

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



CITY COUNCIL

Mayor John W. Minto  
Vice Mayor Laura Koval  
Council Member Ronn Hall  
Council Member Stephen Houlahan  
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  
Erica Hardy  
LAW ENFORCEMENT  
Captain Daniel Brislin

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

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**Wednesday, February 26, 2020  
6:30 PM**

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

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**Regular City Council Meeting – 6:30 p.m.**

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

**LEGISLATIVE INVOCATION:** Gary Lawton – Calvary Chapel of Santee

**PLEDGE OF ALLEGIANCE**

**CONSENT CALENDAR:**

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

- (1) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the Agenda. (City Clerk – Ortiz)**
- (2) Approval of Payment of Demands as presented. (Finance – McDermott)**
- (3) Approval of the expenditure of \$88,237.98 for January 2020 Legal Services and Related Costs. (Finance – McDermott)**
- (4) Adoption of a Resolution awarding the construction contract for the Bus Stop Trash Diversion Project (CIP 2019-20) and determining a Categorical Exemption Pursuant to Section 15301(c) of the California Environmental Quality Act. (Development Services – Kush)**

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



**(5) Update on the City Council's Two-Year Priorities. (City Manager – Best)****NON-AGENDA PUBLIC COMMENT (15 minutes):**

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

**PUBLIC HEARING:****(6) Public Hearing considering a Disposition and Development Agreement (DDA) between the City of Santee and Excel Acquisitions, LLC, for Development of real property known as Parcel 4 of Parcel Map 18857 located in Trolley Square. (City Manager – Best)**Recommendation:

Open the Public Hearing, receive public testimony and continue the Public Hearing to May 27, 2020.

**(7) Continued Public Hearing to assess community development needs and to allocate Program Year 2020 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 2020 CDBG funds.

**NEW BUSINESS:****(8) Resolution authorizing a reimbursement agreement with the Santee School District and appropriating funds for reconstruction of a sanitary sewer line on school district property servicing facilities at Big Rock Park. (Community Services – Maertz)**Recommendation:

Adopt the Resolution:

1. Authorizing a reimbursement agreement with the Santee School District for costs relating to the reconstruction of the sewer line serving Big Rock Park restrooms.
2. Appropriating \$70,804.00 from the General Fund reserves.
3. Authorizing the City Manager to execute the reimbursement agreement.

- (9) **Fiscal Year 2019-20 Operating Budget Update and Resolution amending the Fiscal Year 2019-20 Budget and amending the Hourly, General and Management Salary Schedule. (Finance – McDermott)**

Recommendation:

Adopt the Resolution amending the Fiscal Year 2019-20 budget and amending the Hourly, General and Management Salary Schedule, and provide direction to staff.

- (10) **Resolution amending the Parking Violation Fee Schedule for Santee Municipal Code sections 10.10.230(A), 10.10.230 (C), 10.10.245(A), and 10.10.245(B). (City Attorney – Hagerty)**

Recommendation:

Adopt the Resolution amending the Parking Violation Fee Schedule.

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

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

**CITY COUNCIL REPORTS:**

**CITY MANAGER REPORTS:**

**CITY ATTORNEY REPORTS:**

**CLOSED SESSION:**

- (11) **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
(Government Code Section 54956.9(d)(1))  
Name of case: Preserve Wild Santee, Climate Action Campaign, and Center for Biological Diversity v. City of Santee et al.  
Case Number: 37-2020-00007331-CU-TT-CLT
- (12) **CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION**  
(Government Code Section 54956.9(d)(1))  
Name of case: Santee Trolley Square 991, LLP v. City of Santee et al.  
Case Number: 37-2020-00007895-CU-WM-CTL
- (13) **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION**  
(Government Code Sections 54956.9(d)(2) and (4))  
Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 and the potential initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9 related to Lot L and the FMZ zones at Sky Ranch and involving as potential parties Lennar and the Sky Ranch Homeowners Associations

