municipal Code is hereby amended to read in full:

Section 1.08.010 Violations – Penalty.

Any person violating any of the provisions or failing to comply with any of the mandatory requirements of the ordinances of the city of Santee shall be guilty of a misdemeanor; except that notwithstanding any other requirement of the code, any violation constituting a misdemeanor under this code may, in the discretion of the city attorney or other prosecutor, be charged and prosecuted as an infraction. Any violation of any provision or failure to comply with any of the mandatory requirements of this code may also be subject to an administrative citation and/or fine issued under Chapter 1.14 of this code.

Section 2. Severability. If any provision or clause of this Ordinance or the application thereof is held unconstitutional or otherwise invalid by a court of competent jurisdiction, such invalidity shall not affect other provisions, clauses, or applications of this Ordinance which can be implemented without the invalid provision, clause, or application, it being hereby expressly declared that this Ordinance, and each section, subsection, sentence, clause, and phrase hereof would have been prepared, proposed, approved, adopted and ratified irrespective that any one or more sections, subsections, sentences, clauses or phrases may be declared invalid or unconstitutional.

ORDINANCE NO. _____

Section 3. The City Clerk is hereby directed to certify the adoption of this Ordinance and cause the same to be published as required by law.

INTRODUCED AND FIRST READ at a Regular Meeting of the City Council of the City of Santee, California, on the 13th day of January, 2013, and thereafter **ADOPTED** at a Regular Meeting of said City Council held on the _____ day of _____, 2013, by the following vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

City of Santee
COUNCIL AGENDA STATEMENT

1E

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF THE EXPENDITURE OF \$41,087.51 FOR DECEMBER 2012 LEGAL SERVICES AND RELATED COSTS

DIRECTOR/DEPARTMENT Tim K. McDermott, Director of Finance *TM*

SUMMARY

Legal service billings proposed for payment for the month of December 2012 total \$41,087.51 as follows:

- 1) General Retainer Services - \$13,876.87
- 2) Labor & Employment - \$3,260.00
- 3) Litigation & Claims - \$3,809.48
- 4) MHFP Litigation - \$5,977.86
- 5) Special Projects (General Fund) - \$4,600.34
- 6) Special Projects (Other City Funds) - \$2,813.88
- 7) Bond Proceeds - \$595.20
- 8) Applicant Initiated Projects - \$6,153.88

FINANCIAL STATEMENT *TM*

Account Description: Legal Services

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 382,000.00	
Revised Budget	\$ 382,000.00	
Prior Expenditures	(140,525.92)	
Current Request	(31,524.55)	\$ 209,949.53
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 10,000.00	
Revised Budget	\$ 55,777.11	
Prior Expenditures	(49,643.01)	
Current Request	(3,409.08)	\$ 2,725.02

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *RT*

Approve the expenditure of \$41,087.51 for December 2012 legal services and related costs

ATTACHMENT (Listed Below)

Legal Services Billing Summary

LEGAL SERVICES BILLING SUMMARY
FY 2012-13

Category	Adopted Budget	Revised Budget	Spent Year to Date	Available Balance	Current Request	
					Mo/Yr	Amount
General Fund:						
General / Retainer	\$ 162,000.00	\$ 162,000.00	\$ 66,582.73	\$ 95,417.27	Dec-12	\$ 13,876.87
Labor & Employment	10,000.00	10,000.00	1,849.29	8,150.71	Dec-12	3,260.00
Litigation & Claims	50,000.00	50,000.00	25,194.78	24,805.22	Dec-12	3,809.48
MHFP Litigation	74,000.00	74,000.00	26,282.43	47,717.57	Dec-12	5,977.86
Special Projects	86,000.00	86,000.00	20,616.69	65,383.31	Dec-12	4,600.34
Total	\$ 382,000.00	\$ 382,000.00	\$ 140,525.92	\$ 241,474.08		\$ 31,524.55
Other City Funds:						
Special Projects	\$ -	\$ 28,022.34	\$ 25,269.14	\$ 2,753.20	Dec-12	\$ 2,753.20
MHFP Commission	10,000.00	10,000.00	7,214.30	2,785.70	Dec-12	60.68
Total	\$ 10,000.00	\$ 38,022.34	\$ 32,483.44	\$ 5,538.90		\$ 2,813.88
Bond Proceeds:						
Prospect Avenue Project	\$ -	\$ 17,754.77	\$ 17,159.57	\$ 595.20	Dec-12	\$ 595.20

LEGAL SERVICES BILLING SUMMARY
FY 2012-13

Category	Adopted Budget	Revised Budget	Spent Year to Date	Available Balance	Amount
Applicant-initiated (paid from developer/applicant deposits)					
Riverview (Ryan)	n/a	n/a	\$ 1,317.77	n/a	\$ 1,143.02
Castlerock	n/a	n/a	25,729.80	n/a	4,043.46
Wal-Mart	n/a	n/a	14,760.16	n/a	843.20
Mission Trails Villas	n/a	n/a	3,381.35	n/a	124.20
Fresenius Dialysis Clinic	n/a	n/a	2,416.32	n/a	-
Total			\$ 47,605.40		\$ 6,153.88

Total Previously Spent to Date FY 2012-13	
General Fund	\$ 140,525.92
Other City Funds	32,483.44
Bond Proceeds	17,159.57
Developer Deposits	47,605.40
Total	\$ 237,774.33

Total Proposed for Payment	
General Fund	\$ 31,524.55
Other City Funds	2,813.88
Bond Proceeds	595.20
Developer Deposits	6,153.88
Total	\$ 41,087.51

City of Santee
COUNCIL AGENDA STATEMENT

1F

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE RESOLUTION AWARDING THE CONSTRUCTION CONTRACT FOR THE CITYWIDE CMP REPLACEMENT PROGRAM (CIP 2013-22).

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

SUMMARY

This item requests City Council to award the construction contract for the Citywide CMP Replacement Program (CIP 2013-22).

This project will replace failed corrugate metal pipe (CMP) storm drain at 5 locations, Carita Road, Hartland Circle, Lake Canyon Road, Domer Road, and Mandeville Road. These pipe facilities were classified as high priority replacements in the Citywide Corrugate Metal Pipe Assessment report completed in 2012.

On January 23, 2013, eleven bids were received and opened, with a low bid of \$193,425.00 submitted by RMV Construction, Inc. Upon review by staff, the low bidder was deemed nonresponsive due to their failure to provide a completed bid package. The second low bid of \$252,464.00 submitted by Bert W. Salas Inc. has been deemed a responsive and responsible bid and was 21% lower than the Engineer's estimate of \$320,000. Staff also requests authorization for the Director of Development Services to approve change orders in an amount not to exceed \$25,246.40.

FINANCIAL STATEMENT *m*

Funding for this project is provided through the Highway Users Tax Fund (Gas Tax) and Developer Contribution.

Design & Bidding	\$ 4,082.98
Construction Contract	252,464.00
Construction Change Orders	25,246.40
Construction Engineering / Management	25,000.00
Total Project Budget	<u>\$306,793.38</u>

ENVIRONMENTAL REVIEW

The project is categorically exempt from environmental review by sections 15302(c) of the Guidelines to the California Environmental Quality Act.

CITY ATTORNEY REVIEW

N/A Completed

RECOMMENDATION *kd*

Adopt the attached Resolution deeming the bid submitted by RMV Construction Inc. as a nonresponsive bid, awarding the construction contract to Bert W. Salas, Inc. for a total amount of \$252,464.00 and authorizing the Director of Development Services to approve change orders in an amount not to exceed \$25,246.40.

ATTACHMENTS

Resolution Bid Summary

RESOLUTION NO. _____

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AWARDING THE CONSTRUCTION CONTRACT FOR THE CITYWIDE CMP
REPLACEMENT PROGRAM, (CIP 2013-22)

WHEREAS, the City Clerk, on the 24th day of January, 2013, publicly opened and examined sealed bids for the Citywide CMP Replacement Program, (CIP 2013-22) ("Project"); and

WHEREAS, the lowest received bid was submitted by RMV Construction Inc. in the amount of \$193,425.00; and

WHEREAS, the bid proposal by RMV Construction Inc. was not prepared on the required documents, therefore staff recommends deeming the bid proposal by RMV Construction Inc. as a nonresponsive bid; and

WHEREAS, Bert W. Salas, Inc. was the 2nd low bidder and was found to be the lowest responsive and responsible bidder with their total bid amount of \$252,464.00; and

WHEREAS, staff recommends awarding construction contract to Bert W. Salas, Inc., totaling \$252,464.00; and

WHEREAS, staff requests authorization to expend \$25,246.40 for unforeseen change orders and additional work.

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

Section 1. The bid proposal by submitted by RMV Construction has been determined to be a non-responsive bid and therefore rejected.

Section 2. The construction contract for the Citywide CMP Replacement Program, (CIP 2013-22) is awarded to Bert W. Salas, Inc. as the lowest responsive and responsible bidder in the amount of \$252,464.00 and the City Manager is authorized to execute the contract on behalf of the City.

Section 3. The Director of Development Services is authorized to approve change orders in an amount not to exceed \$25,246.40 for unforeseen items and additional work.

RESOLUTION NO. _____

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:

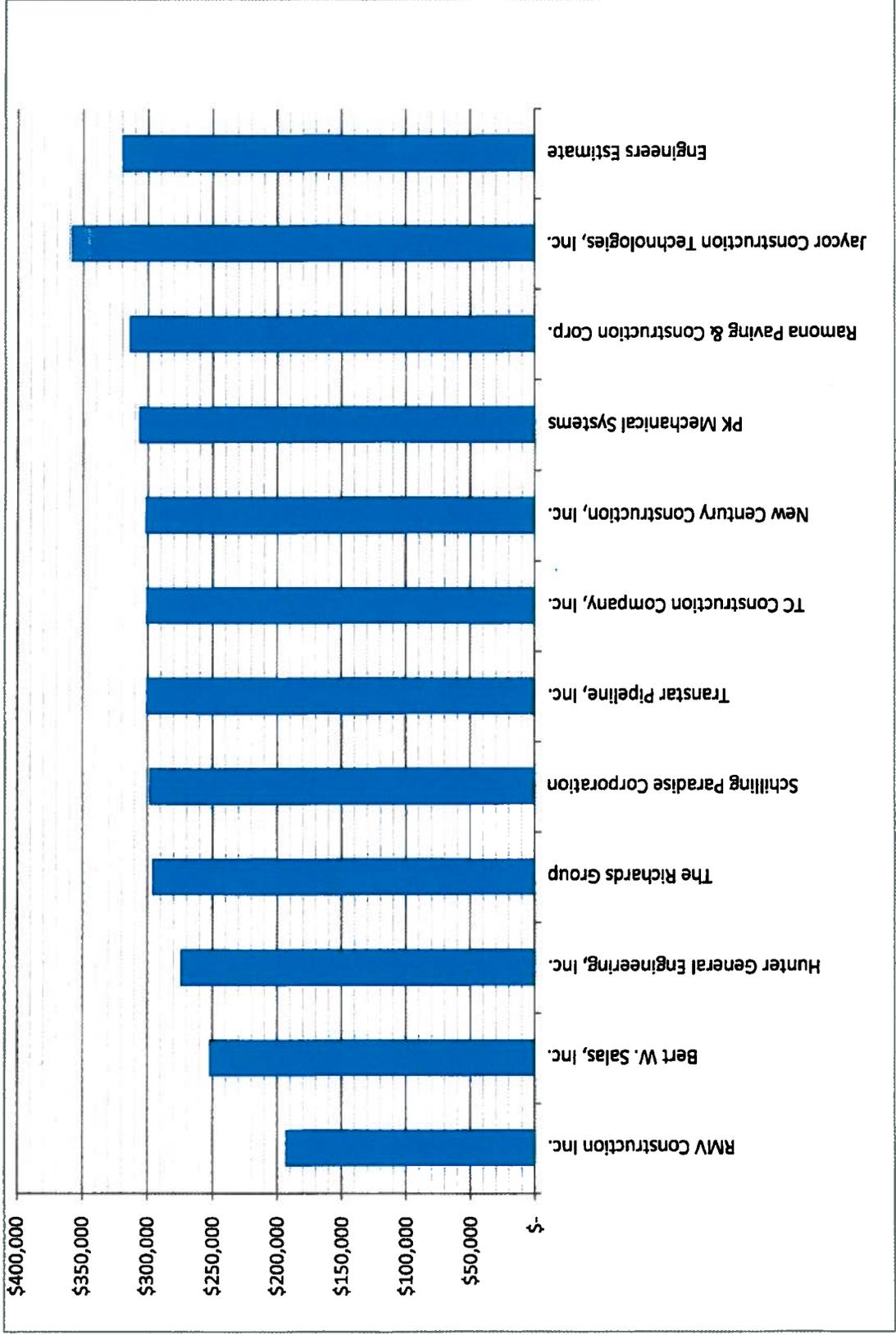
APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

BID SUMMARY
Citywide CMP Replacement Program, CIP 2013-22



City of Santee
COUNCIL AGENDA STATEMENT

2A

MEETING DATE

February 13, 2013

AGENDA ITEM NO.

