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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**

**March 11, 2015
7:00 PM**

ROLL CALL: Mayor Randy Voepel
Vice Mayor John W. Minto
Council Members Jack Dale, Ronn Hall, and Rob McNelis

LEGISLATIVE INVOCATION \ PLEDGE OF ALLEGIANCE:

PRESENTATION: INTRODUCTION OF 2015 MISS SANTEE AND MISS SANTEE TEEN

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

1. CONSENT CALENDAR:

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

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.**
- (B) Approval of Meeting Minutes:**
 - **Santee City Council 2-5-15 Special & 2-11-15 and 2-25-15 Regular Meetings**
 - **CDC Successor Agency 2-11-15 and 2-25-15 Regular Meetings**
 - **Public Financing Authority 2-11-15 and 2-25-15 Regular Meetings**
- (C) Approval of Payment of Demands as presented.**

- (D) **Authorization of additional construction change orders in the amount of \$2,600.00 for the Magnolia Avenue and Palm Glen Drive Median Project (CIP 2012-53).**

2. **PUBLIC HEARINGS:** None

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

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

5. **CONTINUED BUSINESS:** None

6. **NEW BUSINESS:**

- (A) **Authorizing a letter of support to the City of El Cajon for the submittal of an application with SANDAG requesting a Smart Growth Incentive Program Planning Grant and committing \$15,000 in matching funds should the grant be awarded.**

Recommendation:

Authorize the City Manager to send a letter to the City of El Cajon in support of a 2015 application for a Smart Growth Incentive Program planning grant and authorize the City Manager to commit to \$15,000 in matching funds if the Planning Grant is awarded.

- (B) **Resolutions authorizing four applications seeking funding through the SANDAG Active Transportation Grant Program and accepting the terms of grant agreement.**

Recommendation:

Adopt four (4) Resolutions authorizing staff to file four applications for funding under the SANDAG Active Transportation Grant Program on behalf of the City.

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)

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

11. CITY ATTORNEY REPORTS:

12. CLOSED SESSION:

(A) CONFERENCE WITH LABOR NEGOTIATORS

Government Code Section 54957.6

Agency Designated Representative: Acting City Manager

Employee organization: Santee Firefighters Association

(B) PERSONNEL:

Public Employee Performance Evaluation

(Pursuant to Government Code Section 54957)

Title: City Manager

13. ADJOURNMENT:



Mar	05	SPARC	Conf Room Building 6
Mar	09	Community Oriented Policing Committee	Council Chamber
Mar	11	City Council Meeting	Council Chamber
Mar	19	Manufactured Home Fair Practices Commission	Council Chamber
Mar	25	City Council Meeting	Council Chamber
Apr	02	SPARC	Conf Room Building 6
Apr	08	City Council Meeting	Council Chamber
Apr	13	Community Oriented Policing Committee	Council Chamber
Apr	22	City Council Meeting	Council 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.CityofSanteeCa.gov.

The City of Santee complies with the Americans with Disabilities Act. Upon request, this agenda will be made available in appropriate alternative formats to persons with disabilities, as required by Section 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	}	AFFIDAVIT OF POSTING AGENDA
County of San Diego	} ss.	
City of Santee	}	

I, Patsy Bell, CMC, City Clerk 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 March 6, 2015 at 4:30 p.m.

Signature

Date

City of Santee
COUNCIL AGENDA STATEMENT

PRES

MEETING DATE March 11, 2015

AGENDA ITEM NO.

ITEM TITLE INTRODUCTION OF 2015 MISS SANTEE AND MISS SANTEE TEEN

DIRECTOR/DEPARTMENT Randy Voepel, Mayor

SUMMARY

The Annual Miss Santee pageant was held at Sonrise Church on March 6, 2015. The 2015 Miss Santee and Miss Santee Teen along with their courts will be introduced at the Council Meeting by 2014 Miss Santee Elizabeth Shank and Miss Santee Teen Brianna Stafford. Proclamations commending Miss Shank and Miss Stafford for their excellent representation of the City this past year were presented to them at the pageant.

FINANCIAL STATEMENT N/A

RECOMMENDATION ✓ Meet 2015 Miss Santee, Miss Santee Teen and Courts.

ATTACHMENTS (Listed Below)

None.

City of Santee
COUNCIL AGENDA STATEMENT

1B

MEETING DATE March 11, 2015

AGENDA ITEM NO.

ITEM TITLE APPROVAL OF MEETING MINUTES: SANTEE CITY COUNCIL SPECIAL MEETING OF FEBRUARY 5, 2015 AND THE SANTEE CITY COUNCIL, CDC SUCCESSOR AGENCY AND SANTEE PUBLIC FINANCING AUTHORITY REGULAR MEETINGS OF FEBRUARY 11, 2015 AND FEBRUARY 25, 2015.

DIRECTOR/DEPARTMENT Patsy Bell, CMC, City Clerk PB

SUMMARY

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

FINANCIAL STATEMENT

N/A

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION

Approve Minutes as presented.

ATTACHMENTS (Listed Below)

February 5, 2015, February 11, 2015 and February 25, 2015 Minutes

Minutes

Santee City Council

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

Draft

February 5, 2015

1. CALL TO ORDER

This Special Meeting for the Strategic Planning Workshop of the Santee City Council was called to order by Mayor Randy Voepel at 9:11 a.m.

Council Members present were: Mayor Randy Voepel, Vice Mayor John W. Minto, and Council Members Jack E. Dale, Ronn Hall and Rob McNelis.

Staff Members present were: Acting City Manager Pedro Orso-Delgado, City Attorney Shawn Hagerty, Director of Community Services Bill Maertz, Acting Director of Development Services Melanie Kush, Finance Director/Treasurer Tim McDermott, Director of Fire and Life Safety Richard Mattick, Director of Human Resources Jodene Dunphy, Assistant to the City Manager Kathy Valverde, Senior Economic Development Coordinator Pamela White, and Sheriff Captain James Bovet.

Others present were: Facilitators Peter B. Stark and Julie Georggin from Peter Barron Stark Companies.

2. COMMUNICATION FROM THE PUBLIC None

3. CITY COUNCIL/STAFF STRATEGIC PLANNING WORKSHOP

Council Members and staff discussed various goals and priorities for the City. Staff was requested to bring back a list of action items to meet the goals and priorities as discussed.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 3:14 p.m.

Date Approved:

Patsy Bell, CMC, City Clerk

Minutes

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

Draft

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

February 11, 2015

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 7:04 p.m.

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

Staff present were: Acting City Manager/Authority Secretary Pedro Orso-Delgado, City/Authority Attorney Shawn Hagerty, Director of Community Services Bill Maertz, Acting Director of Development Services Melanie Kush, Finance Director/Treasurer Tim McDermott, Director of Fire and Life Safety Richard Mattick, Director of Human Resources Jodene Dunphy, Santee Sheriff's Captain James Bovet, City Clerk Patsy Bell, and Office Aide Mary Ann Bennett.

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

LEGISLATIVE INVOCATION: Reverend Dr. Frank Placone-Willey, Summit Unitarian Universalist Fellowship

PLEDGE OF ALLEGIANCE: Sam Modica, Santee Santas

ITEMS TO BE ADDED, DELETED OR RE-ORDERED ON AGENDA: None

1. CONSENT CALENDAR:

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.**
- (B) Approval of Payment of Demands as presented.**

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, the Agenda and Consent Calendar were approved as presented with all voting aye, except Council Member Dale who was absent.

2. PUBLIC HEARINGS:

- (A) Public Hearing to assess community development needs and to solicit proposals for Program Year 2015 Community Development Block Grant (CDBG) and Home Program funding consistent with the Consolidated Plan.**

The Public Hearing opened at 7:11 p.m. Acting Director of Development Services introduced the item and Senior Management Analyst Tom Romstad presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

PUBLIC SPEAKERS: Speaking in Support of their organizations were:

- Suzanne Stephens, Caring Neighbors
- Sam Modica, Santee Santos Foundation
- Gail Hoover, CSA ElderHelp
- Estela De Los Rios, CSA San Diego County
- George Ibarra, CSA San Diego Fair Housing
- Jack Micklos, Crisis House
- Sarah Murray, Cameron Family YMCA
- Marian Mann, Meals on Wheels East County
- Reverend Dr. Frank Placone-Willey, Santee Food Bank
- Shanika Webb, ElderHelp of San Diego
- Sarah Brenha, Home of Guiding Hands

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, the Public Hearing was continued to February 25, 2015 with all voting aye, except Council Member Dale who was absent.

3. ORDINANCES (First Reading): None

4. CITY COUNCIL ITEMS AND REPORTS:

- (A) Annual Presentation of Local Appointments List – Boards, Commissions & Committees. (Continued from 1-28-15)**

Mayor Voepel noted that there are four committees on which the Council Members sit where the Representative position receives a stipend. Therefore, those appointments

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need to be approved separately with the City Representative abstaining from the vote. The following actions took place:

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

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

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

ACTION: On motion of Council Member McNelis, seconded by Vice Mayor Minto, Council Member Dale was re-appointed as Representative and Vice Mayor Minto as the First Alternate and Council Member McNelis as the Second Alternate on the **San Diego Association of Governments Board (SANDAG)** with all voting aye, except Council Member Dale who was absent.

Mayor Voepel recommended that Council Member Hall fill the following positions:

- Community Leaders Forum MCAS Miramar – Representative
- County Service Area 69 (CSA-69) – Representative
- Mission Trails Regional Park Task Force – Representative with Council Member McNelis serving as Alternate
- Santee Library – Representative

Vice Mayor Minto requested that the Community Oriented Policing Committee's two positions designated as Human Relations Representatives be converted to Citizen-at-Large positions.

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, the following actions were approved with all voting aye, except Council Member Dale who was absent:

- the continuance of all remaining positions, standing groups, alternates, and representation as listed in the staff report were reaffirmed, and
- Council Member Hall will serve as Representative on the Community Leaders Forum MCAS Miramar, County Service Area 69 (CSA-69), Santee Library, and Mission Trails Regional Park Task Force with Council Member McNelis serving as the Alternate; and
- Two positions on the Community Oriented Policing Committee designated as Human Relations Representatives be converted to Citizen-at-Large positions.

4. CITY COUNCIL REPORTS: None

5. CONTINUED BUSINESS:

- (A) Request for authorization to consider an application for a Zoning Base District Map amendment to change the land use designation from Low-Medium Density Residential (R-2) designation to the Medium Density Residential (R-7) designation on a 3.5-acre undeveloped property located at 8600 Prospect Avenue. Applicant: City Ventures, L.P. (cont. from 10-22-14)

Acting Director of Development Services introduced the item and Acting City Planner Kevin Mallory presented the staff report utilizing a PowerPoint presentation and answered Council's questions.

SPEAKERS:

In Support:

- Andy Gerber, City Ventures, LLP answered Council's questions

Neutral:

- Buddy Rabaya, SMOAC President, requested to be included in future notifications for this project.

ACTION: On motion of Council Member McNelis, seconded by Vice Mayor Minto, staff was directed to proceed with process of an application requesting a change to the Land Use Designation and Zone with all voting aye, except Council Member Dale who was absent.

6. NEW BUSINESS:

- (A) Authorization for additional change orders to the Streetlight Maintenance contract with CTE, Incorporated.

ACTION: On motion of Mayor Voepel, seconded by Council Member McNelis, the Director of Development Services was authorized to execute additional change orders to the Streetlight Maintenance contract with CTE, Inc. up to \$20,000 with all voting aye, except Council Member Dale who was absent.

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(B) Resolution approving the Citywide Safe Route to School Plan. (Reso 014-2015)

Principal Traffic Engineer Minjie Mei presented the staff report utilizing a PowerPoint presentation. He and Acting City Manager Orso-Delgado answered Council's questions.

ACTION: On motion of Vice Mayor Minto, seconded by Council Member McNelis, the Resolution approving the Citywide Safe Route to School Plan was adopted with all voting aye, except Council Member Dale who was absent.

(C) Adopt Resolution authorizing execution of an agreement with Braun Northwest Incorporated to purchase one new 2015 Braun North Star 171-1 ambulance on a 2015 GMC G4500 chassis utilizing City of Pasadena Contract #0000052009 and open market purchasing for build modifications and add-on items, declaring vehicle V-140 as surplus property and appropriating funds. (Reso 015-2015)

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

- Authorize the purchase of one new 2015 Braun North Star 171-1 Ambulance on a 2015 GMC G4500 Chassis from Braun Northwest Incorporated utilizing City of Pasadena Contract #0000052009 in the amount of \$204,287.40; and
- Find that open market purchasing for build modifications and add-ons in the amount of \$8,150.00 was in the City's best interests and authorize such purchasing; and
- Authorize the City Manager to approve additional expenditures for unforeseen changes in an amount not to exceed \$10,622.00 (5%); and
- Declare vehicle V-140, a 2006 Ford E-450 ambulance (medic unit), as surplus property upon receipt and acceptance of the new vehicle and direct the sale of the surplus vehicle at public auction or inter-agency sale; and
- Authorize the City Manager to execute an agreement and all necessary documents for a total purchase amount not to exceed \$223,059.40; and
- Appropriate \$63,059.40 from the Vehicle Replacement Fund reserve.

(D) Approve participation in the San Diego State University (SDSU) Sage Project, authorize submission of a proposal in response to SDSU's Request for Proposals, and if selected, authorize execution of a Memorandum of Understanding to partner with SDSU on the Sage Project.

Acting City Manager Orso-Delgado presented the staff report and Dr. Jessica Barlow, SDSU, further discussed the project utilizing a PowerPoint presentation. Both answered Council's questions.

SPEAKERS: Speaking in support was John Hossick, SDSU Alumni

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, participation in the San Diego State University (SDSU) Sage Project was approved and the City Manager was authorized to submit a proposal in response to SDSU's Request for Proposals, and if selected, further authorized to enter into a Memorandum of Understanding to partner with SDSU on the Sage Project with all voting aye except Mayor Voepel who voted no and Council Member Dale who was absent.

7. COMMUNICATION FROM THE PUBLIC:

(A) Jeffrey Coskey requested Council review the Municipal Code section(s) relating to recreational vehicle parking on city streets.

(B) Katie Willson informed Council of attempted residential burglaries at Mission Del Magnolia Mobile Home Park.

8. CITY MANAGER REPORTS: None

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

12. CLOSED SESSION: None

13. ADJOURNMENT:
There being no further business, the meeting was adjourned at 9:56 p.m.

Date Approved: _____

Patsy Bell, City Clerk and for
Acting Authority Secretary Pedro Orso-Delgado

Minutes

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

Draft

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

February 25, 2015

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 7:05 p.m.

Council Members present were: Mayor/Chair Randy Voepel; Vice Mayor/Vice Chair John W. Minto; and Council Members Ronn Hall and Rob McNelis. Council/Authority Member Jack Dale entered the meeting at 7:10 p.m.

Staff present were: Acting City Manager/Authority Secretary Pedro Orso-Delgado, City/Authority, Attorney Shawn Hagerty, Director of Community Services Bill Maertz, Finance Director/Treasurer Tim McDermott, Director of Fire and Life Safety Richard Mattick, Director of Human Resources Jodene Dunphy, Assistant to the City Manager Kathy Valverde, Senior Economic Development Coordinator Pamela White, Santee Sheriff's Captain James Bovet, City Clerk Patsy Bell, and Office Aide Wendy Stratton.

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

LEGISLATIVE INVOCATION: Pastor Dennis Ottalagano, New Life Assembly of God

PLEDGE OF ALLEGIANCE: Mayor Voepel

ADJOURNMENT IN MEMORIAM: Ronald Pennock
Vice Mayor Minto and Council Members McNelis and Hall presented the certificate to the family.

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

City Clerk Bell noted the San Diego Regional Airport Authority Report will be rescheduled for the March 25, 2015 meeting and requested Item 9(B) be reordered and heard concurrently with Item 6(A).

1. CONSENT CALENDAR:

- (A) Approval of reading by title only and waiver of reading in full of Ordinances on agenda.**
- (B) Approval of Payment of Demands as presented.**
- (C) Approval of the expenditure of \$113,373.04 for January 2015 legal services and related costs, and the appropriation of funds.**
- (D) Adoption of a Resolution accepting the Bus Shelter Project (CIP 2011-30) as complete and direct City Clerk to file a Notice of Completion. (Reso 16-2015)**

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, the Agenda and Consent Calendar were approved as amended with all voting aye.

2. PUBLIC HEARINGS:

- (A) Continued Public Hearing to assess community development needs and to allocate Program Year 2015 Community Development Block Grant (CDBG) funding. (Continued from 2/11/15) (Reso 17-2015)**

The Public Hearing opened at 7:24 p.m. Senior Management Analyst Tom Romstad presented the staff report and answered Council's questions.

PUBLIC SPEAKERS: None

ACTION: After discussion, on motion of Council Member Minto, seconded by Council Member McNelis, the Public Hearing was closed at 7:38 p.m., the following allocations of Community Development Block Grant funds were approved as listed below, staff was directed to publish a summary of the Annual Action Plan, and the Resolution for Program Year 2015 CDBG funds was adopted with all voting aye.

**CITY OF SANTEE
 FY 2015-16 CDBG ALLOCATIONS**

<u>Funds Available for Allocation</u>	<u>PY 2015</u>
Total Annual Allocation	\$ 260,814
Carry Forward	170
	<u>\$ 260,984</u>
	 <u>Final Allocation</u>
<u>Public Service Activities</u>	
Cameron Family YMCA	\$ 2,000
Crisis House	5,000
ElderHelp of San Diego	3,000
Luth. Soc. Svcs - Caring Neighbors	3,000
Meals-On-Wheels	8,000
Santee Food Bank	13,122
Santee Santas	5,000
Total	<u>\$ 39,122</u>
<u>Administrative Activities</u>	
Program Administration	\$ 38,663
CSA San Diego County	13,500
Total	<u>\$ 52,163</u>
<u>Public Facility Projects</u>	
City of Santee - 108 Loan Debt Service	\$ 156,226
Home of Guiding Hands	13,473
Santee Food Bank	-
Total	<u>\$ 169,699</u>
Grand Total Allocation	<u>\$ 260,984</u>

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3. **ORDINANCES (First Reading):** None
4. **CITY COUNCIL ITEMS AND REPORTS:** None
5. **CONTINUED BUSINESS:** None

The following items were heard concurrently.

6. **NEW BUSINESS:**

- (A) Resolution authorizing execution of a Partial Assignment and Assumption Agreement for design files associated with the Riverview Office Park Public Improvements with Ryan Companies US, Incorporated. (CIP 2013-55) (Reso 18-2015)

9. **CDC SUCCESSOR AGENCY:**

- (B) Transfer of redevelopment tax allocation bond proceeds from the Prospect Avenue Enhancements project to the Riverview Public Improvements project.

Acting City Manager Orso-Delgado presented an overview of the projects involved for these two items and answered Council's questions. Principal Civil Engineer Scott Johnson presented additional information and answered Council's questions utilizing a PowerPoint presentation.

ACTION: After lengthy discussion, the City Council Resolution authorizing the City Manager to execute the Partial Assignment and Assumption Agreement with Ryan Companies US, Incorporated was adopted and a transfer in an amount not to exceed \$200,000 of redevelopment tax allocation bond proceeds from the Prospect Avenue Enhancements project to the Riverview Public Improvements project was approved with all voting aye.

7. **COMMUNICATION FROM THE PUBLIC:**

- (A) Elana Levens-Craig, Santee School District Foundation, announced their upcoming Aloha 5K Fun Run and Walk in April.
- (B) John Olson, Santee Chamber of Commerce, spoke about upcoming community events.

8. **CITY MANAGER REPORTS:** Acting City Manager Orso-Delgado noted that he had provided Council with a monthly update report. He further stated that there will be a Fanita Ranch workshop conducted at the 2nd meeting in April.

9. CDC SUCCESSOR AGENCY:

- (A) Adoption of a Resolution of the Community Development Commission Successor Agency approving the Recognized Obligation Payment Schedule for the period from July 1, 2015 to December 31, 2015. (ROPS 15-16A) (Reso CDCSA 01-2015)

ACTION: On motion of Council Member McNelis, seconded by Council Member Hall, the Resolution approving the Recognized Obligation Payment Schedule was adopted with all voting aye.

- (B) Item reordered to be heard concurrently with Item 6(A).

10. SANTEE PUBLIC FINANCING AUTHORITY: None

11. CITY ATTORNEY REPORTS: None

Council recessed at 7:58 p.m. and convened in Closed Session at 8:05 p.m. with all Members present.

12. CLOSED SESSION:

- (A) **CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**
Gov. Code section 54956.9(d)(1)
Name of Case: Santee Firefighters Association v. City of Santee, Case No. LA-CE-919-M
- (B) **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**
Gov. Code section 54956.9(d)(2)
Significant Exposure to Litigation: One case

Council reconvened in Open Session at 8:36 p.m. with all Members present. Mayor Voepel reported that the two items were discussed and direction was given to staff.