**ADJOURNMENT:**

<del>Feb</del>	<del>06</del>	<del>SPARC</del>	<del><b>CANCELLED</b></del>	<del>Civic Center Building 8A</del>
Feb	10	Community Oriented Policing Committee		Council Chamber
Feb	12	Council Meeting		Council Chamber
Feb	26	Council Meeting		Council Chamber
Mar	05	SPARC		Civic Center Building 8A
Mar	09	Community Oriented Policing Committee		Council Chamber
Mar	11	Council Meeting		Council Chamber
Mar	19	SMHFPC		Council Chamber
Mar	25	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.*

AFFIDAVIT OF POSTING AGENDA

State of California        }  
 County of San Diego    } ss.  
 City of Santee            }

I, Annette Ortiz, City Clerk 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 February 21, 2020, at 4:00 p.m.

  
 \_\_\_\_\_  
 Signature

02/21/2020  
 \_\_\_\_\_  
 Date




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

**Item 1**

**MEETING DATE**      February 26, 2020

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

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

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

**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**

Item 2

**MEETING DATE** February 26, 2020

**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** *MSB*

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>
02/03/2020	Retiree Health	\$ 5,385.00
02/03/2020	Accounts Payable	100,508.43
02/04/2020	Accounts Payable	112,605.24
02/06/2020	Accounts Payable	1,478,981.40
02/12/2020	Accounts Payable	1,054,631.29
02/13/2020	Payroll	348,640.73
02/13/2020	Accounts Payable	240,324.74
02/14/2020	Accounts Payable	91,477.39
02/19/2020	Accounts Payable	<u>112,098.85</u>
	TOTAL	<u>\$3,544,653.07</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.


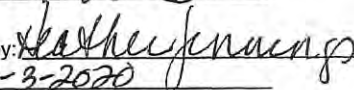
  
\_\_\_\_\_  
Tim K. McDermott, Director of Finance

vchlist  
01/29/2020 9:01:12AM

Voucher List  
CITY OF SANTEE


Bank code : ubgen

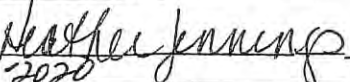
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
83434	2/3/2020	10955 DEPARTMENT OF THE TREASURY	PPE 01/22/20		FED WITHHOLD & MEDICARE	75,215.41
					<b>Total :</b>	<b>75,215.41</b>
83460	2/3/2020	10956 FRANCHISE TAX BOARD	PPE 01/22/20		CA STATE TAX WITHHELD	25,293.02
					<b>Total :</b>	<b>25,293.02</b>
2 Vouchers for bank code : ubgen						<b>Bank total :</b> 100,508.43
2 Vouchers in this report						<b>Total vouchers :</b> 100,508.43

Prepared by:   
Date: 1-29-2020  
Approved by:   
Date: 2-3-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
1204	2/4/2020	10353 PERS	01 20 4		RETIREMENT PAYMENT	112,605.24
Total :						112,605.24
1 Vouchers for bank code : ubgen						Bank total : 112,605.24
1 Vouchers in this report						Total vouchers : 112,605.24

