

CITY MANAGER – Marlene D. Best  
CITY ATTORNEY – Shawn D. Hagerty  
CITY CLERK – Annette Fagan Ortiz



CITY COUNCIL

Mayor John W. Minto  
Vice Mayor Stephen Houlahan  
Council Member Ronn Hall  
Council Member Laura Koval  
Council Member Rob McNelis

STAFF:  
ASSISTANT TO THE CITY MANAGER  
Kathy Valverde  
COMMUNITY SERVICES DIRECTOR  
Bill Maertz  
DEVELOPMENT SERVICES DIRECTOR  
Melanie Kush  
FINANCE DIRECTOR/TREASURER  
Tim McDermott  
FIRE & LIFE SAFETY DIRECTOR/FIRE CHIEF  
John Garlow  
HUMAN RESOURCES DIRECTOR  
Jessie Bishop  
LAW ENFORCEMENT  
Captain Daniel Brislin

**City of Santee  
Regular Meeting Agenda  
Santee City Council**

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**Wednesday, February 27, 2019  
7:00 PM**

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

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**Regular City Council Meeting – 7:00 p.m.**

**ROLL CALL:** Mayor John W. Minto  
Vice Mayor Stephen Houlahan  
Council Members Ronn Hall, Laura Koval and Rob McNelis

**LEGISLATIVE INVOCATION:** Randy Schimpf – Church of Latter Day Saints

**PLEDGE OF ALLEGIANCE**

**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 at the start of the meeting. Speakers are limited to 3 minutes.

- (1) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (2) Approval of Meeting Minutes of the Santee City Council for the February 13, 2019 Regular Meeting. (City Clerk – Ortiz)**
- (3) Approval of Payment of Demands as presented. (Finance – McDermott)**
- (4) Approval of the expenditure of \$51,696.28 for January 2019 Legal Services and Related Costs. (Finance – McDermott)**
- (5) Adoption of a Resolution authorizing the City Manager to execute a Professional Services Agreement with Chen Ryan Associates, Inc., for**

Traffic Engineering Services for developing the City's Comprehensive Active Transportation Strategy (CIP2018-01) in an amount not to exceed \$199,110. (Development Services - Kush)

- (6) Adoption of a Resolution authorizing the appropriation and expenditure of FY 2017 State Homeland Security Grant Funds in the amount of \$35,466 in accordance with all program requirements and approving the purchase of APX 8000 portable radios and related equipment from Motorola Incorporated per utilization of the County of San Diego Regional Communications Systems (RCS) Contract #553982. (Fire – Garlow)

**PUBLIC HEARING:**

- (7) Continued Public Hearing to assess community development needs and to allocate Program Year 2019 Community Development Block Grant (CDBG) Funding. (Development Services – Kush)

Recommendation:

1. Re-open, conduct and close the Public Hearing; and
2. Direct staff to publish a summary of the Annual Action Plan; and
3. Adopt the Resolution for Program Year 2019 CDBG funds.

**CONTINUED BUSINESS:**

- (8) Authorize the City Manager to enter into a Professional Services Agreement with North Star Destination Strategies for Branding Services. (City Manager – Best)

Recommendation:

Authorize the City Manager to enter into a Professional Services Agreement with North Star Strategies for Branding Services.

**NEW BUSINESS:**

- (9) Adoption of a Resolution authorizing the second amendment to the Employment Agreement of the City Manager to extend the term of the Agreement. (City Attorney – Hagerty)

Recommendation:

Adopt the resolution and amendment.

- (10) Resolution authorizing the submittal of a Grant Application to the Federal INFRA (Infrastructure for Rebuilding America) Grant Program for State Route 52 (SR 52) Improvements. (Development Services – Kush)

Recommendation:

Adopt the Resolution authorizing the submittal of an INFRA grant application by City staff for Phase 1 of SR 52 Improvements.

**NON-AGENDA PUBLIC COMMENT:**

*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.*

**CITY COUNCIL REPORTS:**

**CITY MANAGER REPORTS:**

**CITY ATTORNEY REPORTS:**

**CLOSED SESSION:**

**ADJOURNMENT:**



<del>Feb</del>	<del>07</del>	<del>SPARC Meeting Cancelled</del>	<del>Civic Center Building 8A</del>
Feb	11	Community Oriented Policing Committee	Council Chamber
Feb	13	Council Meeting	Council Chamber
Feb	27	Council Meeting	Council Chamber
Mar	07	SPARC	Civic Center Building 8A
Mar	11	Community Oriented Policing Committee	Council Chamber
Mar	13	Council Meeting	Council Chamber
Mar	21	Manufactured Home Fair Practices Commission	Council Chamber
Mar	27	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](http://www.CityofSanteeCA.gov).**

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

State of California    } County of San Diego   } ss. City of Santee           }	<h3 style="margin: 0;">AFFIDAVIT OF POSTING AGENDA</h3>
I, <u>Annette Ortiz, City Clerk</u> of the City of Santee, hereby declare, under penalty of perjury, that a copy of this Agenda was posted in accordance with the Brown Act and Santee Resolution 61-2003 on <u>February 22, 2019</u> , at <u>4:00 p.m.</u>	
_____ Signature	_____ 02/22/19 Date

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE**      February 27, 2019

**AGENDA ITEM NO.**

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

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

**SUMMARY**

This item allows the City Council to approve Ordinances and Resolutions on the Consent Calendar without reading the item in full. Upon approval of this item, all Resolutions included in the motion shall be approved. Resolutions removed from the Consent Calendar and considered under separate action may also be approved without reading of the full text.

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION**

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

**ATTACHMENTS**

None

**City of Santee  
COUNCIL AGENDA STATEMENT**

**MEETING DATE**     February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**     **APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL  
FOR THE FEBRUARY 13, 2019, REGULAR MEETING.**

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

**SUMMARY**

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

**FINANCIAL STATEMENT**     N/A

**CITY ATTORNEY REVIEW**      N/A      Completed

**RECOMMENDATION**  
Approve Minutes as presented.

**ATTACHMENT**

February 13, 2019 Regular Meeting Minutes

**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
February 13, 2019**

**DRAFT**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 7:01 p.m.

**ROLL CALL:** Present: Mayor John W. Minto, Vice Mayor Stephen Houlahan and Council Members Ronn Hall, Laura Koval and Rob McNelis – 5.

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

The **INVOCATION** was given by Pastor Brandon Hinesly of the World Mission Society Church of God and the **PLEDGE OF ALLEGIANCE** was led by Cub Scout Jake of Pack 383.

**PROCLAMATION:** Cub Scout Pack 383 Anniversary

Vice Mayor Houlahan presented the proclamation in honor of the Cub Scout Pack 383 anniversary.

**AGENDA CHANGES:**

The City Clerk provided maps that identified the assessment zones for Item 4; a map identifying which bus stops will have concrete improvements for Item 5; and an updated list of Applications for Funding for Item 7 was provided.

**CONSENT CALENDAR:**

- (1) **Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (2) **Approval of Meeting Minutes of the Santee City Council for the January 23, 2019 Regular Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as presented. (Finance – McDermott)**
- (4) **Authorize the City Manager to execute a Professional Services Agreement with Webb Municipal Finance, LLC, to provide Fiscal Year 2019-20 Assessment Engineering, Special Districts Administration and Proposition 218 Assessment Ballot Proceeding services in the amount of \$32,900 and authorize an advance from the General Fund to the Santee Landscape Maintenance District Zone 1 (El Nopal Estates) in the amount of \$6,500. (Finance – McDermott)**

- (5) **Adoption of a Resolution awarding the construction contract for the Bus Stop Concrete Improvements Project (CIP2018-12) to KC Equipment, Inc., for an amount \$31,400.00, and determining a categorical exemption pursuant to Section 15301(c) of the California Environmental Quality Act and authorizing the Director of Development Services to approve change orders in a total amount not to exceed \$4,710.00. (Development Services – Kush) (Reso 009-2019)**
- (6) **Adoption of a Resolution authorizing the purchase of new Structural Firefighting Clothing (Turnouts) from Municipal Emergency Services per National Purchasing Partners, LLC (dba NPPGov) Contract #00000168 for an amount not to exceed \$52,642.34 and authorizing the City Manager to execute all necessary documents. (Fire – Garlow) (Reso 010-2019)**

**ACTION:** Vice Mayor Houlahan moved approval of the Consent Calendar and Agenda as amended.

Council Member Hall seconded the motion which carried by the following vote: Ayes: Mayor Minto, Vice Mayor Houlahan and Council Members Hall, Koval, and McNelis – 5.

**PUBLIC HEARING:**

- (7) **Public Hearing to assess community development needs and to solicit proposals for Program Year 2019 Community Development Block Grant (CDBG) and Home Program Funding consistent with the Consolidated Plan. (Development Services – Kush)**

The Public Hearing was opened at 7:12 p.m. The Senior Management Analyst gave a brief presentation and responded to Council questions.

**PUBLIC SPEAKERS:**

- Tonya Hendrix, Santee Santas Foundation
- Jamaira Quigley, Meals on Wheels
- Dennis Martins, Santee Food Bank
- Estela de los Rios, CSA San Diego
- Suzanne Stephens, Santee Caring Neighbors
- Debby Lenz, Cameron Family YMCA
- John Hossick, SMOAC

**ACTION:** Council Member McNelis moved approval of continuing the Public Hearing to February 27, 2019.

Council Member Hall seconded the motion, which carried by the following vote: Ayes: Mayor Minto, Vice Mayor Houlahan and Council Members Hall, Koval and McNelis – 5. The Public Hearing was continued at 7:40 p.m.



**CONTINUED BUSINESS:****(8) Community Center Site and Operating Cost Analysis. (Community Services – Maertz)**

The Community Services Director provided a presentation and responded to Council questions regarding site suitability and creative funding.

**PUBLIC SPEAKERS:**

- Evelyn Andrade-Heymsfield
- Dan Bickford
- John Hossick
- Buddy Rabaya

Council discussion ensued.

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

Council Member McNelis seconded the motion, which carried by the following vote: Ayes: Vice Mayor Houlahan and Council Members Hall, Koval and McNelis – 4; Noes: Mayor Minto – 1.

**(9) Professional Services Agreements for disclosure counsel and bond issuance special tax consultant services for Community Facilities District No. 2017-1 (Weston Infrastructure). (Finance – McDermott)**

The Finance Director/Treasurer provided an overview of the staff report and responded to Council questions.

**ACTION:** Council Member Hall moved approval of staff's recommendation.

Council Member McNelis seconded the motion, which carried by the following vote: Ayes: Mayor Minto, Vice Mayor Houlahan and Council Members Hall, Koval and McNelis – 5.

**NEW BUSINESS:****(10) Authorize the City Manager to enter into a Professional Services Agreement with North Star Destination Strategies for Branding Services. (City Manager – Best)**

The City Manager and Don McEachern, Chief Executive Officer, North Star Destination Strategies, provided a presentation and responded to Council questions.

**PUBLIC SPEAKERS:**

- Patti LaBouff
- Dan Bickford
- Michele Perchez

- Evelyn Andrade-Heymsfield
- John Dadian
- Jon Schmid

Council discussion ensued regarding support for branding and the opportunity to hear from the local firm in attendance at the meeting.

**ACTION:** Council Member McNelis moved to continue the item for 30 days to compare the local firm against the internationally renowned firm [North Star Destination Strategies].

Mayor Minto inquired when the item would be brought back. The City Manager responded that the item would be brought back as soon as possible.

Council Member Koval seconded the motion, which carried by the following vote: Ayes: Mayor Minto, Vice Mayor Houlahan and Council Members Hall, Koval and McNelis – 5.

**(11) Public Workshop on Microenterprise Home Kitchen Operations (MEHKO). (Development Services – Kush)**

The Associate Civil Engineer provided a presentation and responded to Council questions.

**PUBLIC SPEAKER:** Michele Perchez

**ACTION:** Council Member Hall moved to implement Option 1: Authorize Microenterprise Home Kitchen Operations in unincorporated areas only and to allow each city to authorize in their jurisdiction.

Vice Mayor Houlahan seconded the motion, which carried by the following vote: Ayes: Mayor Minto, Vice Mayor Houlahan and Council Members Hall, Koval and McNelis – 5.

**NON-AGENDA PUBLIC COMMENT:**

- (A) Michael Sandburg, California Energy Connection, spoke regarding the Property Assessed Clean Energy (PACE) program.
- (B) Veronica Simonides spoke regarding the PACE program.
- (C) David Moore spoke regarding the PACE program.
- (D) Rachel Hobbs spoke regarding the PACE program.
- (E) Chris Peterson spoke regarding the PACE program.

Mayor Minto directed the City Manager to bring back an item regarding the PACE program at a future Council meeting.

**CITY COUNCIL REPORTS:**

Council Member Koval stated that she attended the Santee School District Board Meeting. She also stated that she attended the Heartland Fire Communications Facility Authority meeting and officers were elected.

Vice Mayor Houlahan stated that he would be attending the CSA 69 Paramedics meeting to negotiate the long term contract for the firefighter/paramedics.

Mayor Minto stated that he will attend the League of California Cities Board of Directors meeting to discuss the California Regional Housing Needs Assessment.

**CITY MANAGER REPORTS:**

The City Manager recognized John Garlow as the new Fire Chief for the City of Santee, Tim Stuber as the new Deputy Fire Chief and Captain Jeff Hernandez as a Battalion Chief. She also stated she attended the City Manager conference in San Diego.

**CITY ATTORNEY REPORTS:** None

Council Members recessed at 9:44 p.m. and convened in Closed Session at 9:50 p.m.

**CLOSED SESSION:**

- (12) **CONFERENCE WITH REAL PROPERTY NEGOTIATORS**  
(Gov. Code section 54956.8)  
Property: Parcel 4 of Parcel Map 18857 located in Trolley Square (Library site)  
City Negotiator: City Manager  
Negotiating Parties: Excel Hotel Group and Vestar Kimco Santee, LP  
Under Negotiation: Price and terms of payment
- (13) **PUBLIC EMPLOYEE PERFORMANCE EVALUATION**  
(Government Code Section 54957(b))  
Title: City Manager

Council Members reconvened in Open Session at 10:03 p.m. with all members present. Mayor Minto reported that for Item 12, direction was given to staff and for Item 13, direction was given to staff to bring back a contract extension with clarification at the next regular meeting.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:04 p.m.

Date Approved:

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Annette Ortiz, MBA, CMC, City Clerk

City of Santee  
COUNCIL AGENDA STATEMENT

MEETING DATE February 27, 2019

AGENDA ITEM NO.

ITEM TITLE PAYMENT OF DEMANDS

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

SUMMARY

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

FINANCIAL STATEMENT *TM*

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

CITY ATTORNEY REVIEW  N/A  Completed

RECOMMENDATION *MAB*

Approval of the payment of demands as presented.

ATTACHMENTS (Listed Below)

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

Payment of Demands  
Summary of Payments Issued

<u>Date</u>	<u>Description</u>	<u>Amount</u>
02/05/2019	Accounts Payable	\$ 36,574.42
02/05/2019	Accounts Payable	36,595.99
02/06/2019	Accounts Payable	509,622.25
02/06/2019	Accounts Payable	99,731.24
02/13/2019	Accounts Payable	1,399,134.66
02/14/2019	Payroll	341,470.92
02/14/2019	Accounts Payable	224,060.29
02/15/2019	Accounts Payable	<u>13,233.80</u>
	TOTAL	<u>\$2,660,423.57</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.



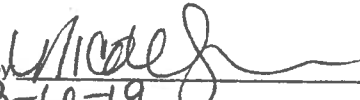
\_\_\_\_\_  
Tim K. McDermott, Director of Finance

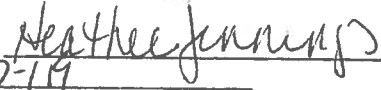
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
535	2/5/2019	10482 TRISTAR RISK MANAGEMENT	106184		WORKERS' COMPENSATION	36,574.42
Total :						36,574.42
Bank total :						36,574.42
Total vouchers :						36,574.42

1 Vouchers for bank code : ubgen

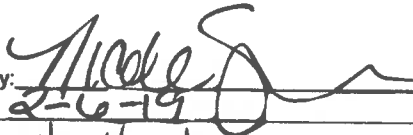

1 Vouchers in this report

Prepared by:   
Date: 2-10-19

Approved by:   
Date: 2-7-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
538	2/5/2019	13244 U.S. DEPARTMENT OF HUD	01032019		GRANT B-16-MC-06-0568	36,595.99	
						<b>Total :</b>	<b>36,595.99</b>
1 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>36,595.99</b>
1 Vouchers in this report						<b>Total vouchers :</b>	<b>36,595.99</b>

Prepared by:   
Date: 2-6-19  
Approved by:   
Date: 2-7-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120577	2/6/2019	13243 MICAH GUERERRO	REF000054518		LI Refund Cst #21507	39.00
					<b>Total :</b>	<b>39.00</b>
120578	2/6/2019	10412 AT&T	000004807075		TELEPHONE	794.16
					<b>Total :</b>	<b>794.16</b>
120579	2/6/2019	10189 ATTENTION GETTERS DESIGN INC	44637	52160	VEHICLE ID DECALS	171.04
					<b>Total :</b>	<b>171.04</b>
120580	2/6/2019	10516 AWARDS BY NAVAJO	1218168		ENGRAVING SERVICES	264.64
					<b>Total :</b>	<b>264.64</b>
120581	2/6/2019	12507 BISHOP, JESSIE	12072018		CALPELRA 2018 REIMBURSEMENT	454.70
					<b>Total :</b>	<b>454.70</b>
120582	2/6/2019	10021 BOUND TREE MEDICAL LLC	83083277	52163	EMS SUPPLIES	60.58
			83083278	52163	EMS SUPPLIES	121.16
			83084432	52163	EMS SUPPLIES	174.80
			83084433	52163	EMS SUPPLIES	65.52
			83085838	52163	EMS SUPPLIES	220.29
			83085839	52163	EMS SUPPLIES	525.51
			83085840	52163	EMS SUPPLIES	81.40
			83085841	52163	EMS SUPPLIES	297.66
			83085842	52163	EMS SUPPLIES	121.48
					<b>Total :</b>	<b>1,668.40</b>
120583	2/6/2019	13226 CALIFORNIA RAISIN MARKETING	1009		SPRING EGGSTRAVAGANZA	17.99
					<b>Total :</b>	<b>17.99</b>
120584	2/6/2019	10804 CALIFORNIA SOCIETY OF	300001606		CSMFO DUES-T. MCDERMOTT	110.00
					<b>Total :</b>	<b>110.00</b>
120585	2/6/2019	12118 CAMERON BROTHERS	GRD1229S		REFUNDABLE DEPOSIT	38,141.00
					<b>Total :</b>	<b>38,141.00</b>
120586	2/6/2019	10876 CANON SOLUTIONS AMERICA INC	989133098	52240	PLOTTER MAINT & USAGE	32.36



Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120586	2/6/2019	10876	10876 CANON SOLUTIONS AMERICA INC (Continued)			
					<b>Total :</b>	<b>32.36</b>
120587	2/6/2019	10299	CARQUEST AUTO PARTS			
			11102-476264	52280	VEHICLE REPAIR PARTS	10.68
			11102-476278	52280	VEHICLE REPAIR PARTS	5.32
			11102-476293	52280	VEHICLE SUPPLIES	334.56
					<b>Total :</b>	<b>350.56</b>
120588	2/6/2019	10032	CINTAS CORPORATION #694			
			4015099515	52207	UNIFORM/PARTS CLEANER RNTL	57.18
					<b>Total :</b>	<b>57.18</b>
120589	2/6/2019	10050	HCFA			
			HCA0000259		HCFA MEMBER AGENCY ASSESSM	91,608.75
					<b>Total :</b>	<b>91,608.75</b>
120590	2/6/2019	10035	COMPETITIVE METALS INC			
			316561	52167	SHOP SUPPLIES	44.17
					<b>Total :</b>	<b>44.17</b>
120591	2/6/2019	10333	COX COMMUNICATIONS			
			112256001		9130 CARLTON OAKS DR	88.03
					<b>Total :</b>	<b>88.03</b>
120592	2/6/2019	10046	D MAX ENGINEERING INC			
			4617	52107	WATER QUALITY MONITORING	1,984.02
			4762	52292	TRASH CAPTURE IMPLEMENTATIO	13,400.31
					<b>Total :</b>	<b>15,384.33</b>
120593	2/6/2019	12356	DAVIS FARR LLP			
			5074	52100	FY 17/18 ANNUAL AUDIT- FINAL PA	8,100.00
					<b>Total :</b>	<b>8,100.00</b>
120594	2/6/2019	11017	DIVISION OF THE STATE			
			AB1379 JUL-SEPT 2018		AB1379 JULY - SEPT 2018	166.00
			AB1379 OCT-DEC 2018		AB1379 OCT - DEC 2018	413.60
			SB1186 JUL-SEPT 2018		SB1186 JULY- SEPT 2018	3.60
			SB1186 OCT-DEC 2018		SB1186 OCT - DEC 2018	0.60
					<b>Total :</b>	<b>583.80</b>
120595	2/6/2019	11295	DOKKEN ENGINEERING			
			34221	52440	WOODSIDE ROUNDABOUT	5,880.00
					<b>Total :</b>	<b>5,880.00</b>
120596	2/6/2019	10054	ELDERHELP OF SAN DIEGO			
			12312018	52371	CDBG SUBRECIPIENT	815.00
					<b>Total :</b>	<b>815.00</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120597	2/6/2019	12876 FUN 4 KIDS ENTERTAINMENT	0693		SANTEE ACTIVE LIFESTYLE EXPO	250.00
					<b>Total :</b>	<b>250.00</b>
120598	2/6/2019	10066 GLOBALSTAR USA LLC	1000000010015741		SATELLITE PHONE SERVICE	89.96
					<b>Total :</b>	<b>89.96</b>
120599	2/6/2019	12530 HARDY, ERICA	01172019		MILEAGE REIMBURSEMENT	126.21
					<b>Total :</b>	<b>126.21</b>
120600	2/6/2019	10256 HOME DEPOT CREDIT SERVICES	1972082	52180	STATION SUPPLIES	121.38
			3162233	52180	EMS SUPPLIES	3.71
			3162234	52180	VEHICLE SUPPLIES	7.48
			9151261	52180	STATION SUPPLIES	28.81
					<b>Total :</b>	<b>161.38</b>
120601	2/6/2019	13230 LAWLESS, LAUREN	01/14/19		SAFETY BOOT REIMBURSEMENT	140.70
					<b>Total :</b>	<b>140.70</b>
120602	2/6/2019	10912 LEASK, DAVID	01302019		PARAMEDIC LICENSE RENEWAL	200.00
					<b>Total :</b>	<b>200.00</b>
120603	2/6/2019	12718 LSA ASSOCIATES INC	163870	51879	SUSTAINABILITY PROJECT	7,737.19
					<b>Total :</b>	<b>7,737.19</b>
120604	2/6/2019	10078 LUTHERAN SOCIAL SVCS OF SO CAL	LSS2018/2019 Q2	52372	CDBG SUBRECIPIENT	815.00
					<b>Total :</b>	<b>815.00</b>
120605	2/6/2019	10558 MAERTZ, BILL	01/25/19		CSD PHONE REIMBURSEMENT	72.26
			07/25/18		CELL PHONE REIMBURSEMENT	68.34
			08/25/18		CSD PHONE REIMBURSEMENT	71.94
			09/25/18		CSD PHONE REIMBURSEMENT	71.97
			11/25/2018		CSD PHONE REIMBURSEMENT	72.59
			12/25/18		CSD PHONE REIMBURSEMENT	72.26
					<b>Total :</b>	<b>429.36</b>
120606	2/6/2019	10079 MEDICO PROFESSIONAL	2321108	52188	MEDICAL LINEN SERVICE	20.02
			2321109	52188	MEDICAL LINEN SERVICE	8.16