ITEM TITLE 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

DIRECTOR/DEPARTMENT Melanie Kush, Planning Director 

SUMMARY The Community Development Block Grant (CDBG) Program is a federal program intended to assist in the development of viable urban communities by providing decent housing, a suitable living environment and to expand economic opportunities, principally for low and moderate income persons. The amount of CDBG funding available to the City of Santee for Program Year 2013 (July 2013 through June 2014) has not been announced by HUD. However, the timeline for approval of an annual CDBG Action Plan makes it necessary to begin the process of prioritizing CDBG-funded activities in February.

During the current Program Year (PY 2012), the City of Santee received a total CDBG allocation of \$269,940. It is anticipated that the City's allocation in Program Year 2013 will be reduced by approximately ten percent, resulting in an estimated allocation of \$242,946. The carrying forward of \$933 in unspent Public Services allocation from the prior program year would yield a total of \$243,879 available for allocation in Program Year 2013.

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, payments associated with an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue will reduce funds available for other Public Facilities purposes by \$158,466. The remaining amount of \$85,413 is available for allocation to Public Services and Administrative activities.

A request for proposals was published on November 15, 2012, with applications due on January 10, 2013. Applicants were advised that grants of less than \$3,000 are discouraged by HUD because administrative requirements consume a significant portion of smaller grants, limiting program effectiveness.

In addition to the funding required by the City to administer the program and pay debt service, the City received seven applications for Public Service funding totaling \$69,742, two applications for Public Facilities funding totaling \$33,606 and one application for Administrative Activities in the amount of \$9,500. Altogether, requested funding exceeds the estimate of funding available by \$66,524. Further, debt service obligations described above will fully commit the amount that may be allocated to public facilities (Specific requests are described in Attachments 3 and 4)

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

FINANCIAL STATEMENT No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during a public hearing to be conducted on February 27, 2013.

CITY ATTORNEY REVIEW N/A Completed 

RECOMMENDATION Receive public testimony and continue the public hearing to February 27, 2013.

ATTACHMENTS (Listed Below)

- | | |
|-----------------|-----------------------------|
| 1) Staff Report | 3) Summary of Requests |
| 2) Census Map | 4) Applications for Funding |

ATTACHMENT 1

STAFF REPORT

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 FUNDS

CITY COUNCIL MEETING OF FEBRUARY 13, 2013

A. CDBG BACKGROUND

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 ("Entitlement Cities") are provided the opportunity to apply for a direct allocation of CDBG funds. Entitlements are based on a formula that weighs population, the extent of poverty, housing overcrowding, and age of housing. Each city must develop a five-year Consolidated Plan and a one-year Action Plan which is updated each year and reflects input received from citizens.

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 a two step process. Each program/project must meet one of three National Objectives of the CDBG program, and it must also 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 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 City residents. The three most common ways of meeting this objective are:

- a. Activities that benefit an area dominated by a low income population. (Exhibit B shows areas of low income population within the city of Santee)
- b. Activities requiring income data for each applicant.
- 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 rarely used because it is extremely restrictive. 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 CDBG allocation to the City of Santee for Program Year 2012 was \$269,940. As of this date HUD has not announced the amount that the City of Santee will be allocated in Program Year 2013. 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

Staff Report, February 13, 2013
Assess and Prioritize Projects for CDBG Funding
Program Year 2013
Page 3 of 3

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. These are detailed in Attachments 3 and 4 and are summarized below:

<u>ACTIVITY</u>	<u>AMOUNT AVAILABLE PER CAP</u>	<u>AMOUNT REQUESTED</u>
Public Service Activities	\$36,441	\$69,742
Administrative Activities	\$48,589	\$48,589
Public Facilities	\$157,916	\$192,072
Public Facilities (Prior Year)	<u>\$933</u>	<u>n/a</u>
	\$243,879	\$310,403
Requested in excess of available funding		\$66,524

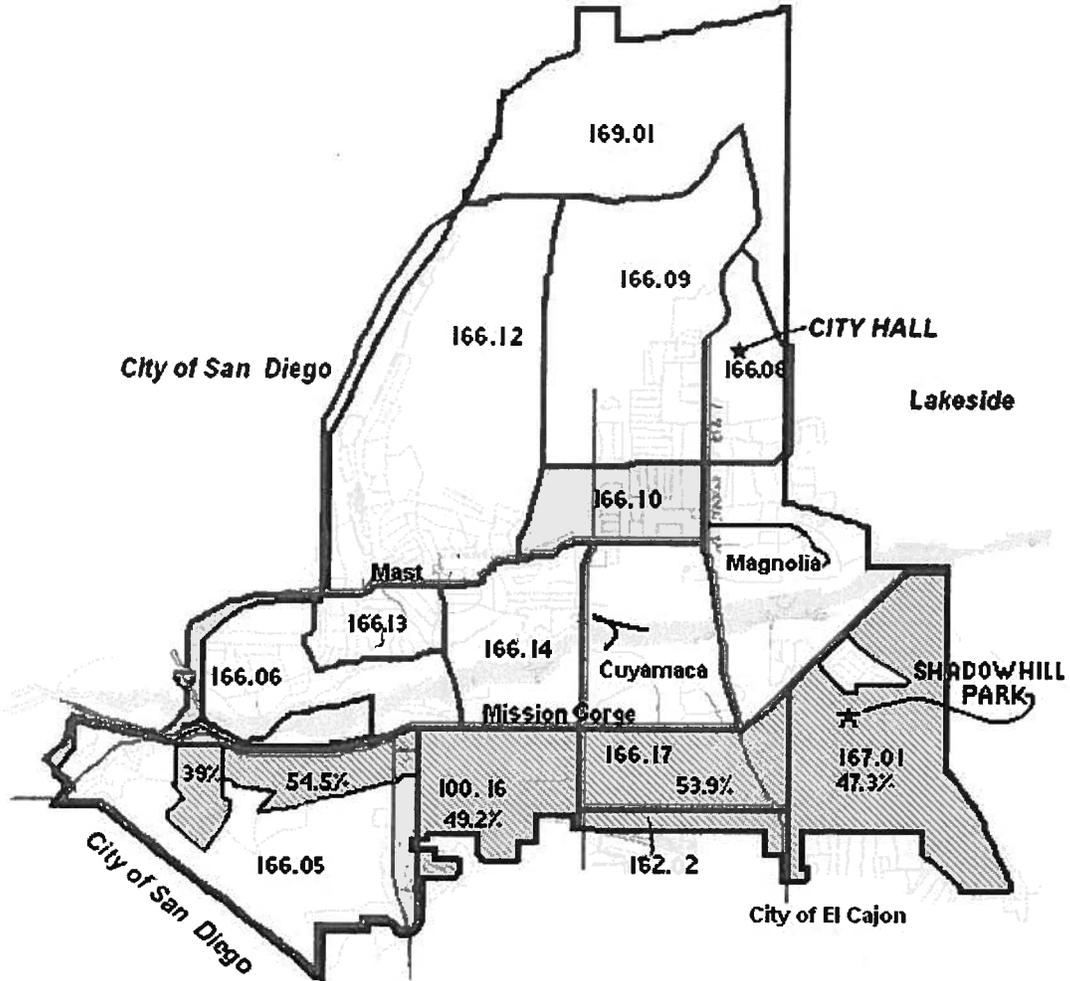
D. PUBLIC PARTICIPATION AND ALLOCATION PROCESS

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with Code of Federal Regulations (CFR) Title 24, "Housing and Urban Development", Section 570.704, the City initiated the CDBG application process by publishing the Request for Proposals for Program Year 2013 on November 15, 2012 in the East County Californian, as well as posting the Request for Proposals on the City's website. Applications were due on January 10, 2013.

Notice of the public hearing was published in East County Californian on January 24, 2013 and posted throughout the community in order to solicit maximum citizen input. All applications which were received were made available for public review and comment. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comments prior to City Council decision on the funding of qualified applications, in compliance with CFR Title 24.

ATTACHMENT 2

CENSUS MAP



-  Low/Moderate Census Tracts 38%
-  City Boundary
-  Census Tract Boundaries
-  Census Block Groups

ATTACHMENT 3

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)
7	Santee Santas	\$10,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	246 persons assisted (Prior Year Grant: \$4,504)

Total Requests: \$ 69,742

\$36,441 (Cap amount)

ATTACHMENT 3

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.

ATTACHMENT 4
APPLICATIONS FOR FUNDING

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ATTACHMENT C
CDBG Application Form

City of Santee
Community Development Block Grant Program
City of Santee
Application for Funding
Program Year 2013

GENERAL INFORMATION:

Date: January 3, 2013

Agency Name: Boys & Girls Clubs of East County

Agency Address: 8820 TAMBERLY WAY, SANTEE 92071

Phone: 619-440-1600 Fax: 619-440-2331 E-mail: Forrest@bgccc.org

Project/Program Contact Person (Name and Title): Lesia R. MITCHELL
Director of Development

Project/Program Location: Santee Clubhouse - 8820 TAMBERLY WAY

Phone: 619-938-2582 Fax: _____ E-mail: Lesia@bgccc.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) _____

FUNDING INFORMATION:

Amount Requested from Santee: \$ 3,000

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$ 3,000

Source of Other Funds: N/A
(describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Forrest Higgins III, CEO
Type or Print Your Name and Title

Forrest Higgins III
Signature

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ATTACHMENT C
CDBG Application Form

JAN 10 2013

City of Santee Services
Community Development Block Grant Program
City of Santee

APPLICATION FOR FUNDING

Program Year 2013

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project.

The Boys & Girls Clubs of East County (BGCEC) is requesting a CDBG grant in the amount of \$3,000 to provide scholarships for at-risk, low income youth seeking membership at the Conrad Prebys Clubhouse in Santee. Although families are asked to pay a nominal \$44 per child annual membership, BGCEC believes all children should have the opportunity to become members and so no child is turned away for lack of ability to pay. The BGCEC strives to provide scholarships for children who are unable to join the Clubhouse or participate in extra activities such as winter, summer, or spring day camps or transportation from school to the clubhouse. Families served by the BGCEC have been seriously impacted by the on-going recession and we continue to experience an increased number of families who need financial assistance. BGCEC day camps cost \$95 per week, or \$19 per day and transportation from school to the clubhouse costs \$76 per month. A \$3,000 grant would allow BGCEC to provide 26 children yearly memberships to the Santee clubhouse, and 24 scholarships to day camps, or other combinations of memberships, camperships and transportation costs.

Many of our current members come from low to moderate income households, some fall in the low to extremely low income bracket. Examples of the extremely low income families we serve include 33 families of up to 6 members each living on household incomes of \$16,500 or less, 12 families of up to 4 with household incomes of \$18,850, and 28 families have incomes of \$25,450 or less. Between 800 to 850 low to moderate income Santee youth annually benefit from the safe, nurturing and educational after-school activities provided at the Conrad Prebys Clubhouse in Santee, and between 46 to 70 children will benefit from \$3,000 grant for scholarships. Youth served at the Santee Clubhouse closely match the diversity of the City of Santee, with 71% Caucasian, 5% African American, 5% Asian/Pacific Islander, 14% Latino, 2% Native American and 3% Other.

- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

The Conrad Prebys Clubhouse Director and BGEC administrative staff will be responsible to carry out the activity of determining family eligibility for scholarships and how the scholarship money will be used. This process will occur throughout the year until funds are expended.

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JAN 10 2013

ATTACHMENT C
CDBG Application Form

Dept. of Development Services
City of Santee

- C. Describe how the project meets the CDBG Program national Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

The CDBG funding requested by the BGCEC meets CDBG national Objective # 1 because the funding will be used to **benefit low and moderate income persons**. As noted earlier, many of the children served by the Santee Clubhouse are living in low to moderate income households. Our request is an eligible activity which provides public services for recreation, and it meets City of Santee priorities per the Five Year Consolidated Plan 5 to "improve and provide public services and community facilities and infrastructure to serve lower and moderate income persons. In addition, requested CDBG funds will **ensure effective use of limited CDBG resources**. By supporting our request, the City of Santee will be making an important investment in the lives of more than 800 youth annually. The Santee Clubhouse ensures that disadvantaged Santee youth have a safe place to spend their critical after school and summer hours. BGCEC's Santee clubhouse provides an anti-delinquent/anti-drug /anti-crime alternative for at-risk Santee youth.