13. ADJOURNMENT:

There being no further business, the meeting was adjourned at 8:37 p.m.

Date Approved: _____

Patsy Bell, City Clerk and for Acting Authority Secretary
Pedro Orso-Delgado

City of Santee
COUNCIL AGENDA STATEMENT

1C

MEETING DATE March 11, 2015

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

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

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 *TKM*

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

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *JPD*

Approval of the payment of demands as presented.

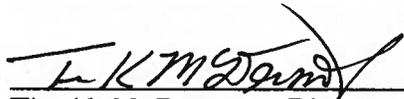
ATTACHMENTS (Listed Below)

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

Payment of Demands
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/09/15	Accounts Payable	\$ 153,741.32
02/09/15	Accounts Payable	111,565.07
02/18/15	Accounts Payable	204,961.04
02/19/15	Payroll	283,233.01
02/19/15	Accounts Payable	161,792.04
02/23/15	Accounts Payable	100,836.42
02/25/15	Accounts Payable	1,830,477.89
03/02/15	Retiree Medical	5,096.00
03/02/15	Accounts Payable	168,313.87
03/05/15	Payroll	<u>284,988.82</u>
	TOTAL	<u>\$ 3,305,005.48</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

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107873	2/9/2015	10189 ATTENTION GETTERS DESIGN INC	37186	50721	HELMET ID DECALS	327.00
				Total :		327.00
107874	2/9/2015	10018 BENCHMARK LANDSCAPE SVCS INC	116102	50918	LANDSCAPE SERVICES	10,594.00
				Total :		10,594.00
107875	2/9/2015	10021 BOUND TREE MEDICAL LLC	81662921	50725	PHARMACEUTICALS	20.15
			81662922	50724	EMS SUPPLIES	57.73
			81662923	50724	EMS SUPPLIES	658.67
			81662924	50724	EMS SUPPLIES	701.76
			81662925	50724	EMS SUPPLIES	79.52
			81662926	50725	PHARMACEUTICALS	342.48
			81662927	50724	EMS SUPPLIES	211.84
				Total :		2,072.15
107876	2/9/2015	11890 BOYKIN, NATASHA	2003136.001		RECREATION REFUND	185.68
				Total :		185.68
107877	2/9/2015	10299 CARQUEST AUTO PARTS	11107-261983	50727	VEHICLE SUPPLIES	5.41
			11107-261990	50727	VEHICLE SUPPLIES	30.84
			11107-262028	50727	VEHICLE SUPPLIES	11.38
				Total :		47.63
107878	2/9/2015	11448 CHEN RYAN ASSOCIATES INC	2014.179	50625	CIRCULATION ELEMENT UPDATE	3,200.00
				Total :		3,200.00
107879	2/9/2015	10032 CINTAS CORPORATION #694	694792901	50815	UNIFORM/PARTS CLEANER RENTAL	59.43
				Total :		59.43
107880	2/9/2015	11330 CLEANSTREET	76956	50832	SPECIAL STREET SWEEPING	37.00
				Total :		37.00
107881	2/9/2015	10035 COMPETITIVE METALS INC	175044	50767	METAL FOR LIGHT CAGES	10.86
				Total :		10.86
107882	2/9/2015	10486 COUNTY OF SAN DIEGO	12578		ELECTRONIC ASSESSOR MAPS	16.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107882	2/9/2015	10486 COUNTY OF SAN DIEGO				16.00
107883	2/9/2015	10333 COX COMMUNICATIONS	038997401 105080401		10601 N MAGNOLIA AVE 9310 FANITA PKWY	102.89 27.66 130.55
107884	2/9/2015	10595 CUTTER'S EDGE INDUSTRIES INC	011415-6	50730	EQUIPMENT REPAIR	108.35 108.35
107885	2/9/2015	11889 DONNOE & ASSOCIATES INC	5329		EXAM RENTAL	645.00 645.00
107886	2/9/2015	10250 EAST COUNTY CALIFORNIAN	00030684		PUBLIC HEARING NOTICE	161.00 161.00
107887	2/9/2015	10057 ESGIL CORPORATION	1/26/15-1/30/15		SHARE OF FEES	20,049.41 20,049.41
107888	2/9/2015	10856 E-W TRUCK & EQUIPMENT CO INC	341149 341276	50733 50733	VEHICLE SUPPLIES VEHICLE REPAIR PART	16.20 82.60 98.80
107889	2/9/2015	10580 FASTENAL COMPANY	CAS169284 CAS169364	50771 50734	ASSORTED SUPPLIES FLEET SHOP SUPPLIES	122.36 219.66 342.02
107890	2/9/2015	10251 FEDERAL EXPRESS	2-922-91704		SHIPPING CHARGES	59.20 59.20
107891	2/9/2015	10009 FIRE ETC	70037 70128	50736 50735	SAFETY EQUIPMENT EQUIPMENT REPAIRS	228.00 194.78 422.78
107892	2/9/2015	10196 FIRE PREVENTION SERVICES INC	01142015		WEED ABATEMENT	5,361.08 5,361.08
107893	2/9/2015	11822 FORMS AND SURFACES INC	0000287078	50939	LITTER RECEPTACLES	50,938.88

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107893	2/9/2015	11822 FORMS AND SURFACES INC	3358-8	50773	PAINT FOR GRAFFITI ABATEMENT	50,938.88
107894	2/9/2015	10332 FRAZEE INDUSTRIES INC	01072015		STEEL TOED BOOTS	430.75
107895	2/9/2015	11881 GOODAN, CHRIS	9134778910	50745	STATION SUPPLIES	120.25
107896	2/9/2015	11196 HD SUPPLY FACILITIES	9134874313	50745	STATION SUPPLIES	623.49
107897	2/9/2015	10256 HOME DEPOT CREDIT SERVICES	2155006	50818	STATION SUPPLIES	8.69
107898	2/9/2015	10545 KIRK'S RADIATOR & AUTO AC INC	26941	50749	VEHICLE REPAIR PART	632.18
107899	2/9/2015	10906 KRONOS INC	10913519		ANNUAL SOFTWARE CONTRACT	21.16
107900	2/9/2015	10079 MEDICO PROFESSIONAL	1555196	50869	MEDICAL LINEN SERVICE	351.00
107901	2/9/2015	10507 MITEL LEASING	1555197	50869	MEDICAL LINEN SERVICE	3,265.03
107902	2/9/2015	10084 NALCO CAL-WATER LLC	1283969		MONTHLY RENTAL 124690	22.47
107903	2/9/2015	11693 ND ELECTRICAL CONSTRUCTION INC	1284584		MONTHLY RENTAL 122670	13.93
			1284845		MONTHLY RENTAL 130737	74.85
			1284885		MONTHLY RENTAL 131413	97.47
			61775	50807	DEIONIZED WATER SERVICE	1,198.12
			12205	50877	BUS SHELTER PROJECT	135.00
			12205R		RETENTION	135.00
						18,304.96
						-915.25

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107903	2/9/2015	11693	11693		ND ELECTRICAL CONSTRUCTION INC (Continued)	
107904	2/9/2015	11682	20150112002		INSTRUCTOR PAYMENT	Total : 17,389.71
107905	2/9/2015	10922	011315		EMPLOYEE REIMBURSEMENT	Total : 585.00
107906	2/9/2015	10150	04-72649	50826	CITY HALL SUPPLIES	Total : 54.00
107907	2/9/2015	10258	SI-00020765	50962	DIGITAL SECURITY CAMERA	Total : 205.24
107908	2/9/2015	10095	4803	50861	MAP CHECK	Total : 7,676.69
107909	2/9/2015	11056	21326	50758	SECURITY ALARM SERVICE	Total : 125.00
107910	2/9/2015	10217	3253379101A	50716	OFFICE SUPPLIES	Total : 95.00
			3253379101B		OFFICE SUPPLIES	76.25
			3254185719	50716	OFFICE SUPPLIES	277.77
			3254513246	50716	OFFICE SUPPLIES	286.65
						-3.40
						637.27
107911	2/9/2015	11625	2014FALL		INSTRUCTOR PAYMENT	Total : 304.00
107912	2/9/2015	10126	0112968	50756	VEHICLE REPAIR PARTS	Total : 251.10
107913	2/9/2015	10158	CL31974	50927	FLEET CARD FUELING	Total : 251.10
107914	2/9/2015	10244	206069745	50685	2013/14 AUDIT (2)	Total : 1,078.38
			207869748	50685	2013/14 AUDIT SERVICES (3)	1,078.38
						19,200.00
						3,500.00

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107914	2/9/2015	10244 TRS TEAMAN, RAMIREZ SMITH INC	(Continued)			
107915	2/9/2015	10550 UNIFORMS PLUS INC	37708 37712	50966 50789	UNIFORM ALTERATIONS CLASS B UNIFORMS	33.00 445.83 478.83
107916	2/9/2015	10211 VISION INTERNET PROVIDERS	29315	50712	MONTHLY WEB HOSTING	200.00 200.00
107917	2/9/2015	10148 WESTAIR GASES & EQUIPMENT INC	10057794 10058568 10060690	50838 50838 50838	WELDING SUPPLIES WELDING SUPPLIES WELDING SUPPLIES	88.91 62.45 39.96 191.32
107918	2/9/2015	10318 ZOLL MEDICAL CORPORATION	2201718	50802	EMS SUPPLIES	713.07 713.07
46 Vouchers for bank code : ubgen						153,741.32
46 Vouchers in this report						153,741.32

Prepared by: _____
 Date: 02/09/2015

Approved by: *[Signature]*
 Date: 2-9-15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
461	2/9/2015	11485 SOURCEPOINT	AR169759		TOWN CTR/ RIVERVIEW PKWY	31,777.52
					Total :	31,777.52
93492	2/9/2015	10955 DEPARTMENT OF THE TREASURY	PPE 01/28/15		FEDERAL WITHHOLDING TAXT	62,117.26
					Total :	62,117.26
93533	2/9/2015	10956 FRANCHISE TAX BOARD	PPE 01/28/15		CA STATE TAX WITHHELD	17,670.29
					Total :	17,670.29
3 Vouchers for bank code : ubgen						111,565.07
3 Vouchers in this report						111,565.07

Prepared by: 
 Date: 02/17/2015
 Approved by: 
 Date: 2-18-15

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107920	2/18/2015	11832 ALL AMERICAN UPHOLSTERY	JAN2115	50943	FURNITURE REUPHOLSTERY	3,137.60
Total :						3,137.60
107921	2/18/2015	11668 ALVAND CONSTRUCTION INC	CIP2013-40		RETENTION RELEASE	3,478.35
107922	2/18/2015	10014 ASAP ENGRAVERS	35859	50718	NAME BADGES	70.64
Total :						70.64
107923	2/18/2015	10021 BOUND TREE MEDICAL LLC			EMS SUPPLIES	42.98
			81667535	50724	EMS SUPPLIES	149.78
			81667536	50724	EMS SUPPLIES	72.34
			81669206	50724	EMS SUPPLIES	164.15
			81671113	50724	EMS SUPPLIES	40.55
			81671114	50725	PHARMACEUTICALS	926.64
			81671115	50724	EMS SUPPLIES	137.34
			81671117	50724	EMS SUPPLIES	27.52
			81671118	50724	EMS SUPPLIES	66.29
			81673749	50725	PHARMACEUTICALS	114.91
			81673750	50725	PHARMACEUTICALS	14.69
			81675696	50724	EMS SUPPLIES	26.16
			81675697	50725	PHARMACEUTICALS	30.64
			81676835	50725	PHARMACEUTICALS	223.00
			81676836	50725	PHARMACEUTICALS	5.18
			81676837	50724	EMS SUPPLIES	
Total :						2,042.17
107924	2/18/2015	10023 BUILDERS FENCE COMPANY INC	1527511	50764	FENCING MATERIALS	29.88
Total :						29.88
107925	2/18/2015	10299 CARQUEST AUTO PARTS	11107-262630 11107-262656	50727 50727	VEHICLE REPAIR PARTS VEHICLE SUPPLIES	35.49 35.32
Total :						70.81
107926	2/18/2015	10032 CINTAS CORPORATION #694	694795372	50815	UNIFORM/PARTS CLEANER RNTL	59.43
Total :						59.43

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107927	2/18/2015	10038 COSTCO WHOLESALE #403	040312015114	50728	STATION SUPPLIES	864.17
					Total :	864.17
107928	2/18/2015	10234 COUNTY OF SAN DIEGO	20141219-05871	50768	STATIONARY GENERATOR PERMIT	309.00
					Total :	309.00
107929	2/18/2015	10333 COX COMMUNICATIONS	052335901 094486701 094486701		8950 COTTONWOOD AVE CITY HALL GROUP BILL CITY HALL GROUP BILL	233.66 2,900.88 2,884.96
					Total :	6,019.50
107930	2/18/2015	11168 CTE INC CLARK TELECOM AND	00002211 00002212 00002213 00002214 00002215 00002216	50875 50875 50875 50875 50875 50875	DIG ALERT MARKOUTS STREET LIGHT REPAIRS STREET LIGHT MAINTENANCE STREET LIGHT THEFT REPAIRS STREET LIGHT REPAIRS STREET LIGHT THEFT REPAIR	434.90 773.47 491.66 2,257.93 2,777.18 4,464.92
					Total :	11,200.06
107931	2/18/2015	10250 EAST COUNTY CALIFORNIAN	00030815		PUBLIC NOTICE	147.00
					Total :	147.00
107932	2/18/2015	10059 FAILSAFE TESTING	7620		EQUIPMENT TESTING	600.00
					Total :	600.00
107933	2/18/2015	10065 GLOBAL POWER GROUP INC	37379	50887	ELECTRICAL REPAIRS	140.00
					Total :	140.00
107934	2/18/2015	10066 GLOBALSTAR USA LLC	100000006196682		SATELLITE PHONE SERVICE	43.91
					Total :	43.91
107935	2/18/2015	10256 HOME DEPOT CREDIT SERVICES	0023348	50818	STATION SUPPLIES	8.36
					Total :	8.36
107936	2/18/2015	10198 HYDRO SCAPE PRODUCTS	8449628-01 8452648-00 8452648-01	50956 50956 50956	IRRIGATION SUPPLIES IRRIGATION SUPPLIES IRRIGATION SUPPLIES	29.64 46.49 122.60

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107936	2/18/2015	10198 HYDRO SCAPE PRODUCTS	(Continued) 8455267-00 8458284-00	50956 50956	IRRIGATION SUPPLIES IRRIGATION SUPPLIES	114.48 120.02 433.23
					Total :	615.60
107937	2/18/2015	11864 KIRKLAND OFFSET PRINTING	008301		MV2 NOTEPADS	615.60
107938	2/18/2015	10545 KIRK'S RADIATOR & AUTO AC INC	28957	50749	VEHICLE REPAIR	219.91
107939	2/18/2015	10796 LAKESIDE LAND COMPANY INC	278571	50879	ROCKS	219.91
107940	2/18/2015	10912 LEASK, DAVID	01302015		EMPLOYEE REIMBURSEMENT	1,157.08 1,157.08
107941	2/18/2015	10079 MEDICO PROFESSIONAL	1559787 1559788	50869 50869	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	22.47 13.93 36.40
107942	2/18/2015	10921 MEDLIN, RICHARD	02102015		EMPLOYEE REIMBURSEMENT	217.00
107943	2/18/2015	10238 MILLER, STEVE	02122015		EMPLOYEE REIMBURSEMENT	217.00
107944	2/18/2015	10083 MUNICIPAL EMERGENCY SERVICES	00592950_SNV		SAFETY EQUIPMENT	356.83
107945	2/18/2015	10521 OSHKOSH CAPITAL	5105415		FIRE ENGINE LEASE PYMT #9	356.83
107947	2/18/2015	10344 PADRE DAM MUNICIPAL WATER DIST	20122553 20123122 20123238 20124957		10118 MAGNOLIA AVE MAGNOLIA AVE - RW MAGNOLIA AVE - RW MAGNOLIA AVE	73.98 73.98 40,881.46 40,881.46
					Total :	28.40
					Total :	28.40
					Total :	28.40
					Total :	39.84

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107947	2/18/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			20126680		10131 MAST BLVD	40.95
			20126706		SAN REMO ESTATES - RW	86.45
			20127372		CONEJO RD	45.38
			20129488		BILTEER DR	31.16
			20157657		CUYAMACA ST	60.75
			20157659		CUYAMACA ST	92.17
			20158652		NE CUYAMACA ST	100.85
			20158731		NW CUYAMACA ST	100.85
			20300090		MAGNOLIA (NORTH EL NOPAL)	28.40
			20302742		10601 MAGNOLIA AVE #1	129.35
			20302746		10605 MAGNOLIA AVE #2	164.13
			20302752		10609 MAGNOLIA AVE #3	270.73
			20302928		MAGNOLIA AVE VLLG	100.85
			20302930		MAGNOLIA (NORTH KERRIGAN)	100.85
			20303048		10629 MAGNOLIA AVE #6	204.60
			20303136		10625 MAGNOLIA AVE #7	204.60
			20303146		10613 MAGNOLIA AVE #4	270.73
			20303156		10617 MAGNOLIA AVE #5	223.98
			20303166		10621 MAGNOLIA AVE #8	195.48
			20303202		MAGNOLIA AVE 7&8	34.78
			20303628		MAGNOLIA AVE	31.16
			20303846		MAGNOLIA AVE	367.55
			20316111		EL NOPAL JULIO	69.05
			20352468		EUCALYPTUS CT	31.16
			20402775		10210 WOODGLEN VISTA - RW	755.69
			20402857		WOODGLEN VISTA DR - RW	275.21
			20403145		WOODLGEN VISTA DR	165.14
			20434525		PRINCESS JOANN RD	31.16
			20903888		CUYAMACA ST FLD	1,214.88
			20903892		CUYAMACA ST	526.89
			20903954		S FIELDS # 1 TWN CENTER	1,293.37
			20903956		S FIELDS # 2 TWN CENTER	1,138.93
			20903958		S FIELDS # 3 TWN CENTER	1,281.93
			20904454		RIVERWALK DR	1,018.81
			20905700		550 PARK CENTER DR	298.43
			20905720		550 PARK CENTER DR	100.85

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107947	2/18/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			20905730		550 PARK CENTER DR	100.85
			20906564		MAST BLVD	40.95
			20930458		MAGNOLIA AVE - RW	60.75
			20931659		MAGNOLIA AVE - RW	28.40
			20931731		MAGNOLIA AVE & S BRAVERMAN	28.40
			20960110		MISSION CREEK DR	318.15
			20962784		MISSION CREEK TOWNHOMES	106.51
			20964110		99 WILLOW POND RD - RW	72.19
			20965043		102 RIVER PARK DR - RW	60.75
			20971810		RIVER PARK DR	772.85
			20971812		RIVER PARK DR	135.11
			20972190		RIVER PARK DR	546.95
			20972390		RIVER PARK DR - RW	123.67
			20972985		RIVER PARK DR - RW	66.47
			23037089		9518 MAST BLVD	34.12
			23037565		9557 MAST BLVD	40.95
			23038028		9643 MAST BLVD	60.75
			23106288		9721 MAST BLVD	28.40
			23106864		9793 MAST BLVD	60.75
			24200549		8950 COTTONWOOD AVE	276.57
			24202225		MAGNOLIA @ MISSION GORGE	28.40
			24213058		10355 MISSION GORGE RD	103.05
			24301350		CALA LILY ST	201.87
			26007501		WOODSIDE @ NORTHCOTE	31.16
			26012480		9161 SHADOW HILL RD	252.89
			26508965		DIAMONBACK DR	31.16
			29701296		SANTEE AREA - FLOATER	254.04
			40000081		RAILROAD AVENUE	50.21
			40000097		MISSION GORGE RD - MED	31.16
					Total :	15,159.77
107948	2/18/2015	11539 PALM ENGINEERING CONSTRUCTION	CIP2014-34		RETENTION RELEASE	4,884.86
107949	2/18/2015	10442 PAYCO SPECIALTIES	1227-01-2015	50824	ROADWAY STRIPING & MARKING	4,884.86
					Total :	20,224.66