Prepared by:   
Date: 1-29-2020

Approved by:   
Date: 2-3-2020



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123558	2/6/2020	10968 ABABA BOLT	1100783	52560	VEHICLE REPAIR PARTS	25.30
					Total :	25.30
123559	2/6/2020	11419 ANALYTICAL CHEMISTS INC	39617	52565	EQUIPMENT TESTING	95.00
					Total :	95.00
123560	2/6/2020	10412 AT&T	000014220698		TELEPHONE	798.23
					Total :	798.23
123561	2/6/2020	10412 AT&T	301053963		MAST PARK	80.25
					Total :	80.25
123562	2/6/2020	10021 BOUND TREE MEDICAL LLC	83474004	52673	EMS SUPPLIES	628.44
			83474005	52673	EMS SUPPLIES	656.47
			83474006	52673	EMS SUPPLIES	554.41
					Total :	1,839.32
123563	2/6/2020	10022 BRAUN NORTHWEST INC	28866	52573	VEHICLE REPAIR PARTS	62.75
					Total :	62.75
123564	2/6/2020	10299 CARQUEST AUTO PARTS	11102-498048	52574	VEHICLE REPAIR PART	49.36
					Total :	49.36
123565	2/6/2020	10032 CINTAS CORPORATION #694	4038320288	52773	UNIFORM/PARTS CLEANER RNTL	79.65
			4039034402	52773	STATION SUPPLIES	41.48
			4039417997	52773	UNIFORM/PARTS CLEANER RNTL	64.65
			4040019134	52773	UNIFORM/PARTS CLEANER RNTL	64.65
					Total :	250.43
123566	2/6/2020	10035 COMPETITIVE METALS INC	356431	52690	METAL SUPPLIES	70.43
					Total :	70.43
123567	2/6/2020	10486 COUNTY OF SAN DIEGO	CIP2020-06		CITYWIDE CRACK SEALING PROGI	50.00
					Total :	50.00
123568	2/6/2020	10711 COUNTY OF SAN DIEGO	2020SDR_WMA03	52890	STORMWATER SHARED COSTS	59,960.00



Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123568	2/6/2020	10711 10711 COUNTY OF SAN DIEGO	(Continued)			Total : 59,960.00
123569	2/6/2020	10040 COUNTYWIDE MECHANICAL SYSTEMS	23377	52641	HVAC MAINT & REPAIRS	120.00
						Total : 120.00
123570	2/6/2020	10333 COX COMMUNICATIONS	094604602 112256001		CITY HALL GROUP BILL 9130 CARLTON OAKS DR	1,033.61 89.50
						Total : 1,123.11
123571	2/6/2020	11450 CREATIVE METAL INDUSTRIES INC	12351		DEPARTMENTAL PLAQUE	80.81
						Total : 80.81
123572	2/6/2020	11090 CSE SECURITY INC	1236		SECURITY SERVICES	80.75
						Total : 80.75
123573	2/6/2020	11295 DOKKEN ENGINEERING	36054 36096 36099	52440 52440 52440	SANTEE LAKES STORM DRAIN MAST PARK IMPROVEMENTS WOODSIDE ROUNDABOUT	4,540.00 4,280.00 366.21
						Total : 9,186.21
123574	2/6/2020	10251 FEDERAL EXPRESS	6-893-62017		SHIPPING CHARGES	29.29
						Total : 29.29
123575	2/6/2020	10202 FURTADO, DANIEL	2560		BOOT REIMBURSEMENT	200.00
						Total : 200.00
123576	2/6/2020	10490 HARRIS & ASSOCIATES INC	43517	51326	FANITA RANCH - PHASE II	22,922.00
						Total : 22,922.00
123577	2/6/2020	11196 HD SUPPLY FACILITIES	9178603826 9178603828 9178651295	52596 52596 52596	STATION SUPPLIES STATION SUPPLIES STATION SUPPLIES	344.22 76.02 185.51
						Total : 605.75
123578	2/6/2020	11724 ICF JONES & STOKES INC	0144058	50991	MSCP SUBAREA PLAN	10,990.00
						Total : 10,990.00
123579	2/6/2020	10759 INDUSTRIAL RUBBER SUPPLY INC	61062	52599	VEHICLE REPAIR PARTS	76.86