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

1. **Agency/Nonprofit Organization Information:**

The BGCEC has been meeting the needs of disadvantaged youth since 1960. The Boys' Clubs was incorporated in 1960 and the Girls' Club was incorporated in 1968. The Clubs were merged in July 1990 to become the Boys & Girls Clubs of East County, Inc. Between 1990 and 2006, the BGCEC provided the services described below in the communities of El Cajon, Lakeside and Santee CA. In 2002, our Board of Directors launched a bold "Community Involvement Capital Campaign" to raise funding to construct the La Mesa Teen Center and Santee Clubhouse. Recently the Clubs completed a capital campaign to renovate the El Cajon Clubhouse with a new façade and interior to meet the needs of the children ages 5-10 and parents today and created a Teen Center from a city leased building to provide after school activities to children 11-18. Today, the BGCEC operates Teen Centers in La Mesa CA and El Cajon; and three full-service clubhouses with full-size gyms in El Cajon, Santee, and Lakeside. Together these five clubhouses serve approximately 3,000 youth ages 5-18 annually.

BGCEC is a well-established and professionally managed non-profit organization with a 52 year history of developing, implementing, and providing pro-social activities for disadvantaged youth in the east region of San Diego County. The mission of the Boys & Girls Clubs of East County is to inspire and enable all young people, especially those from disadvantaged circumstances, to realize their full potential as productive, responsible, and caring citizens. BGCEC is known as "the positive place for kids", where our skilled and dedicated staff helps disadvantaged youth overcome the negative aspects of poverty by enhancing their academic achievement, and encouraging them to make healthy lifestyle and behavior choices. Our Clubhouses and Teen Centers offer after-school, winter and spring holidays, and summer

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ATTACHMENT C
CDBG Application Form

JAN 10 2013

programming, including: homework assistance and tutoring; computer classes; science programs; recreation, nutrition, art & crafts, and physical activities. In addition, we have an athletics program which provides youth with opportunities to participate in league sports, including flag football, volleyball, basketball, and soccer. The BGCEC provides pro-social, educational programming in the following core areas:

- Citizenship and Leadership Development
- Cultural Enrichment
- Health and Physical Education
- Social recreation
- Outdoor and Environmental Education

2. **Financial:**

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements: Describe how records are maintained to ensure the project benefits targeted groups.

The BGCEC has a professional fiscal management system which includes the following:

- **Fiscal Management:** All invoices are processed in-house and reviewed by our CEO. After review, the invoices go to the Chief Financial Officer for additional review and signatures. It has been the practice of the BGCEC Board of Directors to include individuals with a strong financial background on the Executive Committee.
- **Financial Reporting:** The Fiscal Year of the BGCEC is July 1 through June 30. Yearly budgets are developed with input from the Board, Chief financial Officer, and staff. The yearly budget is then approved by these same bodies. Monthly budget reports are provided to the Board of Directors. The reports are reviewed and approved by the Board and CFO.
- **Record Keeping:** In order to maintain accurate records, the BGCEC employs the services of JS Associates.
- **Accounting systems:** In accordance with "Standards of Accountancy and Financial Reporting for Voluntary Health & Welfare Organizations", the BGCEC employs JS Associates for regular bookkeeping and payroll.
- **Payment Procedures:** Bills are submitted via invoice to the BGCEC. Invoices are processed on the 10th and 25th of each month. Invoices over \$500 require two signatures.
- **Audit Requirements:** The BGCEC complies with the legal guidelines and is audited once per year by a Certified Public Accountant. Alicia Owens, CPA, conducts this audit every June.

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CDBG Application Form

JAN 10 2013

3. **Personnel:**

Identify the staff administering/implementing this project and provide their experience e in similar programs.

City of Santee

Key BGCEC staff responsible to administer the scholarship fund include the following:

- **Forrest Higgins, III, Chief Executive Officer** – Mr. Higgins has 18 years' experience working with youth in both staff and management positions. Mr. Higgins' experience and skills include: Summer Counselor, Program Director, Unit Director, Director of Operations, and his current position as CEO. Mr. Higgins has completed various seminars and workshops sponsored by the National Boys & Girls Clubs on Program Development and Implementation. Mr. Higgins has been directly involved in the supervision of many construction projects for the BGCEC, including the Santee Clubhouse.
- **Sal Olloqui, Director of Operations** – Mr. Olloqui has 8 years' experience working directly with BGCEC youth, providing staff supervision, and Clubhouse management. Mr. Olloqui's experience and skills include: Program Director, Clubhouse Director, and his current position as Director of Operations. Mr. Olloqui has completed seminars and workshops on Program Development and Implementation sponsored by the National Boys & Girls Clubs. He has a BS in Criminal Justice Administration with minors in Sociology/Psychology from SDSU.
- **Shelly Hopkins, Santee Unit Director** – Ms. Hopkins has served in a wide array of positions over her 20-year association with the BGCEC. She has been a driving force in both management and staff positions such as Recreation Leader, Program Director, and in her current position as the Santee Clubhouse Director.

5. **Conflict of Interest:**

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

Currently no members, officers or employees of the BGCEC who are officers or employees of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

Additional Information

1. Upon request of the City the BGCEC is prepared to submit the following documents:

- Articles of Incorporation/Bylaws
- Certificate of Good Standing from the State, State and Federal Tax Exemption Determination Letters
- List of Board Members
- Authorization to Request Funds
- Designation of Authorized Officials
- Organizational Chart,

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eDBG Application Form

JAN 10 2013

Dept. of Development Services
City of Santa

- Resumes of Program Administrator and Fiscal Officer
 - Annual Financial Statement and Audit
 - Documentation of compliance with National Objectives
2. Evidence that the BGCEC has a personnel policy manual with an affirmative action plan and grievance procedures.
 3. A copy of our certificate of insurance with coverage for public liability and property damage in an amount up to \$1,000,000 and adequate automobile liability insurance for employees/volunteers.

ATTACHMENT C
CDBG Application Form

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

GENERAL INFORMATION:

Date: January 4, 2013

Agency Name: Crisis House, Inc.

Agency Address: 1034 N. Magnolia

Phone: 619-444-1194 Ext 315 Fax: 619 444-1422 E-mail: mcase@crisishouse.com

Project/Program Contact Person (Name and Title): Mary Case, Executive Director

Project/Program Location: 1034 N. Magnolia Ave El Cajon CA 92020

Phone: 619-444-1194 Ext 315 Fax: 619 444-1422 E-mail: mcase@crisishouse.com

Type of Project (check one): Public Service Activity [X]
Public Improvement (Construction) []
Acquisition of property []
Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$ 20,741.92

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$ 265,980.86

Source of Other Funds: HUD, City of Santee, City of El Cajon, SDG&E, Healthcare for the Homeless, Private contributions,
(Describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Mary Case, Executive Director
Type or print Your Name and Title


Signature

1. **Project Summary:**

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and the estimated number of Santee residents who would benefit from the project (include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee).

Crisis House's homeless prevention program is designed to assist needy people to avoid becoming homeless. The objective is to support clients work toward becoming self-sufficient to return to mainstream society. Client services are provided to meet the strategy of homeless prevention or intervention through a case management process. Services and activities will be provided to assist the client to include long term and short term resolutions. Long term resolutions will include work with budgeting, attaining sufficient income, employment development, long-term housing, peer support or counseling for victims of domestic violence. Short term activities include referral and placement in emergency shelters/transitional housing, providing rent and mortgage assistance, (when funding is available) food, clothing transportation, medical referrals and other services unique to each client. Crisis House services are offered to all ages, male and female. The criteria for people receiving services are that they are residents of the City of Santee. We project that we will serve approximately 300 duplicated Santee residents annually, based upon current data.

- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

The project will be supervised by the Assistant Executive Director/Resource Coordinator who will also provide direct services as needed. Direct services will be provided by the Emergency Assistance Assessment Specialist/Case Manager. A Domestic Violence Counselor and an Addictions Specialist will also be available to see special need clients. We expect to provide service to 300 residents from Santee, based upon our current data, averaging 25 contacts per month.

The services will be provided over a 12 month period beginning July 1, 2013 and will end June 30, 2014. It is estimated that services will be provided to Santee residents daily during normal business hours from 8:30 to 5:00 pm Monday, Tuesday, Thursday, Friday and 8:30 to 12:00 on Wednesdays.

- C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

The project meets the National Objectives by benefiting low and moderate income persons. It meets the City of Santee consolidated plan priorities by providing assistance to the homeless and assisting lower income renters and homeowners.

2. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided

Established in 1970 and incorporated as a 501 C (3) organization in 1986, Crisis House is a Community Resource Center providing humanitarian services to socio-economically disadvantaged citizens residing in the East Region of San Diego County. Our mission is to stabilize families and individuals and break the cycle of poverty, domestic violence, and homelessness by providing emergency assistance, housing and social services that promote self-sufficiency and transform lives. Our vision is a safe community where people are productive, self-reliant and thriving. We do all of this in the spirit of our values: Dignity • Hope • Empowerment • Integrity

Services currently provided at Crisis House include assessment, crisis intervention, emergency assistance, education and advocacy, information and referral, emergency shelter placement (hotel/motel vouchering), rent/mortgage assistance, emergency food and children's pantry, clothing, transportation, homeless food packs, homeless hygiene packs, homeless storage and mail service, healthcare, transitional housing (66 beds for families, victims of domestic violence and disabled adults with addiction and/or mental health issues), domestic violence services, holiday projects.

3. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how your records are maintained to ensure the project benefits targeted groups.

Crisis House uses a double entry accrual accounting system with separate accountability of funds. The agency uses a fully integrated accounting software package designed specifically for non-profit entities. Cost centers are established for each grant, contract or funding source. All revenue under grants and cost reimbursement contracts is recognized as earned. Expenses are charged to the program receiving benefit from expense.

ATTACHMENT C
CDBG Application Form

All expenditures are supported by source records which clearly identify costs as allowable contract expenditures. All expenditures must receive proper authorization prior to payments being issued. All Crisis House checks require two signatures by the Executive Director and the Assistant Director and all void and cancelled checks are retained. All supporting documents are stored for a minimum of five years. Bank reconciliations are performed monthly and are reviewed monthly and are approved by the Executive Director or assistant Executive Director in the absence of the Executive Director. The Board of Directors of Crisis House review the financial reports at their quarterly meetings. Each year Crisis House contracts with an independent Certified Public Accountant to perform a complete audit of the agency's financial records and procedures.

3. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs

The Executive Director has a Masters degree in Social Work with a concentration in Social Services Administration and supervises 3 student interns (1 master's level and 2 bachelor's level). She has over 35 years experience working in the non-profits sector as a Vice President of Programs for a large multi-service organization and Director of Housing for another large organization prior to coming to Crisis House. She is also the current President of the Regional Task Force on the Homeless.

The Assistant Director has 8 years experience in the provision of social services with a specialty in working with victims of domestic violence. She supervises the day- to-day program operations and holds a BA In Education.

The Office Manager has 6 years experience in accounting and holds a Masters Degree in Conflict Analysis and Resolution.

The agency's Domestic Violence counselor has a MA in Counseling Education and supervises 2 masters' level student interns. She recently retired from the San Diego Housing Commission after 20 years of experience and recognition as Director of Section 8, Public Housing and HUD consultant.

The Addictions Case Manager has over 15 years of experience working with those who have alcohol and drug addictions. His CAS (Certified Alcoholism and Other Drug Addictions Recovery Specialist) credential is in process.

The Assessment Specialist/Case Manager has over 11 years of experience working for Crisis House as the Emergency Assistance Assessment Case Manager. She is the first point of contact for clients who walk-in to Crisis House for services. She assesses and provides case management services based upon individual need. She refers clients to Crisis House transitional housing programs and in the community and advocates on their behalf to access needed services.

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

Crisis House has no member, officer, or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which would be affected by any action in execution of this application.

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City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

JAN 10 2013

Dept. of Development Services
City Of Santee

GENERAL INFORMATION:

Date: January 8, 2013

Agency Name: CSA San Diego County

Agency Address: 131 Avocado Avenue, El Cajon, CA 92020

Phone: (619) 444-5700 Fax: (619) 447-5761 E-mail: estela@c4sa.org

Project/Program Contact Person (Name and Title): Estela DeLos Rios,
Executive Director

Project/Program Location: 131 Avocado Avenue, El Cajon, CA 92020

Phone: (619) 444-5700 Fax: (619) 447-5761 E-mail: estela@c4sa.org

Type of Project (check one):
Public Service Activity [X]
Public Improvement (Construction) []
Acquisition of property []
Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$9,500

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$10,500

Source of Other Funds: In-kind hours, volunteer, donations
(Describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Estela DeLosRios, Executive Director
Type or Print Your Name and Title

Estela DeLosRios
Signature

ATTACHMENT C
CDBG Application Form

- A.** Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project.