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107949	2/18/2015	10442 PAYCO SPECIALTIES				Total : 20,224.66
107950	2/18/2015	11888 PENSKE FORD	4598	50967	VEHICLE SUPPLIES	160.12
107951	2/18/2015	10241 JAN SHERAR	02112015		PETTY CASH REIMBURSEMENT	Total : 160.12
107952	2/18/2015	10093 PLAYPOWER LT FARMINGTON INC	1400187730	50825	SWING BEARINGS	205.78
107953	2/18/2015	10150 PROBUILD	04-73143	50826	LUMBER FOR BARRICADE	Total : 205.78
107954	2/18/2015	10240 RICHARDSON, SUE	01202015	50882	TUITION REIMBURSEMENT	211.56
107955	2/18/2015	10768 SANTEE SCHOOL DISTRICT	7161 7163	50893	CHET HARRITT FIELDS LIGHTS IRRIGATION/MOWING RIO SECO	Total : 211.56
107956	2/18/2015	10939 SD COUNTY CITY CLERKS ASSOC	01062015		SEMINAR REGISTRATION	169.29
107957	2/18/2015	10110 SECTRAN SECURITY INC	15020317	50797	TRANSPORT SERVICES	Total : 169.29
107958	2/18/2015	10585 SHARP REES-STEALY MEDICAL	280		TB TESTS	315.61
107959	2/18/2015	10487 SIEMENS INDUSTRY INC	5610002877 5620004441 5620005502	50889 50889 50889	TRAFFIC SIGNAL MAINTENANCE STREET NAME SIGN REPAIR TRAFFIC SIGNAL CALL OUTS	Total : 315.61
107960	2/18/2015	11520 SIGNS & WONDERS	13450	50920	PAINT UTILITY BOXES	615.30
						Total : 896.18
						Total : 1,511.48
						Total : 60.00
						Total : 60.00
						Total : 111.83
						Total : 111.83
						Total : 144.00
						Total : 144.00
						Total : 2,679.00
						946.58
						1,406.73
						Total : 5,032.31

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107960	2/18/2015	11520 SIGNS & WONDERS				737.50
107961	2/18/2015	10314 SOUTH COAST EMERGENCY VEHICLE	474454	50782	VEHICLE REPAIR PART	58.27
107962	2/18/2015	11910 SPECTRUM GAS PRODUCTS	95595		SHOP SUPPLIES	58.27
107963	2/18/2015	11341 SRM CONTRACTING & PAVING	CIP2014-07 CIP2014-08		RETENTION RELEASE RETENTION RELEASE	34,883.86 43,293.19
107964	2/18/2015	10217 STAPLES ADVANTAGE	3253975378 3254096567 3254625325 3254687874 3254687880 3254769886 3254769888	50784 50784 50784 50857 50784 50857 50798	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	77.67 152.53 14.61 4.67 39.65 64.41 106.92
107965	2/18/2015	10617 STATE OF CALIFORNIA	L0643094720		OCTOBER - DECEMBER 2014	460.46
107966	2/18/2015	10121 SUPERIOR READY MIX LP	682992 683260	50888 50888	ASPHALT ASPHALT	560.00
107967	2/18/2015	10515 THE SAN DIEGO UNION - TRIBUNE	02252015		NEWSPAPER SUBSCRIPTION	74.52
107968	2/18/2015	10158 THE SOCO GROUP INC	CL32051	50927	FLEET CARD FUELING	74.52
107969	2/18/2015	11011 THOMPSON, CHRIS	02052015		EMPLOYEE REIMBURSEMENT	149.04
						84.17
						84.17
						1,126.56
						1,126.56
						375.00
						375.00

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107970	2/18/2015	10479 TIRE CENTERS LLC	8720155734	50801	TIRES	414.53
			8720155755	50801	VEHICLE REPAIR	83.14
					Total :	497.67
107971	2/18/2015	10550 UNIFORMS PLUS INC	37829	50966	RSVP UNIFORMS	130.69
			37830	50966	RSVP UNIFORMS	69.39
					Total :	200.08
107972	2/18/2015	11912 US FOREST SERVICE	1801657147		CARLTON OAKS FIRE EXPENSE	529.08
					Total :	529.08
107973	2/18/2015	10475 VERIZON WIRELESS	9739204804		WIFI SERVICE	874.47
					Total :	874.47
107974	2/18/2015	10148 WESTAIR GASES & EQUIPMENT INC	10063444	50838	WELDING SUPPLIES	111.47
					Total :	111.47
107975	2/18/2015	10232 XEROX CORPORATION	078156401	50742	COPY CHARGES & LEASE	313.18
					Total :	313.18
					Bank total :	204,961.04
					Total vouchers :	204,961.04

55 Vouchers for bank code : ubgen

55 Vouchers in this report

Prepared by: 
 Date: 02/18/2015
 Approved by: 
 Date: 2-18-15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107976	2/19/2015	10844 FRANCHISE TAX BOARD	PPE 02/11/15		WITHHOLDING ORDER	110.00
			PPE 02/11/15A		WITHHOLDING ORDER	545.77
					Total :	655.77
107977	2/19/2015	10508 LIFE INSURANCE COMPANY OF	February 2015		LIFE INSURANCE	2,491.87
					Total :	2,491.87
107978	2/19/2015	10779 NATIONAL BENEFIT SERVICES LLC	PPE 02/11/15		FLEXIBLE SPENDING ACCOUNT	2,108.21
					Total :	2,108.21
107979	2/19/2015	10784 NATIONAL UNION FIRE INSURANCE	February 2015		VOLUNTARY AD&D	123.11
					Total :	123.11
107980	2/19/2015	10353 PERS	02 15 3		RETIREMENT PAYMENT	118,128.72
					Total :	118,128.72
107981	2/19/2015	10335 SAN DIEGO FIREFIGHTERS FEDERAL	February 2015		LONG TERM DISABILITY-SAFETY	877.50
					Total :	877.50
107982	2/19/2015	10424 SANTEE FIREFIGHTERS	PPE 02/11/15		DUES/PEC/BC EXPENSES	2,162.49
					Total :	2,162.49
107983	2/19/2015	10776 STATE OF CALIFORNIA	PPE 02/11/15		WITHHOLDING ORDER	319.38
					Total :	319.38
107984	2/19/2015	10783 UNITED WAY OF SAN DIEGO COUNTY	February 2015		UNITED WAY	102.00
					Total :	102.00
107985	2/19/2015	10001 US BANK	PPE 02/11/15		PARS RETIREMENT	816.38
					Total :	816.38
107986	2/19/2015	10959 VANTAGE TRANSFER AGENT/457	ICMA PPE 02/11/15		ICMA - 457	27,079.11
					Total :	27,079.11
107987	2/19/2015	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 02/11/15		RETIREE HEALTH SAVINGS ACCOUNT	6,927.50

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107987	2/19/2015	10782	10782 VANTAGEPOINT TRNSFR AGT/80180' (Continued)			6,927.50
12 Vouchers for bank code : ubgen						Total : 161,792.04
12 Vouchers in this report						Bank total : 161,792.04
						Total vouchers : 161,792.04

Prepared by: 
Date: 02/19/2015
Approved by: 
Date: 2/19/15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
462	2/10/2015	10482 TRISTAR RISK MANAGEMENT	95429		WORKERS' COMPENSATION	19,301.86
					Total :	19,301.86
92426	2/23/2015	10955 DEPARTMENT OF THE TREASURY	PPE 02/11/15		FEDERAL WITHHOLDING TAX	63,478.49
					Total :	63,478.49
92493	2/23/2015	10956 FRANCHISE TAX BOARD	PPE 02/11/15		CA STATE TAX WITHHELD	18,056.07
					Total :	18,056.07
					Bank total :	100,836.42
					Total vouchers :	100,836.42

3 Vouchers for bank code : ubgen

3 Vouchers in this report

Prepared by: 
Date: 02/23/2015

Approved by: 
Date: 2-23-15

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107988	2/25/2015	11445 AMERICAN MESSAGING	L1072898PB		FD PAGER SERVICE	185.77
Total :						185.77
107989	2/25/2015	10017 BAY CITY ELECTRIC WORKS	W137372 W137426 W137432 W137436	50840 50840 50840 50840	STATIONERY GENERATOR SERVICE STATIONERY GENERATOR SERVICE STATIONERY GENERATOR SERVICE STATIONERY GENERATOR SERVICE	182.02 182.02 182.02 182.02
Total :						728.08
107990	2/25/2015	10018 BENCHMARK LANDSCAPE SVCS INC	116103	50915	LANDSCAPE SERVICES	9,811.37
Total :						9,811.37
107991	2/25/2015	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS JAN 201		LEGAL SERVICES JAN 2015	113,373.04
Total :						113,373.04
107992	2/25/2015	11513 BOND, ELLEN	03012015-263		MEADOWBROOK HARDSHIP PGRM	43.64
Total :						43.64
107993	2/25/2015	10021 BOUND TREE MEDICAL LLC	60952667 81678098 81678099 81678100 81678101 81678102 81679699 81679700 81679701 81679702 81679703	50724 50724 50724 50725 50724 50725 50725 50725 50725 50725 50724	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES PHARMACEUTICALS EMS SUPPLIES PHARMACEUTICALS PHARMACEUTICALS PHARMACEUTICALS PHARMACEUTICALS PHARMACEUTICALS PHARMACEUTICALS EMS SUPPLIES	574.81 27.12 94.45 123.46 144.27 38.30 103.80 51.90 51.90 77.85 890.27
Total :						2,178.13
107994	2/25/2015	10023 BUILDERS FENCE COMPANY INC	1528378	50764	GATE REPAIR PARTS	3.55
Total :						3.55
107995	2/25/2015	11917 BULYGO & ASSOCIATES	2015021915		FIREFIGHTER TRAINING CLASS	1,500.00

Voucher List
CITY OF SANTEE

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
107995	2/25/2015	11917 BULYGO & ASSOCIATES				1,500.00
107996	2/25/2015	10098 BURNER, RONALD	13115	50714	PROFESSIONAL SERVICES	2,083.34
					Total :	2,083.34
107997	2/25/2015	11399 CABLE, PIPE, & LEAK DETECTION	480502		STORM DRAIN INSPECTION	660.00
					Total :	660.00
107998	2/25/2015	11169 CALIFORNIA WATERS LLC	10148	50845	FOUNTAIN MAINTENANCE	1,525.00
			10262	50845	FOUNTAIN REPAIRS	1,759.50
			10263	50845	FOUNTAIN MAINTENANCE	3,781.80
					Total :	7,066.30
107999	2/25/2015	10876 CANON SOLUTIONS AMERICA INC	988395834	50719	SCANNER MAINTENANCE	55.13
			988399330	50719	PLOTTER MAINT & USAGE	29.86
					Total :	84.99
108000	2/25/2015	11402 CARROLL, JUDI	03012015-96		MEADOWBROOK HARDSHIP PGRM	44.02
					Total :	44.02
108001	2/25/2015	10032 CINTAS CORPORATION #694	694797837	50815	UNIFORM/PARTS CLEANER RNTL	64.38
					Total :	64.38
108002	2/25/2015	10847 CITY CLERK ASSOCIATION OF CA	01282015		ANNUAL MEMBERSHIP DUES	170.00
					Total :	170.00
108003	2/25/2015	10050 CITY OF EL CAJON	0000012736		HFTA FEES-3RD QUARTER	13,531.00
					Total :	13,531.00
108004	2/25/2015	11409 CLAYTON, SYLVIA	03012015-340		MEADOWBROOK HARDSHIP PGRM	45.77
					Total :	45.77
108005	2/25/2015	10171 COUNTY OF SAN DIEGO AUDITOR &	01/2015 AGENCY REV		01/15 AGENCY PARK CITE REPT	80.00
			01/2015 DMV REVENU		01/15 DMV PARK CITE REPT	87.50
			01/2015 PHOENIX RE'		01/15 PHOENIX CITE REV REPT	141.00
					Total :	308.50

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108006	2/25/2015	10358 COUNTY OF SAN DIEGO	15CTOFSASN07 15CTOSAN07	50729	800 MHZ ACCESS (FIRE/PS) SHERIFF RADIOS	1,272.00 4,845.00 6,117.00
108007	2/25/2015	10040 COUNTYWIDE MECHANICAL SYSTEMS	14067241 15060267 15060322 15060494	50851 50851 50851 50851	PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS PLUMBING REPAIRS	718.76 147.31 315.00 287.72 1,468.79
108008	2/25/2015	10333 COX COMMUNICATIONS	063453006 066401501		9534 VIA ZAPADOR 10601 N MAGNOLIA AVE	299.22 31.38 330.60
108009	2/25/2015	10043 D & D SERVICES INC	88423	50837	ANIMAL DISPOSAL SERVICES	1,235.00 1,235.00
108010	2/25/2015	10200 DELGADO, PEDRO ORSO	02122015		CELL PHONE REIMBURSEMENT	102.49 102.49
108011	2/25/2015	11208 DION & SONS INC	E12909	50816	VEHICLE SUPPLIES	167.08 167.08
108012	2/25/2015	11451 EC NAMEPLATE	13592 13593		RECOGNITION PROGRAM MEMORIAL PLAQUE	454.36 159.97 614.33
108013	2/25/2015	10056 EPIC PEST CONTROL & LANDSCAPE	1EPC9203	50881	PEST CONTROL SERVICES	700.38 700.38
108014	2/25/2015	10057 ESGIL CORPORATION	2/9/15 - 2/13/15		SHARE OF FEES	17,773.54 17,773.54
108015	2/25/2015	11914 FARMERS INSURANCE EXCHANGE	01302015		CLAIM SETTLEMENT	1,150.34 1,150.34
108016	2/25/2015	10251 FEDERAL EXPRESS	2-937-25184		SHIPPING CHARGES	55.01

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108016	2/25/2015	10251 FEDERAL EXPRESS				
108017	2/25/2015	10332 FRAZEE INDUSTRIES INC	6306-4	50773	PAINT TO REPAINT BARRICADE	132.35
108018	2/25/2015	11911 GALLS LLC	003062226		BADGE WALLET	30.29
108019	2/25/2015	11196 HD SUPPLY FACILITIES	9135064502	50745	STATION SUPPLIES	436.74
108020	2/25/2015	10073 HODGE PRODUCTS INC	0337669-IN	50969	PADLOCKS	436.74
108021	2/25/2015	10246 HUDSON SAFETY T LITE RENTALS	00028405	50775	TRUCKS NO RIGHT TURN STREET SIGN	2,294.58
108022	2/25/2015	10198 HYDRO SCAPE PRODUCTS	9001812-00 9005242-00	50956 50956	IRRIGATION SUPPLIES IRRIGATION SUPPLIES	296.48 617.17
108023	2/25/2015	11833 IO ENVIRONMENTAL AND	04 04R	50942	SAN DIEGO RIVER TRAIL RETENTION	453,575.13 -22,678.76
108024	2/25/2015	10075 IRON MOUNTAIN INFO MGMT INC	200538981 LCG4328	50707 50842	OFF-SITE DATA STORAGE OFF SITE STORAGE	186.30 423.61
108025	2/25/2015	10203 LAKESIDE EQUIPMENT SALES &	121715	50821	CONCRETE FOR SIDEWALK REPAIRS	609.91
108026	2/25/2015	10079 MEDICO PROFESSIONAL	1563173 1563174	50869 50869	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	185.76 22.47
108027	2/25/2015	10410 MILLER, DAVID JOSEPH	02272015		DJ SERVICES	13.93
						36.40
						200.00
					Total :	55.01
					Total :	132.35
					Total :	132.35
					Total :	30.29
					Total :	30.29
					Total :	436.74
					Total :	436.74
					Total :	2,294.58
					Total :	2,294.58
					Total :	65.40
					Total :	65.40
					Total :	296.48
					Total :	617.17
					Total :	913.65
					Total :	453,575.13
					Total :	-22,678.76
					Total :	430,896.37
					Total :	186.30
					Total :	423.61
					Total :	609.91
					Total :	185.76
					Total :	185.76
					Total :	22.47
					Total :	13.93
					Total :	36.40

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108027	2/25/2015	10410 MILLER, DAVID JOSEPH			(Continued)	
108028	2/25/2015	10083 MUNICIPAL EMERGENCY SERVICES	00597267_SNV		EQUIPMENT TESTING	Total : 200.00 1,225.00 1,225.00
108029	2/25/2015	10084 NALCO CAL-WATER LLC	62978	50807	DEIONIZED WATER SERVICE	Total : 90.00 90.00
108030	2/25/2015	10085 NATIONAL SAFETY COMPLIANCE INC	62167		ANNUAL ADMINISTRATIVE FEE	Total : 150.00 150.00
108031	2/25/2015	11693 ND ELECTRICAL CONSTRUCTION INC	12225 12225R	50877	BUS SHELTER PROJECT RETENTION	Total : 4,229.33 -211.47 4,017.86
108032	2/25/2015	11880 NEWCOMBE-PREIHS	12312014		CLAIM SETTLEMENT	Total : 459.73 459.73
108033	2/25/2015	10218 OFFICE DEPOT	753355992001	50710	BUSINESS CARDS	Total : 93.01 93.01
108035	2/25/2015	10344 PADRE DAM MUNICIPAL WATER DIST	20902014 20902021 20902023 20902032 20902134 20902136 20902205 20902461 20910090 21000894 21002705 21010397 21013462 21015591 21502414 21503082		TOWN CENTER PKY - RW TOWN CENTER PKY - RW TOWN CENTER PKW - RW 170 TOWN CENTER PKY - RW TOWN CENTER PKY - RW TOWN CENTER PKY - RW TOWN CENTER PKY - RW TOWN CENTER PKY MISSION GORGE RD 9534 VIA ZAPADOR MISSION GORGE RD MISSION GORGE & FANITA DR GLEN OAKS WAY PROSPECT AVE/ CLIFFORD HGTS PROSPECT CT	160.81 132.21 109.33 66.47 86.45 109.33 60.75 235.17 95.07 106.51 320.43 106.51 68.44 28.40 40.95 31.16

Voucher List
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108035	2/25/2015	10344 PADRE DAM MUNICIPAL WATER DIST	(Continued)			
			21506676		MISSION GORGE RD	346.75
			21509881		BIG ROCK RD	280.93
			22001782		MISSION GORGE RD	733.07
			22108500		8115 ARLETTE ST	73.88
			22108550		BIG ROCK RD	185.14
			22500472		8915 CARLTON HILLS BLVD	40.95
			23000004		CARLTON HILLS BLVD	788.76
			23000020		CARLTON HILLS BLVD	40.95
			23000231		9329 LAKE CANYON RD	28.40
			23000755		9413 CARLTON HILLS BLVD	66.47
			23001898		9555 CARLTON HILLS BLVD	46.67
			23003384		9457 MAST BLVD	40.95
			23036584		9496 MAST BLVD	34.12
			23048037		PENNYWOOD RD - RW	40.95
			23048315		9705 CARLTON HILLS BLVD	40.95
			23050931		9776 CARLTON HILLS BLVD	121.03
			23052603		9809 CARLTON HILLS BLVD	28.40
			23200646		9313 LAKE CANYON RD	28.40
			23201051		9231 LAKE CANYON RD	40.95
			23305937		9000 MAST BLVD NE	86.45
			23500006		CARLTON OAKS DR	60.75
			23500010		CALLE DEL LAGO - MED	164.30
			23500117		9310 FANITA PKY	68.79
			23500521		9310 CARLTON OAKS DR	372.02
			23607107		MAST BLVD EAST	92.17
			23607133		MAST BLVD WEST	86.45
			23607136		8750 MAST BLVD	431.48
			23607138		MAST BLVD	1,657.66
			24204686		PROSPECT @ MAGNOLIA - RW	75.27
			24204976		MAGNOLIA @ PROSPECT - RW	51.28
			24204987		PROSPECT @ MAGNOLIA	40.95
			24205292		PROSPECT @ MAGNOLIA - RW	46.67
			24215485		PROSPECT AVE POC #4 MTR C	97.89
			24215491		PROSPECT AVE POC #4 MTR D	143.65
			24216037		PROSPECT AVE POC #4 MTR B	86.45

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108035	2/25/2015	10344 PADRE DAM MUNICIPAL WATER DIST (Continued)				8,327.94
108036	2/25/2015	11442 PATTERSON, LUANNE	05012014-225		MEADOWBROOK HARDSHIP PGRM	42.21
108037	2/25/2015	10161 PRIZM JANITORIAL SERVICES INC	9275 9276	50866 50867	JANITORIAL SERVICES JANITORIAL SERVICES	2,620.55 1,973.85 4,594.40
108038	2/25/2015	10101 PROFESSIONAL MEDICAL AND	Z975748 Z975749 Z975750	50777 50777 50777	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	46.50 51.75 127.00 225.25
108039	2/25/2015	11915 RADNEY, MARK	01302015		CLAIM SETTLEMENT	250.00
108040	2/25/2015	11883 SAMMAK, POUNEH	2015-01	50978	HR CONSULTING SERVICES	1,290.00
108041	2/25/2015	10606 S.D. COUNTY SHERIFF'S DEPT.	12/2014 SHERIFF		12/2014 LAW ENFORCEMENT	1,020,088.06
108042	2/25/2015	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8 2237 358 004 2 3422 380 562 8 4394 020 550 9 7990 068 577 7 8509 742 169 4		STREET LIGHTS TRAFFIC SIGNAL GAS TAX LMD PARKS CITY HALL GROUP BILL	31,923.78 4,838.52 105.95 4,474.09 12,460.91 6,005.28 59,808.53
108043	2/25/2015	10407 SAN DIEGO GAS & ELECTRIC	3264 490 676 9		374 TOWN CENTER PKWY	396.23
108044	2/25/2015	10443 SANDPIPA	SB-15		BOND/CRIME PROGRAM	1,094.00
					Total :	1,094.00
					Total :	1,094.00