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120606	2/6/2019	10079 10079 MEDICO PROFESSIONAL	(Continued)			Total : 28.18
120607	2/6/2019	10507 MITEL LEASING	901750893 901750951 901751064 901751080		MONTHLY RENTAL 122670 MONTHLY RENTAL 124690 MONTHLY RENTAL 130737 MONTHLY RENTAL 131413	1,878.80 312.66 276.33 266.16 Total : 2,733.95
120608	2/6/2019	10083 MUNICIPAL EMERGENCY SERVICES	IN1298933	52189	EQUIPMENT SUPPLIES	102.36 Total : 102.36
120609	2/6/2019	10344 PADRE DAM MUNICIPAL WATER DIST	24200193 29701296		10307 MISSION GORGE RD TEMPORARY METER	166.13 263.75 Total : 429.88
120610	2/6/2019	10420 PADRE JANITORIAL SUPPLY INC	407777	52406	JANITORIAL SUPPLIES	140.03 Total : 140.03
120611	2/6/2019	12062 PURETEC INDUSTRIAL WATER	1688827 1688875	52270 52270	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE	94.50 47.25 Total : 141.75
120612	2/6/2019	13153 ROTO-ROOTER PLUMBING &	SD252488	52367	PLUMBING REPAIRS	694.12 Total : 694.12
120613	2/6/2019	13240 SAFE STEP WALK-IN TUB CO	18STE-00149		PERMIT REFUND	173.96 Total : 173.96
120614	2/6/2019	13171 SC COMMERCIAL, LLC	0624915-IN 0625611-IN CL06268	52420 52420 52412	DELIVERED FUEL DELIVERED FUEL FLEET CARD FUELING	594.98 408.91 1,452.56 Total : 2,456.45
120615	2/6/2019	11122 SOUTHWEST PIPELINE AND	927-2 927-2R	52225	CITYWIDE CMP LINING/REHAB RETENTION	341,020.00 -17,051.00 Total : 323,969.00
120616	2/6/2019	10217 STAPLES ADVANTAGE	3401649755	52249	OFFICE SUPPLIES - CITY CLERK	45.31

Voucher List  
CITY OF SANTEE

Bank code : ubgen


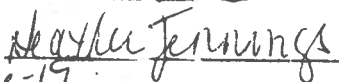
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120616	2/6/2019	10217 STAPLES ADVANTAGE	(Continued) 3401649756	52249	OFFICE SUPPLIES - CITY CLERK	10.06
					Total :	55.37
120617	2/6/2019	10119 STEVEN SMITH LANDSCAPE INC	40392 40412	52198 52198	A1 LANDSCAPE SERVICES A1 LANDSCAPE SERVICES	110.00 225.00
					Total :	335.00
120618	2/6/2019	11994 THADDEUS BURCHAM DESIGNS	1892	52438	AMBULANCE GRAPHICS	862.00
					Total :	862.00
120619	2/6/2019	10133 UNDERGROUND SERVICE ALERT	1220180678	52274	DIG ALERT SERVICES	82.60
					Total :	82.60
120620	2/6/2019	10692 UNITED PARCEL SERVICE	000006150X029		SHIPPING CHARGES	165.22
					Total :	165.22
120621	2/6/2019	10642 USPS-HASLER	02052019		POSTAGE REIMBURSEMENT	1,971.82
					Total :	1,971.82
120622	2/6/2019	10475 VERIZON WIRELESS	9822003405		WIFI SERVICE	685.65
					Total :	685.65
120623	2/6/2019	13132 WOMEN IN LEISURE SERVICES	22819		PROFESSIONAL DEVELOPMENT	40.00
					Total :	40.00

47 Vouchers for bank code : ubgen

Bank total : 509,622.25

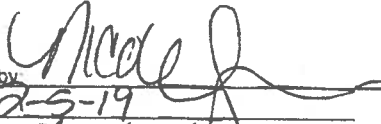

47 Vouchers in this report

Total vouchers : 509,622.25

Prepared by:   
 Date: 2-6-19  
 Approved by:   
 Date: 2-6-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
1194	2/6/2019	10353 PERS	01 19 4		RETIREMENT PAYMENT	99,731.24	
						Total :	99,731.24
1 Vouchers for bank code : ubgen						Bank total :	99,731.24
1 Vouchers in this report						Total vouchers :	99,731.24

Prepared by:   
Date: 2-5-19  
Approved by:   
Date: 2-6-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120624	2/13/2019	10010 ALLIANT INSURANCE SERVICES INC	1007244		SANTEE ACTIVE LIFESTYLE EXPO	668.00
					<b>Total :</b>	<b>668.00</b>
120625	2/13/2019	12740 ALPHA CARD SYSTEMS	SI-363299		ALPHA CARD SUPPORT	321.10
					<b>Total :</b>	<b>321.10</b>
120626	2/13/2019	10021 BOUND TREE MEDICAL LLC	83092164	52163	EMS SUPPLIES	816.67
			83092165	52163	EMS SUPPLIES	268.90
			83092166	52163	EMS SUPPLIES	58.95
			83092167	52163	EMS SUPPLIES	494.00
			83092168	52163	EMS SUPPLIES	0.72
					<b>Total :</b>	<b>1,639.24</b>
120627	2/13/2019	10898 CALIFORNIA CHAMBER OF COMMERCE	11278073		2019 EMPLOYMENT POSTER	357.61
					<b>Total :</b>	<b>357.61</b>
120628	2/13/2019	10032 CINTAS CORPORATION #694	4015453777	52207	UNIFORM/PARTS CLEANER RNTL	75.26
					<b>Total :</b>	<b>75.26</b>
120629	2/13/2019	10050 CITY OF EL CAJON	HFTA000129		HFTA FEES - 3RD QUARTER	12,703.00
					<b>Total :</b>	<b>12,703.00</b>
120630	2/13/2019	10979 CITY OF LA MESA	20567		LIVESCAN FINGERPRINTING	40.00
					<b>Total :</b>	<b>40.00</b>
120631	2/13/2019	10039 COUNTY MOTOR PARTS COMPANY INC	429864	52133	VEHICLE REPAIR PARTS	149.19
			430356	52133	VEHICLE REPAIR PARTS	238.13
			430527	52133	VEHICLE REPAIR PART	8.87
			430529	52133	EQUIPMENT REPAIR PARTS	186.79
					<b>Total :</b>	<b>582.98</b>
120632	2/13/2019	10333 COX COMMUNICATIONS	038997401		10601 N MAGNOLIA AVE	103.88
			094486701		CITY HALL GROUP BILL	3,074.16
			105080401		9310 FANITA PKWY	3.16
					<b>Total :</b>	<b>3,181.20</b>
120633	2/13/2019	11450 CREATIVE METAL INDUSTRIES INC	11872		DEPARTMENTAL PLAQUE	80.81

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
120633	2/13/2019	11450	11450 CREATIVE METAL INDUSTRIES INC		(Continued)		
					<b>Total :</b>	<b>80.81</b>	
120634	2/13/2019	10142	CSA SAN DIEGO COUNTY	537	52369	CDBG SUBRECIPIENT	1,039.17
					<b>Total :</b>	<b>1,039.17</b>	
120635	2/13/2019	12224	ENNISS INC.	141135	52222	ROCK & SAND	614.90
					<b>Total :</b>	<b>614.90</b>	
120636	2/13/2019	10251	FEDERAL EXPRESS	6-447-71301		SHIPPING CHARGES	19.60
					<b>Total :</b>	<b>19.60</b>	
120637	2/13/2019	13044	FIELDTURF USA, INC	656344	52441	SYNTHETIC TURF MAINTENANCE	5,742.74
					<b>Total :</b>	<b>5,742.74</b>	
120638	2/13/2019	12638	GEORGE HILLS COMPANY, INC.	INV1014689	52411	LIABILITY CLAIMS ADMINISTRATIOI	1,439.25
					<b>Total :</b>	<b>1,439.25</b>	
120639	2/13/2019	10065	GLOBAL POWER GROUP INC	59235	52178	GENERATOR MAINT & REPAIRS	863.49
					<b>Total :</b>	<b>863.49</b>	
120640	2/13/2019	13246	GUSSLER, DON	R-010314		PERMIT OVERPAYMENT	14.00
					<b>Total :</b>	<b>14.00</b>	
120641	2/13/2019	10301	HORSMAN AUTOMOTIVE	418904	52181	VEHICLE SERVICE	60.00
					<b>Total :</b>	<b>60.00</b>	
120642	2/13/2019	11724	ICF JONES & STOKES INC	0135551	50991	MSCP SUBAREA PLAN & EIR	36,491.05
					<b>Total :</b>	<b>36,491.05</b>	
120643	2/13/2019	12703	KB HOME COASTAL INC	CD17003S		REFUNDABLE DEPOSIT	35,000.00
					<b>Total :</b>	<b>35,000.00</b>	
120644	2/13/2019	10906	KRONOS INC	11401585	52461	ANNUAL SOFTWARE FEES	3,452.06
					<b>Total :</b>	<b>3,452.06</b>	
120645	2/13/2019	12317	LEKOS ELECTRIC INC	1507.01	52465	IISNS LIGHTING REPLACEMENT PF	68,379.00
					<b>Total :</b>	<b>68,379.00</b>	
120646	2/13/2019	10558	MAERTZ, BILL	07/06/2018		CSD PHONE REIMBURSEMENT	71.78

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120646	2/13/2019	10558 MAERTZ, BILL	(Continued) 08/06/2018		CSD PHONE REIMBURSEMENT	71.78
					<b>Total :</b>	<b>143.56</b>
120647	2/13/2019	10079 MEDICO PROFESSIONAL	2324846 2324847	52188 52188	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.02 8.16
					<b>Total :</b>	<b>28.18</b>
120648	2/13/2019	11140 MICHEL, VICTOR	214788		SAFETY BOOTS	200.00
					<b>Total :</b>	<b>200.00</b>
120649	2/13/2019	12451 MOBILE GRAPHICS & DESIGN	190102	52234	BANNER INSTALL & REMOVAL	450.00
					<b>Total :</b>	<b>450.00</b>
120650	2/13/2019	10218 OFFICE DEPOT	256785481001		BUSINESS CARDS	37.82
					<b>Total :</b>	<b>37.82</b>
120651	2/13/2019	10308 O'REILLY AUTO PARTS	2968-256930	52148	VEHICLE REPAIR SUPPLIES	24.62
					<b>Total :</b>	<b>24.62</b>
120652	2/13/2019	10344 PADRE DAM MUNICIPAL WATER DIST	90000366		GROUP BILL	9,423.36
					<b>Total :</b>	<b>9,423.36</b>
120653	2/13/2019	10420 PADRE JANITORIAL SUPPLY INC	407972	52406	JANITORIAL SUPPLIES	262.57
					<b>Total :</b>	<b>262.57</b>
120654	2/13/2019	11888 PENSKE FORD	10229689	52149	VEHICLE REPAIR PART	37.37
					<b>Total :</b>	<b>37.37</b>
120655	2/13/2019	10097 ROMAINE ELECTRIC CORPORATION	12-045034	52139	VEHICLE SUPPLIES	733.32
					<b>Total :</b>	<b>733.32</b>
120656	2/13/2019	13153 ROTO-ROOTER PLUMBING &	SD253645	52367	PLUMBING REPAIRS	1,061.00
					<b>Total :</b>	<b>1,061.00</b>
120657	2/13/2019	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF DEC 2018		LAW ENFORCEMENT DEC 2018	1,202,035.54
					<b>Total :</b>	<b>1,202,035.54</b>



Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120658	2/13/2019	10212 SANTEE SCHOOL DISTRICT	2018-5	52140	TEEN CENTER TRANSPORTATION	522.21
					<b>Total :</b>	<b>522.21</b>
120659	2/13/2019	10768 SANTEE SCHOOL DISTRICT	8177	52379	JOINT USE FIELDS - RIO SECO	240.72
					<b>Total :</b>	<b>240.72</b>
120660	2/13/2019	11638 SAVMART PHARMACEUTICAL	613720	52196	PHARMACEUTICALS	158.40
					<b>Total :</b>	<b>158.40</b>
120661	2/13/2019	13171 SC COMMERCIAL, LLC	0627240-IN	52420	DELIVERED FUEL	482.02
			0628235-IN	52420	DELIVERED FUEL	403.88
			CL07374	52412	FLEET CARD FUELING	1,438.29
					<b>Total :</b>	<b>2,324.19</b>
120662	2/13/2019	12938 SELECT ELECTRIC INC	3393-12	52272	TRAFFIC SIGNAL MAINTENANCE	4,329.98
					<b>Total :</b>	<b>4,329.98</b>
120663	2/13/2019	13206 SHARP BUSINESS SYSTEMS	9001661525	52429	COPIER RENTAL	137.72
					<b>Total :</b>	<b>137.72</b>
120664	2/13/2019	10585 SHARP REES-STEALY MEDICAL	327024493		DMV EXAM	110.00
			327822038/327972307		MEDICAL SERVICES	946.00
					<b>Total :</b>	<b>1,056.00</b>
120665	2/13/2019	11951 SHERAR, JAN	011319		CAPPO ANNUAL CONFERENCE: MI	259.71
					<b>Total :</b>	<b>259.71</b>
120666	2/13/2019	10217 STAPLES ADVANTAGE	3402218658	52238	OFFICE SUPPLIES	205.91
			3402713540	52238	OFFICE SUPPLIES - CSD	5.92
			3402713541	52238	OFFICE SUPPLIES - CSD	51.70
			3402713542	52238	OFFICE SUPPLIES - CSD	18.79
			3402713543	52238	OFFICE SUPPLIES - CSD	49.89
			3402713544	52238	OFFICE SUPPLIES - CSD	35.55
					<b>Total :</b>	<b>367.76</b>
120667	2/13/2019	10027 STATE OF CALIFORNIA	348707		FINGERPRINTING CHARGES	64.00
					<b>Total :</b>	<b>64.00</b>

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120668	2/13/2019	10617 STATE OF CALIFORNIA	L0484580448		OCT 1 - DEC 31 2018 UNEMPLOYMI	901.00
					<b>Total :</b>	<b>901.00</b>
120669	2/13/2019	10250 THE EAST COUNTY	00075559		INVITATION TO BID	826.00
					<b>Total :</b>	<b>826.00</b>
120670	2/13/2019	11194 USAFACT INC	9010494		BACKGROUND CHECKS	18.52
					<b>Total :</b>	<b>18.52</b>
120671	2/13/2019	10331 HDS WHITE CAP CONST SUPPLY	10009981320	52336	TOOLS & SUPPLIES	220.81
					<b>Total :</b>	<b>220.81</b>
120672	2/13/2019	10232 XEROX CORPORATION	095637738	52275	COPY CHARGES AND LEASE	199.02
			095763290	52211	COPY CHARGES & LEASE	232.03
			095763291	52145	COPY CHARGES	74.79
					<b>Total :</b>	<b>505.84</b>

49 Vouchers for bank code : ubgen

Bank total : 1,399,134.66

49 Vouchers in this report

Total vouchers : 1,399,134.66

Prepared by: 

Date: 2-13-19

Approved by: 

Date: 2-13-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120673	2/14/2019	10208 ANTHEM BLUE CROSS	February 2019		EMPLOYEE ASSISTANCE PROGRAM	266.40
					<b>Total :</b>	<b>266.40</b>
120674	2/14/2019	10334 CHLIC	2420696		HEALTH/DENTAL INSURANCE	185,909.15
					<b>Total :</b>	<b>185,909.15</b>
120675	2/14/2019	10844 FRANCHISE TAX BOARD	PPE 02/06/19		WITHHOLDING ORDER	25.00
					<b>Total :</b>	<b>25.00</b>
120676	2/14/2019	10785 RELIANCE STANDARD LIFE	February 2018 January 2019		VOLUNTARY LIFE INSURANCE	645.98
					VOLUNTARY LIFE INSURANCE	645.98
					<b>Total :</b>	<b>1,291.96</b>
120677	2/14/2019	10424 SANTEE FIREFIGHTERS	PPE 02/06/19		DUES/PEC/BENEVOLENT/BC EXP	2,622.15
					<b>Total :</b>	<b>2,622.15</b>
120678	2/14/2019	10776 STATE OF CALIFORNIA	PPE 02/06/19		WITHHOLDING ORDER	308.30
					<b>Total :</b>	<b>308.30</b>
120679	2/14/2019	10001 US BANK	PPE 02/06/19		PARS RETIREMENT	1,073.06
					<b>Total :</b>	<b>1,073.06</b>
120680	2/14/2019	10959 VANTAGE TRANSFER AGENT/457	PPE 02/06/19		ICMA - 457	28,740.71
					<b>Total :</b>	<b>28,740.71</b>
120681	2/14/2019	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 02/06/19		RETIREE HSA	3,823.56
					<b>Total :</b>	<b>3,823.56</b>
<b>9 Vouchers for bank code : ubgen</b>						<b>Bank total : 224,060.29</b>
<b>9 Vouchers in this report</b>						<b>Total vouchers : 224,060.29</b>

Bank code : ubgen

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Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
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Prepared by: *Michele*

Date: 2-14-19

Approved by: *Heather Janning*

Date: 2-14-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120682	2/15/2019	10001 US BANK	000505		THE SPECIAL EVENT CONFERENC	15.00
			0042		MEETING SUPPLIES	10.37
			004587051		THE SPECIAL EVENT CONFERENC	15.00
			010219		CPR CARDS	132.00
			01028		SIGNAGE SUPPLIES	23.04
			01082019		CPR CARD	8.00
			011019		COUNCIL MEETING SUPPLIES	14.97
			01172019		CLASS RECITAL REGISTRATION	20.00
			0119141		ENGRAVING	172.70
			012119		WUI CONF REGISTRATION	425.00
			02043		GATE REPAIRS	24.91
			027-2115963169		CAPPO CONF - BAGGAGE	25.00
			027-2116314293		CAPPO CONF - BAGGAGE	25.00
			033536		TEEN CENTER SUPPLIES	14.01
			036537		WEARING APPAREL	14.00
			0404		LEAGUE OF CA CITIES	643.05
			0406		LEAGUE OF CA CITIES	643.05
			0447		LEAGUE OF CA CITIES	657.55
			046148		MEETING SUPPLIES	96.94
			05292		OPS YARD SUPPLIES	31.62
			061932		SENIOR PROGRAM SUPPLIES	37.84
			068144		MEETING SUPPLIES	68.96
			06892		DRAIN REPAIR SUPPLIES	13.07
			06990		CITY HALL REPAIRS	75.06
			081066		OFFICE SUPPLIES	27.80
			08236		WATER LINE REPAIRS	32.74
			083691		MEETING SUPPLIES	11.50
			09072		CITY HALL REPAIRS	41.35
			112-0658611-84874		OFFICE SUPPLIES	15.51
			112833608		PARKING	30.00
			112-8448767-56626		OFFICE SUPPLIES	16.90
			11392320265660267		EMS SUPPLIES	143.50
			12082018		CREDIT-MONTERY MARRIOTT	-3.50
			1218264		COUNCIL MEETING SUPPLIES	43.25
			12249		LEAGUE OF CA CITIES	666.15
			12272018		SHRM RECERTIFICATION	100.00

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120682	2/15/2019	10001 US BANK	(Continued)			
			1326581		MEETING SUPPLIES	7.69
			1410		LEAGUE OF CA CITIES	45.00
			1544244		GENERAL SPECIAL EVENTS	26.85
			1696989201		LEAGUE OF CA CITIES	649.05
			1696989201-A		LEAGUE OF CA CITIES	-6.00
			18046		PLANTING MATERIALS	781.19
			1830		VEHICLE DECALS	155.81
			202766		EQUIPMENT RENTAL	214.42
			202767		EQUIPMENT RENTAL	214.42
			20291320		ENGINEERING SUPPLIES	31.44
			255		REGISTRATION	10.00
			258		TEEN CENTER SUPPLIES	35.48
			300001174		CSMFO DUES - JENNINGS	110.00
			313445		WATER HEATER REPLACEMENT	610.99
			32720		VANDALISM REPAIRS	8.37
			3490155753		HOTEL CSMFO CONFERENCE	294.33
			362039		STORM WATER TRAINING HOTEL	405.24
			37048073		ICE MACHINE PARTS	191.64
			40361629		STATION SUPPLIES	489.95
			4073019543		WALL CALENDAR	14.04
			4460129		REGISTRATION	28.00
			4587571		PARKING FOR CONVENTION	15.00
			47501		RADIO REPAIR PARTS	371.51
			5142		TEEN CENTER SUPPLIES	8.92
			56037		SHOP SUPPLIES	52.06
			57143		SIGNAGE SUPPLIES	47.25
			67932		GRAFFITI ABATEMENT SUPPLIES	206.65
			68646		SHOP SUPPLIES	30.86
			748786		PHONE CASE	32.31
			7541004		SPRING EGGSTRAVAGANZA	161.97
			7791680		CAPPO CONF - SHUTTLE	17.34
			7791705		CAPPO CONF - SHUTTLE	46.84
			77954		WORK GLOVES	21.49
			7818995		LEAGUE OF CA CITIES	34.68
			7819162		LEAGUE OF CA CITIES	65.36
			7821777		LEAGUE OF CA CITIES	34.68

Voucher List  
CITY OF SANTEE

Bank code : ubgen

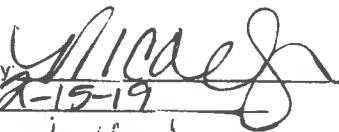

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120682	2/15/2019	10001 US BANK	(Continued)			
			798983		CAPPO CONF - HOTEL	793.28
			8166		PRINT & BINDING	53.88
			8675309		WEB DOMAIN RENEWAL	15.17
			8894608		OFFICE FURNITURE	239.99
			9081915725520318.122		STATION SUPPLIES	107.74
			E1800793		MEDIC UNIT EQUIPMENT	443.39
			E800		RETURN- MEETING SUPPLIES	-28.73
			PYWFPXIYC		STATION SUPPLIES	934.99
			SI19000002711041		3RD GRADE POSTER CONTEST	84.00
			SI1900000476559		3RD GRADE POSTER CONTEST	22.00
			T7OWLD		LEAGUE OF CA CITIES	127.97
			T7OWLD-1		LEAGUE OF CA CITIES	20.00
			T7OWLD-2		LEAGUE OF CA CITIES	20.00
			V9YPJC		WUI CONFERENCE	271.98
			VAP75U		NFPA CONFERENCE	331.97
					<b>Total :</b>	<b>13,233.80</b>

1 Vouchers for bank code : ubgen

Bank total : 13,233.80

1 Vouchers in this report

Total vouchers : 13,233.80

Prepared by:   
Date: 2-15-19  
Approved by:   
Date: 2-15-19

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE** February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** APPROVAL OF THE EXPENDITURE OF \$51,696.28 FOR JANUARY 2019 LEGAL SERVICES AND RELATED COSTS

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

**SUMMARY**

Legal services invoices proposed for payment for the month of January 2019 total \$51,696.28 as follows:

1) General Retainer Services	\$ 15,231.97
2) Labor & Employment	1,440.00
3) Litigation & Claims	4,206.45
4) Special Projects - General Fund	20,822.61
5) Special Projects – Other Funds	1,035.00
6) Third-Party Reimbursable Projects	<u>8,960.25</u>
Total	<u>\$ 51,696.28</u>

**FINANCIAL STATEMENT** *TM*

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 492,000.00	
Revised Budget	\$ 492,000.00	
Prior Expenditures	(347,441.76)	
Current Request	(41,701.03)	\$ 102,857.21
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 10,000.00	
Revised Budget	\$ 10,094.92	
Prior Expenditures	(6,957.42)	
Current Request	(1,035.00)	\$ 2,102.50

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MSB*

Approve the expenditure of \$51,696.28 for January 2019 legal services and related costs.