CSA San Diego County, formerly Heartland Human Relations and Fair Housing Association, proposes to provide fair housing and tenant/landlord services that address both discrimination in housing and conflicts that arise between tenants and landlords. The services are a core service provided by the agency. Our services have been available primarily to low and moderate income residents. We anticipate serving up to 160 residents in Santee during FY 2013-2014 through direct phone contact, face-to-face mediation, distribution of our bilingual Fair Housing handbooks, our website, and through participation in the Santee Collaborative.

CSA has one staff member who is a resident of Santee and we participate in the Santee Collaborative, East County Action Network, and the East County Service Providers. Through these organizations, staff disseminates information about housing so that our services are more fully utilized. The services we provide are available in English, Spanish, and Arabic.

Goals

Specifically, our Program Goal is to assist the City of Santee to provide housing that is free of discrimination, where conflicts between tenants and landlords are adequately addressed, and where adequate planning occurs to address needs as they develop.

Objectives and Services

Our Program Objectives (numbered) and Services (bullets) below will meet these goals:

- 1) Reduce discrimination in housing
 - o Provide consultation and respond to all fair housing and tenant/landlord calls from residents
 - o Provide advocacy for equal housing opportunities
 - o Assist victims of discrimination under state and federal law and process violations
 - o Access the need for individual fair housing testing and complaint verification
 - o Make referrals when necessary to the Department of Fair Employment and Housing
 - o Assist in & be responsive to addressing the recommendations of the Analysis of Impediments to Fair Housing Choice
 - o Address the City of Santee's Housing Element and Consolidated Plan
- 2) Reduce tenant/landlord conflicts
 - o Provide conflict resolution counseling by phone
 - o Offer mediation services where other interventions have been unsuccessful
- 3) Increase the knowledge of tenants and landlords about rental housing rights and responsibilities as well as other issues
 - o Conduct education, outreach activities, training
 - o Provide resource information outside of the area of fair housing
 - o Publish and disseminate a Handbook on Renting (English, Arabic, and Spanish)
 - o Provide up-to-date fair housing information on our web site
 - o Develop other materials and programs as necessary
- 4) Provide well documented and accessible services
 - o Provide quarterly and annual reports to the CDBG Administrator
 - o Provide data that is informative and useful
 - o Respond punctually to calls from tenants and landlords

ATTACHMENT C
CDBG Application Form

- Respond punctually and effectively to programmatic or administrative requests from the CDBG Administrator or staff
- Provide web links to local and regional housing services and information
- 5) Assist Santee to develop and maintain regional resources and utilize best practices
 - Attend the Santee Collaborative and serve on its committees
 - Participate in the Fair Housing Resources Board (FHRB)
 - Develop and maintain relationships with other fair housing organizations that have the potential to increase the capacity of Santee to maintain housing that is free of discrimination and tenant/landlord conflict

- B.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

Activities detailed in this proposal will be carried out by CSA housing counselors who are available by phone Monday thru Friday between the hours of 8:00 a.m. and 4:00 p.m. These counselors take housing calls and provide information and referrals that lead to a resolution of both fair housing (discrimination) and tenant/landlord calls. Counselors will provide support and referral for services. CSA is now also seeking funding to perform fair housing testing in Santee and in a number of other municipalities in San Diego County.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

CSA San Diego County has provided high quality, reliable housing services and human relations services in San Diego County for over 40 years. Our services address both national and local CDBG objectives.

- National: Our services provide a direct benefit to low and moderate income persons to develop/sustain a viable urban community, including decent housing and suitable living environments through the prevention or elimination of slum and blight.
- Local: Provide public services in the area of housing that support affordable, habitable housing that is free of discrimination.

We strive to provide consistent, quality services as we innovate to address changes in housing and the demands and opportunities offered by changes in communication technology. We work collaboratively with our city contractors and other organizations to introduce the best practices possible to our work.

Through this program, CSA staff strives to assist the City of Santee meet the expectations under Title I of the Housing and Community Development Act: "develop viable urban communities"; provide decent, habitable housing ; provide suitable living environments that address the forces that lead to homelessness; provide housing that is free of discrimination and harassment; address conflicts between tenants and landlords

1. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

CSA is a private, non-profit agency incorporated in 1972. The mission of the agency is "to promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people." The agency works cooperatively with community groups, local governmental bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability or source of income. CSA has provided fair housing and human relations services to low and moderate income households since the early 1970's. CSA has provided housing services to Santee since 1993.

2. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The Board of Directors has legal and fiduciary responsibility for the organization, on a monthly basis. The Board President, Jose Preciado, supervises the Executive Director who is responsible for the finances of the organization on a day-to-day basis. The Executive Director supervises the agency's bookkeeper, Diana Herron who maintains a QuickBooks accounting and payroll system. Invoicing and fiscal documentation is provided to Santee monthly. All records are kept either as computer files or as hard copy, stored on site. Annual audits are not required per OMB Circular A-133.

3. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

The Executive Director, Estela De Los Rios, is responsible for directing and overseeing the daily operations of CSA San Diego County and its programs. She is responsible for the implementation of program services, outreach and reporting, Yvonne Kovatch, the Senior Housing Counselor, supervises the agency's fair housing counselors. and oversees accurate completion of contract deliverables. The management skills of both the Executive Director and the Senior Housing Counselor will assure that the quality of services performed adheres to all local, state, and federal regulations. The day-to-day fair housing and tenant/landlord services are performed by a bilingual staff with over 40

accumulated years of expertise in the area of housing as well as social services, government services, business, and data management.

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

No member, officer, or employee of CSA San Diego County is an officer or employee of the City of Santee. No member of any of its boards, commissions, or committees has any interest or holding which could be affected by any action taken in execution of this application.

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

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JAN 08 2013

Dept. of Development Services
City of Santee

GENERAL INFORMATION:

Date: 12-27-12

Agency Name: East County Family YMCA-Cameron Family Y Facility

Agency Address: 10123 Riverwalk Drive Santee CA 92071

Phone: (619) 449-9622

Fax: (619) 449-9624

E-mail: dlenz@ymca.org

Project/Program Contact Person (Name and Title): Debby Lenz, Associate Executive Director

Project/Program Location: Same

Phone: _____

Fax: _____

E-mail: _____

Type of Project (check one):

Public Service Activity

Public Improvement (Construction)

Acquisition of property

Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$ 3000

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$ 2,363,426

Source of Other Funds: \$5,000 Annual Branding fund raiser \$10,000 Annual Giving program fund raiser

(Describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Rob Savajot, Executive Director



Type or Print Your Name and Title

Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

1. Project Summary:

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit *directly* from the project.**

In partnership with the City of Santee, the East County Family YMCA opened a full-service YMCA and City Aquatics Center in 2003, located at 10123 Riverwalk Drive, Santee (166.15). Although the service area of the East County Family YMCA is all of East San Diego County, this project will target low income and disadvantaged youth from Santee only.

This project will benefit low income and disadvantaged Santee youth and teens by subsidizing class fees, thereby providing low cost swim and gymnastics lessons and supervised youth fitness classes throughout the year. We will target children who live in the qualifying low to moderate income census tracts through the schools located in those areas and will aid over 800 Santee children. Children included to receive these funds are students in the Santee school district grades K-8 in partnership with the YMCA to provide low cost swim lessons and aquatics safety. This program is focused on prevention of drowning as well as skill development through physical education in school age children and in partnership with the Santee School District's "Out of School Time Program" and "Project Safe."

- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).**

Gymnastics, aquatics, dance, cheer and youth fitness programs are all supervised by accredited, experienced directors possessing bachelor's degrees. Staff are trained and certified through the respective program area requirements and screened through the YMCA of San Diego County's human resources department. All staff are live scanned, attend trainings to identify signs of child abuse, are mandated reporters and are trained in the YMCA character development program teaching and role modeling caring, honesty, respect and responsibility. Programs operate year round – Monday through Saturday.

- 100 Santee children or teens will participate in one 6-week session of gymnastics.
- 250 Santee children or youth will participate in swim lessons (8 classes per session)
- Over 300 children will participate in swim lessons through a partnership between the YMCA and the Santee School District-Out of School Time Program (formerly "Project Safe")

- enabling 1st graders to 8th graders to participate in one two week - low cost swim lesson, dance class, gymnastics class or youth fitness (P. E. curriculum) per school year.
- 20 children or pre-teens will participate in youth fitness programs (2-5 times per week for 4 weeks).

C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

The YMCA provides youth and pre-teens with opportunities to engage in activities that they might not otherwise be able to afford. The YMCA programs help to build children's self-esteem, promotes self-discipline and teaches them skills that they will use the rest of their lives. Swim lessons, youth fitness and gymnastics contribute to improved general health (increased strength, cardio vascular development, skill development, and weight management) and have been shown to aid in decreasing youth and teen delinquency. YMCA youth and teen programs are designed to incorporate the character traits of caring, honesty, respect and responsibility and these traits are role modeled by all staff members. With the current economic strains placed on families due to job losses and home foreclosures, requests for financial assistance have increased. In these difficult times, it is vital that the YMCA provide a place for children to come to participate in physical activities under the supervision of responsible, caring adults.

2. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

The YMCA of San Diego County is a California nonprofit public benefit corporation, incorporated in 1959. The East County Family YMCA-Cameron facility, is a branch of the YMCA of San Diego County, and has been in existence since the 1950s, providing the entire East County with valuable YMCA programming in order to meet the growing needs of the community. In 2003 the YMCA partnered with the City of Santee to build the Cameron Family YMCA and City of Santee Aquatics Center. This satellite facility is managed by the East County Family YMCA, which has operated a gymnastics center in Santee since 1982 under the name Cuyamaca YMCA. Programming and services provided by the East County Family YMCA include before and after school child care, day camps, swimming lessons and teams, gymnastics and cheer lessons, peewee, youth and adult sports, inclusion programs for individuals with disabilities, senior fitness programs, teen center and programs, and adult and youth fitness programs. Nobody is ever turned away from the YMCA due to an inability to pay; the YMCA provides financial assistance and scholarships through funds raised by members and community support, in order to offer everyone the opportunity to participate in YMCA programming.

3. **Financial:**

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The East County Family YMCA, as a branch of the YMCA of San Diego County, practices generally accepted accounting methods, utilizing cost centers to ensure that grant funds are used as required by the city. Financial audits are performed annually by an independent accounting agency. A volunteer Finance Committee and the Board of Management monitor the Branch Budget monthly.

Financial need of children or youth will be determined and records will be kept at the branch. Funding is recorded on the application registration form. CDBG funds will be provided only to qualifying Santee residents.

4. **Personnel:**

Identify the staff administering/implementing this project and provide their experience in similar programs.

Deborah Lenz, the Associate Executive Director, will oversee the operation of the program. She has been with the YMCA for 30 years, and has been managing programs for her entire YMCA career. Jessica Osborne, as Administrative assistant, will administer the funds and will ensure that eligible Santee children will receive the free or reduced gymnastics, fitness and swimming lessons. Both staff members have a wealth of experience in implementing, administering, and tracking grant funds used and numbers of participants reached (including previous CDBG grants). A copy of the YMCA's financial assistance policy will be provided upon request.

The Executive Director/Vice President, Rob Sauvajot works closely with the 60- member Board of Management to ensure that funds are used according to CDBG requirements, and that the program is meeting its goals and objectives.

5. **Conflict of Interest:**

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

None.

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JAN 08 2013

Dept. of Development Services
City Of Santee

City of Santee
Community Development Block Grant Program
Application for Funding
Program Year 2013

GENERAL INFORMATION:

Date: Jan 7, 2013

Agency Name: ElderHelp of San Diego

Agency Address: 4069 30th Street, San Diego, CA 92104

Phone: 619-284-9281 Fax: 619-284-0214 E-mail: info@elderhelpofsandiego.org

Project/Program Contact Person (Name and Title): _____

Anya Delacruz, Member Services Director

Project/Program Location: San Diego County

Phone: 619-284-9281 Fax: 619-284-0214 E-mail: info@elderhelpofsandiego.org

Type of Project (check one):
Public Service Activity
Public Improvement (Construction)
Acquisition of property
Other (describe) _____

FUNDING INFORMATION:

Amount Requested from Santee: \$ 5,000

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$ 548, 478

Source of Other Funds: Grants, foundations, individual donors and fundraising events
(describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Deborah Martin, Interim Executive Director
Type or Print Your Name and Title


Signature

1. Project Summary:

- A.** Briefly describe the purpose of the project, the population to be served, the area to be benefited and the estimated number of Santee residents who would benefit from the project (include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee).