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108045	2/25/2015	11463 SANKS, ESTHER	03012015-66		MEADOWBROOK HARDSHIP PGRM	44.35
					Total :	44.35
108046	2/25/2015	10212 SANTEE SCHOOL DISTRICT	2014-04	50862	TEEN CENTER TRANSPORTATION	165.00
					Total :	165.00
108047	2/25/2015	11341 SRM CONTRACTING & PAVING	CIP2014-08		TOWN CENTER PARKWAY	5,738.82
					Total :	5,738.82
108048	2/25/2015	11403 ST. JOHN, LYNNE	03012015-78		MEADOWBROOK HARDSHIP PGRM	43.84
					Total :	43.84
108049	2/25/2015	11543 STEPHENS, SUZANNE	02102015		SENIOR TRIP LUNCH	171.64
					Total :	171.64
108050	2/25/2015	10119 STEVEN SMITH LANDSCAPE INC	29491 29500	50883 50883	LANDSCAPE SERVICES LANDSCAPE SERVICES	50.00 32,209.00
					Total :	32,259.00
108051	2/25/2015	11152 TERRY SHAW PAINTING	10	50884	PAINTING SERVICES	4,613.59
					Total :	4,613.59
108052	2/25/2015	10158 THE SOCO GROUP INC	0128709-IN CL32361	50786 50927	DELIVERED FUEL FLEET CARD FUELING	921.30 974.87
					Total :	1,896.17
108053	2/25/2015	10133 UNDERGROUND SERVICE ALERT	120150669	50720	DIG ALERT SERVICES	201.00
					Total :	201.00
108054	2/25/2015	11101 VISIONAIRE LIGHTING INC	86157	50948	STREETLIGHT POLES	5,266.00
					Total :	5,266.00
108055	2/25/2015	11075 WHILLOCK CONTRACTING INC	1364-1 1364-1R	50960	CITYWIDE CMP REPLACEMENT RETENTION	62,057.00 -3,102.85
					Total :	58,954.15
108056	2/25/2015	10317 WM HEALTHCARE SOLUTIONS INC	0293553-2793-2	50793	BIOMEDICAL WASTE DISPOSAL	92.47

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108056	2/25/2015	10317 WM HEALTHCARE SOLUTIONS INC	(Continued) 0293554-2793-0	50793	BIOMEDICAL WASTE DISPOSAL	92.53
					Total :	185.00
108057	2/25/2015	10232 XEROX CORPORATION	078075144 078075145 078075146 078075147 078075148	50701 50795 50704 50868 50831	COPY CHARGES COPY CHARGES COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES & LEASE	152.52 37.79 220.02 239.98 222.94
					Total :	873.25
108058	2/25/2015	10318 ZOLL MEDICAL CORPORATION	2205813 2205880	50802 50802	EMS SUPPLIES EMS SUPPLIES	85.05 259.20
					Total :	344.25
108059	2/25/2015	11042 ZW USA INC	68560		DOG WASTE BAGS	171.72
					Total :	171.72

71 Vouchers for bank code : ubgen

71 Vouchers in this report

Bank total : 1,830,477.89
Total vouchers : 1,830,477.89

Prepared by: 
Date: 02/25/2015

Approved by: 
Date: 2-25-15

Voucher List
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description	Amount
108060	3/5/2015	10350 ASSURANT EMPLOYEE BENEFITS	March 2015		DENTAL INSURANCE	8,223.56
					Total :	8,223.56
108061	3/5/2015	10844 FRANCHISE TAX BOARD	PPE 02/25/15 PPE 02/25/15A		WITHHOLDING ORDER WITHHOLDING ORDER	110.00 595.87
					Total :	705.87
108062	3/5/2015	10779 NATIONAL BENEFIT SERVICES LLC	PPE 02/25/15		FLEXIBLE SPENDING ACCOUNT	2,108.21
					Total :	2,108.21
108063	3/5/2015	10353 PERS	02 15 4		RETIREMENT PAYMENT	116,124.31
					Total :	116,124.31
108064	3/5/2015	10785 RELIANCE STANDARD LIFE	March 2015		VOLUNTARY LIFE INSURANCE	1,507.43
					Total :	1,507.43
108065	3/5/2015	10424 SANTEE FIREFIGHTERS	PPE 02/25/15		DENTAL/DUES/PEC/BC EXPENSES	4,862.49
					Total :	4,862.49
108066	3/5/2015	10776 STATE OF CALIFORNIA	PPE 02/25/15		WITHHOLDING ORDER	319.38
					Total :	319.38
108067	3/5/2015	10001 US BANK	PPE 02/25/15		PARS RETIREMENT	782.16
					Total :	782.16
108068	3/5/2015	10959 VANTAGE TRANSFER AGENT/457	ICMA PPE 02/25/15		ICMA - 457	26,686.29
					Total :	26,686.29
108069	3/5/2015	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 02/25/15		RETIREE HEALTH SAVINGS ACCOUNT	6,994.17
					Total :	6,994.17
					Bank total :	168,313.87
					Total vouchers in this report	168,313.87

Bank code : ubgen

Voucher Date Vendor

Invoice

PO #

Description

Amount

Prepared by: 
Date: 03/02/2015
Approved by: 
Date: 3-2-15

City of Santee
COUNCIL AGENDA STATEMENT

1D

MEETING DATE March 11, 2015

AGENDA ITEM NO.

ITEM TITLE AUTHORIZATION OF ADDITIONAL CONSTRUCTION CHANGE ORDERS FOR THE MAGNOLIA AVENUE AND PALM GLEN DRIVE MEDIAN PROJECT (CIP 2012-53)

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *For [Signature]*

SUMMARY

At its October 22, 2014 meeting, City Council awarded the construction contract for the Magnolia Avenue and Palm Glen Drive Median Project (CIP 2012-53) for a total contract of \$66,575.00 and authorized the Director of Development Services to approve contract change orders totaling \$6,600.00 for unforeseen items and additional work. The project was identified as a needed safety improvement to limit left turning movements on Magnolia Avenue by extending the existing raised curb median.

During construction, additional improvements were identified that would improve the final restoration of the asphalt surfacing associated with the median installation. Instead of having a small asphalt patch along the newly installed median curb, additional asphalt was replaced to the full lane width along the project limits. This will result in a seamless asphalt surface transition along Magnolia Avenue.

Staff recommends that City Council authorize the increase of change order authorization from \$6,600.00 to \$9,200.00, an increase of \$2,600.00 for the additional removal and replacement of existing asphalt.

ENVIRONMENTAL REVIEW N/A

FINANCIAL STATEMENT *See for T.M.*

Sufficient funding is available in the project budget for the additional \$2,600.00 in requested change order authorization. Funding for this project is provided by a Highway Safety Improvement Program grant and Traffic Mitigation Fees as summarized in the attached Financial Statement.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *[Signature]*

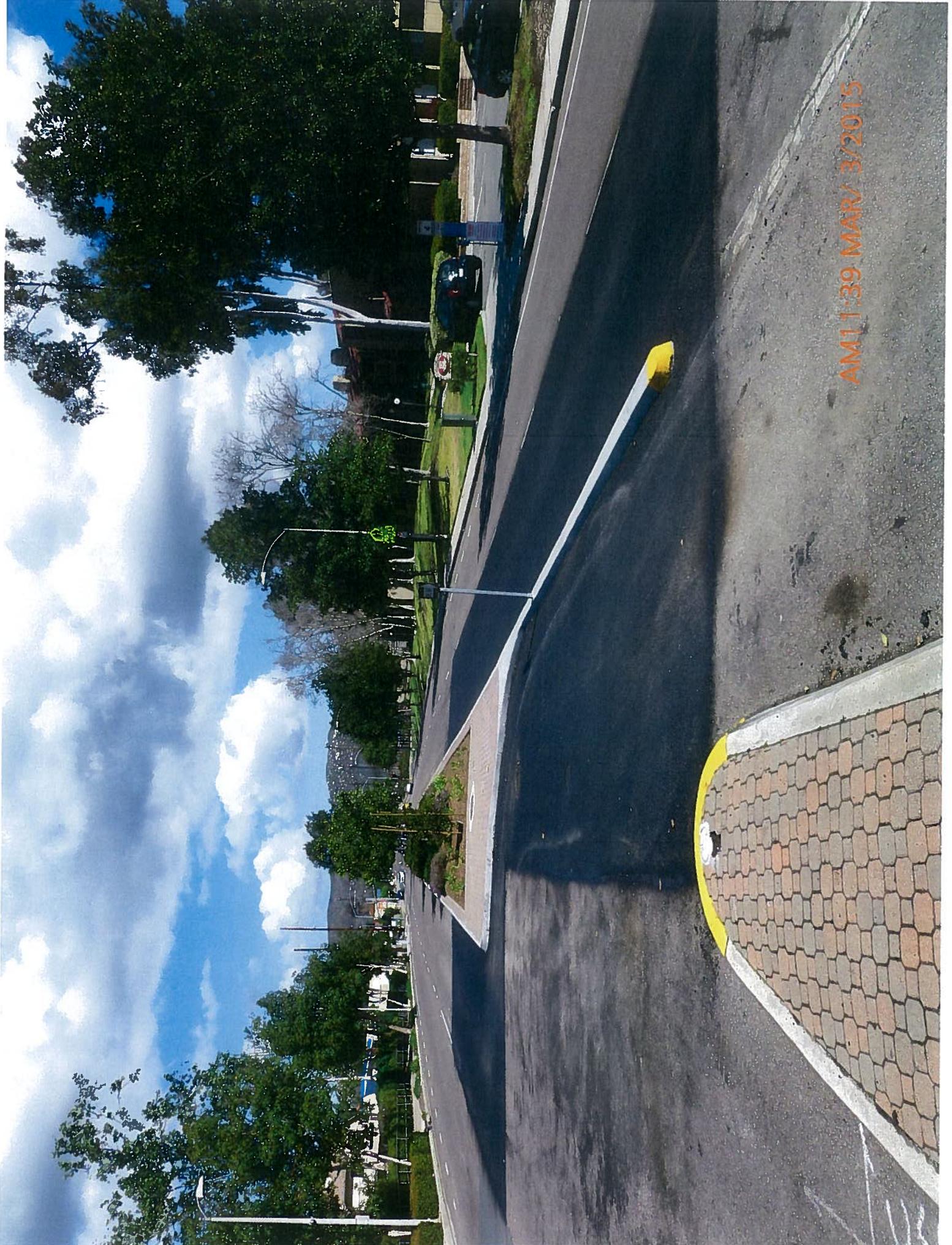
Authorize the Director of Development Services to approve an additional \$2,600.00 in contract change orders for construction improvements.

ATTACHMENTS

Financial Summary Photo Exhibit

Magnolia Ave. at Palm Glen Dr. Median (CIP 2012-53) Financial Statement

Project Funding Authorized		
Highway Safety Improvement Program Grant	\$ 83,200.00	
Traffic Mitigation Fees	31,968.50	
Total Project Funding	\$ 115,168.50	
Estimated Final Project Costs		
Design and Environmental	\$ 19,811.00	
Construction Contract	66,575.00	
Change Orders	9,200.00	
Construction Engineering/Management	14,638.94	
Soil Testing Costs	3,690.00	
Total Estimated Project Costs	\$ 113,914.94	
Savings	\$ 1,253.56	



AM11:39 MAR/ 3/2015

City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE March 11, 2015

AGENDA ITEM NO.

ITEM TITLE AUTHORIZING A LETTER OF SUPPORT TO THE CITY OF EL CAJON FOR THE SUBMITTAL OF AN APPLICATION WITH SANDAG REQUESTING A SMART GROWTH INCENTIVE PROGRAM PLANNING GRANT AND COMMITTING \$15,000 IN MATCHING FUNDS SHOULD THE GRANT BE AWARDED

DIRECTOR/DEPARTMENT Melanie Kush, Development Services *HK*

SUMMARY: This item requests the City Council authorize the City Manager to send a letter of support related to the submittal of an application for SANDAG Smart Growth Incentive Program (SGIP) planning grant. This grant would fund a planning study that the City of El Cajon would be a lead applicant in a collaborative effort including the City of Santee, the County of San Diego and the East County Economic Development Council. The planning study would analyze and develop recommendations for specific implementation measures for coordinated transportation and land use planning that promotes mobility, access and linkage of the Gillespie Field Airport employment center and airway system with the local and regional industrial and commercial land uses within the Cities of Santee and El Cajon, and the County of San Diego (see Exhibit A description). The East County Economic Development Council, City of El Cajon and County participants believe that the planning study would help with the overall effort to advance the "Aerotropolis" concept to support and foster economies for industries found near airports such as manufacturing, telecommunications, information technology complexes, and national security research and development to name a few. The study area is identified as a Potential Special Use Center in the SANDAG Smart Growth Concept Map (Exhibit B). The SANDAG SGIP application deadline is March 20, 2015.

ENVIRONMENTAL REVIEW

This project is exempt from CEQA review under CEQA Guidelines sections 15061(b)(3) because it has no potential for causing a significant effect on the environment and 15378(b)(4) because it is related to a funding mechanism with no commitment to a specific project that may result in a potentially significant impact on the environment.

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FINANCIAL STATEMENT

It is estimated that \$15,000 in staff time would be incurred in support for the Planning Grant. Staff time would be incurred by existing City staff funded by the General Fund and would be used as matching funds.

CITY ATTORNEY REVIEW N/A Completed

RECOMMENDATION *JOD*

Authorize the City Manager to send a letter to the City of El Cajon in support of a 2015 application for a Smart Growth Incentive Program planning grant and authorize the City Manager to commit to \$15,000 in matching funds if the Planning Grant is awarded.

ATTACHMENTS

- Attachment A Summary of Gillespie Airport Land Use and Mobility Plan
- Attachment B SANDAG Gillespie Field Smart Growth Incentive Area

Attachment A

Gillespie Airport Land Use and Mobility Plan

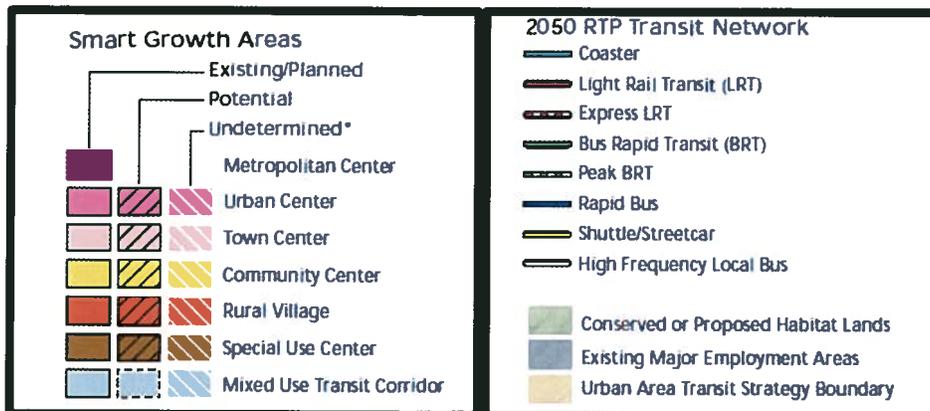
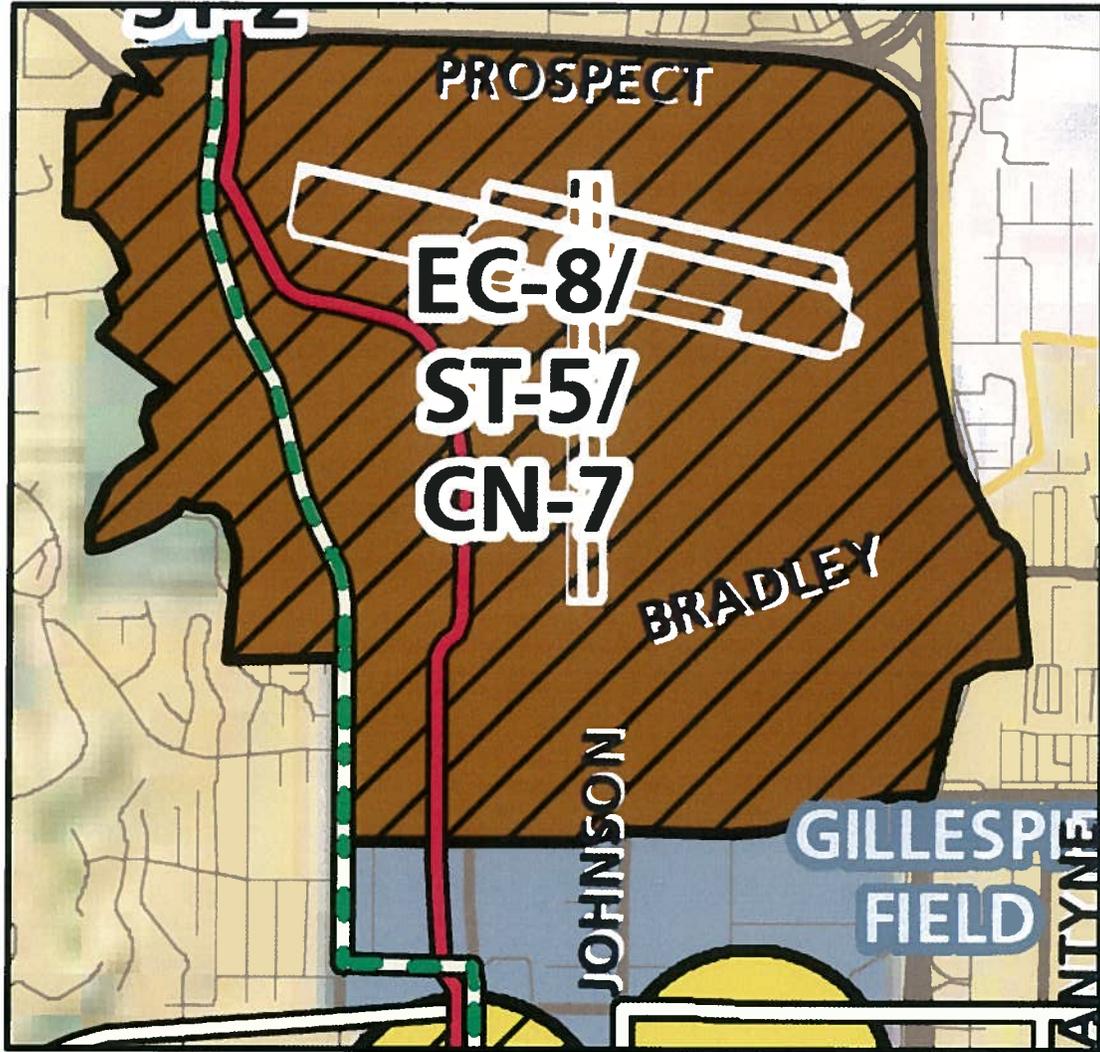
The proposed project will be a coordinated tri-jurisdictional approach to develop a transportation and land use planning framework that provides additional employment and housing opportunities. The plan will promote mobility, access and linkage of the Gillespie Field Airport employment center and airway system with the local and regional industrial and commercial land uses within the Cities of Santee, El Cajon, and County of San Diego. It will enhance and leverage the existing Gillespie Field LRT transit station for improved mobility, and identify multi-modal improvements needed to connect the area in a comprehensive manner and provide equitable access to the labor base in the surrounding area.

In October 2014, the SANDAG Board of Directors adopted the 2014 Smart Growth Concept Map for planning purposes and for use in the third cycle of the TransNet Smart Growth Incentive and Active Transportation Grant Programs. The attached *Gillespie Field Smart Growth Incentive Area (Potential Special Use Center EC-8/ST-5/CN-7)* shows a study area that would be addressed by the proposed Gillespie Airport Land Use and Mobility Plan grant application.

A recent report published by Airports Council International-North America (ACINA) identified America's commercial airports as powerful economic engines, generating 10.5 million jobs and \$1.2 trillion in total economic impact. Research shows that in the U.S., employment growth near airports grows considerably faster than suburban areas outside of airport's vicinities. Hence, many airports have become metropolitan population growth nodes. Airports are particularly attractive to time-sensitive manufacturing facilities, distribution facilities, hotels, entertainment, retail, convention, trade and exhibition complexes and office buildings that house executives and professionals. As U.S. companies continue the trend of reshoring their manufacturing activities from foreign locales, particularly where quality, speed-to-market, and intellectual property protection are paramount, the "aerotropolis" around airports can serve as an attractive home base. The Gillespie Field airport is already an economic driver contributing over \$403M and 3,164 jobs to the local economy.