Bank code :		ubgen						
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount		
123579	2/6/2020	10759 10759 INDUSTRIAL RUBBER SUPPLY INC	(Continued)				<b>Total :</b> 76.86	
123580	2/6/2020	10430 LEAGUE OF CALIFORNIA CITIES	1661		MEMBERSHIP & MEETING DUES	1,500.00	<b>Total :</b> 1,500.00	
123581	2/6/2020	10207 LOCKHART TRAINING	2014		INSTRUCTOR PAYMENT	627.90	<b>Total :</b> 627.90	
123582	2/6/2020	10079 MEDICO PROFESSIONAL	20155585	52763	MEDICAL LINEN SERVICE	20.02		
			20155587	52763	MEDICAL LINEN SERVICE	8.16	<b>Total :</b> 28.18	
123583	2/6/2020	12451 MOBILE GRAPHICS & DESIGN	2019121	52607	BANNERS	800.00	<b>Total :</b> 800.00	
123584	2/6/2020	12695 NAKOA PERFORMANCE	01102020	52877	WELLNESS PROGRAM	13,800.00	<b>Total :</b> 13,800.00	
123585	2/6/2020	10308 O'REILLY AUTO PARTS	2968-319559	52611	VEHICLE REPAIR PART	60.86		
			2968-319684	52611	VEHICLE SUPPLIES	9.65	<b>Total :</b> 70.51	
123586	2/6/2020	10344 PADRE DAM MUNICIPAL WATER DIST	90000367		GROUP BILL	8,955.91	<b>Total :</b> 8,955.91	
123587	2/6/2020	11888 PENSKE FORD	10283706	52616	VEHICLE REPAIR PARTS	5.38	<b>Total :</b> 5.38	
123588	2/6/2020	12207 PERISCOPE HOLDINGS, INC.	SI-6071		NIGP COMMODITY CODE LICENSE	540.00	<b>Total :</b> 540.00	
123589	2/6/2020	10311 ROADONE	744219	52620	VEHICLE TOWING	360.00	<b>Total :</b> 360.00	
123590	2/6/2020	10606 S.D. COUNTY SHERIFF'S DEPT.	SHERIFF NOV 2019		LAW ENFORCEMENT NOV 2019	1,267,275.83	<b>Total :</b> 1,267,275.83	
123591	2/6/2020	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8		STREET LIGHTS	31,604.03		

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123591	2/6/2020	10407 SAN DIEGO GAS & ELECTRIC	(Continued) 2237 358 004 2 3422 380 562 8 4394 020 550 9 7990 068 577 7 8509 742 169 4		TRAFFIC SIGNALS ROW / MEDIANS LMD PARKS CITY HALL GROUP BILL	5,041.54 219.20 3,682.46 12,804.49 8,102.66 <b>Total : 61,454.38</b>
123592	2/6/2020	13171 SC COMMERCIAL, LLC	0748288-IN 0749475-IN	52644 52644	DELIVERED FUEL DELIVERED FUEL	378.60 571.62 <b>Total : 950.22</b>
123593	2/6/2020	13554 SC FUELS	0190840 0191710	52889 52889	FLEET CARD FUELING FLEET CARD FUELING	788.52 1,869.42 <b>Total : 2,657.94</b>
123594	2/6/2020	10585 SHARP REES-STEALY MEDICAL	339434581 339516419 339518919 339642062	52868 52868 52868 52868	MEDICAL SERVICES MEDICAL SERVICES MEDICAL SERVICES MEDICAL SERVICES	1,133.00 131.00 45.00 110.00 <b>Total : 1,419.00</b>
123595	2/6/2020	12223 SITEONE LANDSCAPE SUPPLY LLC	96483561-001 96898965-001 96908995-001 96909695-001 96980354-001	52825 52825 52825 52825 52825	IRRIGATION SUPPLIES IRRIGATION SUPPLIES IRRIGATION SUPPLIES IRRIGATION SUPPLIES IRRIGATION SUPPLIES	233.58 227.08 163.51 286.18 943.53 <b>Total : 1,853.88</b>
123596	2/6/2020	10314 SOUTH COAST EMERGENCY VEHICLE	497252	52647	VEHICLE REPAIR PARTS	122.97 <b>Total : 122.97</b>
123597	2/6/2020	10217 STAPLES ADVANTAGE	3435781834 3436199490 3436311009	52672 52751 52751	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	119.83 12.92 45.68 <b>Total : 178.43</b>
123598	2/6/2020	10119 STEVEN SMITH LANDSCAPE INC	43136	52789	A 3 LANDSCAPE SERVICES	720.00