The Concierge Club provides opportunities for low-income seniors to improve their physical and mental health through socialization, recreational activities, coordination and access to health care, in-home health education and prevention activities. The Concierge Club relies heavily on our front line volunteers to provide services to seniors. We currently provide services to five low income seniors in Santee and have three seniors on a waiting list. Due to their income level being below \$20,000, we provide services at no cost to the seniors we are providing services. The direct services that are being utilized include transportation and in home assistance. In addition, our Member Care Coordinators connect the seniors to valuable resources as well as provide assistance with benefits.

- B.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

The Member Outreach Manager will collaborate with providers in Santee to create a referral network for the seniors enrolled in our program. All new members will receive an in-home visit by the Member Services Director to provide an in-depth assessment to determine the appropriate plan of care as well as an explanation of services. Based on the results of the evaluation, the member will receive either weekly or bi-weekly visits from Concierge Club volunteers. The Program Coordinator will check-in with the members and volunteers each month to ensure satisfaction with the volunteer match. Furthermore, an ElderHelp Member Care Coordinator will provide ongoing support and assistance on a monthly or as needed basis.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

Our Mission at ElderHelp is to provide personalized services and information that help seniors remain independent and live with dignity in their own homes. ElderHelp compliments the City of Santee in their vision of "Exceptional and dedicated people working together for a dynamic and progressive City where family, community and diversity are embraced." Our mission reflects the National Objective set by the City of Santee which is to benefit low and moderate income persons. In addition, our priorities align with the goal to assist public and community service providers that enable lower and moderate income residents to remain in their homes. Lastly, providing services for seniors 62 years or older addresses the eligible activities set by the City of Santee.

2. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

During the 1960's, a group of inner city ministers, business leaders and SDSU School of Social Work conducted a needs assessment among elderly living in Mid City. The result was a large population of low income seniors who were in failing health and living in poverty. A community-based agency called Mid City Senior Enterprises was formed in 1973 to assist these individuals to remain living independently in their own homes. In April of 1974, ElderHelp earned a non-profit 501c3 status and developed over two-dozen programs to respond to the needs of low-income seniors. In 1991, the agency changed its' name to ElderHelp of San Diego and became an advocate for low income seniors. The Concierge Club provides a comprehensive mix of services including health advocacy, home care provided by paraprofessional volunteer caregivers, high level case management, trusted referrals, grocery shopping, escorted transportation, home safety inspections and modifications, minor home repairs, light housekeeping, companionship, financial advocacy, and pet care.

3. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The agency follows Board-approved accounting policies which are in accordance with Generally Accepted Accounting Principles. With respect to this project, all direct and indirect costs are accounted for by projected classification which precludes the possibility of co-mingling funds. All direct costs will be related to this project only. Salaries will be allocated according to FTE assigned to the project. Indirect costs are allocated using an agency-established allocation system based on average usage. ElderHelp uses Quickbooks accounting system which allows for accounting by general ledger account as well as project classification. ElderHelp has a full independent audit each year. The results of these audits are available upon request. Internal control to minimize fraud include segregation of duties, dividing accounting function among three staff members. The agency follows accounting policies which are in accordance with Generally Accepted Accounting Principles. ElderHelp employs a fund accounting system to track grant funds in excess of \$10,000 which are to be used over time. Upon receipt of those funds an Equity Account is established on the Balance Sheet to track the funds. As the funds are expended, the expenses are coded by classification related to the Equity Account and the funds are drawn down monthly as expended.

4. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Anya Delacruz, the Member Services Director, is responsible for overseeing the day to day operations of the Concierge Club and Seniors A Go Go. She has played a critical role in evolving the Concierge Club to serve 247 members supported by 287 direct service volunteers. She is extremely knowledgeable about following proper protocol as well as understanding clinical modalities and data reporting. Anya meets regularly with staff and is instrumental in ongoing training to better serve our members. She successfully created reporting metrics for the City of La Mesa, Grossmont Health Care District and the SCAN Foundation. In addition, Anya previously held the position of the Enrollment Supervisor at ElderHelp and was instrumental in creating our existing enrollment process.

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

There is no conflict of interest involved with ElderHelp and the execution of this application.

City of Santee
Community Development Block Grant Program
Application for Funding Program Year
2013

GENERAL INFORMATION:

Date: January 4, 2013

Agency Name: Home of Guiding Hands Corporation

Agency Address: 1825 Gillespie Way #200, El Cajon, CA 92020

Phone: 938-2857 Fax: 938-3055 E-mail: markk@guidinghands.org

Project/Program Contact Person (Name and Title): Mark R. Klaus, President & CEO

Project/Program Location: City of Santee

Phone: same as above Fax: same as above E-mail: same as above

Type of Project (check one):
Public Service Activity []
Public Improvement (Construction) [X]
Acquisition of property []
Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$ 23,606

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

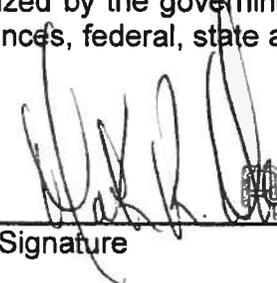
Total Project/Program Budget: \$ 29,825

Source of Other Funds: HGH In House Labor- \$6,219
(describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Mark R. Klaus, President & CEO
Type or Print Your Name and Title


Signature **RECEIVED**

JAN 04 2013

1. Project Summary:

- A.** Briefly describe the purpose of the project, the population to be served, the area to be benefited and the estimated number of Santee residents who would benefit from the project (include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee).

We have selected projects for two of our 11 homes in Santee owned and operated by HGH. These improvements will benefit 12 individuals with developmental disabilities. The homes are located at 8318 Rumson Drive and 9915 Via Rita in Santee. The projects include new flooring in both homes, and a kitchen remodel at the Rumson Drive location. The kitchen includes new cabinets, counter tops, sink, faucet, dishwasher, stove and microwave.

The emphasis is on accessibility for our residents with limited mobility. Making the kitchen easier to access encourages participation in daily living skills, which builds confidence and a feeling of independence. The floors receive excessive use due to walkers and wheelchairs. New flooring will provide a smooth and safe surface on which to maneuver easily.

- B.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

HGH is very fortunate to have an in house facilities staff that will be providing all of the labor for these three projects. James Ballow will manage the entire project which includes acquiring bids, coordinating and supervising each project. Jan Adams, CFO and VP of Support Services, will oversee Ballow and complete all reports as required.

Upon approval, cabinets will be ordered for the home on Rumson Drive. Lead time is approximately 6-7 weeks. Once they arrive on site, demolition begins in quadrants. A section of the kitchen is torn out and replaced that same day. This provides the least amount of disruption to the residents. The process takes approximately 8-10 working days. Once that is complete, the counter tops are measured, fabricated and installed in approximately 2 weeks.

Flooring is needed in both homes, and can be installed in 3-4 days with minimal disruption to the home. We have selected a heavy duty vinyl that will be laid directly on top of the existing flooring.

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

The projects meet CDBG Program National Objectives because it benefits low income persons and aids in the prevention of slum or blight through upkeep and beautification of neighborhood homes.

HGH's residents are all very low income, they subsist solely on Medi-Cal/SSI benefits. The three projects in two of our Santee homes will benefit 12 individuals. Our homes provide valuable residential training and services for people with developmental disabilities and related physical

ATTACHMENT C
CDBG Application Form

challenges. HGH receives state reimbursements for the basic services it provides (primarily Medi-Cal). These funds do not cover the full costs of providing services. The only way to complete capital improvements is through private donations, special events and grant funding.

2. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

Home of Guiding Hands was founded and incorporated in 1961 by a group of business and community leaders, and began operations in 1967. We now serve over 800 children, adolescents and adults each year and provide a variety of services.

Our Primary programs include:

Residential Services: Our 31 residential homes support 182 children, adolescents and adults ranging in age from six to 81 with intellectual and developmental disabilities, including autism, cerebral palsy, and epilepsy.

Respite Care: Providing relief for the family members caring for children or adults with developmental disabilities at home and is provided to over 325 families throughout San Diego County.

The Community Living Program: Provides community living options for 23 individuals who choose to live independently in their own home. We support that decision by providing trained Community Living Counselors who give one-to-one support ensuring that the individual's needs are met. Clients receive support in the areas of money management, meal preparation and planning, shopping and accessing community resources.

The Adult Family Home Program: Provides a family setting for four individuals who were living in a group home or the independent living program to a more supportive environment with a "Foster Family" so they can receive more individualized care while continuing to live in their community.

The Early Childhood Development Services Program: A dual purpose program which provides therapeutic and educational early intervention to very young children ages birth-3 who are at risk of delay or have been diagnosed with a developmental disability. We currently support over 150 infants and toddlers.

Transportation: Specialized transportation services for 100 individuals with developmental disabilities who also experience significant physical and/or mental challenges. The availability of this service enables adults with profound medical needs to connect with others in their community.

Counseling Services: In our extensive work with people with intellectual and developmental disabilities and their families, we at Home of Guiding Hands recognize the unique stressors and challenges facing our families. In order to provide support for all members of the family, HGH is now offering a broad range of counseling services for family members and caregivers, to include group, individual and family therapy.

3. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

As an organization with an annual budget of nearly \$15 million, Home of Guiding Hands has strong fiscal management and skilled, experienced staff and involved Business Management and Audit committees. Policies and procedures are in place to ensure compliance with all State and Federal regulations, as well as non-profit best practices. A detailed accounting system provides monthly reports, which are reviewed internally by appropriate department heads and administration, and approved by the Board of Directors.

All accounting and auditing standards are adhered to, which is substantiated by an annual audit by independent auditors. Due to Federal funds received on two U.S. Department of Housing and Urban Development (HUD) projects, HGH must also undergo a single audit in compliance with OMB Cir. A-133. HGH receives much of its funding from Medi-Cal, and therefore also receives an annual detailed audit of required individual cost statements for each of its 25 Medi-Cal funded homes, as well as the home office. HGH has an average 99.8% compliance rate for the past five years. Systems are in place and records maintained to ensure all funds received whether from grants, donors, or program funding are expended as directed.

4. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

As CFO and VP of Support Services, Jan Adams had implemented numerous projects while working at HGH. Adams oversees all remodels and building projects, and was the point of contact for the Santee CDBG awarded in 2008 and 2012. James Ballow, our Staff Facilities Manager reports to Ms. Adams and manages all projects and day to day details.

Ballow has over 25 years experience as a General Contractor prior to joining the HGH staff. Jim and our In House Facilities staff has extensive experience in kitchen remodels and flooring replacement with HGH homes and the delicate balance necessary to bring the least amount of disruption to our residents and staff that live and work in the homes

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

Not applicable

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JAN 9 2013

ATTACHMENT C
CDBG Application Form

Dept. of Development Services

City Of Santee City of Santee

Community Development Block Grant Program

APPLICATION FOR FUNDING

Program Year 2013

GENERAL INFORMATION:

Date: January 4, 2013

Agency Name: Lutheran Social Services of Southern California (LSSSC)

Agency Address: 2560 N. Santiago Blvd, Orange, CA 92867

Phone: (714) 685-1800 **Fax:** (714)279-8216 **E-mail:** sstephens@lsssc.org

Project/Program Contact Person (Name and Title):
Santee Caring Neighbors, Suzanne Stephens, Program Coordinator

Project/Program Location: Santee Caring Neighbors, 9735 Halberns Blvd, Santee

Phone: (619) 448-1888 **Fax:** (619) 448-1888 **E-mail:** sstephens@lsssc.org

Type of Project (check one):

Public Service Activity	<input type="checkbox"/>
Public Improvement (Construction)	<input type="checkbox"/>
Acquisition of property	<input type="checkbox"/>
Other (describe) minor home repairs	<input checked="" type="checkbox"/>

FUNDING INFORMATION:

Amount Requested from Santee: \$ 10,000

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

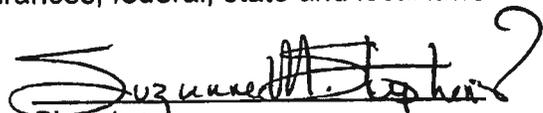
Total Project/Program Budget: \$19,136

Source of Other Funds: LSSSC general fund, private donations, other grants

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Suzanne M Stephens, Caring Neighbors Coordinator
Type or Print Your Name and Title


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project. (Include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee.
- Provide minor home repairs for low and moderate income to:
 1. Adults with disabilities
 2. Seniors.
 - Inform these residents of other services available in their community
 - Create a safe home
 - ALL our clients are Santee residents. A projection of 45 residents would benefit from this project. (This is the 10% increase of the current contract's projections)
- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).
- The Santee Caring Neighbors Coordinator will administer the program.
 - The home repairs will be on-going throughout the term of the grant with several homes receiving services each month.
 - Quarterly performance reports will be submitted with demographic data via submittal of the Program Overview and the CDBG Eligibility Report to the Housing Program Administrator by the 15th day of the following month.
- C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.
- Benefits low and moderate income persons
 - Meets community development needs posing health or welfare of the residents who cannot afford to pay for repairs.
 - Assists lower and moderate income homeowners
 - Provides a public service to seniors
 - Allows low-income and disabled homeowners to live independently creating a quality of life and self-respect.
 - Connects volunteers making home repairs with residents who are unable to do for themselves thus creating a true sense of community.