EXHIBIT B

Gillespie Field Smart Growth Incentive Area (Potential Special Use Center)



City of Santee
COUNCIL AGENDA STATEMENT

MEETING DATE

March 11, 2015

AGENDA ITEM NO.

ITEM TITLE

RESOLUTIONS OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING FOUR APPLICATIONS SEEKING FUNDING THROUGH THE SANDAG ACTIVE TRANSPORTATION GRANT PROGRAM AND ACCEPTING THE TERMS OF GRANT AGREEMENT

DIRECTOR/DEPARTMENT

Melanie Kush, Development Services

SUMMARY

This item requests City Council authorization for staff to submit four applications for funding through SANDAG Active Transportation Grant Program. All four proposed projects for grant funding are in the plans or programs previously approved by Council:

Bicycle Master Plan Update – due for an update in order to qualify for State grants and programed in the current CIP

Riverwalk Drive Pedestrian Crossing – identified in the Citywide Safe Route to School Plan and programed in the current CIP

San Diego River Trail Design – in the City’s current Bicycle Master Plan and the Regional Bicycle Master Plan

Citywide Bike Lanes – implementation of the current Bicycle Master Plan

In order to qualify for the grant local agencies are required to submit City Council resolutions authorizing each application, committing to matching funds, if applicable, and accepting the grant agreement (attached). If grants are awarded these projects will be brought back to Council for approval before implementation.

More details are provided in the Staff Report.

FINANCIAL STATEMENT

Matching funds will help project ranking but is not required to qualify for the grant. A 10% matching fund is recommended for the Riverwalk Drive Crossing project which is programed in the current CIP to be funded with traffic mitigation fees.

Project	Cost Estimate	Amount of Grant	Matching Funds
Bicycle Master Plan	\$ 125,000	\$125,000	\$0
Riverwalk Drive Crossing	\$ 241,000	\$216,900	\$24,100
Citywide Bike Lanes	\$ 156,000	\$156,000	\$0
San Diego River Trail Design	\$ 414,000	\$414,000	\$0

CITY ATTORNEY REVIEW

N/A

Completed

RECOMMENDATION

Adopt the attached Resolutions authorizing staff to file four applications for funding under the SANDAG Active Transportation Grant Program on behalf of the City.

ATTACHMENTS

Staff Report

Resolutions

Location Map

SANDAG Grant Agreement

STAFF REPORT

RESOLUTIONS OF THE CITY COUNCIL OF THE CITY OF SANTEE AUTHORIZING FOUR APPLICATIONS SEEKING FUNDING THROUGH THE SANDAG ACTIVE TRANSPORTATION GRANT PROGRAM AND ACCEPTING THE TERMS OF GRANT AGREEMENT

MARCH 11, 2015

The City has been seeking grant funding opportunities to fund transportation projects. Three million dollars of TransNet funding for capital and planning Active Transportation Program projects is available to local jurisdictions from SANDAG for Fiscal Years 2014-2016. Staff has identified four projects that qualify for the funding as follows:

1. **Updating the City's Bicycle Master Plan**
The Bicycle Master Plan needs to be updated every five years in order to qualify for State funding for bicycle facilities. The last update was performed in 2009. This project is programed in the current CIP.
2. **Riverwalk Drive Pedestrian Crossing Project**
This project was one of the high priority projects identified in the recently completed Citywide Safe Routes to School Plan and is programed in the current CIP. It is also strongly supported by the community and Rio Seco School. It will install a pedestrian crossing on Riverwalk Drive with curb extensions to provide a safe crossing between the school and the residential area north of Riverwalk Drive where hundreds of school children cross every school day.
3. **San Diego River Trail Design Project**
This project will perform design and environmental work for San Diego River Trail between Cuyamaca Street and Chubb Lane along the north side of San Diego River. This section of the San Diego River Trail is in both the City's and the Regional Bicycle Master Plan. It is also part of SANDAG's Early Action Program for implementation of the Regional Bicycle Master Plan. However the phasing of the Early Action Program is such that this project will not be completed until the later phase of the program. By advancing the design of the project it allows the City the opportunity to complete this section of the San Diego River Trail sooner as part of the river trail in Santee.
4. **Citywide Bike Lane project**
This project will install bike lanes in the City as identified in the current Bicycle Master Plan. Bike lanes are proposed to be installed on the following streets:
 - Fanita Drive, between Prospect Avenue and southern city limit
 - Fanita Parkway, between Mast Boulevard and Carlton Oaks Drive
 - Woodside Avenue North, between Woodside Avenue and eastern city limit
 - El Nopal, between Magnolia Avenue and eastern city limit
 - Cuyamaca Street, between Mast Boulevard and River Park Drive

Staff Report
Resolutions authorizing four applications for
funding through SANDAG Active Transportation
Grant Program
March 11, 2015

Riverview Parkway, between Mission Gorge Road and Town Center
Parkway

In order to qualify for the grant local agencies are required to submit council resolutions authorizing the application, committing to matching funds if applicable, and accepting the grant agreement as attached. Matching funds are proposed for the Riverwalk Drive crossing project only because it is programmed and funded in the current CIP.

A location map that shows the locations of proposed projects is attached.

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE FILING OF AN APPLICATION FOR
ACTIVE TRANSPORTATION GRANT PROGRAM FUNDS THROUGH
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS
FOR UPDATING THE CITY'S BICYCLE MASTER PLAN, AND
ACCEPTING THE TERMS OF THE GRANT AGREEMENT**

WHEREAS, \$3 million of TransNet funding for capital and planning Active Transportation Program projects is available to local jurisdictions and the County of San Diego from Fiscal Years 2014-2016; and

WHEREAS, The City of Satee wishes to receive \$125,000 in Active Transportation Program funds for the Update of the City's Bicycle Master Plan (Project); and

WHEREAS, the City of Santee understands that the Active Transportation Program funding is fixed at the programmed amount, and therefore Project cost increases that exceed the grant awarded will be the sole responsibility of the grantee; and

WHEREAS, the City of Santee agrees to complete the proposed Project within a timely matter and in compliance with SANDAG Board Policy No. 035.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that staff is authorized to submit an application to SANDAG for the *TransNet* Active Transportation Program funding in the amount of \$125,000 for updating the City's Bicycle Master Plan; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund the update of the City's Bicycle Master Plan, the City of Santee commits to providing \$0 in matching funds and the City Manager is authorized to accept the grant funds, execute the grant agreement with no exceptions in substantially the same form as provided, and complete the Project; and

BE IT FURTHER RESOLVED that the City of Santee agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City of Santee's *TransNet* funded projects.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of March 2015, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE FILING OF AN APPLICATION FOR
ACTIVE TRANSPORTATION GRANT PROGRAM FUNDS THROUGH
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS
FOR THE CITYWIDE BIKE LANE PROJECT, AND
ACCEPTING THE TERMS OF THE GRANT AGREEMENT**

WHEREAS, \$3 million of TransNet funding for capital and planning Active Transportation Program projects is available to local jurisdictions and the County of San Diego from Fiscal Years 2014-2016; and

WHEREAS, The City of Satee wishes to receive \$156,000 in Active Transportation Program funds for the Citywide Bike Lane Project (Project); and

WHEREAS, the City of Santee understands that the Active Transportation Program funding is fixed at the programmed amount, and therefore Project cost increases that exceed the grant awarded will be the sole responsibility of the grantee; and

WHEREAS, the City of Santee agrees to complete the proposed Project within a timely matter and in compliance with SANDAG Board Policy No. 035.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that staff is authorized to submit an application to SANDAG for the *TransNet* Active Transportation Program funding in the amount of \$156,000 for the Citywide Bike Lane project; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund the Citywide Bike Lane project, the City of Santee commits to providing \$0 in matching funds and the City Manager is authorized to accept the grant funds, execute the grant agreement with no exceptions in substantially the same form as provided, and complete the Project; and

BE IT FURTHER RESOLVED that the City of Santee agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City of Santee's *TransNet* funded projects.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of March 2015, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE FILING OF AN APPLICATION FOR
ACTIVE TRANSPORTATION GRANT PROGRAM FUNDS THROUGH
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS
FOR THE RIVERWALK DRIVE PEDESTRIAN CROSSING PROJECT, AND
ACCEPTING THE TERMS OF THE GRANT AGREEMENT**

WHEREAS, \$3 million of TransNet funding for capital and planning Active Transportation Program projects is available to local jurisdictions and the County of San Diego from Fiscal Years 2014-2016; and

WHEREAS, The City of Santee wishes to receive \$216,900 in Active Transportation Program funds for the Riverwalk Drive pedestrian crossing project (Project); and

WHEREAS, the City of Santee understands that the Active Transportation Program funding is fixed at the programmed amount, and therefore Project cost increases that exceed the grant awarded will be the sole responsibility of the grantee; and

WHEREAS, the City of Santee agrees to complete the proposed Project within a timely matter and in compliance with SANDAG Board Policy No. 035.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that staff is authorized to submit an application to SANDAG for the *TransNet* Active Transportation Program funding in the amount of \$216,900 for the Riverwalk Drive pedestrian crossing project; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund the Riverwalk Drive pedestrian crossing project, the City of Santee commits to providing \$24,100 in matching funds and the City Manager is authorized to accept the grant funds, execute the grant agreement with no exceptions in substantially the same form as provided, and complete the Project; and

BE IT FURTHER RESOLVED that the City of Santee agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City of Santee's *TransNet* funded projects.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of March 2015, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA
AUTHORIZING THE FILING OF AN APPLICATION FOR
ACTIVE TRANSPORTATION GRANT PROGRAM FUNDS THROUGH
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS
FOR THE SAN DIEGO RIVER TRAIL DESIGN PROJECT, AND
ACCEPTING THE TERMS OF THE GRANT AGREEMENT**

WHEREAS, \$3 million of TransNet funding for capital and planning Active Transportation Program projects is available to local jurisdictions and the County of San Diego from Fiscal Years 2014-2016; and

WHEREAS, The City of Santee wishes to receive \$414,000 in Active Transportation Program funds for the San Diego River Trail Design project (Project); and

WHEREAS, the City of Santee understands that the Active Transportation Program funding is fixed at the programmed amount, and therefore Project cost increases that exceed the grant awarded will be the sole responsibility of the grantee; and

WHEREAS, the City of Santee agrees to complete the proposed Project within a timely matter and in compliance with SANDAG Board Policy No. 035.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Santee, California, that staff is authorized to submit an application to SANDAG for the *TransNet* Active Transportation Program funding in the amount of \$414,000 for the San Diego River Trail Design project; and

BE IT FURTHER RESOLVED that, if a grant award is made by SANDAG to fund the San Diego River Trail Design project, the City of Santee commits to providing \$0 in matching funds and the City Manager is authorized to accept the grant funds, execute the grant agreement with no exceptions in substantially the same form as provided, and complete the Project; and

BE IT FURTHER RESOLVED that the City of Santee agrees to indemnify, hold harmless, and defend SANDAG, the San Diego County Regional Transportation Commission, and all officers and employees thereof against all causes of action or claims related to City of Santee's *TransNet* funded projects.

ADOPTED by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 11th day of March 2015, by the following roll call vote to wit:

AYES:

NOES:

ABSENT:

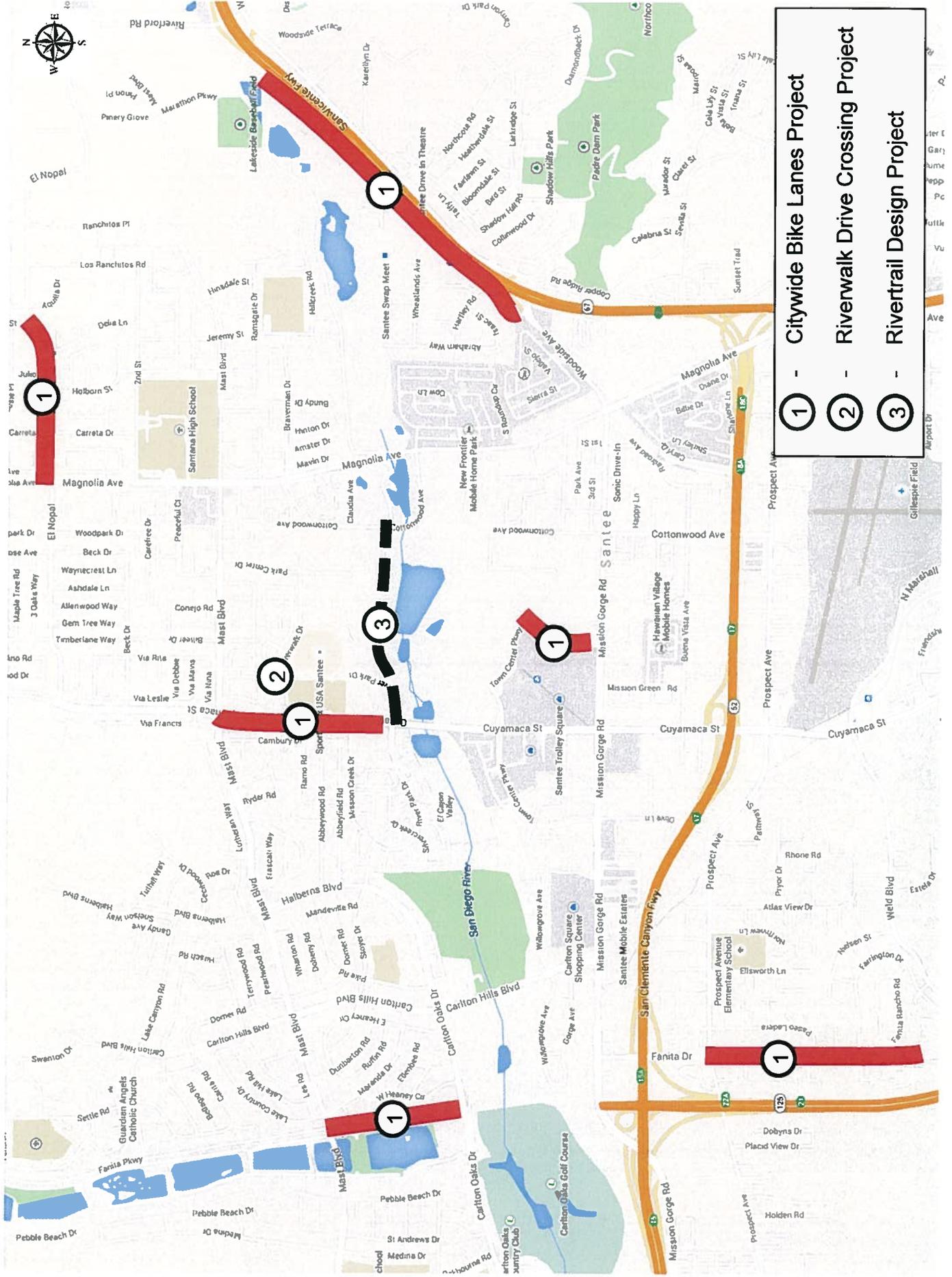
APPROVED:

RANDY VOEPEL, MAYOR

ATTEST:

PATSY BELL, CMC, CITY CLERK

Proposed SANDAG Active Transportation Grant Project Locations



GRANT AGREEMENT TEMPLATE – FOR INFORMATION ONLY

[SELECT APPLICABLE PROGRAM: *TransNet* SMART GROWTH INCENTIVE GRANT PROGRAM OR *TransNet* ACTIVE TRANSPORTATION GRANT PROGRAM]

THIRD FUNDING CYCLE

**GRANT AGREEMENT [AGREEMENT NUMBER] BETWEEN
THE SAN DIEGO ASSOCIATION OF GOVERNMENTS AND
[INSERT AGENCY/JURISDICTION NAME]
REGARDING [INSERT FULL PROJECT TITLE]**

THIS GRANT AGREEMENT [AGREEMENT NUMBER] (Agreement) is made this [Day] day of [Month], 2015, by and between the San Diego Association of Governments, 401 B Street, Suite 800, San Diego, California, hereinafter referred to as SANDAG, and the [Grant Recipient and Address], hereinafter referred to as Grantee. This agreement expires on [Month] [Day], [Year].

Note to Grant Recipient: This Agreement Template covers provisions for both the SGIP and ATGP. Prior to contract execution, the Grant Agreement will be tailored to reflect the applicable grant program.

Note to SANDAG Contracts Staff: Prior to internal routing, references to SGIP and ATGP should be updated as applicable.

The following recitals are a substantive part of this Agreement:

Note to SANDAG Contracts Staff: Select either SGIP Recitals or ATGP Recitals.

Smart Growth Incentive Program (SGIP) Recitals (A – J):

- A.** The SANDAG Board of Directors allocates funds under the *TransNet* local sales tax program to support local transportation-related infrastructure projects in the San Diego region through a competitive process.
- B.** The *TransNet* Extension Ordinance contains provisions to fund the Smart Growth Incentive Program (SGIP), which funding began on April 1, 2008. The SGIP encompasses projects that better integrate transportation and land use and recognizes the comprehensive effort to integrate smart growth place making, access to transit, and environmental justice.
- C.** In January 2010, the SANDAG Board of Directors approved Board Policy No. 035 – Competitive Grant Program Procedures (Board Policy No. 035), which is included as Attachment B. This Grant Award, Agreement and the Grantee’s performance thereunder are subject to Board Policy No. 35, which includes multiple “use it or lose it” provisions.
- D.** The SANDAG Board of Directors approved programming of approximately \$12 million in *TransNet* funds on December 19, 2014, by Resolution Number [insert Resolution Number].
- E.** On December 19, 2014, SANDAG issued a Call for Projects from local jurisdictions in San Diego County wishing to apply for a portion of the *TransNet* SGIP funds for use on capital improvement and planning projects meeting certain criteria.

- F. Grantee successfully applied for *TransNet* SGIP funding for the [Insert Project Name], as described in Grantee's grant application. The Scope of Work, Project Schedule, and Approved Project Budget are included as Attachment A.

Note to SANDAG Contracts Staff: Before finalizing this agreement for internal SharePoint routing, obtain from SANDAG Finance and Planning staff the *TransNet* MPO ID required to complete Recital G, below.

- G. Grantee's Project is funded with [insert dollar amount] in *TransNet* SGIP funds and the *TransNet* MPO ID for the Project is [insert ID number].
- H. The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Grantee with funding to implement the Project.
- I. Although SANDAG will be providing financial assistance to Grantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.
- J. Grantee understands that *TransNet* funds derive from retail transactions and use tax revenues which fluctuate. SANDAG's funding commitment to SGIP Projects, including this Project, is subject to these fluctuations, which may impact funding availability for this Project.

Active Transportation Grant Program (ATGP) Recitals (A – L):

- A. The SANDAG Board of Directors allocates funds under the *TransNet* local sales tax program and the Transportation Development Act (TDA) to support local bicycle and pedestrian transportation projects in the San Diego region through a competitive process.
- B. The *TransNet* Extension Ordinance contains provisions to fund the Bicycle, Pedestrian, and Neighborhood Safety Program (BPNSP), which funding began on July 1, 2008. The BPNSP encompasses bicycle and pedestrian travel projects and recognizes the comprehensive effort to integrate smart growth place making, access to transit and environmental justice.
- C. Article 3 of the TDA provides funding for Bicycle and Pedestrian Facilities and Programs.
- D. Together the *TransNet* BPNSP and TDA Article 3 funding are commonly referred to as the SANDAG Active Transportation Grant Program (ATGP).
- E. In January 2010, the SANDAG Board of Directors approved Board Policy No. 035 – Competitive Grant Program Procedures (Board Policy No. 035), which is included as Attachment B. This Grant Award, Agreement and the Grantee's performance thereunder are subject to Board Policy No. 035, which includes multiple "use it or lose it" provisions.
- F. The SANDAG Board of Directors approved programming of approximately \$3 million in both *TransNet* and TDA funds on December 19, 2014, by Resolution Number [insert Resolution Number].
- G. On [December 19, 2014], SANDAG issued a Call for Projects from local jurisdictions in San Diego County wishing to apply for SANDAG ATGP funds for use on capital improvement and planning projects meeting certain criteria.

- H. Grantee successfully applied for ATGP Funding for the [Insert Project Name] (Project), as described in Grantee's grant application. The Scope of Work, Project Schedule, and Approved Project Budget are included as Attachment A.

Note to SANDAG Contracts Staff: Before finalizing this agreement for internal routing, obtain from SANDAG Finance and Planning staff the TDA Claim Number or TransNet MPO ID required to complete Recital I, below.

- I. Grantee's Project is funded with [insert dollar amount] in ATGP funds, which includes [insert dollar amount] in *TransNet* BPNSP funds and [insert dollar amount] in TDA funds, and the *TransNet* MPO ID for the Project is [insert ID number] and the TDA Claim Number is [insert claim number].
- J. The purpose of this Agreement is to establish the terms and conditions for SANDAG to provide Grantee with funding to implement the Project.
- K. Although SANDAG will be providing financial assistance to Grantee to support the Project, SANDAG will not take an active role or retain substantial control of the Project. Therefore, this Agreement is characterized as a funding agreement rather than a cooperative agreement.
- L. Grantee understands that *TransNet* funds derive from retail transactions and use tax revenues which fluctuate. SANDAG's funding commitment to ATGP Projects, including this Project, is subject to these fluctuations, which may impact funding availability for this Project.