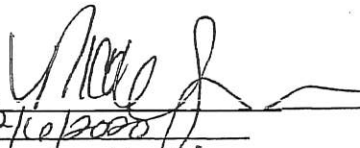
Voucher List  
CITY OF SANTEE

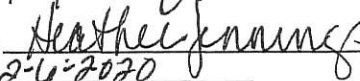
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123598	2/6/2020	10119 STEVEN SMITH LANDSCAPE INC	(Continued) 43137	52665	A1 LANDSCAPE SERVICES	180.00
<b>Total :</b>						<b>900.00</b>
123599	2/6/2020	10572 SUNBELT RENTALS INC	97537998-0001	52833	EQUIPMENT RENTAL	77.11
<b>Total :</b>						<b>77.11</b>
123600	2/6/2020	10121 SUPERIOR READY MIX LP	98395	52678	ASPHALT MATERIALS & SUPPLIES	777.74
<b>Total :</b>						<b>777.74</b>
123601	2/6/2020	10325 VALLEY POWER SYSTEM INC	C93080	52634	VEHICLE REPAIR PARTS	308.26
<b>Total :</b>						<b>308.26</b>
123602	2/6/2020	10331 HDS WHITE CAP CONST SUPPLY	50011803651	52867	FLOOD CONTROL SUPPLIES	460.65
<b>Total :</b>						<b>460.65</b>
123603	2/6/2020	10318 ZOLL MEDICAL CORPORATION	2987414	52655	EMS SUPPLIES	602.06
			2988974	52655	EMS SUPPLIES	703.07
			2989018	52655	EMS SUPPLIES	581.86
			2989965	52655	EMS SUPPLIES	303.05
			2990234	52655	EMS SUPPLIES	585.89
			2990829	52655	EMS SUPPLIES	192.36
			2991033	52655	EMS SUPPLIES	38.01
			2991101	52655	EMS SUPPLIES	144.27
			2992087	52655	EMS SUPPLIES	727.31
			2992102	52655	EMS SUPPLIES	727.31
			2992358	52655	EMS SUPPLIES	459.89
			2995556	52655	EMS SUPPLIES	96.18
<b>Total :</b>						<b>5,161.26</b>
46 Vouchers for bank code : ubgen						<b>Bank total : 1,478,981.40</b>
46 Vouchers in this report						<b>Total vouchers : 1,478,981.40</b>

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>
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Prepared by:   
Date: 2-6-2020

Approved by:   
Date: 2-6-2020

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123604	2/12/2020	13198 3-D ENTERPRISES, INC	13 13R	52409	MAST PARK IMPROVEMENTS RETENTION	594,730.96 -29,736.55 <b>Total : 564,994.41</b>
123605	2/12/2020	10010 ALLIANT INSURANCE SERVICES INC	1274346		SANTEE SUNSET 5K	573.00 <b>Total : 573.00</b>
123606	2/12/2020	10006 AMERICAN PLANNING ASSOCIATION	299361-2015		MEMBERSHIP RENEWAL	579.00 <b>Total : 579.00</b>
123607	2/12/2020	13292 BORDER TIRE	8008883 8008976 8008977 8009011	52871 52871 52871 52871	TIRES TIRES TIRES TIRE SERVICE	1,443.14 724.18 1,742.50 112.00 <b>Total : 4,021.82</b>
123608	2/12/2020	10021 BOUND TREE MEDICAL LLC	83478301 83479920 83479921 83479922 83481398 83481399 83481400	52673 52673 52673 52673 52673 52673 52673	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	92.13 563.63 61.47 46.07 299.20 1,114.90 75.96 <b>Total : 2,253.36</b>
123609	2/12/2020	13547 BURGERS BONES AND BEER	91911	52881	MAST PARK GRAND OPENING	4,040.63 <b>Total : 4,040.63</b>
123610	2/12/2020	11399 CABLE, PIPE, & LEAK DETECTION	10694-43237	52798	LEAK DETECTION	380.00 <b>Total : 380.00</b>
123611	2/12/2020	11169 CALIFORNIA WATERS LLC	7410	52679	FOUNTAIN MAINT & REPAIRS	198.39 <b>Total : 198.39</b>
123612	2/12/2020	10028 CAMERON'S MOBILE ESTATES LLC	IP150003A		REFUNDABLE DEPOSIT	3,475.41 <b>Total : 3,475.41</b>