**ATTACHMENT (Listed Below)**

Legal Services Billing Summary



**LEGAL SERVICES BILLING SUMMARY  
FY 2018-19**

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo/Yr</u>	<u>Amount</u>
<b>General Fund:</b>						
General / Retainer	\$ 186,000.00	\$ 186,000.00	\$ 93,046.33	\$ 92,953.67	Jan-19	\$ 15,231.97
Labor & Employment	50,000.00	50,000.00	32,933.02	17,066.98	Jan-19	1,440.00
Litigation & Claims	60,000.00	60,000.00	30,566.76	29,433.24	Jan-19	4,206.45
Special Projects	196,000.00	196,000.00	190,895.65	5,104.35	Jan-19	20,822.61
<b>Total</b>	<b>\$ 492,000.00</b>	<b>\$ 492,000.00</b>	<b>\$ 347,441.76</b>	<b>\$ 144,558.24</b>		<b>\$ 41,701.03</b>
<b>Other City Funds:</b>						
Special Projects	\$ -	\$ 94.92	\$ 6,934.92	\$ (6,840.00)	Jan-19	\$ 1,035.00
MHFP Commission	10,000.00	10,000.00	22.50	9,977.50		-
<b>Total</b>	<b>\$ 10,000.00</b>	<b>\$ 10,094.92</b>	<b>\$ 6,957.42</b>	<b>\$ 3,137.50</b>		<b>\$ 1,035.00</b>
<b>Third-Party Reimbursable:</b>						
Sky Ranch	n/a	n/a	\$ 3,057.86	n/a	Jan-19	\$ 145.00
Weston	n/a	n/a	2,368.05	n/a	Jan-19	1,545.36
Weston CFDs	n/a	n/a	3,216.45	n/a	Jan-19	2,224.89
Home Fed Project	n/a	n/a	56,257.12	n/a	Jan-19	3,150.00
MSCP - Subarea Plan	n/a	n/a	13,011.00	n/a	Jan-19	863.00
Karl Strauss	n/a	n/a	1,445.67	n/a	Jan-19	472.00
Walker Trails	n/a	n/a	4,374.82	n/a		-
Davisson Multi-Family	n/a	n/a	350.00	n/a		-
Prospect Estates II	n/a	n/a	3,242.63	n/a		-
Graves Verizon Wireless Fac.	n/a	n/a	4,572.00	n/a		-
Costco Fuel Facility Relocation	n/a	n/a	6,408.74	n/a		-
Carribbean Way TM/DR Permit	n/a	n/a	841.85	n/a		-
Service Station on Cuyamaca	n/a	n/a	1,780.74	n/a		-
Garmo Gas Station Project	n/a	n/a	1,747.00	n/a		-
Cornerstone Communities	n/a	n/a	8,953.57	n/a		-
Gondola Skate Warehouse	n/a	n/a	285.00	n/a		-
8711 Atlas View	n/a	n/a	-	n/a	Jan-19	560.00
<b>Total</b>			<b>\$ 111,912.50</b>			<b>\$ 8,960.25</b>

**LEGAL SERVICES BILLING SUMMARY**  
**FY 2018-19**

<b>Total Previously Spent to Date</b>	
<b>FY 2018-19</b>	
<b>General Fund</b>	<b>\$ 347,441.76</b>
<b>Other City Funds</b>	<b>6,957.42</b>
<b>Applicant Deposits</b>	<b>111,912.50</b>
<b>Total</b>	<b><u>\$ 466,311.68</u></b>

<b>Total Proposed for Payment</b>	
<b>General Fund</b>	<b>\$ 41,701.03</b>
<b>Other City Funds</b>	<b>1,035.00</b>
<b>Applicant Deposits</b>	<b>8,960.25</b>
<b>Total</b>	<b><u>\$ 51,696.28</u></b>

City of Santee  
COUNCIL AGENDA STATEMENT

**MEETING DATE** February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH CHEN RYAN ASSOCIATES, INC. FOR TRAFFIC ENGINEERING SERVICES FOR DEVELOPING THE CITY'S COMPREHENSIVE ACTIVE TRANSPORTATION STRATEGY, CIP2018-01

**DIRECTOR/DEPARTMENT** *Sqf FOR* Melanie Kush, Development Services

**SUMMARY**

The City has received a Caltrans Sustainable Communities Planning grant to develop a Comprehensive Active Transportation Strategy (CATS) including an update to the City's Bicycle Master Plan which is nine years old and a new citywide pedestrian master plan. The project will determine existing conditions, goals and objectives, priority projects and an implementation plan for the City's bicycle and pedestrian networks. The project is included in the City's current Capital Improvement Program approved by City Council on June 28, 2017.

The City publicized a Request for Proposals in December 2018 and received four proposals from traffic engineering consulting firms. Staff reviewed the proposals and conducted interviews. Chen Ryan Associates, Inc. is the top-ranked firm based on a combined rating of proposals and interviews with consideration of relevant experience and past performance. The contract amount proposed by Chen Ryan Associates, Inc. is \$199,110 which is under the budgeted amount of \$200,000.

This item requests City Council to authorize the City Manager to execute a professional services agreement with Chen Ryan Associates, Inc. for traffic engineering services for developing the Santee Comprehensive Active Transportation Strategy.

**ENVIRONMENTAL REVIEW**

This action is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 and section 15061 (b)(3).

**FINANCIAL STATEMENT:** *m*

At its July 25, 2018 meeting, the City Council appropriated grant funds in the amount of \$240,802 with a local match in the amount of \$31,198 funded by Traffic Mitigation Fees. The total estimated cost for the project is \$272,000 including contract cost, staff time, and environmental documentation. The contract amount with Chen Ryan Associates, Inc. is \$199,110.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION:** *MSB*

Adopt resolution authorizing the City Manager to execute a professional services agreement with Chen Ryan Associates, Inc. in an amount not to exceed \$199,110.

**ATTACHMENTS**

Resolution      Summary of Proposals

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES  
AGREEMENT WITH CHEN RYAN ASSOCIATES, INC. FOR TRAFFIC  
ENGINEERING SERVICES FOR DEVELOPING THE CITY'S COMPREHENSIVE  
ACTIVE TRANSPORTATION STRATEGY, CIP2018-01**

**WHEREAS**, the City's Bicycle Master Plan is nine years old and needs to be updated; and

**WHEREAS**, the City does not have a Pedestrian Master Plan; and

**WHEREAS**, the City has received a Caltrans Planning Grant for the development of a Comprehensive Active Transportation Strategy (CATS); and

**WHEREAS**, on July 25, 2018, the City Council appropriated funds for the CATS; and

**WHEREAS**, the City publicized a Request for Proposals in December 2018 and received four proposals from traffic engineering consulting firms; and

**WHEREAS**, staff reviewed the proposals and conducted interviews of the four consulting firms; and

**WHEREAS**, Chen Ryan Associates, Inc. is the top-ranked firm based on a combined rating of proposals and interviews; and

**WHEREAS**, the contract amount of \$199,110 proposed by Chen Ryan Associates, Inc. is under the budgeted amount of \$200,000.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Santee, California, authorizes the City Manager to execute a professional services agreement with Chen Ryan Associates, Inc. in an amount not to exceed \$199,110 for traffic engineering services for developing the Santee Comprehensive Active Transportation Strategy.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27<sup>th</sup> day of February 2019, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

## Summary of Proposals

1. KTU & A Planning and Landscape Architecture	\$198,224
2. KOA Corp.	\$198,230
3. Chen Ryan Associates	\$199,110
4. Alta Planning and Design	\$200,000

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE**

February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**      **RESOLUTION AUTHORIZING THE APPROPRIATION AND EXPENDITURE OF FY2017 STATE HOMELAND SECURITY GRANT FUNDS IN ACCORDANCE WITH ALL PROGRAM REQUIREMENTS AND APPROVING THE PURCHASE OF APX 8000 PORTABLE RADIOS AND RELATED EQUIPMENT FROM MOTOROLA INCORPORATED PER UTILIZATION OF THE COUNTY OF SAN DIEGO REGIONAL COMMUNICATIONS SYSTEMS (RCS) CONTRACT #553982**

**DIRECTOR/DEPARTMENT**John Garlow, Fire Chief 

**SUMMARY** - On March 6, 2018, the San Diego County Office of Emergency Services approved Santee's 2017 State Homeland Security Grant (SHSG) request in the amount of \$35,466.00. The SHSG funds will be utilized to replace six older Motorola XTS 5000 model portable radios used by front-line fire apparatus with six Motorola APX 8000 digital models. The deadline for reimbursement of the \$35,466.00 grant is June 30, 2019.

This item requests authorization to purchase from Motorola Incorporated the APX 8000 portable radios. Santee Municipal Code Section 3.24.180 authorizes purchasing directly from a vendor at a price established by a competitive or competitively negotiated bid by another public jurisdiction in substantial compliance with Santee Municipal Code Section 3.24.110 even if the City had not joined with that public agency in a cooperative purchase. City staff has determined that due to special circumstances, it would be in the City's best interest to purchase the radios from Motorola Incorporated via the County of San Diego's competitively bid Contract #553982 with Motorola Incorporated for Regional Communications System's (RCS) radio equipment.

Santee's Purchasing Ordinance requires City Council approval of all purchases exceeding \$20,000. Staff recommends utilizing County of San Diego Contract #553982 to purchase new radio equipment that includes six (6) APX 8000 digital portable radios from Motorola Incorporated in an amount not to exceed \$35,466.00.

*jm*  
**FINANCIAL STATEMENT** - 2017 State Homeland Security Grant funds will reimburse the Department up to \$35,466.00 toward the cost for the new portable radios.

**CITY ATTORNEY REVIEW** N/A     Completed**RECOMMENDATION** *MSB*

Adopt the attached Resolution:

1. Authorizing the appropriation and expenditure of 2017 State Homeland Security Grant (SHSG) funds in the amount of \$35,466.00 to purchase new radio equipment in accordance with all SHSG program requirements; and
2. Finding that, due to special circumstances, it would be in the City's best interest to purchase APX 8000 digital portable radios from Motorola Incorporated via the County of San Diego's competitively bid Contract #553982 with Motorola Incorporated for Regional Communications System's (RCS) radio equipment for an amount not to exceed \$35,466.00.

**ATTACHMENTS** – Resolution, Award Notification, Motorola Quote, Approved Allocation by Jurisdiction List

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE APPROPRIATION AND EXPENDITURE OF FY2017 STATE  
HOMELAND SECURITY GRANT FUNDS IN ACCORDANCE WITH ALL PROGRAM  
REQUIREMENTS AND APPROVING THE PURCHASE OF APX 8000 PORTABLE  
RADIOS AND RELATED EQUIPMENT FROM MOTOROLA INCORPORATED PER  
UTILIZATION OF THE COUNTY OF SAN DIEGO REGIONAL COMMUNICATIONS  
SYSTEMS (RCS) CONTRACT #553982**

**WHEREAS**, Santee Fire Department is in need of new portable radios and related equipment to perform its mission of protecting life, property and the environment; and

**WHEREAS**, the City of Santee will provide all matching funds required for the grant project and that any cash match will be appropriated as required; and

**WHEREAS**, any liability required out of the performance of this agreement shall be the responsibility of the City of Santee and the City Council; and

**WHEREAS**, grant funds shall not be used to supplant expenditures controlled by the City Council; and

**WHEREAS**, the City of Santee received FY2017 State Homeland Security Grant funds in the amount of \$35,466.00 and said grant funds are proposed to be used to replace six older Motorola XTS 5000 model portable radios used by front-line fire apparatus with six Motorola APX 8000 digital models; and

**WHEREAS**, City staff has determined that due to special circumstances, it would be in the City's best interest to purchase the radios from Motorola Incorporated via the County of San Diego's competitively bid Contract #553982 with Motorola Incorporated for Regional Communications System's (RCS) radio equipment.

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

1. Authorizes the appropriation and expenditure of 2017 State Homeland Security Grant (SHSG) funds in the amount of \$35,466.00 to purchase new radio equipment in accordance with all SHSG program requirements; and
2. Finds purchasing from Motorola Incorporated via the County of San Diego's competitively bid Contract #553982 with Motorola Incorporated for Regional Communications System's (RCS) radio equipment is in the best interest of the City; and
3. Authorizes the City Manager to execute all necessary documents.

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 27<sup>th</sup> day of February, 2019, by the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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





County of San Diego Office of Emergency Services  
5580 Overland Ave., Suite 100  
San Diego, CA 92123 -1251  
Phone: (858) 565-3490 Fax: (858) 565-3499  
Email: [oes@sdcountry.ca.gov](mailto:oes@sdcountry.ca.gov)



March 6, 2018

**SUBJECT: NOTIFICATION OF PROJECT AWARD**  
Fiscal Year (FY) 2017 State Homeland Security Program (SHSP)  
Grant #2017-0083, Cal OES ID# 073-00000, CFDA # 97.067 HSGP  
**JURISDICTIONAL PERFORMANCE PERIOD: March 6, 2018, to June 30, 2019**

Dear Homeland Security Grant Partners,

This letter is to notify you the County of San Diego, Office of Emergency Services (OES) has received approval from the California Governor's Office of Emergency Services (Cal OES) for the Fiscal Year 2017 State Homeland Security Program (SHSP).

**The final date to expend FY17 SHSP grant funds is May 31, 2019. Jurisdictions must have all reimbursement requests to OES by June 30, 2019.** OES will be monitoring expenditures closely and reallocating funds that cannot be spent by this deadline. Please submit your claims in a timely manner in order for the funds to be expended within the required performance period of the grant.

**This grant is subject to all provisions of 2CFR Part 200, Subpart F – Audit Requirements.**

At this time projects that have any associated holds, which include EHP, EOC, aviation, watercraft, or requests that need Cal OES sole source pre-approval may not be purchased; please refer to paragraph three of Cal OES' "Notification of Subrecipient Award Approval" for information on purchases requiring further approval from Cal OES. Funds awarded under this allocation will be subject to the requirements in the Department of Homeland Security Fiscal Year 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity and the California Supplement to the Federal Notice of Funding Opportunity.

The Office of Emergency Services is available to provide technical assistance throughout the entire grant process. For assistance, please contact OES Finance Unit:

- Christina Davis, at (858) 715-2344 or [Christina.Davis@sdcountry.ca.gov](mailto:Christina.Davis@sdcountry.ca.gov)
- Raluca Pimenta, at (858) 715-2214 or [Raluca.Pimenta@sdcountry.ca.gov](mailto:Raluca.Pimenta@sdcountry.ca.gov)

Thank you for your efforts to improve the safety and security of our region. We look forward to working with you and appreciate your cooperation and support.

Sincerely,

Holly Crawford, Director  
San Diego County Office of Emergency Services

**Unified San Diego County Emergency Services Organization**

CARLSBAD • CHULA VISTA • CORONADO • COUNTY OF SAN DIEGO • DEL MAR • EL CAJON • ENCINITAS • ESCONDIDO • IMPERIAL BEACH • LA MESA  
LEMON GROVE • NATIONAL CITY • OCEANSIDE • POWAY • SAN DIEGO • SAN MARCOS • SANTEE • SOLANA BEACH • VISTA

QUOTE TO: SANTEE FIRE - HARLEY WALLACE 619-258-4151

PREPARED BY: Andy Grimm 858-864-3660

agrimm@daywireless.com

DATE: December 27, 2018

Quote Valid through March 31, 2019

Quote # QU0000444777AG



**MOTOROLA SOLUTIONS**

*Line #	Qty	Part Number	Item Description	List Price	Unit Discounted Price	Total Extended Discount Price
<b>APX8000 Model 3.5 ALL BAND PORTABLE RADIO w TDMA</b>						
1		H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	\$6,292.00	\$3,932.50	
1a		Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	\$515.00	\$321.88	
1b		H38BS	ADD: SMARTZONE OPERATION	\$1,500.00	\$937.50	
1c		Q361AN	ADD: P25 9600 BAUD TRUNKING	\$300.00	\$0.00	
1d		QA00580AA	ADD: TDMA OPERATION	\$450.00	\$281.25	
1e		G996	ADD: PROGRAMMING OVER P25 (OTAP)	\$100.00	\$62.50	
1f		QA05594AA	ALT: BATTERY, INT SAFE, UL 3400 MAH (PMNN4504)	\$130.00	\$81.25	
1g		H64	ALT: APX 8000 HOUSING YELLOW	\$25.00	\$15.63	
1h		QA05509	DEL: DELETE UHF BAND	(\$800.00)	(\$500.00)	
	6	PORTABLE TOTAL	TOTAL APX8000 Model 3.5 Portable w TDMA	\$8,512.00	\$5,132.51	\$30,795.06
2	6	PMMN4062A	APX STANDARD REMOTE SPEAKER MIC	\$117.70	\$88.28	\$529.65
3	4	NNTN7624C	APX VEHICLE CHARGERS	\$429.00	\$321.75	\$1,287.00
4	2	PMNN4504	APX SPARE BATTERY FOR 8000, INT SAFE, UL 3400 MAH	\$150.00	\$112.50	\$225.00
<div style="border: 1px solid black; background-color: yellow; padding: 5px;">                     APX8000 STANDARD HOUSING, YELLOW, DUAL BAND WITH VHF &amp; 7/800MHZ. OMIT UHF BAND. WITH STANDARD LAPEL MICS                 </div>				<b>Total Equipment:</b>		\$32,836.71
				<b>7.75 % tax on Equipment</b>		\$2,544.85
				<b>Total Equipment and Tax</b>		\$35,381.56
5	6	Q58AU	ADD: 3Y ESSENTIAL SERVICE	\$110.00	\$0.00	NOT TAXED \$0.00
<b>Order Total (Equipment, Tax, Warranty):</b>						<b>\$35,381.56</b>

Discounted Pricing from San Diego County RCS Contract # 553982. Shipping is included at No Charge. PO's must be made out to Motorola Solutions, INC (not Day Wireless).