NOW, THEREFORE, it is agreed as follows:

I. DEFINITIONS

- A. **Application.** The signed and dated grant application, including any amendment thereto, with all explanatory, supporting, and supplementary documents filed with SANDAG by or on behalf of the Grantee and accepted or approved by SANDAG. All of Grantee's application materials, not in conflict with this Agreement, are hereby incorporated into this Agreement as though fully set forth herein.
- B. **Approval, Authorization, Concurrence, Waiver.** A written statement (transmitted in typewritten hard copy or electronically) of a SANDAG official authorized to permit the Grantee to take or omit an action required by this Agreement, which action may not be taken or omitted without such written permission. Except to the extent that SANDAG determines otherwise in writing, such approval, authorization, concurrence, or waiver permitting the performance or omission of a specific action does not constitute permission to perform or omit other similar actions. An oral permission or interpretation has no legal force or effect.
- C. **Approved Project Budget.** The most recent statement of the costs of the Project, the maximum amount of assistance from SANDAG for which the Grantee is currently eligible, the specific tasks (including specific contingencies) covered, and the estimated cost of each task, that has been approved by SANDAG. The Approved Project Budget is included in Attachment A.

Note to Grant Recipient: Only the applicable grant program will be referenced here.

Note to SANDAG Contracts Staff: Choose the appropriate program here.

- D. **[SGIP Funds and Funding.** Funding from the *TransNet* Extension Ordinance for the SGIP.]
OR **[ATGP Funds and Funding.** Funding from the *TransNet* BPNSP and TDA Article 3 funds.]
- E. **Grantee.** The local jurisdiction that is the recipient of [SGIP or ATGP] funding under this Agreement.
- F. **Notice to Proceed** means a written notice from SANDAG issued to the Grantee authorizing the Grantee to proceed with all or a portion of the work described in the Scope of Work. Grantee shall not proceed with the work and shall not be eligible to receive payment for work performed prior to SANDAG's issuance of a Notice to Proceed.
- G. **Subgrantee.** Any contractor or consultant, at any tier, paid directly or indirectly with funds flowing from this Agreement for the Project.

II. PROJECT IMPLEMENTATION

A. **General.** The Grantee agrees to carry out the Project as follows:

1. **Project Description.** Grantee agrees to perform the work as described in the Scope of Work included as Attachment A.
2. **Effective Date.** The effective date of this Agreement or any amendment hereto is the date on which this Agreement or an amendment is fully executed. The Grantee agrees to undertake Project work promptly after receiving a Notice to Proceed from SANDAG.
3. **Grantee's Capacity.** The Grantee agrees to maintain or acquire sufficient legal, financial, technical, and managerial capacity to: (a) plan, manage, and complete the Project and provide for the use of any Project property; (b) carry out the safety and security aspects of the Project; and (c) comply with the terms of the Agreement and all applicable laws, regulations, and policies pertaining to the Project and the Grantee, including but not limited to the *TransNet* Extension Ordinance and Board Policy No. 035.
4. **Project Schedule.** The Grantee agrees to complete the Project according to the Project Schedule included in Attachment A and in compliance with Board Policy No. 035, as amended, and included as Attachment B.
5. **Project Implementation and Oversight.** Grantee agrees to comply with the Project Implementation and Oversight Requirements, included as Attachment C, and Board Policy No. 035, as amended.
6. **Changes to Project's Scope of Work.** This Agreement was awarded to Grantee based on the application submitted by Grantee, which contained representations by Grantee regarding project parameters, project proximity to transit, and other criteria relevant to evaluating and ranking the Project based on SANDAG [SGIP or ATGP] scoring criteria. Any substantive deviation from Grantee's representations in the Application during project implementation may require reevaluation or result in loss of funding. If Grantee knows or should have known that substantive changes to the Project will occur or have occurred, Grantee will immediately notify SANDAG in writing.

SANDAG will then determine whether the Project is still consistent with the overall objectives of the [SGIP or ATGP] and whether the changes would have negatively affected the Project ranking during the competitive grant evaluation process. SANDAG reserves the right to have [SGIP or ATGP] Funding withheld from Grantee, or refunded to SANDAG, due to Grantee's failure to satisfactorily complete the Project or due to substantive changes to the Project.

7. **Media and Community Outreach Coordination.** The Grantee agrees notify SANDAG of any media and community outreach efforts, including presentations to community groups, other agencies, and elected officials. The Grantee agrees to assist SANDAG with media or community events related to the Project, such as ground breaking and ribbon cutting. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral, but may never be included in such documents without advance approval from SANDAG.

As part of the quarterly reports submitted to SANDAG, the Grantee agrees to provide project milestone information to support media and communications efforts. SANDAG reserves the right to use the information provided by the Grantee for any combination of the following, including but not limited to: social media posts, online photo albums, videos, press releases, PowerPoint presentations, web updates, newsletters, and testimonials. In submitting photos to SANDAG, the Grantee agrees to release the rights of the photos to SANDAG for its use.

8. **Project Signage and Designation of *TransNet* Funded Facilities.** Each capital project in excess of \$250,000 funded in whole or in part by revenues from the *TransNet* Extension Ordinance shall be clearly designated during its construction or implementation as being provided by revenues from the *TransNet* Extension Ordinance.

Grantee agrees to follow the Project Signage Specifications. SANDAG will provide sign specifications. Grantee agrees to follow sign specifications and submit proof files to SANDAG for approval before printing.

9. **Baseline Data Collection.** For capital projects, Grantee is required to coordinate with SANDAG staff on the development of a baseline data collection plan in accordance with the Project Implementation and Oversight Requirements.

- B. **Application of Laws** Should a federal or state law pre-empt a local law, regulation, or the *TransNet* Extension Ordinance, the Grantee must comply with the federal or state law and implementing regulations. No provision of this Agreement requires the Grantee to observe or enforce compliance with any provision, perform any other act, or do any other task in contravention of federal, state, territorial, or local law, regulation, or ordinance. If compliance with any provision of this Agreement violates or would require the Grantee to violate any law, the Grantee agrees to notify SANDAG immediately in writing. Should this occur, SANDAG and the Grantee agree that they will make appropriate arrangements to proceed with or, if necessary, terminate the Project or affected portions thereof expeditiously.

- C. Notice Regarding Prevailing Wages.** SANDAG's [SGIP or ATGP] Grants are funded with *TransNet* revenues consistent with the *TransNet* Extension Ordinance adopted by the voters in November 2004 (SANDAG Ordinance 04-01). Although SANDAG Ordinance 04-01 does not require payment of prevailing wages, California law may require that Grantee's public works projects pay prevailing wages for workers. Grantee acknowledges that SANDAG has strongly encouraged Grantee to seek legal counsel regarding whether the Project will be subject to prevailing wage laws consistent with Labor Code Section 1720, *et seq.* This Agreement requires Grantee's compliance with all federal, state, and local laws and ordinances as applicable.
- D. Significant Participation by a Subgrantee.** Although the Grantee may delegate any or almost all Project responsibilities to one or more subgrantees, the Grantee agrees that it, rather than any subgrantee, is ultimately responsible for compliance with all applicable laws, regulations, and this Agreement.
- E. Third Party Contracting.** Grantee shall not award contracts over three thousand dollars (\$3,000) on the basis of a noncompetitive procurement for work to be performed under this Agreement without the prior written approval of SANDAG. Contracts awarded by Grantee, if intended as local match credit, must meet the requirements set forth in this Agreement regarding local match funds.
1. If Grantee hires a consultant to carry out professional services funded under this Agreement, Grantee shall: prepare an Independent Cost Estimate (ICE) prior to soliciting proposals; publicly advertise for competing proposals for the work; use cost as an evaluation factor in selecting the consultant; document a Record of Negotiation (RON) establishing that the amount paid by Grantee for the consultant services is fair and reasonable; and pass through the relevant obligations in this Agreement to the consultant.
 2. If Grantee hires a contractor to carry out construction services funded under this Agreement, Grantee shall: prepare an ICE (e.g., a construction cost estimate) prior to soliciting bids; publicly advertise for competing bids for the work; award the work to the lowest responsive and responsible bidder; document a RON establishing that the amount paid by Grantee for the construction services is fair and reasonable; and pass through the relevant obligations in this Agreement to the contractor.
- F. Grantee's Responsibility to Extend Agreement Requirements to Other Entities**
1. **Entities Affected.** Grantee agrees to take appropriate measures necessary to ensure that all Project participants comply with all applicable federal laws, regulations, and policies affecting Project implementation. In addition, if an entity other than the Grantee is expected to fulfill any responsibilities typically performed by the Grantee, the Grantee agrees to assure that the entity carries out the Grantee's responsibilities as set forth in this Agreement.
 2. **Documents Affected.** The applicability provisions of laws, regulations, and policies determine the extent to which those provisions affect an entity (such as a subgrantee) participating in the Project through the Grantee. Thus, the Grantee agrees to use a

written document to ensure that each entity participating in the Project complies with applicable laws, regulations, and policies.

3. **Flowdown.** The Grantee agrees to include in each document (subagreement, lease, third-party contract, or other) any necessary provisions requiring the Project participant (third-party contractor, subgrantee, or other) to impose applicable laws, Agreement requirements and directives on its subgrantees, lessees, third-party contractors, and other Project participants at the lowest tier necessary.

G. No SANDAG Obligations to Third-Parties. In connection with the Project, the Grantee agrees that SANDAG shall not be subject to any obligations or liabilities to any subgrantee, lessee, third-party contractor, or other person or entity that is not a party to the Agreement for the Project. Notwithstanding that SANDAG may have concurred in or approved any solicitation, subagreement, lease, or third-party contract at any tier, SANDAG has no obligations or liabilities to any entity other than the Grantee, including any subgrantee, lessee, or third-party contractor at any tier.

H. Changes in Project Performance. The Grantee agrees to notify SANDAG immediately, in writing, of any change in local law, conditions (including its legal, financial, or technical capacity), or any other event that may adversely affect the Grantee's ability to perform the Project in accordance with the terms of the Agreement and as required by Board Policy No. 035. The Grantee also agrees to notify SANDAG immediately, in writing, of any current or prospective major dispute, breach, default, or litigation that may adversely affect SANDAG's interests in the Project; and agrees to inform SANDAG, also in writing, before naming SANDAG as a party to litigation for any reason, in any forum. At a minimum, the Grantee agrees to send each notice to SANDAG required by this subsection to SANDAG's Office of General Counsel.

I. Standard of Care. The Grantee expressly warrants that the work to be performed pursuant to this Agreement shall be performed in accordance with the applicable standard of care. Where approval by SANDAG, its Executive Director, or other representative of SANDAG is indicated in the Scope of Work, it is understood to be conceptual approval only and does not relieve the Grantee of responsibility for complying with all laws, codes, industry standards, and liability for damages caused by negligent acts, errors, omissions, noncompliance with industry standards, or the willful misconduct of the Grantee or its subgrantees.

III. ETHICS

A. Grantee Code of Conduct/Standards of Conduct. The Grantee agrees to maintain a written code of conduct or standards of conduct that shall govern the actions of its officers, employees, council or board members, or agents engaged in the award or administration of subagreements, leases, or third-party contracts supported with [SGIP or ATGP] Funding. The Grantee agrees that its code of conduct or standards of conduct shall specify that its officers, employees, council or board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential subgrantee, lessee, or third-party contractor at any tier or agent thereof. The Grantee may set *de minimis* rules where the financial interest is not substantial, or the gift is an unsolicited item of nominal intrinsic value. The Grantee agrees that its code of conduct or standards of conduct shall also prohibit its officers, employees, board members, or agents from using their respective

positions in a manner that presents a real or apparent personal or organizational conflict of interest or personal gain. As permitted by state or local law or regulations, the Grantee agrees that its code of conduct or standards of conduct shall include penalties, sanctions, or other disciplinary actions for violations by its officers, employees, council or board members, or their agents, or its third-party contractors or subgrantees or their agents.

1. **Personal Conflicts of Interest.** The Grantee agrees that its code of conduct or standards of conduct shall prohibit the Grantee's employees, officers, council or board members, or agents from participating in the selection, award, or administration of any third-party contract or subagreement supported by [SGIP or ATGP] Funding if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, board member, or agent, including any member of his or her immediate family, partner, or organization that employs, or intends to employ, any of the parties listed herein has a financial interest in a firm competing for award.
2. **Organizational Conflicts of Interest.** The Grantee agrees that its code of conduct or standards of conduct shall include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract or subagreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or subgrantee or impair its objectivity in performing the contract work.

- B. SANDAG Code of Conduct.** SANDAG has established policies concerning potential conflicts of interest. These policies apply to Grantee. For all awards by SANDAG, any practices which might result in unlawful activity are prohibited including, but not limited to, rebates, kickbacks, or other unlawful considerations. SANDAG staff members are specifically prohibited from participating in the selection process when those staff have a close personal relationship, family relationship, or past (within the last 12 months), present, or potential business or employment relationship with a person or business entity seeking a contract with SANDAG. It is unlawful for any contract to be made by SANDAG if any individual Board member or staff has a prohibited financial interest in the contract. Staff are also prohibited from soliciting or accepting gratuities from any organization seeking funding from SANDAG. SANDAG's officers, employees, agents, and Board members shall not solicit or accept gifts, gratuities, favors, or anything of monetary value from consultants, potential consultants, or parties to subagreements. By signing this Agreement, Grantee affirms that it has no knowledge of an ethical violation by SANDAG staff or Grantee. If Grantee has any reason to believe a conflict of interest exists with regard to the Agreement or the Project, it should notify the SANDAG Office of General Counsel immediately.
- C. Bonus or Commission.** The Grantee affirms that it has not paid, and agrees not to pay, any bonus or commission to obtain approval of its [SGIP or ATGP] Funding application for the Project.
- D. False or Fraudulent Statements or Claims.** The Grantee acknowledges and agrees that by executing the Agreement for the Project, the Grantee certifies or affirms the truthfulness and accuracy of each statement it has made, it makes, or it may make in connection with the Project, including, but not limited to, the Grantee's grant application, progress reports and invoices.

IV. AMOUNT OF FUNDING ASSISTANCE

The Grantee agrees that SANDAG will provide [SGIP or ATGP] Funding for the Project equal to the smaller of the following amounts: (a) the Maximum SANDAG Amount Approved of \$ [REDACTED], or (b) the amount calculated in accordance with the Maximum Percentage(s) of SANDAG Participation, which is [REDACTED] percent ([REDACTED]%). SANDAG's responsibility to make payments under this Agreement is limited to the amounts listed in the Approved Project Budget for the Project. Grantee's estimate in its application for funding from SANDAG for the Project is the amount that forms the basis upon which SANDAG determines the Maximum SANDAG Amount Awarded and Maximum Percentage(s) of SANDAG Participation.

V. MATCHING FUNDS

Grantee has proposed to provide matching funds for the Project and therefore agrees as follows:

- A. Duty to Obtain Matching Funds.** The Grantee agrees to provide sufficient funds or approved in-kind resources, together with the [SGIP or ATGP] Funding awarded, that will assure payment of the actual cost of each Project activity covered by this Agreement. The amount of matching funds and percentage(s) of matching funds Grantee shall provide are set forth in the Approved Project Budget. The Grantee agrees to complete all proceedings necessary to provide its share of the Project costs at or before the time the matching funds are needed for Project costs.
- B. Prompt Payment of Matching Funds.** The Grantee agrees to provide the proportionate amount of the matching funds promptly as it incurs Project costs or Project costs become due. Each of Grantee's invoices must include its pro-rata matching fund contribution as reflected in the Approved Project Budget, along with supporting, descriptive and/or explanatory documentation for the matching funds provided.
- C. Reduction of Matching Funds.** The Grantee agrees that no refund or reduction of the amount of matching funds may be made unless, at the same time, a reduction of the proportional amount of the [SGIP or ATGP] Funding provided is made to SANDAG in order to maintain the Maximum Percentage(s) of SANDAG Participation.

VI. APPROVED PROJECT BUDGET

Except to the extent that SANDAG determines otherwise in writing, the Grantee agrees as follows: The Grantee and SANDAG have agreed to a Project budget that is designated the "Approved Project Budget." The Grantee will incur obligations and make disbursements of Project funds only as authorized by the Approved Project Budget. An amendment to the Approved Project Budget requires the issuance of a formal amendment to the Agreement, unless the re-allocation of funds among budget items or fiscal years that not increase the total amount of the [SGIP or ATGP] Funding awarded for the Project, does not negatively impact the benefits obtained from the Project, and is consistent with applicable laws, regulations, and policies. Prior written SANDAG Project Manager approval is required for transfers of funds between Approved Project Budget line items.

VII. PAYMENTS

- A. Grantee's Request for Payment When Matching Funds Are Required.** The Grantee will demonstrate or certify that it will provide adequate matching funds such that, when combined with payments from SANDAG, will cover all costs to be incurred for the Project. Except to the extent that SANDAG determines, in writing, that the Grantee may defer its provision of matching funds for the Project, a Grantee is required under the terms of this Agreement to provide matching funds for the Project and agrees that it will not:
1. Request or obtain matching funds exceeding the amount justified by the matching share previously provided, or
 2. Take any action that would cause the proportion of [SGIP or ATGP] Funding made available to the Project at any time to exceed the percentage authorized by the Agreement for the Project.
- B. Payment by SANDAG.** Upon receiving a request for payment and adequate supporting information, SANDAG will make payment, [or for projects with TDA funding, authorize the County of San Diego to make payment] for eligible amounts to Grantee within thirty (30) days if Grantee has complied with the requirements of the Agreement, including submission of a Quarterly Report which is included as Attachment D, has satisfied SANDAG that the [SGIP or ATGP] Funding requested is needed for Project purposes in that requisition period, and is making adequate progress toward Project completion consistent with Board Policy No. 035. After the Grantee has demonstrated satisfactory compliance with the preceding requirements, SANDAG may reimburse the Grantee's apparent allowable costs incurred consistent with the Approved Project Budget. SANDAG shall retain ten percent (10%) from the amounts invoiced until satisfactory completion of work. SANDAG shall promptly release retention amounts to Grantee following Grantee's satisfactory completion of work and receipt of Grantee's final invoice and all required documentation.
- C. Eligible Costs.** The Grantee agrees that Project costs eligible for [SGIP or ATGP] Funding must comply with the following requirements, unless SANDAG determines otherwise in writing. To be eligible for reimbursement, Project costs must be:
1. Consistent with the Project Scope of Work, the Approved Project Budget, and other provisions of the Agreement.
 2. Necessary in order to accomplish the Project.
 3. Reasonable for the goods or services purchased.
 4. Actual net costs to the Grantee (i.e., the price paid minus any refunds, rebates, or other items of value received by the Grantee that have the effect of reducing the cost actually incurred, excluding program income).
 5. Incurred for work performed, only on a reimbursement basis, after both the Effective Date of the Agreement and following Grantee's receipt of a Notice to Proceed from SANDAG.

6. Satisfactorily documented with supporting documentation which is to be submitted with each invoice.
7. Treated consistently in accordance with generally accepted accounting principles and procedures for the Grantee and any third-party contractors and subgrantees, (see Section 6 Accounting Records).
8. Eligible for [*TransNet* or *TransNet* and TDA] Funding as part of the [SGIP or ATGP].
9. Indirect Costs are only allowable with prior SANDAG approval. Grantee must submit the following documentation as part of the grant application materials: (1) an indirect cost allocation audit approved by a qualified independent auditor or (2) the applicant's proposed method for allocating indirect costs in accordance with OMB guidelines. Indirect cost allocation plans must be reviewed and renewed annually.
10. Project generated revenue realized by the Grantee shall be utilized in support of the Project. Project generated revenue and expenditures, if any, shall be reported at the end of the Agreement period.

D. Excluded Costs

1. In determining the amount of [SGIP or ATGP] Funding SANDAG will provide for the Project, SANDAG will exclude:
 - a. Any Project cost incurred by the Grantee before either the date SANDAG issues a Notice to Proceed to Grantee or the Effective Date of the Agreement or any Amendment thereto;
 - b. Any cost that is not included in the latest Approved Project Budget;
 - c. Any cost for Project property or services received in connection with a subagreement, lease, third-party contract, or other arrangement that is required to be, but has not been, concurred in or approved in writing by SANDAG; and
 - d. Any cost ineligible for SANDAG participation as provided by applicable laws, regulations, or policies.
2. Certain costs at times associated with bicycle and pedestrian projects are not eligible when the benefit provided is not the exclusive use of bicyclists or pedestrians. These instances are listed below.
 - a. Curb and gutter are part of the roadway drainage system. As such, newly installed curb and gutter cannot be considered an improvement exclusively for the benefit of the sidewalk or bike lane and are not an eligible expense.
 - b. Driveway ramps installed across sidewalks are not for the benefit of pedestrians, and in fact, degrade the pedestrian environment. Claimants may not include the cost of driveway ramps in applications for sidewalk projects. However, the distance across the driveway may be included when computing the per-square-foot cost of the sidewalk.