1. Agency/Nonprofit Organization Information:

Lutheran Social Services (LSS) was incorporated in 1946 in the state of California as a Not-For-Profit Corporation under section c (3) of the Internal Revenue Service Code. LSS has a rich history of providing a variety of assistance services to lower income, homeless and disenfranchised. Currently LSS offers other services including employment assistance, senior services, counseling & behavior health, emergency assistance and disaster response.

The Santee Caring Neighbors program is in its fourth year of helping to keep people living an independent life and staying connected with their community.

2. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

LSS complies with the OMB Circular A-100 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

LSS will also administer its program in conformance with OMB Circulars A-122 "Cost Principles for Non-profit Organizations" as applicable. This shall be applied to all costs incurred whether charged on a direct or indirect basis.

LSS will maintain documentation and record-keeping, including:

- A full description of each activity undertaken
- A record demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program.
- Eligibility of activities
- Compliance with Fair Housing and Equal Opportunity components

3. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Direct Administration: Suzanne Stephens, Santee Caring Neighbors Coordinator

Suzanne is the program coordinator for Santee Caring Neighbors since August, 2009

Supervisory (support): John Taylor, LSSSC San Diego Area Coordinator

Director (support): Ellen Waid, LSSSC President/CEO

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

(NONE)

Attachment: Exhibit A - Proposed budget FY 2013-2014

Santee Caring Neighbors Program EXHIBIT A

Proposed Budget FY 2013-14

Program Expenses

Supplies	1,200	1,200
Indirect	2,004	1,320
Postage	120	60
mtgs/assemblies	120	0
staff travel/mileage	120	120
Info Tecnology	480	400

Personnel costs

Salary-		
Coordinator 15 hrs/wk	\$11,700	\$6,000
Admin Asst 2 hours/week	1,248	0
Fringe (SS, WC, SDIC)	2,144	900 (coordinator)

TOTAL \$19,136 \$10,000 CDBG

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City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2013

Dept. of Development Services
City Of Santee

GENERAL INFORMATION:

Date: November 15, 2012

Agency Name: Meals-on-Wheels Greater San Diego, Inc.

Agency Address: 2254 San Diego Ave #200, San Diego, CA 92110

Phone: 619-260-6110 Fax: 619-260-6373 E-mail: jhowell@meals-on-wheels.org

Project/Program Contact Person (Name and Title): Marian Mann, East County Service Center Manager

Project/Program Location: East County Service Center, 1488 Pioneer Way Suite 4, El Cajon, CA 92020

Phone: 619-447-8782 Fax: 619-447-2308 E-mail: mmann@meals-on-wheels.org

Type of Project (check one):
Public Service Activity [X]
Public Improvement (Construction) []
Acquisition of property []
Other (describe)

FUNDING INFORMATION:

Amount Requested from Santee: \$8,000

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$125,000

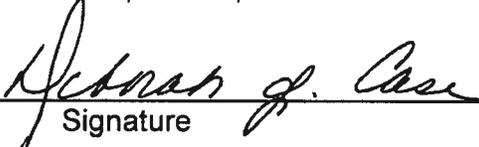
Source of Other Funds:

Meals-on-Wheels Greater San Diego, Inc., charges a very low client fee of \$7.00 per day for the delivery of two meals and a beverage. This fee covers less than half of our actual direct costs to purchase, prepare and deliver the meals. For us to meet the need and continue to serve homebound seniors, we raise funds through: individual donations, private foundation grants, bequests, corporate sponsorships, in-kind donations and CDBG funding from other San Diego County municipalities.

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Debbie Case, President & CEO
Type or Print Your Name and Title


Signature

City of Santee
Community Development Block Grant Program
APPLICATION FOR FUNDING
Program Year 2012

- A.** Briefly describe the purpose of the project, the population to be served, the area to be benefited and estimated number of Santee residents who would benefit from the project.

Meals-on-Wheels Santee is an ongoing public service program that supports the independence and well-being of seniors by providing home meal delivery service. Through this program, each day, we provide homebound seniors, age 60 and over with two meals and a beverage delivered right to their door. In CDBG year 2011-2012, we served and delivered meals to 52 Santee seniors.

- B.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

The Meals-on-Wheels Santee program is successfully managed by East County Service Center Manager, Marian Mann. Marian has been with Meals-on-Wheels Greater San Diego, Inc., for nearly a dozen years and has 9 years of experience running this specific program. Any and all funding received from the City of Santee will be expended during the 2013-2014 funding year. We provide home meal delivery to our clients six days a week, including holidays (Sunday meals are delivered on Saturday).

- C.** Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

Meals-on-Wheels Santee meets CDBG National Objective #1 and the City of Santee Priorities #5. Although we do not restrict our services to low and moderate income individuals, approximately 85% of our clients, agency-wide, fall into this category.

Our meal delivery service is restricted to seniors (60 years and over), and, as such, falls under item (e) of the Basic Eligibility Activities.

1. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

Meals-on-Wheels Greater San Diego, Inc., has been providing meal delivery service to San Diego County seniors for over 52 years. A local 501(c)(3), independent non-profit, we were founded in 1960 and incorporated in 1970. Our mission is to support the independence and well-being of seniors. Meals-on-Wheels provides home-delivered meals to seniors who are unable to meet their need for daily nutrition. We provide them with up to two meals a day (lunch, dinner and beverage) for seven days a week. Meals are delivered by our volunteers along 96 different routes to more than 48 different communities throughout San Diego County.

2. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

When a client signs-up for the Meals-on-Wheels service their personal information is recorded manually by the Service Center Manager. These records are then kept in a robust database, SERVtracker. Reports identifying age, income level, location, etc., are generated from SERVtracker to help monitor and evaluate our service and ensure we continue to best serve our senior clients. Meals-on-Wheels has a full Finance department and uses QuickBooks Premium for Non-Profits. Each grant is assigned a unique identifier making it possible to track grant expenditures. For a more complete description of the agency's fiscal management procedures, financial reporting and accounting policies, please refer to *Attachment A, the Accounting Policies and Procedures Manual*.

3. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

Marian Mann, the East County Service Center Manager, is the administrator of Meals-on-Wheels Santee. Marian has been with Meals-on-Wheels nearly a dozen years and has extensive experience with this program. Ms. Mann started her tenure with Meals-on-Wheels Greater San Diego, Inc., as a counselor in 1999, and became the Service Center Manager in 2002. She has been successfully administering the Santee program since 2006.

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

None.

CDBG Application Form
City of Santee
Community Development Block Grant Program
Application for Funding
Program Year 2013

ATTACHMENT C

RECEIVED

JAN 09 2013

Dept. of Development Services
City of Santee

GENERAL INFORMATION:

Date: January 2, 2013

Agency Name: The Santee Food Bank

Agency Address: PO Box 712054 Santee, CA 92072-2054

Phone: 619-448-4456 Fax: 619-448-2096 E-mail: info@thesanteefoodbank.org

Project/Program Contact Person (Name and Title): Duane Flewelling, Administrator

Project/Program Location: 8824 Cottonwood Avenue Santee, CA 92071

Phone: 619-699-4180 Fax: 619-448-2096 E-mail: duane@newbreak.org

Type of Project (check one):

Public Service Activity	<input checked="" type="checkbox"/>
Public Improvement (Construction)	<input type="checkbox"/>
Acquisition of property	<input type="checkbox"/>
Other (describe)	<input type="checkbox"/>

FUNDING INFORMATION:

Amount Requested from Santee: \$20,000.00

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$40,000.00

Source of Other Funds: We receive donations from churches, businesses, community members, and donors via PayPal.

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Marsi S. Walker, Secretary
Type or Print Your Name and Title


Signature

1. **Project Summary:**

- A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and the estimated number of Santee residents who would benefit from the project (include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee).

The Food Bank's purpose is to gather and share grocery products with our neighbors in need. We provide emergency food assistance to low and moderate income residents of Santee, who receive a minimum four-day food pack once a month. We currently serve approximately 1,825 people per month, with an average of 600 families served every month.

- B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

Ours is an ALL-VOLUNTEER organization, who donate more than 14,650 hours each year. First, the Food Bank Committee manages the administration of the Food Bank, educates the community, applies for grants, and monitors and oversees the operations. Second, our volunteers work seven days a week picking up fresh rescue and donations from our area stores. The Food Bank is OPEN for distribution on Wednesday and Friday, and the first Saturday of each month from 9:00-11:00 a.m. Volunteers come early to set up and stay late to meet the ever-increasing demands. We likewise distribute government excess commodities on the third Tuesday of each month, with numerous volunteers assisting during these times as well.

- C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

The Food Bank exists to benefit low and moderate income residents of Santee (National Objective). Emergency food assistance provides relief for homeowners and renters in Santee by freeing resources for housing and utility costs (City Priorities 1, 2, 4, 6). We are a public service provider of emergency food created to serve lower to moderate income persons (City Priority 5, Eligible Activity E).

2. **Agency/Nonprofit Organization Information:**

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

The Santee Food Bank is a DBA of the Santee Ministerial Council operating with a 501cS. We will be celebrating our 30th year of service to the community in 2013, as our first date of food distribution was August 3, 1983, with a formal incorporation in 1990. The Food Bank provides emergency food relief to all our Santee neighbors in need, without discrimination in line with Federal regulations.

3. **Financial:**

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

ALL funds pay for the purchase of food and food storage. With no paid employees, we operate with minimal administrative costs. There are operational costs and power bills, insurance and trash fees, along with building and appliance maintenance. Internal records are kept by our coordinator and administrator. Intake sheets record the number and statistics of those served. We have a yearly independent audit of our books and oversight is provided by the Santee Ministerial Council and the City of Santee.

4. **Personnel:**

Identify the staff administering/implementing this project and provide their experience in similar programs.

Duane Flewelling is serving as the Administrator and has served on the Food Bank Committee for more than three years. Diane Wilkerson, the onsite coordinator, has been serving for twenty years and continues to excel in her volunteer position. Marty Smotherman, a retired Cost Analyst, is acting as our treasurer and maintains volunteer and client statistics. The Food Bank Committee each has experience from working with their own church and civic organizations in diverse leadership roles.

Committee Members:

**Duane Flewelling, Administrator, Newbreak Church
Marsi Walker, Secretary, The Church of Jesus Christ of Latter-day Saints
Sandy Olewine, Committee Member, Santee United Methodist Church
Phil Herrington, Committee Member, Pathways Church
Jeff Brown, Committee Member, Sunrise Church
Frank Placone-Willey, Committee Member, Summit Unitarian Universalist
Gwen Jones-Lurvey, Committee Member, Retired, Santee United Methodist Church**

5. **Conflict of Interest:**

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

There is no know conflict between the Santee Food Bank and the City of Santee.

City of Santee
Community Development Block Grant Program
Application for Funding
Program Year 2013

RECEIVED

JAN 09 2013

Dept. of Development Services

Date: January 2, 2013 City Of Santee

GENERAL INFORMATION:

Agency Name: Santee Santas Foundation, Inc.

Agency Address: P.O. Box 710033, Santee, CA 92072-0033

Phone: 619-258-5947

Fax: None

E-mail: santee_santas@yahoo.com

Project/Program Contact Person (Name and Title): Sam Modica, President, 619-813-6422 or Gail Ramer, Vice President, 619-559-3597

Project/Program Location: Varies from year to year. Organization relies on donation of empty retail space for the month of December.

Phone: _____ Fax: _____ E-mail: _____

Type of Project (check one):

- Public Service Activity [X]
- Public Improvement (Construction) []
- Acquisition of property []
- Other (describe) []

FUNDING INFORMATION:

Amount Requested from Santee: \$10,000.00

Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$3,000.