FY 2017 STATE HOMELAND SECURITY PROGRAM (SHSP) GRANT APPROVED ALLOCATION									
JURISDICTION	FY2016 - ALLOCATION			FY2017 - ALLOCATION					
CITIES	LE - 25% of FY16 Allocation	Non-LE Allocation	TOTAL	Sworn LE Personnel Figures (2016)	LE - 25% of FY17 Allocation	Non-LE Population (2016)	Non-LE Allocation	TOTAL	% Change from FY2016 to FY2017
CARLSBAD	16,643	68,175	84,818	110	16,643	112,930	65,619	82,262	-3.01%
CHULA VISTA	32,681	153,285	185,966	216	32,681	265,070	147,286	179,967	-3.23%
CORONADO	6,203	19,114	25,317	41	6,203	25,230	18,543	24,746	-2.26%
DEL MAR	-	7,391	7,391	-	-	4,274	7,294	7,294	-1.31%
EL CAJON	18,459	62,249	80,708	122	18,459	102,337	59,933	78,392	-2.87%
ENCINITAS	-	39,644	39,644	-	-	61,928	38,242	38,242	-3.54%
ESCONDIDO	23,149	89,338	112,487	153	23,149	150,760	85,926	109,075	-3.03%
ESCONDIDO RINCON DEL DIABLO	-	8,608	8,608	-	-	15,387	8,259	8,259	-4.05%
IMPERIAL BEACH	-	20,347	20,347	-	-	27,434	19,726	19,726	-3.05%
LA MESA	10,288	38,555	48,843	68	10,288	59,982	37,197	47,485	-2.78%
LEMON GROVE	-	19,887	19,887	-	-	26,611	19,284	19,284	-3.03%
NATIONAL CITY	13,012	38,995	52,007	86	13,012	60,768	37,619	50,631	-2.65%
NATIONAL CITY - LINCOLN ACRES	-	876	876	-	-	1,566	841	841	-4.00%
OCEANSIDE	31,471	103,429	134,900	208	31,471	175,948	99,446	130,917	-2.95%
POWAY	-	33,029	33,029	-	-	50,103	31,894	31,894	-3.44%
SAN DIEGO	281,572	-	281,572	1,861	281,572	-	-	281,572	0.00%
SAN MARCOS	-	57,191	57,191	-	-	93,295	55,079	55,079	-3.69%
SAN MARCOS FPD	-	8,094	8,094	-	-	14,469	7,767	7,767	-4.04%
SANTEE	-	36,751	36,751	-	-	56,757	35,466	35,466	-3.50%
SOLANA BEACH	-	12,549	12,549	-	-	13,494	12,243	12,243	-2.44%
VISTA	-	60,324	60,324	-	-	98,896	58,086	58,086	-3.71%
VISTA FPD	-	12,207	12,207	-	-	21,820	11,713	11,713	-4.05%
<b>TOTAL CITIES</b>	<b>433,478</b>	<b>890,038</b>	<b>1,323,516</b>	<b>2,865</b>	<b>433,478</b>	<b>1,439,059</b>	<b>857,463</b>	<b>1,290,941</b>	<b>-2.46%</b>
<b>FIRE DISTRICTS/OTHER</b>									
2-1-1 SAN DIEGO	-	70,000	70,000	-	-	-	70,000	70,000	0.00%
ALPINE FPD	-	13,521	13,521	-	-	15,231	13,176	13,176	-2.55%
DEER SPRINGS FPD	-	11,885	11,885	-	-	12,308	11,607	11,607	-2.34%
JULIAN-CUYAMACA FPD	-	7,330	7,330	-	-	4,165	7,236	7,236	-1.28%
LAKESIDE FPD	-	-	-	-	-	62,188	38,382	38,382	N/A
NORTH COUNTY FPD	-	33,680	33,680	-	-	51,268	32,520	32,520	-3.44%
PORT OF SAN DIEGO	18,459	-	18,459	122	18,459	-	-	18,459	0.00%
RANCHO SANTA FE FPD	-	23,110	23,110	-	-	32,373	22,377	22,377	-3.17%
SAN MIGUEL FPD	-	74,644	74,644	-	-	124,494	71,826	71,826	-3.78%
VALLEY CENTER FPD	-	14,367	14,367	-	-	16,745	13,988	13,988	-2.64%
<b>TOTAL FIRE DISTRICTS/OTHER</b>	<b>18,459</b>	<b>248,537</b>	<b>266,996</b>	<b>122</b>	<b>18,459</b>	<b>318,772</b>	<b>281,112</b>	<b>299,571</b>	<b>12.20%</b>
<b>COUNTY DEPTS</b>									
OES, HHSA-EMS	-	1,386,946	1,386,946	-	-	-	1,386,946	1,386,946	0.00%
SHERIFF	389,903	-	389,903	2,577	389,903	-	-	389,903	0.00%
<b>TOTAL COUNTY DEPTS</b>	<b>389,903</b>	<b>1,386,946</b>	<b>1,776,849</b>	<b>2,577</b>	<b>389,903</b>	<b>-</b>	<b>1,386,946</b>	<b>1,776,849</b>	<b>0.00%</b>
<b>TOTAL ALLOCATIONS</b>	<b>841,840</b>	<b>2,525,521</b>	<b>3,367,361</b>	<b>5,564</b>	<b>841,840</b>	<b>1,757,831</b>	<b>2,525,521</b>	<b>3,367,361</b>	<b>0.00%</b>

**Notes:**

\*Personnel Cap: Each jurisdiction's allocation has a personnel cap of 50%.

\*San Diego Sheriff includes: Unincorporated San Diego County and the contracted cities of Del Mar, Encinitas, Imperial Beach, Lemon Grove, Poway, San Marcos, Santee, Solana Beach and Vista.



**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE** February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO ALLOCATE PROGRAM YEAR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

**DIRECTOR/DEPARTMENT** Melanie Kush, Development Services *MK*

**SUMMARY** This hearing is a continuation of the February 13, 2019 public hearing on the allocation of Community Development Block Grant (CDBG) Program funding for Program Year 2019 (July 2019 through June 2020). On February 13, 2019, the City Council received a staff report and public testimony. Based on direction provided by the City Council during this hearing, Staff will prepare an Annual Action Plan for Program Year 2019. The Annual Action Plan is subject to public review and a separate public hearing prior to submittal to the federal Department of Housing and Urban Development (HUD) by May 15, 2019.

At this time, the amount of CDBG funding that will be available to the City for Program Year 2019 has not been announced; however, the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is assumed that the City's PY 2019 allocation will remain at the current year's amount of \$279,382. In addition, \$62,239 in program income and the carry forward of prior-year unexpended funds (including \$59,906 currently allocated to a debt service reserve account) would bring the estimated total amount available for allocation in PY 2019 to \$341,621.

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

**FINANCIAL STATEMENT** *fm* The level of CDBG funding the City of Santee will receive in Program Year 2019 has not yet been announced. For the purpose of preparing the Program Year 2019 Action Plan, it is projected that the City will receive a CDBG allocation of \$279,382. A carry-forward of \$62,200 in prior-year funds and program income of \$39 would bring the total amount available for allocation in PY 2019 to approximately \$341,621.

**CITY ATTORNEY REVIEW**       N/A       Completed

- RECOMMENDATION** *MWB*
1. Re-open, conduct and close the public hearing; and
  2. Direct staff to publish a summary of the Annual Action Plan; and
  3. Adopt the Resolution for Program Year 2019 CDBG funds.

**ATTACHMENTS**  
Staff Report      Resolution      Summary of Requests/Applications      Worksheets

**STAFF REPORT  
FEBRUARY 27, 2019**

**CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY  
DEVELOPMENT NEEDS AND TO ALLOCATE PROGRAM YEAR 2019  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING**

**A. CDBG BACKGROUND**

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

The Annual Action Plan: A required part of the City of Santee's 5-Year Consolidated Plan is an annual Action Plan. Each year the Action Plan is updated to reflect City Council's allocations to public services, public facilities and administration activities, consistent with the goals and objectives contained in the Plan. A synopsis of the annual Action Plan must be published community-wide in order to afford affected citizens an opportunity for review and comment. After review of public comments, the plan is forwarded to HUD with the required grant applications by May 15 of each year.

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

**B. CDBG PROGRAM GUIDELINES**

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

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

1. Benefit low and moderate income families;

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

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

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

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

3. Address community needs having a particular urgency.

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

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

The CDBG allocation to the City of Santee for Program Year 2018 was \$279,382. As of February 19, 2019, HUD had not announced the amount that the City of Santee will be allocated in Program Year 2019. However, the schedule for preparation of annual Action Plans by the City of Santee and the County of San Diego requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2019 be approved and submitted to HUD no later than May 15th. Due to uncertainty regarding the budget for HUD programs, for planning purposes the attached resolution assumes that the City of Santee's Program Year 2019 allocation will remain at the current year level (\$279,382). A carry-forward of \$62,239 in program income and prior-year funds (including \$59,906 allocated to a debt service reserve account) would bring the total amount available for allocation in PY 2019 to approximately \$341,621.

HUD regulations impose a 15% cap on the amount of current-year CDBG funds and

prior year program income which can be allocated to Public Service activities and a 20% cap on Administrative activities.

A request for proposals was published on November 19, 2018, with applications due on January 10, 2019. The City has received eight applications for PY 2019 CDBG funding totaling \$76,500 as detailed in the attached report and summary of applications.

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

In addition to the caps imposed by HUD on Administrative and Public Services expenditures, an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue reduces the amount of funding available for other activities. In October 2011, the City Council approved a Section 108 loan (a loan secured by future allocations of CDBG funding) in the amount of \$1.4 million. Debt service associated with the Section 108 loan in Program Year 2019 is \$147,014 and represents a senior claim on CDBG funding received by the City of Santee.

In response to potential future reductions in CDBG allocations, in Program Year 2018 the City established a Section 108 loan reserve in the amount of \$59,906 that could assist in meeting payment requirements in the event future year allocations were insufficient to do so. Given significant uncertainty regarding the future of the CDBG program, staff believes it would be prudent to maintain a debt service reserve balance. Based on the projection of available public facilities funding, after allocating \$147,014 in Program Year 2019 to debt service payments, a total of \$96,810 would remain available for allocation to other public facilities activities, including the funding of a debt service reserve.

ACTIVITY	CAP	AMOUNT AVAILABLE PER CAP	AMOUNT REQUESTED
Public Service Activities	15%	\$ 41,913	\$ 61,000
Administrative Activities	20%	\$ 55,884	\$ 55,884
Public Facilities	None	\$ 243,824	\$ 243,824
		<b>\$ 341,621</b>	<b>\$ 360,708</b>

Requested in excess of projected funding \$ 19,087

**HUD Minimum Allocation Guidance**

The City received correspondence from HUD dated August 22, 2013 reporting the results of an on-site monitoring visit conducted in July, 2013. HUD found that the City was “generally in compliance with program requirements.” However the City received one “Finding” which requires corrective action in order to maintain program compliance. Specifically, HUD strongly advises that allocations in the category of “Public Service

Activity” be in amounts no smaller than **\$5,000**. HUD explains that the administrative burden of monitoring regulatory compliance is likely to exceed the benefit of the activity funded in amounts less than \$5,000.

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

Public participation is an important part of the CDBG process. Two public hearings are required to meet the HUD requirements for citizen participation. In accordance with the Code of Federal Regulations (CFR) Title 24, “Housing and Urban Development”, Section 570.704, the City initiated the CDBG application process by publishing a Request for Proposals for Program Year 2019 on November 29, 2018 in the East County Californian, as well as posting the Request for Proposals on the City’s website. Applications were due on January 10, 2019.

Notice of the February 13 public hearing was published in East County Californian on January 24, 2019. All applications which were received were made available for public review and comment. In this way, citizens are afforded an opportunity to examine the contents of all applications received and to provide comments prior to City Council decision on the funding of qualified applications, in compliance with CFR Title 24.

#### **E. RECOMMENDATIONS**

- 1) Re-open, conduct and close the public hearing; and
- 2) Direct staff to publish a summary of the Annual Action Plan; and
- 3) Adopt the Resolution for Program Year 2019 CDBG funds.



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

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA ON THE ASSESSMENT AND PRIORITIZATION OF  
COMMUNITY DEVELOPMENT NEEDS, ALLOCATION OF COMMUNITY  
DEVELOPMENT BLOCK GRANT (CDBG) FUNDS FOR  
PROGRAM YEAR 2019 AND AUTHORIZATION TO PREPARE AND PUBLISH  
A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2019**

**WHEREAS**, in Program Year 2019, the City of Santee anticipates receiving an allocation of approximately \$279,382 in CDBG funds; and

**WHEREAS**, the City of Santee has an unexpended prior year allocation of \$2,294 available for allocation in Program Year 2019; and

**WHEREAS**, the City of Santee has \$59,906 in unexpended prior year funds previously allocated to a CDBG Debt Service Reserve available for allocation in Program Year 2019; and

**WHEREAS**, the City of Santee has \$39 in Program Income funds available for allocation in Program Year 2019, resulting in a total amount available for allocation of \$341,621; and

**WHEREAS**, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the FY 2015-2019 Consolidated Plan and submit a grant application to HUD prior to receiving funds; and

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

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

1. Direct staff to prepare a Draft Annual Action Plan reflecting the funding priorities identified in the City Council hearing of February 27, 2019.
2. Direct staff to proportionately adjust allocations among Public Services, Public Facilities and Administrative activities to accommodate any shortfall or surplus between the projected Program Year 2019 CDBG allocation of \$279,382 and the actual CDBG grant received by the City of Santee for Program Year 2019.
3. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27<sup>th</sup> day of February, 2019.

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

**ATTACHMENT 3**  
**APPLICATIONS FOR FUNDING**

SOCIAL SERVICES

Cameron Family YMCA.....	1
Crisis House.....	5
ElderHelp of San Diego.....	11
Lutheran Social Services ("Caring Neighbors").....	16
Meals-On-Wheels Greater San Diego County.....	20
Santee Food Bank.....	25
Santee Santas Foundation, Inc.....	28

ADMINISTRATION

CSA San Diego County.....	33
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**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2019**

**RECEIVED**

JAN 09 2019

Dept. of Development Services  
City of Santee

**GENERAL INFORMATION:** Date: 1/4/2019

Agency Name: YMCA of San Diego County- Cameron Family YMCA  
Agency Address: 10123 Riverwalk Drive Santee CA, 92071

Phone: 619-449-9622 Fax: 619-449-9624  
E-mail: AValine@ymca.org

Project/Program Contact Person (Name and Title): Annie Valine – Aquatics Director- Debby Lenz Ex. Director  
Project/Program Location: Cameron Family YMCA - Santee

Phone: 619-449-9622 Fax: 619-449-9624  
E-mail: AValine@ymca.org dlencz@ymca.org dlencz@ymca.org

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 6,000

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

Total Project/Program Budget: \$ 18,000

Source of Other Funds: Participant fees and annual support campaign funds raised for aquatics, gymnastics, and sports programs.

Applicant Certification:

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

Annie Valine – Aquatics Director  
Type or Print Your Name and Title

  
\_\_\_\_\_  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

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

The YMCA of San Diego County recently restructured the qualifications for receiving scholarships. Each application, whether for programs or membership, is assessed and then granted based on eligibility.

This project will benefit low income and disadvantaged Santee youth and teens by subsidizing class fees up to 70%, thereby providing low cost swim, dance, sports, and gymnastics lessons throughout the year. We will target children who live in the qualifying low to moderate income census tracts through the schools located in those areas and will partially aid between 100-125 Santee children. Children included to receive these funds are students in the Santee School District grades K-8 in partnership with the YMCA to provide low cost swim lessons, sports, physical fitness, dance and aquatics lessons and safety. This program is focused on prevention of drowning as well as skill development through physical education in school age children and in partnership with the Santee School District's "Out of School Time Program".

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

Gymnastics, aquatics, dance, and sports programs are all supervised by accredited, experienced Program Directors possessing bachelor's degrees or equivalent experience. Staff are trained and certified through the respective program area requirements and screened through the YMCA of San Diego County's Human Resources Department. All staff are background checked, attend trainings to identify signs of child abuse, are mandated reporters and are trained in the YMCA character development program teaching and role modeling caring, honesty, respect, and responsibility. The programs operate year round and classes are held M-Saturday two to 4 times per week. •25 Santee school children will be partially funded to participate in 3 2-week session of gymnastics. •50 Santee children will be partially funded to participate in swim lessons (5, 2-week sessions) and 35 additional children will be partially funded to participate in 8 no cost drowning prevention lessons through our "Safety Around

Water” program offered during May “National Drowning Prevention Month”. •Over 20 children will be partially funded to participate in sports, dance, cheer and physical fitness lessons through a partnership between the YMCA and the Santee School District “Enrichment” program (formerly “Project Safe”) providing funding for kindergarteners to 8th graders in one, two week-low cost session per school year.

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

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

- D. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

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

East County Family YMCA has received funding from the CDBG program beginning the 1997-1998 fiscal year and continuously for all but one year up to this date totaling 20 years.

**E. Financial:**

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

The Cameron Family YMCA, as a branch of the YMCA of San Diego County, practices generally accepted accounting methods, utilizing cost centers to ensure grant funds are used as required by the city. Financial audits are performed annually by an independent accounting agency. A volunteer Finance Committee and the Cameron Family YMCA Board of Advisors monitor the Branch Budget monthly. Internal financial audits are performed twice annually by an independent auditing firm. Financial need of children and youth will be determined and records will be kept at the Branch. Funding is recorded on the application registration form and electronically. CDBG funds will be provided only to qualifying Santee residents.

**F. Personnel:**

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

Annie Valine, Aquatics Director, along with Deborah Lenz, Executive Director, will oversee the operation of the program. Annie and Deborah have been with the YMCA since 2011 and 1983 respectively and both have been overseeing programs throughout their YMCA careers. Ciara Miller, YMCA Finance Director, will administer funds and will ensure that eligible Santee children receive the free or reduced gymnastics, sports, dance, and swim lessons. All three staff have a wealth of experience in implementing, administering, and tracking grant funds used and number of participants reached (including previous CDBG grants). A copy of the YMCA's financial assistance policy will be provided upon request. Executive Director, Debby Lenz works closely with the 15-member Board of Advisors to ensure funds are used according to CDBG requirements, and the program is meeting its goals and objectives.

**G. Conflict of Interest:**

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

None

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2019**

**RECEIVED**

JAN 09 2019

Dept. of Development Services  
City of Santee

**GENERAL INFORMATION:** Date: 1/4/2019

Agency Name: Crisis House  
Agency Address: 1034 N. Magnolia Ave., El Cajon, CA 92020

Phone: 619-444-3132 Fax: 619-444-1422  
E-mail: mcase@crisishouse.org

Project/Program Contact Person (Name and Title): Lori Saldate' Director of Programs  
Project/Program Location: 1034 N. Magnolia Ave, El Cajon, CA 92020

Phone: 619-444-3133 Fax: 619-444-1422  
E-mail: Lori@crisishouse.org

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 6,000.00

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

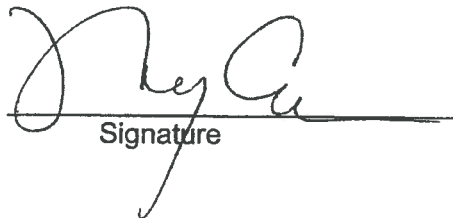
Total Project/Program Budget: \$ 285,000

Source of Other Funds: City of El Cajon, South Bay Community Services (ESG)

Applicant Certification:

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

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

  
Signature



**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

Crisis House is recognized and known throughout the homeless community, in East County, as the essential provider of crucial services in the region. Our Resource Center is a hub where persons and families experiencing homelessness can access and remain connected to services vital to their well-being. As East County's Designated Coordinated Assessment and Entry Site, connecting to homeless services originates through the Center and includes case management, housing navigation, meals, showers, personnel hygiene kits, mail and phone services, day storage and access and referrals to medical, behavioral health and main stream social services.

The objective is to engage and connect the homeless to appropriate and needed services. The target population will consist of families and individuals at varying stages of homelessness ranging from chronic to episodic. Many will present with severe to moderate mental illness and or addiction issues. Cohorts of youth, seniors, veterans and others with special needs who are experiencing homelessness will be represented within the "target population". Since the target population is transient by nature, in Santee today and Lakeside or El Cajon tomorrow Crisis House views the issues of homelessness as a regional challenge and as such our resources and efforts must be collective and coordinated to ensure the greatest impact for all of East County. To that extent Crisis House has subcontracted with South Bay Community Services with Emergency Solutions Grant (ESG) funds to outreach and assist homeless families and individuals in the unincorporated areas of East County such as Lakeside and Ramona. In addition, the City of El Cajon has funded a Housing Navigator position with rental assistance funding for the City of El Cajon's homeless.

Emergency Services, as always, will continue to assist low to very low- income households with information and referral services for those in crisis, displaced, experiencing food insecurity, or facing financial or legal challenges. Crisis House anticipates serving approximately 160 City of Santee residents. All will be at or below low/moderate income levels.

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

The period of service delivery will be over twelve months starting July 1, 2019 through June 30, 2020. The Director of Programs is responsible for the project oversight and compliance of the proposed project. The Intake & Referral Specialist along with other trained personnel will be responsible for administering the VI-SPDAT, data collection and entry and connecting households to needed services. The coordination of these

activities with El Cajon's Housing Connections and the ESG unincorporated areas of East County is the function of the Supervising Case Manager. Veterans are assisted by Supportive Services for Veteran Families (SSVF) through on-site Veterans Village of San Diego staff. Victims of Domestic Violence with children, who are fleeing an abusive relationship are assisted by designated Crisis House domestic violence staff. Persons with severe mental illness will be connected to County funded POFA (Project One For All) programs. The frequency in which services will be delivered will vary based on service type, severity of need, and client's level of engagement. Homeless individuals and families will be assessed using the VI-SPDAT once every six months with weekly contact or until housing is obtained. The provision of hot homeless meals with scheduled case management will be accessible on a weekly basis pending client participation. Homeless Day Storage, mail and phone services are available daily, Monday through Friday from 8:00 am until 5:00 pm. Households or individuals in crisis or faced with challenges may request help Monday through Friday from 8:00 am until 5:00 pm. The level of engagement for this cohort is typically short-term, one to three meetings.

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

The project meets the National Objective of benefiting a majority of low and moderate income (LMI) residents as defined as persons or households who earn at or below 80% of the Area Median Income (AMI). The Crisis House Emergency Services Project addresses the City of Santee Priorities according to the City of Santee Consolidated Plan 2015-2019 by providing services for seniors and other Special Needs Populations and the provision of homeless services and prevention endeavors.

- D. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Crisis House, a Public Benefit Corporation, was established as a social service agency in 1970, incorporated in 1987 and received its 501 (c) (3) IRS Determination in 1988. Our Mission is to respond immediately to stop the cycle of domestic violence and homelessness and connect families and individuals to crucial resources that empower them to renew their lives. To achieve our mission Crisis House offers comprehensive housing and social services for the region's survivors of domestic violence with children, Veteran families and emergency and social services and housing targeting the homeless and extremely low-income populations. Our four year strategic plan has 3 major goals; 1) Build a strong organization, 2) Support family and individual self-sufficiency, and 3) Be an essential community partner. In addition to the services already mentioned,

families and individuals can receive medical care every Monday morning onsite from the Family Health Centers of San Diego's Mobile Medical Unit, apply for free or discounted California ID Cards, medical insurance, food stamps and S.D.G.& E reduced rates. The agency now administers four (4) Domestic Violence programs and two (2) homeless projects. The agency was designated the East County Coordinated Entry and Homeless Assessment Site by the Regional Task Force on the Homeless and our Resource Center serves as the hub for connecting the areas homeless with needed services. Additionally, Crisis House hosts the annual Project Homeless Connect -East County, attended by over 30 providers and more than 175 homeless individuals who accessed 1,100 services in 4-hours. Crisis House, along with our community partners, helped 128 households with 553 children with food and gifts this past holiday season in our annual Adopt-a-Family program. Crisis House has been a recipient of City of Santee CDBG funds for over fourteen (14) years.