- c. Where roadway design standards require a roadway shoulder width at least as wide as would be required for a standard bike lane, the cost of the shoulder construction will not be eligible. Appropriate bikeway signage is eligible.
 - d. Under some circumstances, it may be necessary to remove and replace curb and gutter, driveway ramps, drainage facilities and other existing improvements in order to construct a bikeway or sidewalk. In such cases the cost of this work is most likely eligible, but claimants should carefully document why this is so in the claim submittal.
- E. The Grantee understands and agrees that payment to the Grantee for any Project cost does not constitute SANDAG's final decision about whether that cost is allowable and eligible for payment under the Project and does not constitute a waiver of any violation by the Grantee of the terms of the Agreement for the Project or Board Policy No. 035. The Grantee acknowledges that SANDAG will not make a final determination about the allowability and eligibility of any cost until the final payment has been made on the Project or the results of an audit of the Project requested by SANDAG or its Independent Taxpayers' Oversight Committee (ITOC) has been completed, whichever occurs latest. If SANDAG determines that the Grantee is not entitled to receive any portion of the [SGIP or ATGP] Funding requested or paid, SANDAG will notify the Grantee in writing, stating its reasons. The Grantee agrees that Project closeout will not alter the Grantee's responsibility to return any funds due to SANDAG as a result of later refunds, corrections, performance deficiencies, or other similar actions; nor will Project closeout alter SANDAG's right to disallow costs and recover funds provided for the Project on the basis of a later audit or other review. Upon notification to the Grantee that specific amounts are owed to SANDAG, whether for excess payments of [SGIP or ATGP] Funding, disallowed costs, or funds recovered from third parties or elsewhere, the Grantee agrees to promptly remit to SANDAG the amounts owed, including applicable interest, penalties and administrative charges.

VIII. ACCOUNTING RECORDS

In compliance with applicable laws, regulations, and policies, the Grantee agrees as follows:

- A. **Project Accounts.** The Grantee agrees to establish and maintain for the Project either a separate set of accounts or separate accounts within the framework of an established accounting system that can be identified with the Project. The Grantee also agrees to maintain documentation of all checks, payrolls, invoices, contracts, vouchers, orders, or other accounting documents related in whole or in part to the Project so that they may be clearly identified, readily accessible, and available to SANDAG upon request and, to the extent feasible, kept separate from documents not related to the Project.
- B. **Documentation of Project Costs and Program Income.** Except to the extent that SANDAG determines otherwise, in writing, the Grantee agrees to support all costs charged to the Project, including any approved services or property contributed by the Grantee or others, with properly executed payrolls, time records, invoices, contracts, or vouchers describing in detail the nature and propriety of the charges, including adequate records to support the costs the Grantee has incurred underlying any payment in which SANDAG has agreed to participate in based upon a payable milestone.

IX. REPORTING, RECORD RETENTION, AND ACCESS

- A. Types of Reports.** The Grantee agrees to submit to SANDAG all reports required by law and regulation, policy, this Agreement, and any other reports SANDAG may specify.
- B. Report Formats.** The Grantee agrees that all reports and other documents or information intended for public availability developed in the course of the Project and required to be submitted to SANDAG must be prepared and submitted in electronic and/or typewritten hard copy formats, as SANDAG may specify. SANDAG reserves the right to specify that records be submitted in particular formats.
- C. Record Retention.** During the course of the Project and for three years thereafter from the date of transmission of the final expenditure report, the Grantee agrees to maintain, intact and readily accessible, all data, documents, reports, records, contracts, and supporting materials relating to the Project, as SANDAG may require.
- D. Access to Records of Grantees and Subgrantees.** The Grantee agrees to permit, and require its subgrantees to permit, SANDAG or its authorized representatives, upon request, to inspect all Project work, materials, payrolls, and other data, and to audit the books, records, and accounts of the Grantee and its subgrantees pertaining to the Project.
- E. Project Closeout.** The Grantee agrees that Project closeout does not alter the reporting and record retention requirements of this Agreement.
- F. Quarterly Reports.** Grantee shall submit written quarterly reports to SANDAG detailing the progress of its work, expenditures incurred, and information regarding whether the Project is projected to be completed within the limits of the Approved Project Budget, Project Schedule, and consistent with Board Policy No. 035 and any policy amendments thereto. Grantee shall document the progress and results of work performed under this Agreement to the satisfaction of SANDAG. This includes progress and final reports, plans, specifications, estimates, and other evidence of attainment of the Agreement objectives, which are requested by SANDAG or ITOC. Grantee may be required to attend meetings of SANDAG staff and committees, including but not limited to ITOC, the Regional Planning Committee, the Transportation Committee, and the SANDAG Board of Directors, to report on its progress and respond to questions.
- G. Communities Served Data and Report.** If requested, Grantee shall provide SANDAG with data regarding how the Project's benefits and burdens were equitably distributed among socio and economic populations in the area affected by the Project, and associated smart growth data.
- X. Project Completion, Audit, Settlement, and Closeout**
- A. Project Completion.** Within ninety (90) calendar days following Project completion or termination by SANDAG, the Grantee agrees to submit a final certification of Project expenses and final reports, as applicable. All payments made to the Grantee shall be subject to review for compliance by SANDAG with the requirements of this Agreement and shall be subject to an audit upon completion of the Project.

B. Project Audit.

Note to Grant Recipient: Only the applicable sections will be included.

Note to SANDAG Contracts Staff: Please choose the appropriate:

For TransNet-funded projects:

The Grantee agrees to have financial and compliance audits performed as SANDAG may require consistent with the *TransNet* Extension Ordinance. The Grantee agrees that Project closeout will not alter the Grantee's audit responsibilities. Audit costs are allowable Project costs.

For TDA-funded projects:

The Grantee agrees to have financial and compliance audits performed as SANDAG may require consistent with Public Utilities Code Section 99245, for TDA funds; and consistent with the *TransNet* Extension Ordinance for *TransNet* funds. The Grantee agrees that Project closeout will not alter the Grantee's audit responsibilities. Audit costs are allowable Project costs.

- C. Performance Audit.** The Grantee agrees to cooperate with SANDAG or ITOC with regard to any performance audit that is performed on the Project pursuant to the *TransNet* Ordinance.
- D. Project Closeout.** Project closeout occurs when SANDAG notifies the Grantee that SANDAG has closed the Project, and, if applicable, either forwards the final [SGIP or ATGP] Funding payment and or acknowledges that the Grantee has remitted the proper refund. The Grantee agrees that Project closeout by SANDAG does not invalidate any continuing requirements imposed by the Agreement or any unmet requirements set forth in a written notification from SANDAG.
- E. Project Use.** Grantee was awarded this Agreement based on representations in its grant application regarding the Project's intended use. If the Project is a capital project, Grantee hereby commits to continued use of the Project for the purposes stated in its application for a period of at least five years after completion of construction. SANDAG may require Grantee to refund SGIP funding provided for the Project in the event Grantee fails to utilize the Project for its intended purposes as stated in the grant application or for any disallowed costs.

XI. TIMELY PROGRESS AND RIGHT OF SANDAG TO TERMINATE

- A.** Grantee shall make diligent and timely progress toward completion of the Project within the timelines set forth in the Project Schedule, and consistent with Board Policy No. 035 and any policy amendments thereto. If timely progress is not achieved, SANDAG may, in its sole discretion, review the status of the Project to determine if the remaining funding should be reallocated to another eligible project, as per Board Policy No. 035. Grantee understands and agrees that any failure to make reasonable progress on the Project or violation of this Agreement and/or Board Policy No. 035, that endangers substantial performance of the Project shall provide sufficient grounds for SANDAG, in its sole discretion, to terminate this Agreement.

- B. In the event Grantee encounters difficulty in meeting the Project Schedule or anticipates difficulty in complying with the Project Schedule, the Grantee shall immediately notify the SANDAG Project Manager in writing, and shall provide pertinent details, including the reason(s) for the delay in performance and the date by which Grantee expects to complete performance or delivery. This notification shall be informational in character only and receipt of it shall not be construed as a waiver by SANDAG of a project delivery schedule or date, or any rights or remedies provided by this Agreement, including Board Policy No. 035 requirements.
- C. Upon written notice, the Grantee agrees that SANDAG may suspend or terminate all or any part of the [SGIP or ATGP] Funding to be provided for the Project if the Grantee has violated the terms of the Agreement, or Board Policy No. 035, or if SANDAG determines that the purpose of the laws or policies authorizing the Project would not be adequately served by the continuation of [SGIP or ATGP] Funding for the Project.
- D. In general, termination of [SGIP or ATGP] Funding for the Project will not invalidate obligations properly incurred by the Grantee before the termination date to the extent those obligations cannot be canceled. If, however, SANDAG determines that the Grantee has willfully misused [SGIP or ATGP] Funding by failing to make adequate progress, or failing to comply with the terms of the Agreement, SANDAG reserves the right to require the Grantee to refund to SANDAG the entire amount of [SGIP or ATGP] Funding provided for the Project or any lesser amount as SANDAG may determine.
- E. Expiration of any Project time period established in the Project Schedule will not, by itself, automatically constitute an expiration or termination of the Agreement for the Project, however, Grantee must request and SANDAG may agree to amend the Agreement in writing if the Project Schedule will not be met. An amendment to the Project Schedule may be made at SANDAG's discretion if Grantee's request is consistent with the provisions of Board Policy No. 035.

XII. CIVIL RIGHTS

The Grantee agrees to comply with all applicable civil rights laws, regulations and policies and shall include the provisions of this Section 12 in each subagreement, lease, third party contract or other legally binding document to perform work funded by this Agreement. Applicable civil rights laws, regulations and policies include, but are not limited to, the following:

- A. **Nondiscrimination.** SANDAG implements its programs without regard to income level, disability, race, color, and national origin in compliance with the Americans with Disabilities Act and Title VI of the Civil Rights Act. Grantee shall prohibit discrimination on these grounds, notify the public of their rights under these laws, and utilize a process for addressing complaints of discrimination. Furthermore, Grantee shall make the procedures for filing a complaint available to members of the public and will keep a log of all such complaints. Grantee must notify SANDAG immediately if a complaint is lodged that relates to the Project or program funded by this grant.
- B. **Equal Employment Opportunity.** During the performance of this Agreement, Grantee and all of its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment, against any employee or applicant for employment because of sex, race, color, ancestry,

religious creed, national origin, disability (including HIV and AIDS), mental disability, medical condition (cancer), age (over 40), marital status, denial of family and medical care leave, denial of pregnancy disability leave, veteran status, or sexual orientation. Grantee and its subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Grantee and its subcontractors shall comply with the provisions of the Fair Employment and Housing Act (California Government Code Section 12900, *et seq.*) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285.0, *et seq.*). The applicable regulations of the Fair Employment and Housing Commission implementing California Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by this reference and are made a part hereof as if set forth in full. Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

XIII. OWNERSHIP OF WORK PRODUCT

SANDAG shall own any deliverables created in whole or in part for SANDAG's benefit pursuant to the Scope of Work for the Project. The term "deliverables" includes, but is not limited to, all original drawings, reports, photos, and other documents, including detailed calculations and other work product developed for the Project or services performed on the Project.

XIV. DISPUTES AND VENUE

- A. Choice of Law.** This Agreement shall be interpreted in accordance with the laws of the State of California.
- B. Dispute Resolution Process.** In the event Grantee has a dispute with SANDAG during the performance of this Agreement, Grantee shall continue to perform unless SANDAG informs Grantee in writing to cease performance. The dispute resolution process for disputes arising under this Agreement shall be as follows:
1. Grantee shall submit a statement of the grounds for the dispute, including all pertinent dates, names of persons involved, and supporting documentation, to SANDAG's Project Manager. The Project Manager and other appropriate SANDAG staff will review the documentation in a timely manner and reply to Grantee within twenty (20) calendar days. Upon receipt of an adverse decision by SANDAG, Grantee may submit a request for reconsideration to SANDAG's Executive Director. The request for reconsideration must be received within ten (10) calendar days from the postmark date of SANDAG's reply. The Executive Director will respond to the request for reconsideration within ten (10) working days. The decision of the Executive Director will be in writing.
 2. If Grantee is dissatisfied with the results following exhaustion of the above dispute resolution procedures, Grantee shall make a written request to SANDAG for appeal to the SANDAG Regional Planning Committee for SGIP projects or to the SANDAG Transportation Committee for ATGP projects. SANDAG shall respond to a request for mediation within thirty (30) calendar days. The decision of the Regional Planning Committee or Transportation Committee shall be final.

- C. Venue.** If any action is brought to interpret or enforce any term of this Agreement, the action shall be brought in a state or federal court situated in the County of San Diego, State of California. In the event of any such litigation between the parties, the prevailing party shall be entitled to recover all reasonable costs incurred, including reasonable attorney's fees, litigation and collection expenses, witness fees, and court costs as determined by the court.

XV. ASSIGNMENT

Grantee shall not assign, sublet, or transfer (whether by assignment or novation) this Agreement or any rights under or interest in this Agreement.

XVI. INSURANCE

Grantee shall procure and maintain during the period of performance of this Agreement, and for twelve (12) months following completion, policies of insurance from insurance companies authorized to do business in the State of California or the equivalent types and amounts of self-insurance, as follows:

- A. General Liability.** Combined single limit of \$1,000,000 per occurrence and \$2,000,000 general aggregate for personal and bodily injury, including death, and broad form property damage. The policy must include an acceptable "Waiver of Transfer Rights of Recovery Against Others Endorsement." The policy must name SANDAG as an additional insured in the endorsement. A deductible or retention may be utilized, subject to approval by SANDAG.
- B. Automobile Liability.** For personal and bodily injury, including death, and property damage in an amount not less than \$1,000,000.
- C. Workers' Compensation and Employer's Liability.** Policy must comply with the laws of the State of California. The policy must include an acceptable "Waiver of Right to Recover From Others Endorsement" naming SANDAG as an additional insured.
- D. Other Requirements.** Grantee shall furnish satisfactory proof by one or more certificates (original copies) that it has the foregoing insurance. The insurance shall be provided by an acceptable insurance provider, as determined by SANDAG, which satisfies the following minimum requirements:
1. An insurance carrier qualified to do business in California and maintaining an agent for service of process within the state. Such insurance carrier shall maintain a current A.M. Best rating classification of "A-" or better, and a financial size of "\$10 million to \$24 million (Class V) or better," or
 2. A Lloyds of London program provided by syndicates of Lloyds of London and other London insurance carriers, providing all participants are qualified to do business in California and the policy provides for an agent for service of process in California.
- E.** Certificates of insurance shall be filed with SANDAG. These policies shall be primary insurance as to SANDAG so that any other coverage held by SANDAG shall not contribute to any loss under Grantee's insurance. Insurance policies shall not be canceled without first giving thirty

(30) days advance written notice to SANDAG. For purposes of this notice requirement, any material change in the policy prior to its expiration shall be considered a cancellation.

XVII. INDEMNIFICATION AND HOLD HARMLESS

- A. **Generally.** With regard to any claim, protest, or litigation arising from or related to the Grantee's performance in connection with or incidental to the Project or this Agreement, Grantee agrees to defend, indemnify, protect, and hold SANDAG and its agents, officers, Board members, and employees harmless from and against any and all claims, including, but not limited to prevailing wage claims against the Project, asserted or established liability for damages or injuries to any person or property, including injury to the Grantee's or its subgrantees' employees, agents, or officers, which arise from or are connected with or are caused or claimed to be caused by the negligent, reckless, or willful acts or omissions of the Grantee and its subgrantees and their agents, officers, or employees, in performing the work or services herein, and all expenses of investigating and defending against same, including attorney fees and costs; provided, however, that the Grantee's duty to indemnify and hold harmless shall not include any claims or liability arising from the established sole negligence or willful misconduct of SANDAG, its Board of Directors, agents, officers, or employees.
- B. **Intellectual Property.** Upon request by SANDAG, the Grantee agrees to indemnify, save, and hold harmless SANDAG and its Board of Directors, officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Grantee of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under the Project. The Grantee shall not be required to indemnify SANDAG for any such liability caused solely by the wrongful acts of SANDAG employees or agents.

XVIII. INDEPENDENT CONTRACTOR

- A. **Status of Grantee.** Grantee shall perform the services provided for within this Agreement as an independent contractor, and not as an employee of SANDAG. Grantee shall be under the control of SANDAG as to the result to be accomplished and not the means, and shall consult with SANDAG as provided for in the Scope of Work. The payments made to Grantee pursuant to this Agreement shall be the full and complete compensation to which Grantee is entitled. SANDAG shall not make any federal or state tax withholdings on behalf of Grantee. SANDAG shall not be required to pay any workers' compensation insurance on behalf of Grantee. Grantee agrees to indemnify SANDAG for any tax, retirement contribution, social security, overtime payment, or workers' compensation payment which SANDAG may be required to make on behalf of Grantee or any employee of Grantee for work done under this Agreement.
- B. **Actions on behalf of SANDAG.** Except as SANDAG may specify in writing, Grantee shall have no authority, express or implied, to act on behalf of SANDAG in any capacity whatsoever, as an agent or otherwise. Grantee shall have no authority, express or implied, to bind SANDAG or its members, agents, or employees, to any obligation whatsoever, unless expressly provided for in this Agreement.

XIX. SEVERABILITY AND INTEGRATION

If any provision of the Agreement is determined invalid, the remainder of that Agreement shall not be affected if that remainder would continue to conform to the requirements of applicable laws or regulations. This Agreement represents the entire understanding of SANDAG and Grantee as to those matters contained in it. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This Agreement may not be modified or altered except in writing, signed by SANDAG and the Grantee.

XX. PROJECT MANAGER

The Grantee has assigned [INSERT PROJECT MANAGER NAME] as the Project Manager for the Project. Project Manager continuity and experience is deemed essential in Grantee’s ability to carry out the Project in accordance with the terms of this Agreement. Grantee shall not change the Project Manager without first providing written notice to SANDAG.

XXI. NOTICE

Any notice or instrument required to be given or delivered by this Agreement may be given or delivered by depositing the same in any United States Post Office, registered or certified, postage prepaid, addressed to:

San Diego Association of Governments
401 B Street, Suite 800
San Diego, CA 92101
Attn: Susan Baldwin / Suchi Mukherjee

Grantee:
[LOCAL AGENCY NAME]
[LOCAL AGENCY ADDRESS]
Attn: [LOCAL AGENCY PROJECT MANAGER]

Notice shall be effective upon receipt thereof.

Note to SANDAG Contracts Staff: After receiving this original agreement back from the Grantee and before routing the original agreement for final SANDAG “wet” signatures, confirm with SANDAG Finance and Planning staff that the applicable RTIP has been approved.

XXII. SIGNATURES

The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to do so on behalf of their respective legal entities.

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

SAN DIEGO ASSOCIATION OF GOVERNMENTS

[INSERT JURISDICTION]

GARY L. GALLEGOS OR DESIGNEE
Executive Director

[Full Name]
[Title]

APPROVED AS TO FORM:

APPROVED AS TO FORM:

Office of General Counsel

[Full Name]
[Title]

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ATTACHMENT A

SCOPE OF WORK, SCHEDULE, AND APPROVED PROJECT BUDGET

Project Location

(SPECIFIC PROJECT LOCATION INCLUDING JURISDICTION, COMMUNITY, NEIGHBORHOOD, CORRIDORS, AND INTERSECTIONS)

Project Description

[PROJECT TYPE (DESIGN AND/OR CONSTRUCTION, MASTER PLAN, ETC.), TYPES OF IMPROVEMENTS/RECOMMENDATIONS, PROJECT GOALS]

(INSERT SCOPE, SCHEDULE AND APPROVED PROJECT BUDGET)

TransNet MPO ID NO. _____

DRAFT

ATTACHMENT B



BOARD POLICY No. **035**

COMPETITIVE GRANT PROGRAM PROCEDURES

Applicability and Purpose of Policy

This Policy applies to all grant programs administered through SANDAG, whether from *TransNet* or another source, including but not limited to the Smart Growth Incentive Program, Environmental Mitigation Program, Bike and Pedestrian Program, Senior Mini Grant Program, Federal Transit Administration grant programs, and Active Transportation Grant Program.