Total Project/Program Budget: \$ 26,503.00

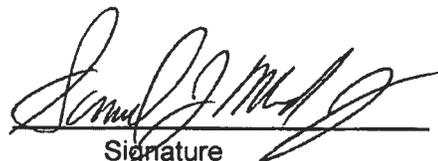
Source of Other Funds: Private Donations
(Describe)

Applicant Certification:

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Samuel J. Modica, Jr. President

Type or Print Your Name and Title


Signature

1. Project Summary:

A. Briefly describe the purpose of the project, the population to be served, the area to be benefited and the estimated number of Santee residents who would benefit from the project (include only those persons projected to benefit *directly* from an allocation of CDBG funding by the City of Santee).

Santee Santas Foundation's primary focus is a December Holiday Program. Qualified Santee residents are provided with a complete holiday meal (turkey, potatoes, dressing, vegetables, fruit, butter and milk) as well as non-perishable food to last approximately two to three weeks. In addition, books are provided for all of the children in the family as well as toys for children 10 and under and gift cards for children 11 and older. The holiday program benefits up to 300 families (including Seniors) a year within Santee City Limits (in 2012 we assisted 210 families/seniors with a total of 396 children). This program was created primarily To provide food for the needy families and seniors as well as educational books for children. In addition, as part of our Seniors Project, gifts of clothing, flowers and stuffed animals, are given to residents at Stanford Court and the Mobile Home Parks in Santee.

We also have an Emergency Assistance Program. We coordinate with the Santee Fire Department to assist families in need as a result of an emergency such as a fire or serious medical emergency. The fire department will notify us of families in these situations and our Santee Fire Department representative on our Board of Directors will assist the families needing our assistance in submitting an application for Emergency Assistance. We then provide funds to help pay utility bills or rent or to buy food or clothing, as needed. This program averages helping 1 to 3 families a year within the Santee City Limits.

B. Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be very specific).

The activities for both programs are managed by its Board of Directors. The Board Members also supervise any community volunteers who help with the Holiday Program. The Holiday Program is conducted during the month of December and all items are given out to the recipients before December 25th each year. The Emergency Assistance Program is available throughout the year and assistance is provided to each recipient, as they are approved for aid.

Each year, prospective applicants, who reside within the boundaries of the Santee School District and meet income requirements as specified by eligibility guidelines set forth by the California Department of Education's Free and Reduced Lunch Program, are required to submit the following documentation to be considered for the Santee Santas Foundation's Holiday Program:

ATTACHMENT C
CDBG Application Form

Completed and signed Santee Santas application that details family members, address, ages and income status; provide proof of income for all adults, including current employer, Social Security Benefits, retirement, unemployment benefits, child support, foster care grants, etc., for all adults; provide a copy of a rental agreement, rental or mortgage assistance forms or mortgage statement; provide a list of any other agencies they have applied for assistance such as Crisis House, Salvation Army, etc.; and provide additional written documentation as needed. Once an applicant's documentation is approved they are added to the list for the Holiday Program. A similar application process is used for individuals requesting emergency assistance/funds. All Board Members are notified of the circumstances and if the emergency meets our criteria, a vote is taken to approve or not approve. In many cases, a home visit is also conducted before any aid is given.

C. Describe how the project meets the CDBG Program National Objectives, the City of Santee Priorities, or is included under the Eligible Activities.

These programs are eligible for consideration based on the National Objectives to provide services to low and moderate income persons; City of Santee Priorities to assist lower income renters and lower to moderate income home owners and provide public services to Basic Eligible Activities by providing emergency food and housing services, services for seniors and supplying educational materials to children.

2. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided.

Santee Santas was founded in 1953. Santee Santas is a charitable organization and is tax-exempt under section 501(C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of July 20, 1995. The tax identification number is 33-0199582. Santee Santas provides services to men, women and children of low to moderate income. All services are offered to any member of the Santee Community who meets the eligibility guidelines for services requested.

3. Financial:

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements. Describe how records are maintained to ensure the project benefits targeted groups.

The Treasurer is a member of the Santee Santos Board of Directors. Standard accounting practices are followed using a fiscal year ending March 31st. All payments made must be previously approved in the budget or approved by a majority vote of the Santee Santos Board of Directors. All payments are in support of the mission of the Santee Santos Organization and are in accordance with the by-laws. Receipts are maintained for every expenditure. The checkbook is reconciled each month with the bank statement. A financial report is presented by the treasurer at each Board of Directors meeting. The financial records are review on an annual basis by an external party.

4. Personnel:

Identify the staff administering/implementing this project and provide their experience in similar programs.

**Samuel J. Modica, Jr. (Sam), President
Board Member for 4 years and past Secretary for 3 years; Assistant Food Program Coordinator for 4 years**

**Gail Ramer, Vice President
Board Member for 6 years; Food Program Coordinator for 5 years**

**Tonya Hendrix, Secretary
Board Member for 8 months.
Teacher at Rio Seco School – Pre-Algebra, Science and Avid**

**Vicki Cecil, Treasurer
Board Member for 4 years, has BA degree in accounting**

**Jerelyn Lindsay, Board Member
31 years in education, 9 years as a teacher, 24 years as an Elementary Administrator
Lead of Student Assistance Team that finds appropriate resources academically for students along with support for students/families in need
Serve as the liaison between the Santee School District and the Santee Santos Foundation
Coordinates the canned food drive for all the elementary schools in Santee**

**Marie Gregory, Board Member
Board Member for 7 years; Chairman of the Senior Flower Program for 13 years**

**Diana Meza, Board Member
Board Member for 3 years**

**Tim Leonard, Board Member
Board Member for 8 months, Santee Firefighter**

**Laura Plante, Board Member
Board Member for 1 year; Chairman of Toy Program**

5. Conflict of Interest:

Please identify any member, officer, or employee of your organization who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any action taken in the execution of this application.

None of the Board of Directors for the Santee Santos Foundation has a conflict of interest with the City of Santee, its boards, commissions, committees or holdings with the exception of Tim Leonard who is a Santee Firefighter. He is the Santee Fire Department liaison between the Fire Department and the Santee Santos Foundation.

STAFF REPORT
HOUSING ELEMENT 2013-2021 (Fifth Revision)
General Plan Amendment GPA2013-1

BACKGROUND

State law requires every city and county to prepare a Housing Element as part of its General Plan. This is the Fifth Revision to the Housing Element cycle. The fifth cycle for the San Diego region covers an eight-year time period, from January 1, 2013 to December 31, 2020; past housing elements were on a five-year cycle.

Jurisdictions are required to identify adequate sites to address their very low, low, moderate, and above moderate income housing needs based on their "Regional Housing Needs Assessment" (RHNA) allocations. Santee was allocated 3,660 units, which in turn is divided into four income categories ranging from very low to above moderate income categories. In January 2013 the City Council approved a General Plan Amendment GPA2012, with concurrent Zone Amendment R2012-1, and a Town Center Specific Plan Amendment TCSP2012-1 to address adequate land capacity for residential development affordable to all household income groups. This action affected approximately 26 acres and is now reflected in the Sites Inventory found in Appendix C of the Housing Element.

The City Council also approved revisions to Chapter 17 of the City of Santee Municipal Code in order to comply with state law pertaining to various types of housing, removing ambiguity in development criteria and simplifying the permit process for reasonable accommodation and secondary dwelling units. These actions are reflected in the draft Housing Element.

PROJECT DESCRIPTION

The "Project" is the update to the Housing Element, and requires a General Plan Amendment. The Housing Element of the General Plan is designed to provide the City with a coordinated and comprehensive strategy for the provision of safe, decent and affordable housing (per Government Code Section 65580 et seq). The Housing Element contains analyses, strategies, policies and programs for addressing the following goals: ensuring residential land capacity sufficient to meet housing for all income groups, preserving affordable housing stock, minimizing governmental constraints to providing housing, providing affordable housing opportunities for low- and moderate income residents, and complying with all applicable laws and regulations related to housing.

The Housing Element is divided into Sections: Section 1 is a community profile that describes and analyses the City's demographics, housing characteristics and future housing needs; Section 2 pertains to constraints to the production and preservation of housing; Section 3 identifies resources available to the City to meet its housing goals and objectives; Section 5 highlights housing program accomplishments; and Section 6 contains the updated Housing Plan. Section highlights are provided below:

Section 1 - Introduction

This section describes the state's requirements and the Housing Element's compliance with the General Plan. A description of the mandatory public participation program is also described here, and includes the City's use of the internet to solicit input from its residents and other interested stakeholders. In summary, there is support for multiple-family housing in Town Center, and an expressed interest in affordable units especially for seniors, large families and for the homeless (refer to Appendix A).

Section 2 – Community Profile

In order to develop a comprehensive strategy to preserve and expand housing opportunities, it is important to understand the needs of residents, the current real estate market and the existing housing stock. This section provides an overview of these factors and includes highlights of the City's demographics and housing characteristics.

Based upon population projections, it is expected that Santee's population will increase by 17%, from 53,413 in 2010 to 64,551 by 2020. The median age is increasing, changing from 34.8 in 2000 to 37.2 in 2010. The number of residents 65 years of age and older is trending upward, from 61% in 2000 to 66% in 2010, while residents under the age of 18 are declining, changing from 30% to 24%. Large family households comprise 11% of all households, while senior-headed households comprise almost 19%. Housing strategies that expand housing choices for seniors and large families would be responsive to demographic trends.

The cost of buying or renting a home is also analyzed in this section. The median sales price for a home in Santee increased from \$309,000 in 2009 to \$325,000 in 2010. The median sales price for a home in Santee remains unaffordable for low-income households. Over the past few years rental rates have declined in Santee, making units more affordable to low and moderate income households. The average rent for a three-bedroom unit is \$1,153 (Fall 2011). In general, The City's First time Homebuyer Program, the County's Housing Choice Program and the City's participation in the County's Mortgage Credit Certificate Program help lower income families obtain affordable housing.

Section 3 - Housing Constraints

Market mechanisms, government codes and policies and physical and environmental constraints influence the City's ability to facilitate housing. Amendments to Title 17 "Zoning" have streamlined the Development Review process associated with housing development, and have accommodated supportive housing in compliance with SB 2. Environmental regulations stemming from the Clean Water Act, the federal and state endangered species acts, and local requirements that ensure compliance with these laws are applied by all jurisdictions. Santee's regulations do not exceed standards set by federal and state mandates. Development fees are on par with other cities.

Introduced in this Housing Element revision cycle is farmworker housing, triggered because the City permits agricultural use on undeveloped residential properties two and one-half acres or larger. Staff will report/make recommendations to the City Council within one year of Housing Element adoption on this requirement.

Section 4 – Housing Resources

Policies and programs of this Housing Element focus on the strategic use of the City's limited resources to encourage new housing choices and preserving existing housing. Providing affordable housing for lower and moderate income households requires multiple funding sources. In years past, the City's main financial resource available to support housing programs was its Redevelopment Housing Set-Aside funds (at least 20 percent of collected redevelopment funds). As of February 1, 2012 the City's Redevelopment Project Area was dissolved pursuant to AB1X26, thereby eliminating this resource. The key funding sources available for affordable housing consist of its entitlement allocation from the federal Community Development Block Grant Program, and the HOME Investment Partnership. The County of San Diego also administers the Housing Choice Voucher Program and the Mortgage Credit Certificate Program on behalf of Santee.

An assessment of housing resources also includes an assessment of adequate residential site capacity to meet the City's Regional Housing Needs Assessment (RHNA) number. Staff believes that this has been demonstrated with the recent changes in land use designations/zones.

Introduced in this Housing Element is lot consolidation and incentives to facilitate this, since it makes sense to consolidate smaller residentially-zoned parcels to produce high quality development. Staff would examine a range of development incentives for lot assembly and consolidation of parcels in conjunction with residential development and report/make recommendations to the City Council within one year of Housing Element adoption.

Section 5 – Evaluation of Accomplishments under the Adopted Housing Element

Housing Element Table 5-1 (pages 5-2 through 5-5) provides a comprehensive list of Program accomplishments under the adopted Housing Element. There are twelve Programs, and among them are Programs that address code enforcement activities and minor home improvement loans, the preservation and maintenance of housing stock, the preservation of rental housing choices through condominium conversion regulations, Programs that ensure ongoing collaboration with affordable housing developers, and use of CDBG funds to support services performed by agencies like Crisis House.

Section 6 – Housing Plan

Housing Element law requires that quantified objectives be developed with regard to new construction, rehabilitation, conservation and preservation activities that will occur during this Housing Element cycle. Housing Element Table 6-1 (page 6-2) summarizes the City's quantified objectives. Rental assistance, previously provided with Redevelopment funds, would now be dependent on Section 8/Housing Choice Vouchers administered through the County.

STAFF RECOMMENDATION

Receive Staff Report and authorize the City Manager to submit the Draft Housing Element to the State Department of Housing and Community Development for review.