**E. Financial:**

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

Crisis House has in place policies, procedures and an automated accounting software system to insure proper segregation, support, and control and accounting of all funds, property, expenses, revenues and assets for each contract and grant we receive. Each contract, grant or program is assigned a cost center numerical code. Expenditures are supported by a corresponding invoice or receipt and attached to a check request that is authorized by a program manager/supervisor. The check request is coded with the proper cost center numerical code. The expenditure is then entered into our Quick Books Premier for Nonprofits Version 2000 accounting software, an accounting package specifically designed for nonprofit agencies and utilized to properly track revenue and expenditures for multiple funds, contracts, grants and programs. Crisis House's procedures and records conform to General Accepted Accounting Principles (GAAP) as well as 2 CFR 84.21(b)(2), 24 CFR 85.20 (b)(2), 24 CFR 583.330(c) and the OMB Super Circular. Crisis House undergoes an independent federal single audit by an outside CPA firm each year. As part of our annual audit, the CPA evaluates and reports on our policies, procedures, and internal controls. All expenditures are supported by source records, which clearly identify the cost as allowable contract expenditure. Bank statements are reconciled monthly by an employee who is not able to authorize disbursements or sign checks and are approved by the Executive Director. All checks require two (2) signatures. All canceled and voided checks are retained. All revenues are receipted. Deposits are prepared and made by someone other than the person writing the receipts and receipt books are reconciled against the deposits.

Crisis House maintains the following records:

Cash Receipts Journal - For recording all cash receipts.

Cash Disbursements/Check Run Journal - For the recording of all cash disbursements.

General Journal - For recording transactions that are not normally recorded in the Cash Receipts and Cash Disbursements Journals.

General Ledger - This ledger maintains the various accounts. Posting is performed on an on-going basis as needed to the general ledger.

Payroll Records - Crisis House currently contracts with ADP payroll services to prepare all paychecks and to complete and file all appropriate payroll deposits, taxes, and reports. Employee time cards are approved by their immediate supervisor and submitted for payroll processing. All time sheets clearly show earned, used and remaining leave balances.

Bank Reconciliation - All bank accounts are reconciled monthly to the cash account in the General Ledger and include the signatures and dates of person preparing, reviewing, and approving.

Petty Cash Fund - A small petty cash fund is kept in a locked box in a lock file cabinet in a locked room.

Requests for reimbursements from petty cash must be signed by an authorized supervisor and must be accompanied by a receipt.

Supporting Documentation - Files that contain paid check requests, invoices, time and attendance records, canceled checks, bank statements and other supporting documentation are maintained. Paid check requests include information on check number, date paid, amount paid, and the initials of the person making the payment.

Quarterly Payroll Tax Returns - Copies of Federal and State Quarterly Tax Returns are kept on file at Crisis House.

Checks- Check request with supporting documentation must be completed for all checks. The Executive Director, Assistant Executive Director or an authorized supervisor must approve vouchers before a check can be written. All checks require two (2) signatures. Blank checks are not pre-signed and no checks can be written payable to "cash". Voided checks are marked "Void", the signature section mutilated, and kept in numerical sequence with the canceled checks after initialed by Executive Director. Stale Dated Checks – Checks issued by Crisis House that have not cleared the bank within six months will be voided and removed from our books. During the bank reconciliation and review process each month stale dated checks will be examined and adjusted as needed.

Mileage Claims - staff claiming mileage reimbursement prepare mileage claims. The claim is signed by the person requesting reimbursement and checked and authorized by program manager/supervisor. All claims show dates, places, miles and purpose for each

**F. Personnel:**

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

The Executive Director has a Masters degree in Social Work with a concentration in Social Services Administration. She supervises up to 4 Social Work Master Degree Candidate interns who provide 200-400 hours of direct client services each in the programs. She has over 36 years experience working in the non-profits sector as a Vice President of Programs for the largest multi-service homeless organization in San Diego and Director of Housing for another international non-profit organization prior to coming to Crisis House. She is also a member of the San Diego County Continuum of

Care Program Evaluation Advisory Committee. The agency's Director of Programs holds a Masters Degree in Social Work and is responsible for oversight and operational compliance of all Crisis House programs and services. She has over eight years of extensive direct homeless service experience. The Accounting Manager, has an AS degree in accounting and bookkeeping and additional coursework in managerial accounting. She has worked for Crisis House for over ten years and has been managing three HUD Transitional Housing grants, one with 2 subcontractors, County and State contracts and worked directly with our internal auditors for the past three years. The Counselor has a MA in Counseling Education and has over 27 years of experience managing Department of Housing and Urban Development funded programs, monitoring contract performance and compliance and the training and development of staff. The Supervising Case Manager holds a Masters Degree in Social Work and has five years of experience assessing clients and working with those who have alcohol and drug addictions and she is a certified domestic violence counselor. In addition to supervising bachelor and master's degree level interns she is also the El Cajon Housing Connections Case Manager/Housing Navigator. The Intake and Referral Specialist has over 15 years of experience with Crisis House. She assesses and provides case management services based upon individual need and interest. She connects clients to all Crisis House services (including co-located services) and advocates on their behalf to access needed services in the community.

**G. Conflict of Interest:**

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

No member, officer, or employee of Crisis House is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees or has interest or holdings which could be affected by any action taken in execution of this application.

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2019**

**GENERAL INFORMATION:** Date: 12/19/2018

**RECEIVED**

Agency Name: ElderHelp of San Diego  
Agency Address: 3860 Calle Fortunada, San Diego, CA 92123

JAN 04 2019

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

Dept. of Development Services  
City of Santee

Project/Program Contact Person (Name and Title): Anya Delacruz, Associate Executive Director  
Project/Program Location: Most of San Diego County with emphasis on Central and Eastern regions.

Phone: 858-380-4966 Fax: 619-284-0214  
E-mail: adelacruz@elderhelpofsandiego.org

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 5,000

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

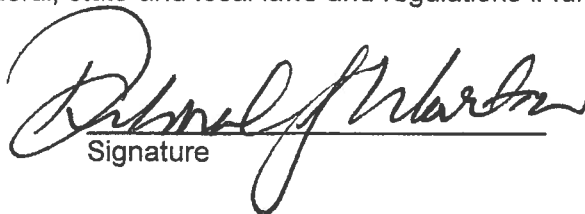
Total Project/Program Budget: \$ \$1,409,078

Source of Other Funds: ElderHelp pursues a diversified funding strategy, which currently includes approximately 48% from grants, 28% from government contracts, 7% from corporate support, 11% from individuals, 4% from events, and 2% in client contributions.

Applicant Certification:

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

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

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

ElderHelp provides personalized services and information that help seniors remain independent and live with dignity in their own homes.

Our service programs cover many senior needs:

•Care Coordination

We provide care management, assessment, and care planning while connecting older adults to vetted and trained volunteers who provide in-home assistance.

•Seniors A Go Go

We provide transportation services for medical and non-medical appointments to help seniors remain independent and connected to their communities.

•RUOK Check-In Calls

We provide daily check-in calls to ensure the safety and well-being of isolated seniors.

•Information & Referral

We provide resources and support for seniors, their loved ones, and other community members to find the help they need. If ElderHelp services are not a fit, we suggest other options available in San Diego County.

•Family Caregiver Support

We offer informative learning opportunities at local corporations to help support employed family caregivers, those who are working full and part time jobs while also caring for an aging loved one. We also provide self-paced family caregiver learning modules on our website.

•HomeShare

We offer a unique roommate matching service that also provides complete housing navigation for those looking for other affordable housing options.

Our clientele are older adults, with an average age of 79, in predominantly Central and Eastern San Diego County. Most of our clients (96%) are either low income or very low income, and many in this underserved population are disabled, are at risk of falls, or have at least one chronic health condition. Although many local agencies deliver services to the LMI senior population, ElderHelp meets a unique need – keeping them healthy, safe and stable in their own homes and, just as important, providing relief to their inadequate pocketbooks by providing our assistive services at no cost.

ElderHelp currently has 9 clients residing in Santee who receive services on a regular basis. We estimate that costs to serve these seniors are \$250-300/month, totaling \$27,000-\$32,400 a year in costs that are specific to Santee. The number of current Santee clients has increased almost 30% over the previous year. In addition, we

provide information and referral to Santee residents. With this funding, we will serve a minimum of 50 Santee residents through our programs and services. As ElderHelp service delivery gains exposure and popularity, we expect that number to increase again over the next year and beyond.

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

We have four ongoing programs that serve Santee that are administered on a daily basis throughout the year. 1) Through our Care Coordination program, experienced and degreed social workers provide high-level case management. Care Coordinators are adept at navigating barriers that older adults struggle with. These barriers include financial hardships, lack of resources, adjusting to aging, restrictions to mobility, poor health literacy, social isolation, depression and caregiver stress. Care Coordinators will work with clients to develop care plans and connect to services, including volunteer services. ElderHelp's Volunteer Services Manager oversees more than 475 trained volunteers who are paired with a client to deliver home and safety and maintenance services, grocery shopping, companionship, and financial advocacy. Volunteers work with clients in their own homes and are scheduled to visit them on average once a week to provide the services and supports needed for each client to remain living at home independently and safely. 2) Transportation, our most requested service, is managed by Transportation Coordinators, who see that up to 8 rides a month per senior are scheduled, almost entirely with vetted volunteer drivers. This critical program reduces the number of missed medical appointments and helps seniors stay proactive and connected. 3) Information & Referral is provided by front desk staff member and trained volunteers. Calls average 25-35 minutes as callers are dealing with complex issues related to benefits, housing, healthcare issues, and challenges related to coordination of care. The Information & Referral team provides resources and access to information to meet a variety of elder care needs. 4) RUOK Daily check-in calls are made by ElderHelp staff and trained volunteers who provide check-in calls to isolated seniors.

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

Our clients' income levels correspond to the CDBG Program National Objectives of serving low to moderate income persons. In fact, 96% of our clients are low or very low income. ElderHelp also meets the City of Santee priorities of assisting low to moderate income homeowners, since our mission is to assist seniors to remain living independently in their own homes. ElderHelp serves socially isolated senior members, aged 60 and older, predominantly living in LMI households, the combination of which makes it difficult for them to adequately meet critical daily needs.

- D.** Agency/Nonprofit Organization Information:

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



submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

The agency was founded in 1973 and incorporated as a 501(c)(3) organization in 1974. ElderHelp has offered a comprehensive mix of services for seniors to help them remain independent in their own homes. Care Coordination (formerly Concierge Club), our umbrella program, has been part of the agency's mission for most of its existence and was formalized in 2008. Care Coordination services expand as new needs are identified. Seniors A Go Go, formalized in 2009, was a much-needed outgrowth of a need identified. HomeShare began in 1982, and remains a very attractive program with minor improvements and modifications. Nearly 230,000 seniors have found advice and support here, but most of all, the agency developed a reputation as the place for any senior, regardless of income, to turn for help. ElderHelp's reputation continues to this day. We have positioned ourselves at the forefront of the aging in place movement and consistently strive to build collaborations and raise awareness that advance this goal and provide solace for the low-income, aging population in San Diego. ElderHelp has received CDBG funding from the City of Santee every year since 2004. That adds up to 15 years of support, strong evidence of a successful partnership.

**E. Financial:**

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

ElderHelp follows Board-approved accounting policies that are consistent with GAAP, using Quickbooks accounting software. The agency maintains an accounting procedures manual, which is updated as necessary and reviewed annually by an outside, independent auditor. Disbursement and payment procedures require that invoices and check requests be submitted/reviewed by the end user/spender, approved by a department manager and reviewed by the Executive Director. Checks are processed by the Accounting Specialist and signed by the Executive Director or the Associate Executive Director. Checks over \$5,000 require two signatures. Bank statements are reconciled monthly by the Accounting Specialist and approved by the Executive Director. Restricted revenues are accounted for separately. Expenses are tracked by budget line item, specific to each program or revenue stream to ensure that designated funds are spent appropriately. Each month, the Board of Directors is presented with a complete set of financial statements which includes a Statement of Income & Expense Current Month and Year to Date showing the budget to actual, a Statement of Financial Position and a Cash Flow report. All accounting is performed by staff, and financial records are kept in the main office. While not a requirement, each year ElderHelp submits to an independent audit, which is presented to the Board by the auditor. The ultimate responsibility for financial oversight of CDBG expenditures will be Deborah Martin, CEO/Executive Director, and the Accounting Specialist, Lori Schmitz.

In addition, we keep a spreadsheet to track Santee participation every month, including phone inquiries, and report client numbers to the City of Santee on a quarterly basis.

**F. Personnel:**

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

Deborah Martin, CEO/Executive Director, has her Bachelor's Degree in Business Law. Prior to ElderHelp, Deborah spent over 24 years in the hospitality/tourism/event management industry. As ElderHelp's Chief Executive Officer, her role involves overseeing the operations of ElderHelp including financials, legal, program implementation and oversight, fundraising, technology, growth planning and long-range strategic planning. Anya Delacruz, Associate Executive Director, has over 16 years' experience working with seniors. She joined ElderHelp in 2008 and has played an integral role in developing the organization's programs. She has accountability for program performance and deliverables, as well as staff morale. In her role as strategic planner, she positions Care Coordination, and all programs, to meet future demands for long-term support services. The Care Coordination Manager, Claudia Gavin, oversees the daily operations of the Care Coordination and Seniors A Go Go programs. Claudia has been a professional social worker in San Diego since 2005, and has extensive experience with behavioral health issues. Claudia's native language is Spanish, which proves to be invaluable to predominantly Spanish-speaking clients.

**G. Conflict of Interest:**

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

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

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2019**

**GENERAL INFORMATION:** Date: 1/3/2019

Agency Name: Lutheran Social Services of Southern California (LSSSC)  
Agency Address: 435 W. Orange Show Lane Suite 104, San Bernardino, CA 92408

Phone: 714-685-1800 Fax: 909-366-3287  
E-mail: rforbes@lsssc.org; grantssandiego@lsssc.org

Project/Program Contact Person (Name and Title): Santee Caring Neighbors, Suzanne Stephens, Program Coordinator  
Project/Program Location: Santee Caring Neighbors, 9735 Halberns Blvd, Santee, CA 92071

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 6,000

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

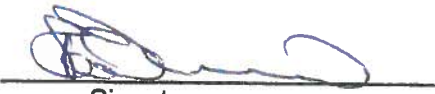
Total Project/Program Budget: \$ 35,438

Source of Other Funds: (1). Agency's general funds (2). LSSSC foundation (3). In-kind goods and services.

**Applicant Certification:**

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

Ronald S. Drews  
Type or Print Your Name and Title

  
Signature

**RECEIVED**

JAN 08 2019

Dept. of Development Services  
City of Santee

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

(1). Purpose: The Caring Neighbors (CN) program is part of a cadre of successful age-friendly initiatives being undertaken by LSSSC in San Diego to assist our aging population to remain in their own home as long as possible. This increases their life expectancy, study finds.

(2). Target Population and Target Area: CN targets low-income adults with disabilities and seniors in the City of Santee.

(3). Program Activities: CN provides adults with disabilities and seniors with minor home repairs. The program creates a safe home environment for program participants by installing grab bars, smoke & carbon monoxide alarms and repairing ramps. One-on-one interview to assess not only home repairs needed but other areas that the resident could use support. LSSSC also provides participants with referrals to community-based resources and services to maintain their health and enrich their lives. Some of these services include transportation; meals, food, socialization & companionship.

(4). Estimated Number of Clients to Be Served: CN will serve an estimated 40 eligible residents of the City of Santee.

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

(1). Darlene Mees, Senior Director, will provide program oversight and monitoring; prepare billing and serve as program liaison. Suzanne Stephens, Program Coordinator will coordinate all program activities; conduct assessments and one-on-one interviews with participants, coordinate home repairs and manage volunteers, promote the program and serve as program liaison. (2). Performance Period: The program activities will be performed during the period implemented from July 1, 2019 to June 30, 2020. Participants will receive services on a weekly basis. Home repairs will be performed weekly. Quarterly performance reports will be submitted with demographic data via submission of the Program Overview and the CDBG Eligibility Report to the Housing Program Administrator by the 15th day of the following month.

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

Aligning with the City of Santee and HUD GDBG objectives, CN benefits only low-income seniors and adults with disabilities who are residents of the City of Santee. The program utilizes community volunteers to perform repairs thereby achieving a sense of community connectedness, comradery and community building. By performing needed repairs and safety upgrades, the most vulnerable City of Santee residents can remain in their homes and maintain a good quality of life and living standards. Other outcomes include – increased quality of life

verifiable by improvement in their health status; improvement of their living standard - verifiable by home improvements and maintenance, and increased length of time seniors live independently.

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

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

**BACKGROUND:** Lutheran Social Services of Southern California began in December 1944 when a group of Lutheran congregations in San Diego came together to discuss how to better assist families in need. They began discussing how to form a Welfare Commission. Their vision expanded when they came together with another group of Lutheran congregations in Los Angeles having the very same conversation. Lutheran Social Services of Southern California was officially incorporated in 1946 as a 501(c)(3) non-profit social service agency. LSSSC embraces those in crisis, with short-term and emergency services; equip individuals and families, with program resources to help them on their journey and empower people to break the cycle of poverty, live with dignity and become self-sufficient. LSSSC envisions that all people will have the opportunity to live and work in a community in safety, dignity and with hope. To this end, the agency provides a cadre of basic needs and support services in 20 locations across Southern California. Today, LSSSC serves 25,000 families/individuals annually with: (1). Basic Needs – Meals, grocery bags, emergency shelter, bedding, hygiene kits, bus passes, gas cards, clothing, shower facility, laundry facility, mailing capabilities and school supplies and (2). A slew of self-sufficiency programs – case management, employment development, life skills training, entitlement enrollment, civic engagement support, disability support, education services, housing support, community development, transportation, linkage to the continuum of care and linkage to mainstream services. In addition, LSSSC affords a full spectrum of effective, high quality community-based social services to over 5,000 families/individuals each year in evidence-informed practices that includes wrap-around Mental Health and Behavioral Services, Family Services, Disability Support Services, Senior Support and Outreach. In San Diego County over 200 seniors and adults with disabilities receive assistance with home chores, errands, meal preparation, transportation to doctor's and dentist's appointments and companionship from their peers through our Senior Companion Program. Through the Talent Search program, over 500 first generation, low-income high school students receive academic counseling and college resources as well as assistance with financial aid. Another 71 first generation, low-income high school students are equipped with the skills and motivation necessary to pursue and complete post-secondary education. In addition, an average of 4,326 unduplicated clients receive grocery bags through Project Hands. **DURATION OF CDBG AWARD:** The Santee Caring Neighbors program has been receiving CDBG grant funding from the City of Santee since 2009.

**E. Financial:**

Describe your agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit

requirements. Describe how records are maintained to ensure the project benefits targeted groups.

LSSSC's internal financial department is managed by the Chief Financial Officer, who ensures that proper separation of duties and proper financial management and controls are in place. The CFO supervises the Accounting Supervisor and fiscal team. The Executive Vice President supervises the Human Resources Department. The organization operates in compliance with Generally Accepted Accounting Principle, which are nationally accepted standards and includes the design, implementation and maintenance of internal controls. The FUND E-Z financial management software is employed for managing all accounting operations. This software is compliant with accounting system compliant with 2 CFR 200. Executive leadership and other staff members are extremely competent in their respective scope of work that are clearly defined and exhibit an unbridled commitment to responsible and accountable management and execution of governmental and non-governmental funded programs. LSSSC complies with the OMB Circular A-100 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred. LSSSC administers its HUD/ESG/CDBG programs in adherence with OMB Circulars A-122 "Cost Principles for Non-profit Organizations" as applicable. This shall be applied to all costs incurred whether charged on a direct or indirect basis. LSSSC maintains documentation and record-keeping, including: (1). A full description of each activity undertaken (2). A record demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program. (3). Eligibility of activities and (4). Compliance with Fair Housing and Equal Opportunity components. This information is kept in client's folders at the program site.

**F. Personnel:**

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

(1). Suzanne Stephens, Program Coordinator: Suzanne has served as the Program Coordinator for Santee Caring Neighbors since August 2009. (2). Darlene Mees, Senior Director: Darlene will provide program oversight and staff supervision and has over 20 years of experience in non-profit leadership and program management. (3). Jacquelyn Guest, Accounting Manager: Jacquelyn will provide fiscal oversight and prepare billing and has 21 years of experience in financial management/accounting.

**G. Conflict of Interest:**

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

None

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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**GENERAL INFORMATION:** Date: 12/21/2018

Dept. of Development Services  
City of Santee

Agency Name: Meals On Wheels Greater San Diego, Inc. dba: Meals On Wheels  
San Diego County

Agency Address: 2254 San Diego Avenue, Ste. 200, San Diego, CA 92110

Phone: 619-278-4012

Fax: 619-260-6373

E-mail: jraefield@meals-on-wheels.org

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

Project/Program Location: Project: City of Santee/Program location: El Cajon

Phone: 619-447-8782

Fax: 619-260-6373

E-mail: jqigley@meals-on-wheels.org

Type of Project (check one): Public Service Activity



**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 8,000

**Note:** The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.

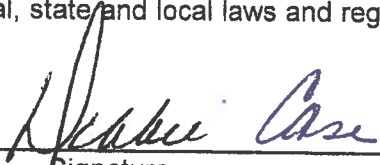
**Total Project/Program Budget: \$ 116,148.90**

**Source of Other Funds:** Foundation Funding: the following grant applications are submitted and pending for FY2019: Sahm Family Foundation - \$25,000; S. Mark Taper Foundation - \$30,000 (a portion of a \$50,000 renewal request will be allocated to this jurisdiction). Senior clients themselves also pay, on average, 40% of the actual delivered meal cost - depending on income levels (average is \$3.81 per meal for Santee – equating to an estimated \$51,396.90). Private donors will also contribute \$9,752 to this project through MOWSDC's robust charitable giving program. To ensure all programs are fundable from multiple sources, additional grant applications are planned for FY2019 along with robust corporate campaigns and fundraising events to meet any unexpected shortfall.