Nothing in this Policy is intended to supersede federal or state grant rules, regulations, statutes, or contract documents that conflict with the requirements in this Policy. There are never enough government grant funds to pay for all of the projects worthy of funding in the San Diego region. For this reason, SANDAG awards grant funds on a competitive basis that takes the grantees' ability to perform their proposed project on a timely basis into account. SANDAG intends to hold grantees accountable to the project schedules they have proposed in order to ensure fairness in the competitive process and encourage grantees to get their projects implemented quickly so that the public can benefit from the project deliverables as soon as possible.

Procedures

1. Project Milestone and Completion Deadlines

1.1. When signing a grant agreement for a competitive program funded and/or administered by SANDAG, grant recipients must agree to the project delivery objectives and schedules in the agreement. In addition, a grantee's proposal must contain a schedule that falls within the following deadlines. Failure to meet the deadlines below may result in revocation of all grant funds not already expended. The final invoice for capital, planning, or operations grants must be submitted prior to the applicable deadline.

1.1.1. Funding for Capital Projects. If the grant will fund a capital project, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary construction contract must be awarded within two years following execution of the grant agreement, and construction must be completed within eighteen months following award of the construction contract. Completion of construction for purposes of this policy shall be when the prime construction contractor is relieved from its maintenance responsibilities. If no construction contract award is necessary, the construction project must be complete within eighteen months following execution of the grant agreement.

1.1.2. Funding for Planning Grants. If the grant will fund planning, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary consultant contract must be awarded within one year following execution of the grant agreement, and the planning project must be

complete within two years following award of the consultant contract. Completion of planning for purposes of this policy shall be when grantee approves the final planning project deliverable. If no consultant contract award is necessary, the planning project must be complete within two years of execution of the grant agreement.

1.1.3 Funding for Operations Grants. If the grant will fund operations, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary services contract for operations must be awarded within one year following execution of the grant agreement, and the operations must commence within six months following award of the operations contract. If no services contract for operations is necessary, the operations project must commence within one year of execution of the grant agreement.

1.1.4 Funding for Equipment or Vehicles Grants. If the grant will fund equipment or vehicles, the project must be completed according to the schedule provided in the grant agreement, but at the latest, any necessary purchase contracts for equipment or vehicles must be awarded within one year following execution of the grant agreement, and use of the equipment or vehicles for the benefit of the public must commence within six months following award of the purchase contract.

2. Project Milestone and Completion Deadline Extensions

2.1. Schedules within grant agreements may include project scopes and schedules that will identify interim milestones in addition to those described in Section 1 of this Policy. Grant recipients may receive extensions on their project schedules of up to six months for good cause. Extensions of up to six months aggregate that would not cause the project to miss a completion deadline in Section 1 may be approved by the SANDAG Executive Director. Extensions beyond six months aggregate or that would cause the project to miss a completion deadline in Section 1 must be approved by the Policy Advisory Committee that has been delegated the necessary authority by the Board. For an extension to be granted under this Section 2, the following conditions must be met:

2.1.1. For extension requests of up to six months, the grantee must request the extension in writing to the SANDAG Program Manager at least two weeks prior to the earliest project schedule milestone deadline for which an extension is being requested. The Executive Director or designee will determine whether the extension should be granted. The Executive Director's action will be reported out to the Board in following month's report of delegated actions.

2.1.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes.

2.1.3. If the Executive Director denies an extension request under this Section 2, the grantee may appeal within ten business days of receiving the Executive Director's response to the responsible Policy Advisory Committee by sending the appeal to the SANDAG Program Manager.

2.1.4. Extension requests that are rejected by the Policy Advisory Committee will result in termination of the grant agreement and obligation by the grantee to return to SANDAG any unexpended funds within 30 days. Unexpended funds are funds for project costs not incurred prior to rejection of the extension request by the Policy Advisory Committee.

3. Project Delays and Extensions in Excess of Six Months

3.1. Requests for extensions in excess of six months, or that will cause a project to miss a completion deadline in Section 1 (including those projects that were already granted extensions by the Executive Director and are again falling behind schedule), will be considered by the Policy Advisory Committee upon request to the SANDAG Program Manager.

3.2. A grantee seeking an extension must document previous efforts undertaken to maintain the project schedule, explain the reasons for the delay, explain why the delay is unavoidable, and demonstrate an ability to succeed in the extended time frame the grantee proposes. The grantee must provide the necessary information to SANDAG staff to place in a report to the Policy Advisory Committee. If sufficient time is available, and the grant utilized *TransNet* funds, the request will first be taken to the Independent Taxpayer Advisory Committee (ITOC) for a recommendation. The grantee should make a representative available at the meeting to present the information to, and/or answer questions from, the ITOC and Policy Advisory Committee.

3.3. The Policy Advisory Committee will only grant an extension under this Section 3 for extenuating circumstances that the grantee could not have reasonably foreseen.

4. Resolution and Execution of the Grant Agreement

4.1. Two weeks prior to the review by the Policy Advisory Committee of the proposed grants, prospective grantees must submit a resolution from their authorized governing body that includes the provisions in this Subsection 4.1. Failure to provide a resolution that meets the requirements in this Subsection 4.1 will result in rejection of the application and the application will be dropped from consideration with funding going to the next project as scored by the evaluation committee. In order to assist grantees in meeting this resolution deadline, when SANDAG issues the call for projects it will allow at least 90 days for grant application submission.

4.1.1. Grantee governing body commits to providing the amount of matching funds set forth in the grant application.

4.1.2. Grantee governing body authorizes staff to accept the grant funding and execute a grant agreement if an award is made by SANDAG.

4.2. Grantee's authorized representative must execute the grant agreement within 45 days from the date SANDAG presents the grant agreement to the prospective grantee for execution. Failure to meet the requirements in this Subsection 4.2 may result in revocation of the grant award.

5. Increased Availability of Funding Under this Policy

5.1. Grant funds made available as a result of the procedures in this Policy may be awarded to the next project on the recommended project priority list from the most recent project selection process, or may be added to the funds available for the next project funding cycle, at the responsible Policy Advisory Committee's discretion. Any project that loses funding due to failure to meet the deadlines specified in this Policy may be resubmitted to compete for funding in a future call for grant applications.

Adopted: January 2010

Amended: November 2014

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ATTACHMENT C

PROJECT IMPLEMENTATION AND OVERSIGHT REQUIREMENTS

Capital Grants

1. Contact Information: Grantee must provide SANDAG with contact information for the project manager. Grantee must provide SANDAG with updated contact information in a timely manner if there are any changes to staff assigned.

2. Baseline Data Collection: Prior to the construction of grant-funded improvements, the Grantee is responsible for developing a baseline data collection plan with SANDAG to gather information on pedestrian and bicyclist activity. At a minimum, data should be collected for observed bicycle and pedestrian volumes, behavior, and attitudes in the project area. Once the data collection plan is approved by SANDAG staff, the Grantee is responsible for carrying out the plan and returning collected data to SANDAG as a deliverable. Standardized forms required for data collection will be provided by SANDAG.

Grantees are encouraged to use the National Bicycle and Pedestrian Documentation Project methodology and plan for the following:

- Conduct counts prior to project construction, during National Documentation Days in the second week of September. Supplementary counts and surveys can be conducted during January, May, and July to provide seasonal data, if desired.
- Conduct counts for two hours, at peak times relative to the facility. For example, facilities attracting utilitarian trips should be counted on a Tuesday, Wednesday, or Thursday from 5 to 7 p.m., whereas facilities attracting recreational trips should be counted on a Saturday, from 9 to 11 a.m.

In the case that the above timeframes are deemed infeasible due to the project schedule, the Grantee and SANDAG will collaborate on an alternative data collection methodology and procedure.

A subset of Grantees may be selected for in-depth evaluation by SANDAG, in which case, SANDAG will conduct the data collection effort with required participation from Grantee staff. Such in-depth evaluation conducted by SANDAG will take place solely for the purpose of SANDAG Active Transportation data collection and monitoring efforts, and will not impact Grantees' budgets.

Grantees should plan to budget five thousand dollars (\$5,000) for data collection. For questions or assistance with data collection, contact Christine Eary at Christine.Eary@sandag.org, or (619) 699-6928.

3. Design Development and Community Meetings: Grantee must provide SANDAG with advance notice (preferably within two weeks) and agendas of all design development and community meetings, and a meeting summary following the meeting. SANDAG staff may attend any meetings as appropriate.

4. Plan Review: Grantee must submit project design drawings and cost estimates (if available) to SANDAG for review and comment at 30 percent, 60 percent, 90 percent, and 100 percent. SANDAG staff may meet with the Grantee to comment on submitted plans and assure substantial conformance. SANDAG may comment on submitted plans regarding:

- Whether they are consistent with the Project proposed in the original grant application, and
- Consistency with accepted pedestrian/bicycle facility and smart growth design standards.

5. Quarterly Reports and Invoices: Grantee must submit quarterly reports and invoices to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of budget and schedule. Furthermore, the Grantee agrees to provide project milestone information (such as presentations to community groups, other agencies, and elected officials, ground-breakings, and ribbon-cuttings) to support media and communications efforts.

6. Media and Community Outreach Coordination: Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral. Furthermore, the grantee agrees to provide project milestone information to support media and communications efforts.

7. Photo Documentation: Grantees are responsible for the following photo documentation:

- Before and after photos, which should be taken from similar angles to showcase how a particular area has been transformed over time.
- Project milestone photos (such as ground-breakings and ribbon-cuttings).
- Photos taken throughout construction phases and throughout the length of the project.

Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and contain captions with project descriptions, dates, locations, and the names of those featured, if appropriate.

8. Project Signage: Each project or program in excess of \$250,000 funded in whole or in part by revenues from the *TransNet* Extension Ordinance shall be clearly designated during its construction or implementation as being provided by such revenues. SANDAG will provide sign specifications. Grantee agrees to follow sign specifications and submit proof files to SANDAG for approval before printing.

9. Performance Monitoring: SANDAG staff may measure performance of the constructed capital improvements against stated project objectives, and evaluate the overall grant program. Grantee is expected to meet with SANDAG staff to identify relevant performance measures and data sources, and provide available data and feedback regarding the program as appropriate.

Planning and Non-Capital Grants

1. Contact Information. Grantee must provide SANDAG with contact information for the project manager. Grantee must provide SANDAG with updated contact information in a timely manner if there are any changes to staff assigned.

2. Request for Proposals and Consultant Selection. Upon request by SANDAG, Grantee must submit consultant draft Request for Proposals to SANDAG staff for review and comment for consistency with the agreed upon Scope of Work with SANDAG (Attachment A).

3. Quarterly Reports. Grantee must submit quarterly reports to SANDAG, detailing accomplishments in the quarter, anticipated progress next quarter, pending issues and actions toward resolution, and status of budget and schedule.

4. Stakeholder and Community Meetings. Grantee must provide SANDAG with advance notice (preferably within two weeks) and agendas of all stakeholder and community meetings, and a meeting summary following the meeting. SANDAG staff may attend any meetings as appropriate.

5. Media and Community Outreach Coordination. Press materials shall be provided to SANDAG staff before they are distributed. SANDAG logo(s) should be included in press materials and other project collateral. Furthermore, the Grantee agrees to provide project milestone information to support media and communications efforts.

6. Photo Documentation. Grantees are responsible for the following photo documentation:

- Existing conditions photos, which should illustrate the current conditions of the project site and demonstrate the need for improved facilities
- Project milestone photos (such as workshops, presentations to community groups, other agencies, and elected officials)

Photos should be high resolution (at least 4 inches by 6 inches with a minimum of 300 pixels per inch) and contain captions with project descriptions, dates, locations, and the names of those featured, if appropriate.

**ATTACHMENT D
QUARTERLY REPORT AND INVOICE FORMS**

***TransNet Smart Growth Incentive Program and
TransNet/TDA Active Transportation Grant Program
Quarterly Report***

Report Submittal Date: [Insert]

Reporting Period: [Insert - Example: FY 2014, Quarter 1]

PART 1: DESCRIPTION OF ACTIVITY FOR REPORTING PERIOD

1. Work Accomplished This Reporting Period

[INSTRUCTIONS: Replace this text with a detailed description of work completed and underway during the reporting period. In a bullet format, reference specific tasks.]

Example:

- Task 1 - Award Consultant Contract: Issued RFP and convened a selection panel of 5 members from the City, MTS, NTCDD, and SANDAG to shortlist 3 of 9 firms. The panel interviewed the 3 firms and selected XYZ Group for this project. The City Council approved the consultant contract with XYZ Group on January 1, 2014. City staff held a kick-off meeting on January 10, 2014.
- Task 2 – Public Outreach: City staff and XYZ Group began organizing the first workshop for this project. The anticipated date of the first workshop will be in the February/March 2014 timeframe.
- Task 3 – Etc.
- Task 4 – Etc.

2. Deliverables Produced This Reporting Period

[INSTRUCTIONS: Summarize the deliverables produced during this period and indicate the date submitted to SANDAG. Deliverables can be submitted as an attachment to this report. See Item 5 for more details.]

Example:

- Final RFP – Submitted in December 2014.
- Approved Consultant Contract and Kick-Off Meeting Notes – Submitted with this report. Please see accompanying list of attachments.

3. Is there an accompanying invoice for this period?

[INSTRUCTIONS: Indicate YES or NO.]

4. Work Anticipated for the Next Reporting Period

[INSTRUCTIONS: Replace this text with a brief description of work anticipated for the next reporting period. Also note any upcoming meetings or workshops.]

5. List of Attachments

[INSTRUCTIONS: List any deliverables or invoice documents attached to this report. Attachments over 6MB should be sent via WeTransfer.]

WeTransfer Link: <https://sandag.wetransfer.com/>

Example:

- Attachment 1: Consultant Contract
- Attachment 2: Kick-Off Meeting Notes
- Attachment 3: Invoice Spreadsheet
- Attachment 4: Invoice Documentation

PART 2: SCHEDULE AND TASK STATUS

Task	Scheduled Start Date (Per Grant Scope of Work)	Scheduled Completion Date (Per Grant Scope of Work)	Status	Timing	Anticipated Start Date (If Different from Grant Scope of Work)	Anticipated Completion (If Different from Grant Scope of Work)
NTP Date						
Task 1	[mm/dd/yy]	[mm/dd/yy]	[In Progress/ Completed/ Not Started]	[On Time/ Delayed]	[mm/dd/yy]	[mm/dd/yy]
Task 2: Policy No. 035 Milestone	[mm/dd/yy]	[mm/dd/yy]	[In Progress/ Completed/ Not Started]	[On Time/ Delayed]	[mm/dd/yy]	[mm/dd/yy]
Task 3: Policy No. 035 Milestone	[mm/dd/yy]	[mm/dd/yy]	[In Progress/ Completed/ Not Started]	[On Time/ Delayed]	[mm/dd/yy]	[mm/dd/yy]

PART 3: CHALLENGES, SCHEDULE DELAYS, AND AMENDMENT REQUESTS

Challenges and Actions Toward Resolution (If applicable)

[INSTRUCTIONS: If you are experiencing challenges in completing project tasks, please provide information about the delay and actions taken to resolve issues. If an amendment is needed, provide justification and check the appropriate box below.]

No amendment requested at this time

Amendment requested to*:

Project Schedule

Project Budget

Scope of Work

**Failure to check a box in the above section assumes there is no action requested. Amendment requests are subject to SANDAG's approval. It is the Grantee's responsibility to ensure compliance with SANDAG Board Policy No. 035: Competitive Grant Program Procedures and grant agreement terms and conditions.*

PART 4: PROJECT STATUS REPORT SIGNATURE

Prepared by _____ **Date:** _____
Project Manager

INVOICE INSTRUCTIONS

- Step 1: Complete the Quarterly Progress Report.**
Reimbursements cannot be made without a completed Quarterly Progress Report.
- Step 2: Gather Documentation for Staff Costs, Consultant/Contractor Costs, and Other Costs.**
Provide SANDAG with a copy of any consultant and contractor agreements awarded through the grant.
Staff Costs should be supported by certified payroll documentation
Consultant costs should be supported by the consultant invoice AND a proof of payment. The proof of payment can be either a copy of the check provided to the consultant or printout from the project's financial accounting system showing that funds were disbursed.
Contractor costs should be supported by the contractor invoice, schedule of values, AND a proof of payment. The proof of payment can be either a copy of the check provided to the contractor or a printout from the project's financial accounting system showing that funds were disbursed.
Other costs should be supported by either an invoice from the vendor or a receipt AND must be accompanied by a proof of payment. The proof of payment can be either a copy of the check provided to the vendor or a printout from the project's financial accounting system showing that funds were disbursed.
Clearly identify (i.e., highlight or circle) all grant-related expenses on documents that include non-related costs.
- Step 3: Complete the Expense Summary.**
Summarize the total Staff Costs, Consultant/Contractor Costs, and Other Costs incurred during the reporting period.
Confirm that you have the adequate documentation.
Break down each cost by task. This will help with the next step to complete the invoice statement.
Double check and make sure all sub-totals have been calculated correctly.
- Step 4: Complete the Invoice Statement.**
Enter the costs for each task (calculated in Step 3) into the appropriate cells of the Invoice Statement. The SANDAG contribution, match contribution, and retention amounts should automatically calculate.
Enter previous costs by task into the appropriate cells of the spreadsheet. The remaining grant balance should automatically calculate.
- Step 5: Submit Quarterly Progress Report, Invoice, and Supporting Documentation to SANDAG at:**
sgatgrants@sandag.org
Sign and scan the completed Quarterly Progress Report. Submit it in PDF form.
Sign and scan the invoice statement. Submit it in PDF form.
Submit supporting documentation in PDF form.
Submit the completed Excel workbook.

Files in excess of 6MB should be submitted via:
<https://sandag.wetransfer.com>

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PART 1: STAFF COSTS

Personnel	Time Period	Hours	Hourly Rate	Amount	Documentation Attached?
Staff Person A	mm/dd/yy to mm/dd/yy	10	\$ 100.00	\$ 1,000.00	YES/NO
Staff Person B	mm/dd/yy to mm/dd/yy	10	\$ 100.00	\$ 1,000.00	YES/NO
Staff Person C	mm/dd/yy to mm/dd/yy	10	\$ 100.00	\$ 1,000.00	YES/NO
[INSERT ADDITIONAL LINES AS NEEDED]					

PART 2: CONSULTANT/CONTRACTOR COSTS

Consultant/Contractor	Invoice No.	Invoice Date	Description of Costs	Amount	Documentation Attached?
Consultant XYZ	1	1/1/2014	Professional services for the month of January 2014	\$ 10,000.00	YES/NO
Consultant XYZ	2	2/1/2014	Professional services for the month of February 2014	\$ 10,000.00	YES/NO
Consultant XYZ	3	3/1/2014	Professional services for the month of March 2014	\$ 10,000.00	YES/NO
Outreach Organization ABC	1	3/1/2014	Outreach from January 2014 to March 2014	\$ 10,000.00	YES/NO
[INSERT ADDITIONAL LINES AS NEEDED]					

PART 3: OTHER COSTS

Vendor	Invoice No.	Invoice Date	Description of Costs	Amount	Documentation Attached?
Vendor A	1	1/1/2014	Printing costs for January 2014	\$ 100.00	YES/NO
Vendor B	1	2/1/2014	News Announcement for February 2014 Workshop	\$ 100.00	YES/NO
Vendor C	1	2/28/2014	Snacks for February 2014 Workshop	\$ 100.00	YES/NO
[INSERT ADDITIONAL LINES AS NEEDED]					

TRANSNET SMART GROWTH INCENTIVE PROGRAM INVOICE

To: **SUCHI MUKHERJEE** Project Name: [PROJECT NAME]
SANDAG Contract Number: 500XXX
 401 B Street, Suite 800
 San Diego, CA 92101-4231

From: **Name** Grant Invoice Number: #
Address Billing Period: FROM TO
 Invoice Date: DATE
 Grant Award: \$0.00
 Balance Remaining: \$0.00

TASK	Previous Balance			Current MM/DD/YYYY to MM/DD/YYYY			Total Expenses	SANDAG Total	Match Spent
	Reimbursed to Date	Match to Date	Total to Date	Staff Costs	Consultant or Contractor Costs	Other Costs	This Invoice	This Invoice	This Invoice
1 RFP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2 Existing Conditions Report	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
3 Public Outreach	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4 Draft Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5 Final Plan	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Total Current Expenditures: \$0.00
Total Amount Due this Invoice: \$0.00
Less 10% Retention: \$0.00
Match % Met to Date: #DIV/0!

Total Project Budget (Grant + Match)	
Task 1	\$0.00
Task 2	\$0.00
Task 3	\$0.00
Task 4	\$0.00
Task 5	\$0.00
TOTAL	\$0.00
SANDAG Grant:	\$0.00
Match:	\$0.00
SANDAG Contribution %	#DIV/0!
Required Match %	#DIV/0!

CERTIFICATION OF GRANTEE

I hereby certify that the above costs were incurred in performance of the work required under the grant and are consistent with the amounts evidenced by attached supporting documents and expenditures.

Signature

Printed Name and Title

Date

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