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123613	2/12/2020	10299 CARQUEST AUTO PARTS	11102-49881	52574	VEHICLE REPAIR PARTS	52.62
					<b>Total :</b>	<b>52.62</b>
123614	2/12/2020	10032 CINTAS CORPORATION #694	4040619667	52773	UNIFORM/PARTS CLEANER RNTL	79.65
					<b>Total :</b>	<b>79.65</b>
123615	2/12/2020	10979 CITY OF LA MESA	21678		LIVESCAN FINGERPRINTING	20.00
					<b>Total :</b>	<b>20.00</b>
123616	2/12/2020	10711 COUNTY OF SAN DIEGO	2020REG_COP-16	52890	STORM WATER SHARED COSTS	6,579.00
					<b>Total :</b>	<b>6,579.00</b>
123617	2/12/2020	10040 COUNTYWIDE MECHANICAL SYSTEMS	23050 23769 23969	52641 52641 52641	HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS HVAC MAINT & REPAIRS	2,582.33 822.27 240.00
					<b>Total :</b>	<b>3,644.60</b>
123618	2/12/2020	10333 COX COMMUNICATIONS	038997401 094486701		10601 N MAGNOLIA AVE CITY HALL GROUP BILL	104.84 1,460.13
					<b>Total :</b>	<b>1,564.97</b>
123619	2/12/2020	12356 DAVIS FARR LLP	6839	52536	FY 2018-19 AUDIT SERVICES	5,020.00
					<b>Total :</b>	<b>5,020.00</b>
123620	2/12/2020	12970 DUDEK	20200014	52074	WALKER PRESERVE RESTORATIO	1,258.64
					<b>Total :</b>	<b>1,258.64</b>
123621	2/12/2020	12964 ESO SOLUTIONS INC.	INV00027402	52892	ANNUAL SOFTWARE RENEWAL	2,100.00
					<b>Total :</b>	<b>2,100.00</b>
123622	2/12/2020	13553 EVERYTHING RUNNING	SS5K-20	52895	SANTEE SUNSET 5K	500.00
					<b>Total :</b>	<b>500.00</b>
123623	2/12/2020	12876 FUN 4 KIDS ENTERTAINMENT	0817 0818	52882 52882	SANTEE SUNSET 5K MAST PARK GRAND OPENING	350.00 250.00
					<b>Total :</b>	<b>600.00</b>
123624	2/12/2020	12638 GEORGE HILLS COMPANY, INC.	INV1017113	52747	LIABILITY CLAIMS ADMINISTRATIO	1,488.18