**Applicant Certification:**

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

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

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

Meals on Wheels San Diego County's (MOWSDC) mission is to support the independence and well-being of seniors who choose to age in their home or must due to the inability to afford quality institutional care in an assisted living or nursing home setting. Many seniors experience chronic illnesses and disabilities making activities of daily living difficult. In many cases, seniors will become temporarily and/or permanently homebound. Becoming homebound prevents seniors from performing the most basic activities of daily living such as obtaining food, healthcare, support services, and engagement in social activities. MOWSDC is part of the community safety net serving older adults in the home with care services that include the delivery of up to two fresh meals a day by a caring individual accompanied by daily safety checks with referrals to other social service providers if necessary and in-home social visits.

MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. Of all seniors served by MOWSDC, 87% are considered extremely low- to low- income according to the income guidelines by the Department of Housing and Urban Development (HUD) for all cities in San Diego County. MOWSDC subsidizes 60% of the costs for meals, delivery, and other services provided, regardless of a senior's ability to pay. Further subsidies are provided for seniors who are experiencing severe financial difficulties. For MOWSDC's Fiscal Year 2017 (Oct 1, 2017 – Sept 30, 2018), the program served over 3,155 unduplicated homebound seniors throughout San Diego County with 430,387 meals, daily safety checks and social visits using 3,084 trained volunteers. In the last completed City of Santee CDBG program year (7/1/2017-6/30/2018), MOWSDC provided 13,517 meals to 95 city seniors.

The area to be served with this request is the entire City of Santee, including City of Santee's LMI Census Tracts. The service population includes older adults 62+ who are homebound and fall within the extremely low- to moderate-income bracket established by the Department of Housing and Urban Development (2018). Historically, the seniors served in the City of Santee by MOWSDC have the following characteristics: 37% are aged 85+ and 37% are between 75 and 84 years of age; 28% fall within the extremely low-income bracket (\$1,500 or less monthly), 47% fall in the very low-income bracket and 20% fall in the low-income bracket; 62% are female and 30% are veterans; 40% live alone and 32% have disabilities.

For the City of Santee Program Year 2018 (July 1, 2018 – June 30, 2019), MOWSDC is contracted to serve 100 unduplicated homebound seniors. Per the Quarter 1 Report sent to the City of Santee on October 15, 2018, MOWSDC had already served 50 unduplicated homebound seniors putting MOWSDC at 50% of its goal – anticipating goal attainment for the program year. For the City of Santee's Program Year 2019 (July 1, 2019 – June 30, 2020) MOWSDC will again serve 100 unduplicated homebound seniors with the delivery of up to two meals a day accompanied by a safety check and in-home social visit. CDBG funding will provide for food and packaging costs of 3,774 meals reducing the overall cost of each delivered



meal. This will ensure a minimum subsidy of 60% from the total per-meal-delivered costs for every senior, and further subsidies will be offered to those who qualify.

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

The MOWSDC East County Service Center located at 131 Chambers Street in El Cajon services the City of Santee. The East County Service Center is managed by Ms. Janaira Quigley. (Please see details on her qualifications in Section F.) Daily meal deliveries are coordinated through a complex routing system to individual senior homes across the City of Santee using 400 volunteer delivery drivers coordinated by eight program staff. Fresh meals are produced for the program at the MOWSDC meal center and are packaged for delivery. Across the county, four service centers coordinate deliveries of hot and cold meal packages and beverages to 19 different drop-sites across the county. Volunteer drivers collect individualized meals at these drop sites and cover 111 weekday routes and 64 weekend routes to senior residences - ensuring between 1,000 and 1,800 daily, personal meal deliveries. The City of Santee's program is a component of the countywide services. The period in which the activities will be carried out will be during the City of Santee's CDBG Program Year 2019-2020 (July 1, 2019 to June 30, 2020). MOWSDC delivers meals and corresponding services to homebound seniors for everyday of the week (Sunday's meals delivered on Saturday). MOWSDC is the only meal delivery program that delivers on weekends and holidays.

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

MOWSDC's project for the City of Santee meets CDBG Program National Objective 1 by providing services to seniors considered extremely low- to moderate-income. One-hundred percent of seniors served in the City of Santee fall qualify the HUD LMI income levels. Additionally, the services provided are considered a priority, as stated in the City of Santee's 2015-2019 Consolidated Plan, ensuring improved quality of life for seniors and other persons with special needs through supportive services. MOWSDC's program supports improved health and safety for seniors and veterans while they age in place. Additionally, because of the effective use of 400 volunteers in the program delivery, MOWSDC's program represents effective use of limited CDBG resources.

- D. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

MOWSDC was established in 1960 and incorporated as a 501(3)(c) in 1970. MOWSDC serves all of San Diego County, including the 3,049 square miles of rural and unincorporated areas. MOWSDC provides services to adults over the age of 60 who are homebound due to age, illness or disability. Care services include the delivery of up to two fresh meals a day, a safety check with referrals to other social service providers if necessary and an in-home social visit. All services are subsidized for all seniors at 60%, and further subsidies are provided to those

who qualify. MOWSDC has been receiving CDBG funds from the City of Santee since 2009 (nine years).

**E. Financial:**

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

MOWSDC has a fully staffed Finance Department and uses QuickBooks Premium for Nonprofits. Each grant is assigned a unique identifier making it possible to track grant expenditures. MOWSDC also has an Accounting Policies and Procedures Manual that is updated regularly. MOWSDC uses Quickbooks for general ledger, accounts payable and financial recordkeeping and reporting. The chart of accounts structure provides for adequate segregation and tracking of separate funding sources. All vendor invoices and other expenses are paid by check. Contributions and grants are recorded and managed in Raisers Edge. Program fee billing and tracking is managed through SERVtracker, our client service software. All clients are required to complete an intake interview with a MOWSDC Service Center employee. Information collected on the Intake Form is entered into the SERVtracker database. The intake form documents all demographic information including address, age, gender, ethnic background, income level and all other important information. The database is updated daily and reports are run on regular intervals to ensure data integrity. As a registered 501(c)(3) non-profit, MOWSDC financial statements are audited annually by an independent auditor and Form 990 is filed annually with the Internal Revenue Service as required. Internal financial reports are also produced monthly by the CFO, issued to the Board Finance Committee for review and presented quarterly to the full MOWSDC Board of Trustees.

**F. Personnel:**

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

The East County Service Center Manager, Ms. Janaira Quigley, has a strong management background previously serving as general manager and director of operations for two large organizations. She holds a M.A. degree in Global Business from University of San Diego and has volunteered with MOW for over 6 years prior to joining the staff this year. Ms. Quigley currently supervises a staff of 7 and 400 volunteers, has conducted extensive community outreach, and has a keen understanding in navigating social services and advocating on behalf of her senior clients. Debbie Case has been the CEO and President of MOWSDC for over 10 years. She previously held executive level positions at the Child Abuse Prevention Foundation, the American Red Cross and the San Diego Opera. Ms. Case is also a national board member on the Meals on Wheels America board and was past president of the newly formed Meals on Wheels California State Association. Matt Topper is the Chief Financial Officer and has been with the organization for 12 years. Mr. Topper has extensive non-profit experience including as Director of Finance and Administration for the Northern Arizona University Foundation, a \$43M privately funded endowment, Director of Finance and Controller for Ameri Tribes, and an accounting manager with the Hotel Group. Mr. Topper is a fully licensed CPA (AZ), and was a finalist for San Diego Business Journal CFO of the Year 2011. He holds a B.S. in Accountancy from Northern Arizona University.

**G. Conflict of Interest:**

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

MOWSDC has no member, officer, or employee who is an officer or employee of the City of Santee or a member of any of its boards, commissions, or committees and has no interest or holding that could be affected by this application.

**City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2019**

**RECEIVED**

**GENERAL INFORMATION:** Date: 1/4/2019

JAN 04 2019

Agency Name: The Santee Food Bank  
Agency Address: P.O. Box 712054, Santee CA 92072

Dept. of Development Services  
City of Santee

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

Project/Program Contact Person (Name and Title): Dennis Martins, President  
Project/Program Location: 9715 Halberns Blvd., Santee CA 92071

Phone: 619-248-3570 Fax:  
E-mail: info@friendscc.org

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 20,000

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

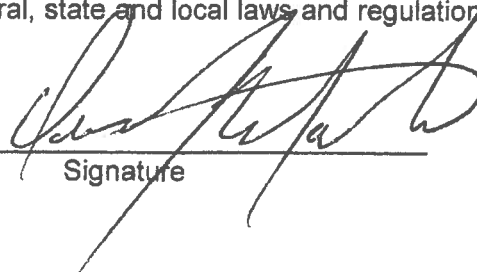
Total Project/Program Budget: \$ 45,000

Source of Other Funds: Grants, local churches, local businesses, community at large

Applicant Certification:

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

Dennis Martins, President  
Type or Print Your Name and Title

  
\_\_\_\_\_  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

The Santee Food Bank provides emergency food assistance to low to moderate income residents of Santee. We provide a minimum 2-day food pack to residents once per calendar month. During Program Year 2017-18 food was provided to 13,181 individuals resulting in an average of 1,098 per month.

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

We have a very committed all volunteer staff who put in about 18,000 hours of their time and talents each year. Starting with our board of directors who put in numerous hours networking with the community, applying for grants, monitoring and overseeing the operation. Our volunteers work 7 days per week picking up fresh donations from our local stores. Open on Wednesday and Friday as well as the 1st & 3rd Saturday of each month from 9-11am. Our volunteers arrive early to set up and then stay late to meet the demands. We also distribute government commodities the 3rd Tuesday of each month. The commodity program provides food packs to an average of 220 households each month.

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

The Santee Food Bank is a DBA under the auspices of the Santee Ministerial Council operating with a 501c3. Established in 1983 and incorporated in 1990 the council provides oversight to the Santee Food Bank. Our purpose is to help alleviate hunger in the community of Santee.

- D. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

Established in 1983 and incorporated in 1990 the Council provides oversight to the Santee Food Bank. The Santee Food Bank distributes food to Santee residents of low to mid-level incomes. Our organization has been receiving CDBG funding since 2007 and with those funds we are able to pay our utility bills and purchase food.

**E. Financial:**

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

There are no paid employees so the operating expenses are minimal. Internal records are kept by our manager, treasurer and administrator. Intake sheets record the number and statistics of those served. We have employed a certified tax preparer and have an independent audit yearly of our financial records. Ongoing oversight is provided by the Ministerial Council as well as the City of Santee.

**F. Personnel:**

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

President, Pastor Dennis Martins, Friends Christian Church; Secretary, Julie Harper, Director of Public Affairs LDS Church; Treasurer, Donna Daum, retired actuary; Manager, Marty Smothermon, retired cost analyst & long-time board member

**G. Conflict of Interest:**

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

There are no known conflicts between the Santee Food Bank and the City of Santee.

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

RECEIVED

DEC 31 2018

Dept. of Development Services  
City of Santee

**GENERAL INFORMATION:** Date: 12/27/2018

Agency Name: Santee Santos Foundation, Inc.  
Agency Address: : P.O. Box 710033, Santee, CA 92072-0033

Phone: 619-258-5947 Fax: None  
E-mail: santeesantas@gmail.com

Project/Program Contact Person (Name and Title): ): **Sam Modica, President, 619-813-6422**  
**or John Morley, Vice President, 619-306-2479**

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

Phone: None Fax: None  
E-mail: None

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 10,000

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

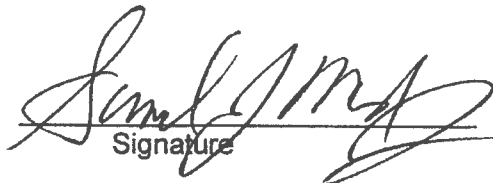
Total Project/Program Budget: \$ 36,603

Source of Other Funds: Private Donations

Applicant Certification:

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

Samuel J. Modica, Jr., President  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

**Santee Santas Foundation's primary focus is a December Holiday Program. Qualified Santee residents are provided with a complete holiday meal (turkey, potatoes, dressing, vegetables, fruit, butter and milk) as well as non-perishable food to last approximately two to three weeks. In addition, books are provided for all of the children in the family as well as toys for children 10 and under and gift cards for children 11 and older. The holiday program benefits up to 300 families (including seniors) a year within Santee City Limits/Santee School District Boundaries (in 2018 we assisted 216 families which consisted of a total of 793 persons which included 97 Seniors and 385 Children). We also were able to provide 66 Children with new bicycles and 1 Adult with a new bicycle this year. This program was created primarily to provide food for the needy families and seniors as well as educational books for children. In addition, as part of our Seniors Project, gifts of flowers and stuffed animals are given to residents at Stanford Court Nursing Home and seniors residing alone in the Mobile Home Parks in Santee.**

**We also have an Emergency Assistance Program. We coordinate with the Santee Fire Department to assist families in need as a result of an emergency such as a fire or serious medical emergency. The fire department will notify us of families in these situations. We then will investigate the situation and if it is deemed warranted, we will provide gift cards to help the family to buy food or clothing as needed. This program averages helping 1 to 3 families a year within the Santee City Limits. In 2018, we did not use our Emergency Assistance Fund.**

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

**The activities for both programs are managed by the Santee Santas Foundation Board of Directors. The Board Members also supervise any community volunteers who help with the Holiday Program. The Holiday Program is conducted during the month of December and all items are given out to the recipients before December 25th each year. The Emergency Assistance Program is available throughout the year and assistance is provided to each recipient, as they are approved for aid. Each year, prospective applicants, who reside within the boundaries of the Santee School District and meet income requirements as specified by eligibility guidelines set forth by the U.S. Department of Housing and Urban Development (HUD) Eligibility Verification Form as provided annually from the City of Santee, are required to submit the following documentation to be considered for the Santee Santas**



**Foundation's Annual Holiday Program: Completed and signed Santee Santas application that details family members, address, ages and income status; provide proof of income for all adults, including current employer, Social Security Benefits, Food Stamp Benefits, retirement, unemployment benefits, child support, foster care grants, College grants, etc., for all adults; provide a copy of their Government issued ID (e.g., CA Driver's License), provide a copy of a rental or lease agreement, rental/lease or mortgage assistance forms or mortgage statement; provide a list of any other agencies they have applied for assistance such as Crisis House, Salvation Army, etc.; and provide additional written documentation as needed. Once an applicant's documentation is approved they are added to the current Holiday Program Recipient Database. In 2018 we implemented an online application process whereby applicants would log into our program through our website and submit their application online. Each member of the Board of Directors is assigned an area of the City which they are responsible for reviewing and approving or disapproving applications based on the information submitted. A similar application process is used for individuals requesting emergency assistance/funds. All Board Members are notified of the circumstances and if the emergency meets our criteria, a vote is taken to approve or not approve. In many cases, a home visit is also conducted before any aid is given.**

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

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

- D. Agency/Nonprofit Organization Information:

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

**Santee Santas was founded in 1953 and incorporated on November 1, 1990 as "Santee Santas Foundation, Inc." Santee Santas is a charitable organization and is tax-exempt under section 501(C)(3) of the Internal Revenue Code as documented in the Department of Treasury letter of July 20, 1995. The tax identification number is 33-0199582. Santee Santas provides services to men, women and children of low to moderate income. All services are offered to any member of the Santee Community who meets the eligibility guidelines for**

**services requested. As best as can be determined, Santee Santas has been receiving CDGB funding since approximately 2009 (8) years.**

**E. Financial:**

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

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

**F. Personnel:**

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

**Samuel J. Modica, Jr. (Sam), President; Board Member for 8 years and past Secretary for 3 years; Food Coordinator for 3 years/Assistant for 5 years; Volunteer for 1 Year.**

**John Morley, Vice President;  
Board Member for 6 years; Assistant Food Coordinator for 5 years.**

**Tonya Hendrix, Secretary  
Board Member for 7 years; Assistant Toy Coordinator for 2 years; Toy Coordinator for 5 years.  
Retired Teacher at Rio Seco School**

**Linda Vail, Treasurer  
Board Member for 3 years and Volunteer for 3 years; Santee School District Foundation Board Member for 10 years. Served as SSDB Public Relations Chair for 5 years; Served as Asst. Treasurer for School District Foundation.**

**Sharon Bullard, Board Member and past Treasurer. Has BA in Marketing Board Member for 5 year; Assistant Toy Coordinator for 5 years; Chairperson for Annual Business Mailer Fund Drive for 4 years. Bank Manager for 36 years**

**Jerelyn Lindsay, Board Member for 14 years; 33 years in education, 9 years as a teacher, 25 years as an Elementary Administrator; Serves as the liaison between the Santee School District and the Santee Santas Foundation.**

**Marie Gregory, Board Member  
Board Member for 13 years; Chairman of the Senior Flower Program for 19 years.**

**Diana Meza, Board Member  
Board Member for 9 years; Assistant Toy Coordinator for 6 years**

**Channing Dawson, Board Member  
Board Member for 2 months. Santee Fire Department Representative.**

**G. Conflict of Interest:**

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

**The only member of the Board of Directors for the Santee Santas Foundation who has a conflict of interest with the City of Santee, its boards, commissions, committees or holdings with the exception is Channing Dawson, who is a Santee Firefighter.**

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

**GENERAL INFORMATION:** Date: 1/10/2019

Agency Name: CSA San Diego County  
Agency Address: 131 Avocado Avenue, El Cajon CA 92020

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

Project/Program Contact Person (Name and Title): Estela De Los Rios, Executive Director  
Project/Program Location: 131 Avocado Avenue, El Cajon CA 92020

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 15,500

**Note: The Department of Housing and Urban Development's (HUD) recommended minimum funding level per CDBG funded activity of \$5,000.**

Total Project/Program Budget: \$ 18,500

Source of Other Funds: In-kind hours, volunteer hours and donations

Applicant Certification:

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

Estela De Los Rios, Executive Director  
Type or Print Your Name and Title

*Estela De Los Rios*  
Signature

**RECEIVED**

JAN 10 2019

Dept. of Development Services  
City of Santee

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2019**

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

CSA San Diego County is a HUD approved agency that aims to provide fair housing and tenant/landlord services to address housing discrimination and tenant-landlord conflicts for our San Diego communities. Our services have been primarily available to low and moderate-income residents. We anticipate serving up to 150 residents in Santee during FY 2019-2020 through direct phone contact, in-person mediation, distribution of bilingual Fair Housing handbooks, our website, and through participation in the Santee Collaborative.

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

#### Goals

Our primary program goal is to assist the City of Santee by helping provide discrimination-free housing where conflicts between tenants and landlords are addressed in a fair and satisfactory manner and where adequate planning occurs to address needs as they develop.

#### Objectives and Services

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

1. Eradicate discrimination in housing
  - Provide consultation and respond to all fair housing and tenant/landlord calls from residents
  - Provide advocacy for equal housing opportunities
  - Assist victims of discrimination under state and federal law and process violations
  - Make referrals when necessary to the Department of Fair Employment and Housing and/or HUD.
  - Conduct Fair Housing Testing within the City of Santee when deemed necessary
  - Assist in and be responsive to addressing the recommendations of the Analysis of Impediments to Fair Housing Choice
  - Address the City of Santee's Housing Element and Consolidated Plan
2. Diminish tenant/landlord conflicts

- Provide conflict resolution counseling
  - Offer mediation services where other interventions have been unsuccessful
3. Increase the knowledge of tenants and landlords about rental housing rights and responsibilities as well as other issues
    - Conduct education, outreach activities, training
    - Provide resource information outside the area of fair housing
    - Publish and disseminate a Handbook on Renting (English, Arabic, Spanish)
    - Provide up-to-date fair housing information on our web site
    - Develop other materials and programs as necessary
  4. Provide well documented and accessible services
    - Provide quarterly and annual reports to the CDBG Administrator
    - Provide data that is informative and useful
    - Respond punctually to calls from tenants and landlords
    - Respond punctually and effectively to programmatic or administrative requests from the CDBG Administrator or staff
    - Provide web links to local and regional housing services and information
  5. Assist Santee in developing and maintaining regional resources and utilizing best practices
    - Attend the Santee Collaborative and serve on its committees
    - Participate in the San Diego Regional Alliance for Fair Housing (SDRAFFH)
    - Develop and maintain relationships with other fair housing organizations that have the potential to increase the capacity of Santee to maintain housing that is free of discrimination and tenant/landlord conflict
- B.** Who will carry out the activities, the period over which the activities will be carried out, and the frequency with which the services will be delivered (be specific).

Activities detailed in this proposal will be carried out by the multi-lingual CSA San Diego County counselors who are available by phone Monday-Friday between the hours of 8:00AM and 4:30PM. The counselors are responsible for receiving housing calls and providing assistance, information, and referrals that lead to a resolution of fair housing discrimination and tenant-landlord calls. All activities will be performed during the fiscal year July 1st, 2019 through June 30, 2020.

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

CSA San Diego County has provided high quality and reliable housing and human relations services in San Diego County for nearly 50 years. Our services aim to address both national and local CDBG objectives. • On the national level, our services provide a direct benefit to low and moderate-income persons to develop and sustain a reasonable urban community, including decent housing and suitable living environments through the prevention or elimination of slum and decay. • On the local level, we provide public services that promote affordable, habitable, discrimination-free, and equal opportunity

housing which reduces homelessness and leads to improved quality of life for seniors and other persons with special needs.

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

Outline the background of your agency/nonprofit organization, including the length of time your agency has been in operation, the date of incorporation, the type of corporation and the type of services provided. If the request for funding is submitted as part of a collaborative application, please provide information for each member of the collaborative. **If your organization has received CDBG funds from the City of Santee in the past, please note the number of years the organization has received CDBG funding.**

CSA San Diego County is a private, non-profit agency that was founded in 1969 under the name Heartland Human Relations and Fair Housing then incorporated in 1972. In 2010, our organization was renamed as CSA San Diego County and incorporated under that name. Our mission is "To promote positive attitudes and actions that ensure respect, acceptance and equal opportunity for all people." The agency works cooperatively with community groups, local government bodies, law enforcement, and state and federal fair housing enforcement agencies in a collaborative effort to advocate for and promote the concept of fair treatment, the provision of affordable and habitable housing and equal opportunity for all persons regardless of race, religion, color, ethnicity, age, sexual preference, marital status, familial status, disability or source of income. CSA has provided fair housing and human relations services to low and moderate-income households since the early 1970's. CSA has provided housing services to the City of Santee since 1993.