Housing Element 2013-2021

This document can be viewed at:

1. Santee City Clerk's Office
2. [City of Santee's website](#)

City of Santee
COUNCIL AGENDA STATEMENT

6B

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE RESOLUTION AUTHORIZING THE RETENTION AND PAYMENT OF ANDERSON & BRABANT, INC., FOR APPRAISAL SERVICES FOR THE PROSPECT AVENUE WIDENING PROJECT

DIRECTOR/DEPARTMENT City Attorney

DISCUSSION

For some time, the City has identified the need to widen Prospect Avenue between Cuyamaca Street on the west and Magnolia Avenue on the east. The existing street segment varies in width and lacks parking and drainage facilities. In 2011, the City issued redevelopment bonds to fund the Project and entered into a contract with Source Point (a SANDAG non-profit) to deliver the Project. Late last year, the State Department of Finance approved the Source Point contract as an enforceable obligation. The next step in the Project is to obtain appraisals of all the properties or property interests that may be needed for the Project. This item seeks City Council approval to retain and pay Anderson and Brabant, Inc., an amount not to exceed \$150,000.00 for these needed appraisal services. These services are legally required in order to allow the City to consider the Project. It should be noted this action is a very preliminary action to provide Council with needed information. Decisions about the Project and potential acquisition issue will be made much later in the process.

FINANCIAL STATEMENT *mr*

Appraisal services in the amount of \$150,000.00 are funded with bond proceeds.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *kd*

Adopt the attached resolution authorizing the retention and payment of Anderson & Brabant, Inc., for the Prospect Avenue Widening Project. The resolution authorizes the City Attorney to retain Anderson & Brabant, Inc. with services to be paid from bond funds.

ATTACHMENT

Resolution

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,
CALIFORNIA AUTHORIZING RETENTION AND PAYMENT OF
ANDERSON & BRABANT, INC., FOR APPRAISAL SERVICES FOR THE
PROSPECT AVENUE WIDENING PROJECT**

WHEREAS, the City is considering a project to widen and improve circulation on Prospect Avenue, between Magnolia Avenue and Cuyamaca Street; and

WHEREAS, the City desires to retain an appraiser to provide legally required appraisal services for the Prospect Avenue Widening Project.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Santee, California, that the City Attorney may retain Anderson & Brabant, Inc., for appraisal services relating to the Prospect Avenue Widening Project is hereby authorized, with payment for the services to be paid from bond funds for the Project.

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

City of Santee
COUNCIL AGENDA STATEMENT

6C

MEETING DATE February 13, 2013

AGENDA ITEM NO.

ITEM TITLE 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

DIRECTOR/DEPARTMENT Tim McDermott, Finance *tm*

DISCUSSION

This item requests authorization to execute a loan agreement between the Community Development Commission Successor Agency ("Successor Agency") and the City of Santee for an amount not to exceed \$83,366.00. The loan is authorized by Health and Safety Code section 34173(h) and would be used to pay administrative costs and enforceable obligations incurred by the Successor Agency through December 2012. The loan would be repaid by June 30, 2013.

This short-term loan is necessary because the County Auditor-Controller directed payment of enforceable obligations through December 2012 to be made from the Successor Agency's Reserve Balances before requesting additional funding from the Redevelopment Property Tax Trust Fund ("RPTTF"). For this reason, the Successor Agency requested only \$964,380 in funding from the RPTTF. However, after passage of AB 1484 in 2012, the Auditor-Controller demanded payment of \$5,162,321.51 in property tax revenues and interest payments from the Reserve Balances. This change in direction created a temporary funding shortfall.

Health and Safety Code section 34173(h) does not require a written loan agreement between the City and the Successor Agency. For this reason, the City has been providing financial assistance to the Successor Agency without a written loan agreement. However, the State Department of Finance requires a written agreement before the loan will be recognized as an enforceable obligation of the Successor Agency and repaid to the City.

FINANCIAL STATEMENT *tm*

The loan amount, not to exceed \$83,366.00, will be repaid by the Successor Agency with funds provided from the RPTTF.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *tm*

Adopt the attached resolution authorizing the City Manager to execute an enforceable obligation expense loan agreement with the Successor Agency

ATTACHMENT

Resolution

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE CITY MANAGER TO EXECUTE AN ENFORCEABLE
OBLIGATION EXPENSE LOAN AGREEMENT BETWEEN THE COMMUNITY
DEVELOPMENT COMMISSION OF THE CITY OF SANTEE SUCCESSOR AGENCY
AND THE CITY OF SANTEE**

WHEREAS, between November 2011 and January 2012, the Community Development Commission of the City of Santee ("CDC") received \$5,162,321.53 in property tax increment revenue and interest payments from the San Diego County Auditor-Controller's Office ("Auditor-Controller").

WHEREAS, pursuant to the Auditor-Controller's direction, the Community Development Commission of the City of Santee Successor Agency ("Successor Agency") was to make payments on enforceable obligations from available cash reserves ("Reserve Balances") before requesting additional funding from the Redevelopment Property Tax Trust Fund ("RPTTF"), established by AB 1x26 in 2011. As such, the Successor Agency's January through June 2012 Recognized Obligation Payment Schedule ("ROPS") did not request funding from the RPTTF. The Successor Agency's July through December 2012 ROPS reflected \$5,632,299 in enforceable obligations with the Reserve Balances as the source of payment, and \$964,380 in funding from the RPTTF. The \$5,162,321.53 in property tax increment revenue and interest payments received by the CDC in November 2011 through January 2012 comprised the majority of the \$5,632,299 Reserve Balances.

WHEREAS, on July 12, 2012, the Successor Agency paid the Auditor-Controller \$5,162,321.53 pursuant to a Demand for Payment in accordance with the Auditor-Controller's reading of the requirements of Assembly Bill 1484, enacted in 2012, and representing a complete change in direction from the Auditor-Controller regarding the Reserve Balances.

WHEREAS, as a result of the July 12, 2012 payment, the Successor Agency does not have sufficient resources to make all required payments on the Successor Agency's approved enforceable obligations due through December 2012

WHEREAS, Section 34173(h) of the Health and Safety Code allows the City, as the entity that authorized the creation of the CDC, to loan funds to the Successor Agency for administrative costs, enforceable obligations, or project-related expenses. This section does not require a written agreement for the loan of such funds.

WHEREAS, although Section 34173(h) of the Health and Safety Code does not require a written agreement for the loan of funds to the Successor Agency, the State Department of Finance requires a written agreement for such loan. The City and Successor Agency desire to enter into this Agreement, pursuant to Section 34173(h) of the Health and Safety Code, for payment of unfunded enforceable obligation expenses resulting from the change in treatment of the Reserve Balances pursuant to AB 1484.

RESOLUTION NO. _____

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Santee, California, that the City Manager is hereby authorized to execute an enforceable obligation expense loan agreement with the Successor Agency in an amount not to exceed \$83,366.00.

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

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.

	Five Year Projection FY 2012-13 to FY 2016-17				
	<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>\$ 7,125,028</u>	<u>\$ 6,929,998</u>	<u>\$ 6,558,058</u>	<u>\$ 6,481,288</u>	<u>\$ 7,006,878</u>
Reserve %	<u>21.5%</u>	<u>20.7%</u>	<u>19.0%</u>	<u>18.3%</u>	<u>19.7%</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.

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)
			-
TOTAL GENERAL FUND	32,050,285	33,444,400	1,394,115

**CITY OF SANTEE
SUMMARY OF FUNDED POSITIONS**

	2009-10 Actual	2010-11 Actual	2011-12 Actual	2012-13 Budget
General Fund				
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
Total General Fund	<u>112.65</u>	<u>112.15</u>	<u>116.33</u>	<u>116.83</u>
Redevelopment Revolving Fund				
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	-	-
Total Redevelopment Revolving Fund	<u>17.00</u>	<u>16.50</u>	<u>-</u>	<u>-</u>
Recreation Revolving Fund	<u>-</u>	<u>-</u>	<u>0.62</u>	<u>0.62</u>
Mobile Home Park Ord. Admin Fund	<u>-</u>	<u>-</u>	<u>0.30</u>	<u>0.30</u>
Total Funded Positions	<u><u>129.65</u></u>	<u><u>128.65</u></u>	<u><u>117.25</u></u>	<u><u>117.75</u></u>

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

CDC SUCCESSOR AGENCY AGENDA STATEMENT

9A

MEETING DATE February 13, 2013 **AGENDA ITEM NO.**

ITEM TITLE 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

DIRECTOR/DEPARTMENT Tim McDermott, Finance *tm*

DISCUSSION

This item requests authorization to execute a loan agreement between the Community Development Commission Successor Agency ("Successor Agency") and the City of Santee for an amount not to exceed \$83,366.00. The loan is authorized by Health and Safety Code section 34173(h) and would be used to pay administrative costs and enforceable obligations incurred by the Successor Agency through December 2012. The loan would be repaid by June 30, 2013.

This short-term loan is necessary because the County Auditor-Controller directed payment of enforceable obligations through December 2012 to be made from the Successor Agency's Reserve Balances before requesting additional funding from the Redevelopment Property Tax Trust Fund ("RPTTF"). For this reason, the Successor Agency requested only \$964,380 in funding from the RPTTF. However, after passage of AB 1484 in 2012, the Auditor-Controller demanded payment of \$5,162,321.51 in property tax revenues and interest payments from the Reserve Balances. This change in direction created a temporary funding shortfall.

Health and Safety Code section 34173(h) does not require a written loan agreement between the City and the Successor Agency. For this reason, the City has been providing financial assistance to the Successor Agency without a written loan agreement. However, the State Department of Finance requires a written agreement before the loan will be recognized as an enforceable obligation of the Successor Agency and repaid to the City.

FINANCIAL STATEMENT *tm*

The loan amount, not to exceed \$83,366.00, will be repaid by the Successor Agency with funds provided from the RPTTF.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *kt*

Adopt the attached resolution authorizing the City Manager to execute an enforceable obligation expense loan agreement with the City of Santee

ATTACHMENT

Resolution

RESOLUTION NO. _____

RESOLUTION OF THE COMMUNITY DEVELOPMENT COMMISSION OF THE CITY OF SANTEE SUCCESSOR AGENCY 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

WHEREAS, between November 2011 and January 2012, the Community Development Commission of the City of Santee ("CDC") received \$5,162,321.53 in property tax increment revenue and interest payments from the San Diego County Auditor-Controller's Office ("Auditor-Controller").

WHEREAS, pursuant to the Auditor-Controller's direction, the Community Development Commission of the City of Santee Successor Agency ("Successor Agency") was to make payments on enforceable obligations from available cash reserves ("Reserve Balances") before requesting additional funding from the Redevelopment Property Tax Trust Fund ("RPTTF"), established by AB 1x26 in 2011. As such, the Successor Agency's January through June 2012 Recognized Obligation Payment Schedule ("ROPS") did not request funding from the RPTTF. The Successor Agency's July through December 2012 ROPS reflected \$5,632,299 in enforceable obligations with the Reserve Balances as the source of payment, and \$964,380 in funding from the RPTTF. The \$5,162,321.53 in property tax increment revenue and interest payments received by the CDC in November 2011 through January 2012 comprised the majority of the \$5,632,299 Reserve Balances.

WHEREAS, on July 12, 2012, the Successor Agency paid the Auditor-Controller \$5,162,321.53 pursuant to a Demand for Payment in accordance with the Auditor-Controller's reading of the requirements of Assembly Bill 1484, enacted in 2012, and representing a complete change in direction from the Auditor-Controller regarding the Reserve Balances.

WHEREAS, as a result of the July 12, 2012 payment, the Successor Agency does not have sufficient resources to make all required payments on the Successor Agency's approved enforceable obligations due through December 2012

WHEREAS, Section 34173(h) of the Health and Safety Code allows the City, as the entity that authorized the creation of the CDC, to loan funds to the Successor Agency for administrative costs, enforceable obligations, or project-related expenses. This section does not require a written agreement for the loan of such funds.

WHEREAS, although Section 34173(h) of the Health and Safety Code does not require a written agreement for the loan of funds to the Successor Agency, the State Department of Finance requires a written agreement for such loan. The City and Successor Agency desire to enter into this Agreement, pursuant to Section 34173(h) of the Health and Safety Code, for payment of unfunded enforceable obligation expenses resulting from the change in treatment of the Reserve Balances pursuant to AB 1484.

RESOLUTION NO. _____

NOW THEREFORE BE IT RESOLVED, by the Community Development Commission of the City of Santee Successor Agency, that the City Manager is hereby authorized to execute an enforceable obligation expense loan agreement with the City of Santee in an amount not to exceed \$83,366.00.

ADOPTED by the Community Development Commission of the City of Santee Successor Agency, 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