**E. Financial:**

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

CSA's Board of Directors is legally and fiduciary responsible for the organization on a monthly basis. The Board President, Jose Preciado, supervises the Executive Director who is responsible for the finances of the organization on a day-to-day basis. In turn, the Executive Director supervises the agency's bookkeeper, Magdalena Peraza who maintains a QuickBooks accounting and payroll system. Invoices and fiscal documentation is provided to Santee monthly. All records are kept either as computer files or in a hard copy that is filed and stored on-site. Annual audits are not required per OMB Circular A-133.

**F. Personnel:**

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

The Executive Director, Estela De Los Rios, is solely responsible for directing and overseeing the daily operations of CSA San Diego County and its programs. She is responsible for the implementation of program services, outreach, and reporting. George Ibarra, the Senior Housing Counselor supervises the agency's fair housing counselors and oversees accurate completion of contract deliverables. The management of the Executive Director and the Senior Housing Counselor assures that the quality of services performed adheres to all local, state, and federal regulations. The day-to-day fair housing and tenant-landlord services are performed by a multilingual staff with over 40 accumulated years of expertise in the area of housing.

**G. Conflict of Interest:**

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

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



**PY 2019 PUBLIC SERVICES ACTIVITIES (CDBG)**

**Maximum Amount \$41,913 (15% CAP)**

Agency	Request	Minto	Houlahan	Hall	Koval	McNelis	Approved
Cameron Family YMCA	6,000	-	-	-	-	-	-
Crisis House	6,000	-	-	-	-	-	-
Elderhelp	5,000	-	-	-	-	-	-
Caring Neighbors Program (LSS)	6,000	-	-	-	-	-	-
Meals on Wheels	8,000	-	-	-	-	-	-
Santee Food Bank	20,000	-	-	-	-	-	-
Santee Santas	10,000	-	-	-	-	-	-
<b>Total</b>	<b>61,000</b>	-	-	-	-	-	-

**Balance to Allocate**

**41,913**

**41,913**

**41,913**

**41,913**

**41,913**

**41,913**

**City of Santee  
COUNCIL AGENDA STATEMENT**

**MEETING DATE**                      February 27, 2019                      **AGENDA ITEM NO.**

**ITEM TITLE**                      **AUTHORIZE THE CITY MANAGER TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH NORTH STAR DESTINATION STRATEGIES FOR BRANDING SERVICES**

**DIRECTOR/DEPARTMENT**                      Marlene Best, City Manager

**SUMMARY**    At the last City Council meeting on February 13, staff presented a proposal from North Star Destination Strategies (North Star) to develop a community brand for the City of Santee. North Star has partnered with many jurisdictions across the United States to help them uncover and develop a brand for their communities. They have extensive experience working with cities, villages, towns, counties, regions and states.

At that meeting, a local company also asked to be considered to provide these branding services for the City; and the City Council directed staff to receive a proposal from the company for comparison and consideration. Since that time, it has been determined that their services would be more applicable during the implementation phase, after the brand is developed.

With this in mind, we ask the City Council to authorize North Star to work with staff to develop a brand for the City of Santee. If approved, North Star will take a comprehensive approach to developing the brand, focusing on three main phases: 1) Education & Research; 2) Insights & Strategy; and 3) Creativity. These phases are explained further in the attached proposal from North Star, and will cost \$80,000.

The final phase, known as the implementation of the brand, will be reviewed further by staff in the coming months. A cost estimate and recommendation will be presented to City Council as part of the upcoming budget preparation process to determine the best company to provide the implementation services.

Santee Municipal Code Section 3.24.140 requires City Council approval for all professional services that exceed \$10,000. North Star has the experience and demonstrated competence to perform the services required and at a fair and reasonable price.

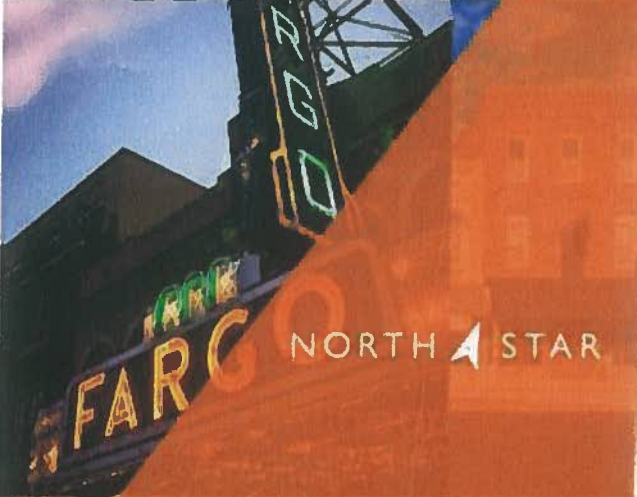
**FINANCIAL STATEMENT**    *mm* \$80,000 is currently appropriated as part of the adopted Fiscal Year 2018-19 Economic Development budget for branding services.

**CITY ATTORNEY REVIEW**                       N/A                       Completed

**RECOMMENDATION**    *MAB* Authorize the City Manager to enter into a Professional Services Agreement, as approved to form by the City Attorney, with North Star Destination Strategies for Branding Services.

**ATTACHMENTS**  
North Star Proposal to the City of Santee for Branding Services

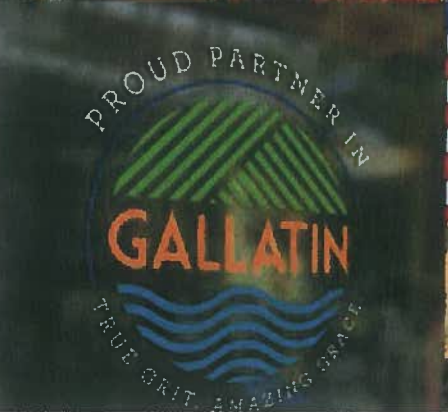
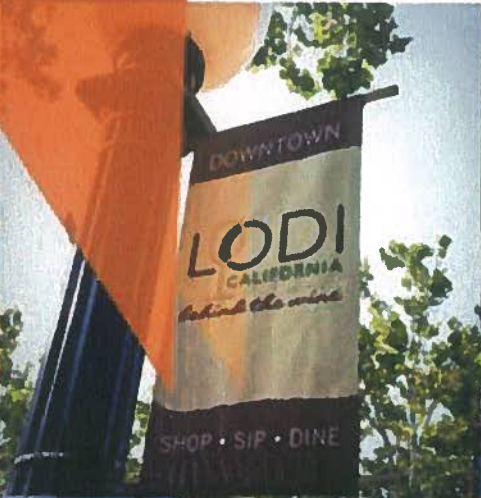




# Proposal to the City of Santee for Branding Services

January 17, 2019

[www.northstarideas.com](http://www.northstarideas.com)



## INTRODUCTION

### The Santee Situation

Part of sprawling San Diego County, the City of Santee has fostered a way of life and culture that sets it apart from the metropolis next door. Thanks to an engaged citizenry and responsive government, Santee is able to balance the needs of a growing community with considerations for its future: residents enjoy urban amenities like retail and dining alongside natural areas that are made accessible for posterity; businesses can take advantage of a bustling town center to drive profits while working with the city towards bigger goals. Likewise, the city is attractive to visitors in town shopping for the day, cheering on their kids at the Santee Sportsplex, or touring San Diego Christian College. And every year, Santee Salutes gives the city the chance to showcase a more festive side.

Thus, this comparatively young city remains welcoming and active as it approaches 40 years since its incorporation, all while adding to its population, entertainment options, and economic opportunities. As a next step, Santee leaders have begun to think about a community brand that will solidify the identity the city has built to this point as well as consolidate the recent plans and initiatives aimed at continuing Santee's success.

### The Advantage of a Specialist

Over the last two decades, North Star Destination Strategies has partnered with more than 250 communities coast to coast, helping them become more competitive. Bottom line...communities are our passion. And we've got the success stories to prove that passion. We're closely familiar with Southern California through projects in **Santa Ana**, **Menifee**, and the North San Diego regional brand **Innovate 78**. Nationally, North Star has collaborated on high-level initiatives with the states of Florida and Mississippi; well-known cities such as Providence, Rhode Island and Jacksonville, Florida; and smaller communities like Petersburg, Alaska and West Plains, Missouri. All that varied expertise is important for Santee because you want a firm with the chops, credentials, and gravitas to manage your brand identity project.

Our portfolio of work and record of problem solving prove that we don't have a stock solution. Moreover, the advantage of our specialization is that our process – which a generalist agency cannot replicate – helps us obtain precisely the right insights to create the unique brand you need to influence your audiences. Despite the size and import of the initiatives we work on, North Star is a small company and our same blue-ribbon team works on every project.

### Process: How Strategy Unites Your Stakeholders & Community

Our process combines a proven approach with customized creativity and out-of-the-box thinking specific to your situation. It begins with detailed research and expert-driven strategy development, then it builds vivid brands in the real world through award-winning visual identity design and an action plan implementable by your team within your budget and time frame.

Given the several leaders and stakeholders that may be involved in developing a distinct brand identity for Santee, our approach will prove especially advantageous: research and strategy will be paramount to reaching consensus concerning the direction of the brand well before any decisions about creative elements are made. We find that the strongest connections between a community and its brand are

made when everyone understands and supports the ideas that underlie the eventual logo and strapline. Thus, **our process and guidance is centered first on creating understanding and buy-in to a community DNA and strategic platform.** This critical, foundational asset will outlive any campaign because it is the underlying truth and driving force of your community. With consensus on your DNA, the creative decisions that follow will be relatively simple for your branding committee. Time and time again, we have learned that strategy unites, inspires partner compliance, and ultimately changes behavior.

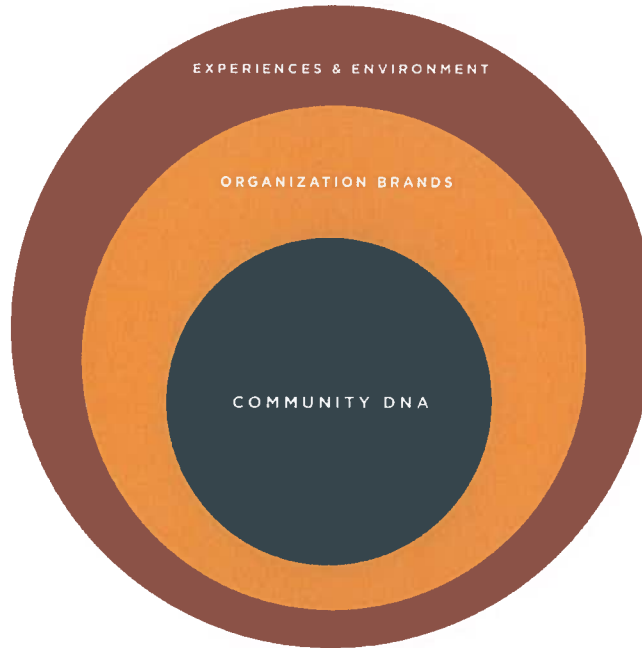


## METHODOLOGY

### Philosophy & Approach

North Star will not “create” the Santee brand. It already exists in the very DNA of the community. Rather, we will uncover the brand and bring it to life in ways that have meaning for all your constituencies.

Uncovering a unique DNA is essential to the success of all the marketing and community-building efforts that follow. Just as an individual’s DNA determines everything from how that person looks to how that person acts (as well as their health and vibrancy), your DNA should be the foundational touchstone for everything from marketing to infrastructure to policy. As such, the heart of any truly impactful brand is a research-driven and authentic DNA definition.



Once identified, this DNA Definition can drive consistent and powerful communications, focus brand development, shape experiences, impact your environment, and more. Because the DNA is central to Santee’s identity, it has the capacity to drive the brand for for all your partner agencies, initiatives, and campaigns.

Think of it this way: all the players in the city are like the sections in an orchestra—different instruments, different sounds, even different sheet music. Your DNA is the score that brings the diverse contributions of all these sections together into something harmonious and meaningful.

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## Research

North Star has identified the following research studies to help achieve Santee's branding goals. This compiled body of data points us in the direction we need to craft your story. You will notice both qualitative and quantitative studies included in this recommended matrix. North Star advocates a mixed method approach to research because it will tell you not just "How, When, What, and Where," but also "Why". Only through mixed methodology can your community obtain a true picture of where your brand is now, why, where it should be and how your preferred identity can best be accomplished.

**Situation Analysis:** This establishes the current lay of the land from the perspective of your critical partners. We administer an online questionnaire to each of your internal groups or organizations. We then meet with each group during the in-market visit to more fully understand your primary objectives, general history, political landscape, resources, competitors, etc.

**Research, Planning, Communications and Media Audit:** We conduct a comprehensive review of any relevant research and planning documents: this includes community outreach and planning meetings, surveys, intercept surveys and district-to-district and committee volunteer discussions. In addition, we review and analyze existing marketing materials, branding, logos, and messaging from the City and its partners as well as recent press related to Santee.

**Familiarization Tour:** This is a tour of Santee landmarks, commercial sites, residential developments, community center(s), retailers, restaurants, outdoor recreation areas, arts centers, etc.

**Key Stakeholder Interviews and Focus Groups:** Some of our most valuable pieces of insight for the purposes of defining your DNA and crafting your creative work come from these intensive one-on-one interviews and focus groups. With the assistance of City staff, we want to identify and speak to key stakeholders about Santee (including City employees, real estate developers, park officials, business community members, nonprofit and civic organizations, etc.). We also want to talk to articulate individuals who are passionate about the region (artists, coaches, ministers, historians, matriarchs, patriarchs, and more). We know you want us to talk to everyone, so we continue the conversations via phone once we get back to the office. Because we can react to information with original questions, these interviews often lead us down exciting discovery paths not revealed by quantitative surveys.

**Vision Survey:** This open-ended, right-brained survey challenges your stakeholders to provide deeper comments and opinions. We administer the survey digitally and in paper form to the list you provide, guaranteeing all your valuable stakeholders are able to participate. This tool dovetails beautifully with the qualitative interviews because it extends your participant universe and allows you to layer trending opinions with in-depth perspectives.

**Online Community Survey & Brand Barometer:** Giving residents a forum for sharing is important. We use some of the themes identified in the vision surveys to craft a quantitative survey posted online for community participation. The brand barometer, conducted as a part of the community survey, measures the strength of Santee's resident advocacy relative to the rest of the United States as a place to live, work, and play. In other words, how likely your residents are to advocate the City for making a home, starting a business, or planning a visit. We promote this survey using traditional and social media. Fascinating similarities and differences between leadership perspectives and resident perspectives are often revealed.

**Influencer Perception Study:** North Star conducts qualitative, in-depth phone interviews with professionals outside Santee to uncover contextual perspectives. In collaboration with the City, we compile a list of 20 identified potential interviewees from a target pool of elected officials, site selectors, relocation executives, meeting planners, tour operators, regional and state level executives in economic development and tourism, or other external influences you identify.

**Consumer Awareness & Perception (CAP) Study:** For even more data-driven insights, this survey uses a statistically significant sampling of consumers and non-consumers in outside markets using research panels. Data will be cross-tabulated to reveal the most insightful patterns between consumer and non-consumer groups. For instance, perceptions and attitudes of people who have visited Santee will be compared to the views of those who have not visited and are reporting perceptions purely on reputation. This study measures:

- Overall awareness and perceptions of Santee
- Overall awareness and perceptions of the competition
- Consumer experiences with Santee
- Attitudes regarding Santee's strengths and weaknesses
- Consumer opinions regarding what needs to be added or taken away
- Changes in consumer perceptions of Santee after visiting
- Patterns of visitation activities associated with consumers' primary purpose of visitation

**Competitive Positioning Review:** We provide a brand messaging and marketing strategy analysis to evaluate Santee's position relative to the competition in the region.

## Insights & Strategy

Our insights come from asking a number of thought-provoking questions: What brand "story" does the research tell? What emotional attachments can the brand hold? What are Santee's core values? How does the brand fit into the consumer's lifestyle? How can the brand best be used to elicit Santee's desired emotional/behavioral responses? How does Santee stand apart from competitors?

These insight questions are compiled in a succinct storyline that leads directly to the Santee strategic brand platform (DNA Definition). This platform is the **critical touch point for all branded activity moving forward**. For maximum brand impact, all efforts, thoughts, communications, and actions should literally and symbolically support its essence.

**Situation Brief & Insight Development:** We get our sharpest research and strategic minds together at one time to review all of the research findings. The entire North Star team weaves connections between data points into a compelling set of insights that start to tell the Santee story.

**DNA Definition:** Based on those insights, a guiding statement for the management and development of your brand will be created. This definition should serve as the touch point for all Santee activity moving forward. Many of our communities reference their DNA definition when making decisions about everything from policy to infrastructure improvement to promotions. Your DNA definition is:

Target audience: For whom Santee has the most appeal

Frame of reference: Geographic context of Santee

Point of difference: What makes Santee special

Benefit: Why it should matter to the consumer

The following example shows how this construct guided our client Fargo, North Dakota and led to their "North of Normal" brand positioning:

Target audience: For cool hunters everywhere, Fargo-Moorhead



Frame of reference: an emerging epicenter and powerhouse of young, highly educated talent

Point of difference: is a gust of fresh air across the Great Plains

Benefit: creating a dynamic energy and crafting a connection with each guest.

**“Research and Strategy” Presentation:** A critical juncture in the project. We prepare a comprehensive review of the research, insights, and recommended DNA definition. A preview of this presentation is shared with key branding committee members for purposes of editing and fine-tuning. The collaboratively perfected presentation can then be shared at a larger stakeholder meeting. DNA definition approval is required before proceeding.

## Creativity

In this stage, insight and strategy are transformed into tangible creative products that embody Santee. An in-depth creative brief and a creative workshop guide this work. Straplines, logos, color, and messaging (with graphic standards) are created. Additional deliverables will be developed to express the new brand identity in the context of its future use.

**Creative Workshop:** North Star will host an interactive, virtual meeting between the North Star team and the Santee creative team. Together, we will explore the roles of different creative elements and identify creative preferences. Our goal is to effectively hone in on the type of work you want without limiting the creative thinking of our writers, graphic designers, and art directors.

**Straplines & Rationale (5):** A strapline is not the be-all and end-all for your brand. But it is the start of the story. Depending on how safe or edgy you want to be, the Santee strapline can capture people’s attention and pique their curiosity or it can serve as a solid, hard-working tool that starts the job of positioning Santee in the minds of consumers. North Star will provide a minimum of five different straplines along with rationales for the strengths of each line. We also conduct trademark and Google searches to ensure the availability of each line. This is a critical step—one often overlooked by many professionals. But there is nothing more frustrating than reaching the end of the project with a strapline that is not available to you.

**Logos (5):** We will present a minimum of five logo options that represent a variety of concepts. We will provide a round of revisions to your selected logo. We further design this logo with and without the state name and with and without the strapline in vertical and horizontal lockups, representing all the different ways you will use it.

**Color Palettes (2):** We start by developing logos in black and white to reduce color bias. But once your decision is made, we open the possibilities visually by allowing you to select between two very different palettes. This is a key decision in how your visual brand identity will “feel” since color evokes emotion.

**Looks (2):** We craft two entirely different visual looks that allow you to choose how your brand messaging will be conveyed in terms of headlines, photography style, special graphic elements, or detailing and copy points. We will also provide a round of revisions for the Look of your choice to ensure it reflects your exacting standards. The creative committee’s selected Look will be applied to all subsequent deliverables.

**Brand Narrative:** Your DNA Definition articulates the core of what makes Santee special. The narrative takes that core and describes it in artistic and compelling language for connecting emotionally with your different consumers. The narrative defines your personality and Santee tone of voice. It can be woven into

ad copy, placed on websites, integrated into speeches, and distributed to businesses to use in their own communications about the place they call home. The more it is used, the more widely your message is dispersed.

**Graphic Standards Guide:** This guide contains all the necessary information for using your logo, color palette, typefaces, language, narrative, and other key elements to ensure consistency across all mediums and from any organization. We provide digital and printed versions of this guide as well as InDesign files so you can edit as necessary.

**Custom Deliverables (10-12):** To assist in the communication of the final brand concept, we will work with you in identifying a list of 10-12 custom deliverables that target your specific goals. This is a powerful addition as it brings the logo and design to life through elements in the real world. The creative work provided is for conceptual design purposes and the files are not production-ready. The production of associated materials remains outside of this scope. Examples include:

Website & Social Media Design • Stationery Package (Letterhead, Business Cards, Envelopes, etc.)  
Brochures • Templates (PowerPoint, Newsletter, etc.) • Interior and Exterior Signage • Merchandise  
Vehicle Wraps • Print and Online Advertising • Co-branding • Business Recruitment Materials

**\*Final Presentation:** This hour-long, online presentation takes participants quickly through the high points of the branding research and strategy and then does a thorough exploration of the foundational creative development (line, narrative, logo, look, and color palette). We always leave time for discussion to ensure understanding, buy-in, and a clean beginning to the ongoing implementation of your brand.

**\*Final Report:** Your final report will show the research, strategy, and creative work in their entirety and will be shared digitally along with raw data files, native design files, and your graphic standards guide.

*\*Can also follow the Action phase. If that option is preferred, the Final Presentation and Report will include the Action plan.*

## Action (Optional)

North Star maps out a must-do strategic action and communications plan following your brand's development. This plan comprises the fundamental action steps that ensure the brand gains traction and maintains momentum. Many of these tasks involve setting up the organization and cooperation that will propel your brand forward. Our goal—and yours—is to make sure that the Santee brand is the guiding principle for your future, not just a logo and line on your letterhead.

**Communication & Delivery:** With an eye to the City's goals and target audiences, we will consider how available marketing tactics and tools fit the desired effect and breadth of the brand rollout and subsequently provide recommendations for incorporating the new brand into your stakeholders' communications efforts.

**Brand Action Ideas:** These high-impact ideas are designed to raise the profile of the new Santee brand and bring it to life in every corner of your community. Composed of both short- and long-term solutions, some ideas will rely on traditional print and digital advertising strategies, while others will serve as inspiration for brand adoption in creative and unique ways. Custom ideas can fall into the following categories:

- **Policy** (laws or measures that support the brand strategy)
- **SEO** (strategies to increase the visibility of your brand's digital elements via best practices online)
- **Economic Development** (marketing, communications, training, outreach, resources, etc...all specifically related to economic development)

- **Tourism** (marketing, communications, training, products, packaging, merchandise, etc...all specifically related to tourism)
- **Private Sector** (ideas and tools to engage businesses and private sector organizations)
- **Sports** (tournaments, events, youth sports, etc.)
- **Events** (any organized activity that ties back to the brand ranging in scope from festivals to health fairs to career counseling to community clean-up days)
- **Festivals** (repackage existing events/festivals or develop new ones that connect to your brand)
- **Arts** (public art campaigns, partnerships, contests, artists-in-residence programs)
- **Environmental Applications** (look at your community as if it were a canvas)
- **Awards** (civic awards, organizational awards, etc.)
- **Education** (programs in schools, small business/entrepreneur mentoring, education for front-line hospitality staff, etc.)
- **Health** (community health programs, school-based health initiatives, business-based health initiatives, hospital and health care agency partnerships)
- **Master Planning** (design and development of infrastructure and support systems consistent with the brand strategy)

## Evaluation & Results Tracking

Ideally, evaluation answers two basic questions: have responses to the brand among target audiences changed in the way the BrandPrint intended? And have these changes resulted in action that will achieve the desired objectives of the brand?

The research studies in this plan are designed to produce benchmarks and results that can be used for comparison with future studies. Additionally, our almost 20 years of branding experience have shown that true success can be seen in the spread of excitement, inspiration, and innovation surrounding your brand among residents and stakeholders. We are always available to answer questions. We have maintained an ongoing personal and business relationship with many of our clients, some for more than a decade.

**12-Month Follow Up:** We follow up after a year of your brand implementation to discuss the successes you have enjoyed and hurdles that you are working to overcome. We provide suggestions and direction for next steps in your continual brand integration.

**Post-Launch Brand Barometer:** Word of mouth has always been important...in this post-digital world, it is essential. With the benchmark included in your brand study, the Brand Barometer becomes a simple and inexpensive way to track your results and validate your success in word of mouth advertising and resident advocacy. We strongly recommend a Brand Barometer measurement every year after brand implementation to track the progress of the community. North Star keeps a running annual average, allowing you to compare your community to the nation over time. This current national sampling mitigates swings in the economy and gives you the truest look at advocacy for Santee.

**Consumer Awareness & Perception (CAP) Post-Study:** Through the initial Consumer Awareness & Perception study, you will have gained an in-depth understanding of the brand perceptions of your community among consumers. You will also have an excellent benchmark. By repeating the study, you will be able to easily assess the changes in your reputation in the minds of outsiders, visitors, and potential visitors. This will be one of the most effective quantifiable measures of the impact of your branding efforts.

## TIMELINE

Getting started call	Week 1
<b><u>Research &amp; Brand Development</u></b>	
<b>Research</b>	
Situation analysis	Weeks 1-2
Research and planning audit	Weeks 1-4
Communication and media audit	Weeks 1-4
In-Market (fam tour, focus groups, presentations, interviews)	TBD
Vision survey	Weeks 4-6
Online community survey & brand barometer	Weeks 6-10
Influencer perception study	Weeks 6-10
Consumer awareness & perception (CAP) study	Weeks 8-10
Competitive Review	Weeks 8-10
<b>Insights</b>	
Situation brief & insight development	Week 11
DNA definition development	Weeks 11-13
Understanding and Insights presentation	Week 14
<b>Creativity</b>	
Creative brief development (internal)	Week 15
Creative workshop (online)	Week 15
Foundational creative development/presentation	Weeks 16-19
Custom deliverable development	Weeks 20-22
Final report development and presentation	Weeks 23-24
<b><u>Brand Implementation</u></b>	
<b>Action (Optional)</b>	
Action plan development	Weeks 20-23
Final report development	Weeks 20-24
<b>Evaluation &amp; Results Tracking</b>	
Follow-Up	TBD
Post-launch brand barometer	TBD
<b>Proposed Timeline</b>	<b>24 Weeks</b>

*Timeline is dependent upon an efficient client approval process, which requires that data and feedback from client is received at key milestones.*

## PERSONNEL

### **Ed Barlow**

Project Supervisor

Ed loves a good riddle. Ever since being the fastest to find the toaster in the tree in his pediatric dentist's waiting room, he has been solving marketing and operational challenges with creative and strategic instincts.

Most recently, Ed gained valuable experience on both the client and agency sides of the branding relationship as an ADDY-award-winning Director of Marketing and Communications for the parent corporation to a group of national facility services companies serving transportation, travel, aviation, retail, healthcare, and hospitality industries. He has also worked as Senior Copywriter and Marketing Strategist for a branding design firm in Nashville specializing in persuasive content for Music Row, corporate, and nonprofit clients.

Ed caters to North Star clients with creativity, effective communication and customer service. He has led successful community place branding initiatives for Iowa's Creative Corridor; Lima/Allen County, Ohio; Brookings, South Dakota; Helena- West Helena, Arkansas; State of Mississippi; State of Florida; Goshen, Indiana; Tehachapi, California, and many more.

**Education:** Florida State University | MA, Southern Methodist University

### **Ginny Walthour**

Project Manager

A love of travel and experiencing different cultures and places are some of Ginny's core passions. From studying in Spain and surviving the Running of the Bulls in Pamplona to working for USA Today International in London, she thrives on understanding and learning about new people and places. Ginny is an economic development specialist for North Star.

Relating to different types of clients and cultures is her strength. Her easy-going nature and expert listening skills allows clients to feel at ease. Having worked in both the private and public sectors, she understands the different ways in which organizations operate and can navigate through any challenge. As a mother of two, her globe-trotting ways have decreased some, and you will now likely find her cheering on her girls at their soccer games or out on the boat on Jacksonville's St. Johns River. And she would not have it any other way.

**Education:** University of Georgia | MBA, Georgia State University

**Amanda Trotenberg**

Project Research Manager

Attending Tulane University in the wake of Hurricane Katrina ignited Amanda's passion for community development. From backpacking the Middle East to studying with James Carville, Amanda has immersed herself in learning and discovering new communities and identifying ways to help them grow and be successful. A true people person, Amanda loves entering a room full of strangers and learning their stories. That curiosity, coupled with comprehensive know-how and an entrepreneurial spirit, allowed her to create and implement successful marketing programs for a variety of New Orleans clients. From farmers markets to fine dining restaurants, school board to a mayoral candidates, Amanda made her mark as a strategist who listens to her clients, understands their needs and delivers results. Here at North Star, Amanda manages projects and helps bring the creative vision to life. When she's not reading up on current events and worldwide issues, Amanda can be found checking out the community's local craft brew scene, soaking up a live music show or on her yoga mat.

**Education:** Tulane University**Roberto Muñoz**

Project Research Manager

Writing, marketing, research—all done with careful accuracy and quick wit: Roberto is a five-tool player for the placemaking game thanks to his endless energy and versatile skill set. After a stint at a downtown Nashville marketing agency, Roberto joined North Star as a supportive teammate with a penchant for finding the right words—and numbers—to tell a community's story in vivid detail. Whether working on business development or a research presentation, he always looks to learn about unique towns and cities nationwide and about the character and voice that sets them apart.

After college, Roberto returned to the Music City to spend time with family and begin a career in advertising. If he's not poring over commas and decimal points, he's likely catching a minor league ballgame in Nashville's Germantown or making a seasonal pilgrimage to Wrigley Field in Chicago.

**Education:** The University of Chicago**Claire Sams**

Project Social Media Strategist

A native of Pittsburgh and a die-hard Steelers fan, Claire made her way down to the sunny coast of Florida where she now spends her days learning, sharing and connecting on all things digital and social media related. With her background in art consulting, Claire uses her eye for design to show audiences all the unique aspects of people, places, and communities. When Claire isn't developing social media strategies or test-driving the latest and greatest digital media tool, she's listening to podcasts, reading books, or spending time with her family. She loves exploring new places and finding new ways to communicate and showcase a brand or place through all social platforms. Talk to Claire about Whitney Houston, True Crime, or trivia and you'll be impressed.

**Education:** University of North Florida

**Patrick Golden**

Project Creative Director

With his background in history, passion for architecture, and love of a good story, Patrick loves learning about the place he hasn't been, a town off the beaten path, or the true heart of a city.

Combine these qualities with his love of strategy and design, and he is ready to distill all of this into design mark, logos, straplines and narratives that are as authentic as the places they represent. And he's got the awards to show it - dozens of Addys and an Effie for marketing effectiveness. Patrick has even painted the art on our walls and designed our offices spaces. He's a true Renaissance creative man.

Being mistaken for a local is the greatest compliment you can pay Patrick. He always has a bag packed, a camera in his hand and a sketchbook in his backpack, ready to rack-up as many miles and experiences as possible.

**Education:** Flagler College

**Anita Carter**

Project Creative Services Manager

Driven by avid curiosity—be it learning the origin of a word or phrase or everything there is to know about a place, Anita is an explorer at heart. The need to know how things work and what "makes people tick" led her to a Psychology degree with a focus in marketing. From being on the team that developed some big consumer brands like the Cadillac Escalade to overseeing an international spa skincare brand and developing place brands in her home state of Florida, the desire to know what is going on "behind the curtain" has proven a truly valuable asset. At North Star, Anita gets involved at every level digging into research to help develop sound strategic foundations and bringing those ideas to life through big ideas, expressive writing and creative expressions. When she's not busy figuring things out, Anita is exploring the world with many of her adventures taking her to wine growing regions, a passion she shares with her husband. And she is a trained massage therapist too but she only pulls that trick out of the bag in emergencies.

**Education:** Florida State University

**Don McEachern**

Founder • Leadership & Strategic Oversight

Don McEachern has been growing research based brands for more than 20 years. His experience includes working for multinational advertising agencies as well as nationally recognized creative boutiques. During his time in the ad world, Don put his stamp on some of the world's most famous brands including Goldkist, Hawaiian Tropic, Suntory Bottled Water Group, Trump Plaza, Panasonic and Lanier Worldwide. For his efforts he received numerous awards, including a prestigious national Effie for marketing effectiveness and a Clio for excellent creativity.

18 years ago, Don struck out on his own. With a dream and a dollar, he launched North Star Destination Strategies, specializing in brand marketing and research for places. More than 250 nationwide communities later, Don has become the recognized expert in the exploding field of place branding and destination research. Don is also a sought-after speaker on the topic of research and place branding. He has spoken at national, regional and local conferences; served as keynote speaker, panel moderator, session leader and break-out facilitator. He has helped CVBs, mayors, city councils, governors, city managers, economic development organizations and chambers.

**Education:** The University of Tennessee

**Will Ketchum**

President • Leadership & Strategic Oversight

Communities are everything – spirit, pride, livelihoods, ambitions, friendships, recreation, and most of all, home. With that point of view, Will is as passionate about community and place branding as they come.

From our Jacksonville office, he manages North Star operations and is always close to clients and our work. He's advised Fortune 1000 companies, major metros and rural counties on marketing and brand strategy over his 30 years in the agency business and has a particular focus in community economic development. He has led a community-wide visioning process to create a competitive global identity for Jacksonville which involved a wide array of city leaders, stakeholder groups and sponsors.

Will's never seen a trail he didn't want to take – whether its traveling to solve branding challenges in amazing client communities, or traveling for fun with his family.

**Education:** Vanderbilt University | MBA, University of North Carolina



## REFERENCES

The following are past clients that have firsthand experience with North Star's branding process. You can view testimonial videos and responses to our work here:

[http://northstarideas.com/testimonials\\_branding](http://northstarideas.com/testimonials_branding)

### ***Lodi, California***

Ms. Nancy Beckman

President & CEO

Lodi CVB

209.365.2015

[nbeckman@visitlodi.com](mailto:nbeckman@visitlodi.com)

### ***Tehachapi, California***

Mr. Greg Garrett

City Manager

City of Tehachapi

661.822.2200 x105

[ggarrett@tehachapicityhall.com](mailto:ggarrett@tehachapicityhall.com)

### ***Dublin, California***

Mr. Chris Foss

City Manager

City of Dublin

925.833.6650

[chris.foss@dublin.ca.gov](mailto:chris.foss@dublin.ca.gov)

### ***Menifee, California***

Ms. Gina Gonzalez

Economic Development Director

City of Menifee

951.723.3711

[ggonzalez@cityofmenifee.us](mailto:ggonzalez@cityofmenifee.us)

## INVESTMENT

Partnering with the City of Santee is not a responsibility we take lightly. As such, if it becomes necessary, we are interested in collaborating with community leaders and stakeholders to create an even more custom scope of work for perfecting this important initiative.

Item	Price
Education & Research	\$40,000
Insights & Strategy	\$6,000
Creativity	\$34,000
Action Plan (Optional)	\$12,000
<b>PROJECT TOTAL</b>	<b>\$80,000 - \$92,000</b>

*This cost proposal has been calculated with consideration to third party costs associated with the research (we subscribe to a research tool) and North Star's blended hourly rate of \$175/hr. While the projected schedule is 24 weeks, if the client approval and consensus process takes longer than 32 weeks (8 months), North Star will invoice any remaining contracted amount at that time and reserves the right to propose project extension fees at the blended hourly rate. Travel costs are included.*

**City of Santee**  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE** February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AUTHORIZING THE SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT OF THE CITY MANAGER TO EXTEND THE TERM OF THE AGREEMENT

**DIRECTOR/DEPARTMENT** John W. Minto, Mayor

**SUMMARY**

On February 18, 2016, the City of Santee entered into an employment agreement with Marlene Best to serve as the City Manager, effective March 28, 2016 ("Employment Agreement"). On September 7, 2017, City and Ms. Best executed the First Amendment to the Employment Agreement to increase Ms. Best's annual base salary and car allowance.

The Employment Agreement provides that Ms. Best shall be employed for a period of three years or until Ms. Best's employment is terminated in accordance with the Employment Agreement.

On February 13, 2019, the City Council conducted Ms. Best's performance evaluation, and decided to continue Ms. Best's employment without a specific term for the duration of the Employment Agreement. The City Council provided direction to the City Attorney's office to amend the Employment Agreement to remove the fixed term and instead allow Ms. Best's employment to continue as an at-will employee, until terminated in accordance with the Employment Agreement.

The attached Resolution approves the Second Amendment to the Employment Agreement, amending the Term of the Employment Agreement to allow Ms. Best's employment to continue until terminated in accordance with the Employment Agreement, and authorizes the Mayor to execute the Second Amendment.

**FINANCIAL STATEMENT** *m*

Approval of the Second Amendment to the Employment Agreement will have no fiscal impact other than the continuation of Ms. Best's current annual salary of \$219,771 and benefits as previously provided by the Employment Agreement.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MAB*

Adopt the attached Resolution and Amendment

**ATTACHMENTS**

Resolution (with Second Amendment to Employment Agreement attached as Exhibit "A")

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE SECOND AMENDMENT TO THE EMPLOYMENT AGREEMENT OF  
THE CITY MANAGER TO EXTEND THE TERM OF THE AGREEMENT**

**WHEREAS**, on February 18, 2016 the City of Santee entered into an employment agreement with Marlene Best to serve as the new City Manager effective March 28, 2016 (“Employment Agreement”), for a term of three years or until terminated; and

**WHEREAS**, on or about September 7, 2017, City and Ms. Best amended the Employment Agreement to increase Ms. Best’s annual base salary and car allowance (“First Amendment”); and

**WHEREAS**, as the result of a performance evaluation on February 13, 2019, the City City Council desires to amend Section 2 of the Employment Agreement to continue to employ the services of Ms. Best as its City Manager without a specific term for the duration of the Employment Agreement.

**NOW, THEREFORE BE IT RESOLVED** that the City Council of the City of Santee, California, does hereby find, determine and declare that the Second Amendment to the Employment Agreement of the City Manager provided in Exhibit “A” is approved, and the Mayor is authorized to execute the Second Amendment.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 27th day of February 2019, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

Attachment: Exhibit “A” – Second Amendment to Employment Agreement

**Exhibit "A"**

Second Amendment to Employment Agreement Between the City and Marlene Best

[attached behind this cover page]

## SECOND AMENDMENT TO EMPLOYMENT AGREEMENT

This Second Amendment to Employment Agreement ("Second Amendment") is made and entered into as of the \_\_\_\_ day of February 2019, by and between the City of Santee, a municipal corporation ("City") and Marlene D. Best ("Employee").

### RECITALS

1. On or about February 18, 2016, City and Employee entered into an Employment Agreement whereby the City employed Employee as its City Manager, effective March 28, 2016 ("Employment Agreement").
2. On or about September 7, 2017, City and Employee amended the Employment Agreement to increase Employee's annual base salary and car allowance ("First Amendment").
3. The Employment Agreement provides that Ms. Best shall be employed for a period of three years or until Ms. Best's employment is terminated in accordance with the Employment Agreement.
4. On February 13, 2019, the City Council conducted Employee's performance evaluation, and decided to continue Ms. Best's employment without a specific term for the duration of the Employment Agreement.
5. It is the desire of the City Council to amend the Employment Agreement to continue to employ the services of Employee as its City Manager as an at-will employee, without a fixed termination date.

**NOW, THEREFORE, IN CONSIDERATION OF PERFORMANCE BY THE PARTIES OF THE COVENANTS AND CONDITIONS HEREIN CONTAINED, THE PARTIES AGREE TO AMEND THE EMPLOYMENT AGREEMENT AS FOLLOWS:**

5. The Parties hereby amend Paragraph 2 of the Employment Agreement to read as follows:

**Term:** City agrees to employ and Best accepts employment with the City under the provisions of this Agreement until Best's employment is terminated in accordance with this Agreement.

6. Except as amended in this Second Amendment and the First Amendment, the terms and conditions of the Employment Agreement remain the same.

**IN WITNESS WHEREOF**, City and Employee have signed and executed this Second Amendment as of the \_\_\_\_ day of February 2019.

**CITY OF SANTEE**

By: \_\_\_\_\_  
John W. Minto, Mayor

**EMPLOYEE**

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

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Shawn Hagerty, City Attorney

City of Santee  
COUNCIL AGENDA STATEMENT

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**MEETING DATE** February 27, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE FEDERAL INFRA (INFRASTRUCTURE FOR REBUILDING AMERICA) GRANT PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS

**DIRECTOR/DEPARTMENT** Melanie Kush, Development Services



**SUMMARY** This item requests City Council authorize the submittal of a grant application to the federal INFRA (Infrastructure for Rebuilding America) grant program for State Route 52 (SR 52) improvements. INFRA advances a grant program established in the FAST Act of 2015 and utilizes updated criteria to evaluate projects to align them with national and regional economic vitality goals and to leverage additional non-federal funding. The program aims to increase the impact of projects by leveraging federal grant funding and incentivizing project sponsors to pursue innovative strategies, including public-private partnerships. The program promotes the incorporation of innovative technology that will improve our transportation system.

Improving the SR 52 has been identified by City Council as a priority for Santee. Phase I of the improvements to SR 52 qualifies under the INFRA program. This resolution would authorize staff to submit an application for Phase I improvements to SR 52. This Phase includes a 4.3-mile long westbound auxiliary/truck climbing lane from Mast Boulevard to Santo Road, relocating a 4.6-mile long Class I Bike Path from the north side of the freeway to the south side, adding an eastbound auxiliary lane from I-15 to Santo Road, restriping eastbound SR-52 from 2 lanes to 3 lanes from Mast Boulevard to just east of the San Diego River Bridge, and widening the westbound on-ramp from Mast Boulevard to two lanes.

**ENVIRONMENTAL REVIEW** This action is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378. Phase 1 improvements would be subject to separate environmental review.

**FINANCIAL STATEMENT** The estimated cost of Phase 1 improvements is \$43.45 million. The subject application seeks approximately \$26 million. A non-federal match of approximately \$17 million would be required and sought from other local and state sources.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** Adopt the attached Resolution authorizing the submittal of an INFRA grant application by City staff for Phase I of SR 52 improvements.

**ATTACHMENT** Resolution



**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AUTHORIZING THE SUBMITTAL OF A GRANT APPLICATION TO THE  
FEDERAL INFRA (INFRASTRUCTURE FOR REBUILDING AMERICA) GRANT  
PROGRAM FOR STATE ROUTE 52 (SR 52) IMPROVEMENTS**

**WHEREAS**, State Route 52 (SR 52) is a major east-west transportation corridor that connects residents in east San Diego County to employment centers in west and north county as well as provides a key freight route for the region; and

**WHEREAS**, SR 52 experiences significant congestions during peak hours affecting commuters and freight traffic alike; and

**WHEREAS**, heavy congestion on SR 52 significantly impacts the quality of life of Santee residents as well as east county residents, and affects the economic vitality of the region; and

**WHEREAS**, improvements planned by SANDAG for the first phase of improvements to SR 52 would not happen until 2035, with the remaining improvements to be completed by 2050; and

**WHEREAS**, the City of Santee has helped stakeholders to organize the Highway 52 Coalition to address the traffic issue on SR 52 and has been pursuing opportunities to partner with stakeholders to advance improvements to SR 52; and

**WHEREAS**, effort is underway with the design work funded by a private developer for Phase I of improvements to SR 52; and

**WHEREAS**, additional funds are needed to complete the Phase I improvements; and

**WHEREAS**, federal INFRA (Infrastructure for Rebuilding America) grant program funds are currently open to applications; and

**WHEREAS**, SR 52 Phase I improvements qualify for INFRA grant funds; and

**WHEREAS**, the total cost of SR 52 Phase I improvements is estimated as \$43 million; and

**WHEREAS**, the maximum amount an INFRA grant would fund is 60% of eligible project costs which is approximately \$26 million for the proposed project.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Santee, California, that City staff is authorized to submit a grant application to the federal INFRA grant program for Phase I of SR 52 improvements in the amount of \$26 million.

**RESOLUTION NO.**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 27<sup>th</sup> day of February, 2019, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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