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123624	2/12/2020	12638 12638 GEORGE HILLS COMPANY, INC.	(Continued)			<b>Total : 1,488.18</b>
123625	2/12/2020	10066 GLOBALSTAR USA LLC	1000000010939860		SATELLITE PHONE SERVICE	90.25
						<b>Total : 90.25</b>
123626	2/12/2020	11881 GOODEN, CHRIS	12182019		TUITION REIMBURSEMENT	277.00
						<b>Total : 277.00</b>
123627	2/12/2020	11196 HD SUPPLY FACILITIES	9178559394	52595	SHOP SUPPLIES	339.85
						<b>Total : 339.85</b>
123628	2/12/2020	10256 HOME DEPOT CREDIT SERVICES	1974917 2154581	52597 52597	STATION SUPPLIES APPARATUS SUPPLIES	22.60 63.95
						<b>Total : 86.55</b>
123629	2/12/2020	13335 IRON WALL SECURITY, INC	3011 3012	52600 52600	SANTEE CELEBRATES AMERICA RI MAST PARK GRAND OPENING	776.25 540.00
						<b>Total : 1,316.25</b>
123630	2/12/2020	13514 KEARNEY MESA CHEVROLET	26523 27009	52848 52848	VEHICLE REPAIR VEHICLE REPAIR	2,277.72 100.00
						<b>Total : 2,377.72</b>
123631	2/12/2020	10079 MEDICO PROFESSIONAL	20159369 20159371	52763 52763	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.02 8.16
						<b>Total : 28.18</b>
123632	2/12/2020	10507 MITEL LEASING	902386161 902386207 902386291 902386307		MONTHLY RENTAL 122670 MONTHLY RENTAL 124690 MONTHLY RENTAL 130737 MONTHLY RENTAL 131413	1,878.80 312.66 276.33 266.16
						<b>Total : 2,733.95</b>
123633	2/12/2020	13210 MY LITTLE CARNIVAL, INC	4056 4059	52888 52888	MAST PARK GRAND OPENING SANTEE SUNSET 5K	305.00 869.00
						<b>Total : 1,174.00</b>
123634	2/12/2020	13245 NEXTECH SYSTEMS, INC	NEX20-031	52878	MAST PARK - SFP MODULE	420.16

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123634	2/12/2020	13245 13245 NEXTECH SYSTEMS, INC	(Continued)			Total : 420.16
123635	2/12/2020	10308 O'REILLY AUTO PARTS	2968-321458	52611	VEHICLE REPAIR PARTS	10.34
			2968-321459	52611	VEHICLE REPAIR PARTS	-4.65
					Total :	5.69
123636	2/12/2020	11324 ORIN W AND JANETTE BAERTSCH, T	384-190-73		PROSPECT AVE	882.00
					Total :	882.00
123637	2/12/2020	10344 PADRE DAM MUNICIPAL WATER DIST	29700016		CONSTRUCTION METER	227.56
					Total :	227.56
123638	2/12/2020	10241 CASEY PRICE	2-3-20		PETTY CASH REIMB - DDS	340.27
					Total :	340.27
123639	2/12/2020	10092 PHOENIX GROUP INFO SYSTEMS	122019031	52766	PARKING CITE PROCESS SVCS	461.87
					Total :	461.87
123640	2/12/2020	10095 RASA	5346	52677	MAP CHECK	750.00
					Total :	750.00
123641	2/12/2020	12994 RINCON CONSULTANTS, INC	18247	52099	FANITA RANCH - AB 52 ASSISTANC	1,195.00
					Total :	1,195.00
123642	2/12/2020	10096 ROGER DANIELS ALIGN & BRAKE	53958	52621	VEHICLE REPAIR	80.10
					Total :	80.10
123643	2/12/2020	13455 ROTO-ROOTER	3403	52832	PLUMBING REPAIRS	696.87
			3475	52832	PLUMBING REPAIRS	129.87
					Total :	826.74
123644	2/12/2020	12543 SAN DIEGO RIVER PARK	0220-1		WATER RESOURCES BOARD PERM	205.00
					Total :	205.00
123645	2/12/2020	13556 REED, CLINT	Ref000062185		LI Refund Cst #23277	41.00
					Total :	41.00
123646	2/12/2020	10107 SANTEE MINISTERIAL COUNCIL	2019-20 Q2	52846	CDBG SUBRECIPIENT	4,234.38

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123646	2/12/2020	10107 10107 SANTEE MINISTERIAL COUNCIL	(Continued)			Total : 4,234.38
123647	2/12/2020	10768 SANTEE SCHOOL DISTRICT	8479	52623	CHET HARRITT FIELD LIGHTS	273.75
						Total : 273.75
123648	2/12/2020	13171 SC COMMERCIAL, LLC	0750345-IN 0751547-IN	52644 52644	DELIVERED FUEL DELIVERED FUEL	476.79 582.72
						Total : 1,059.51
123649	2/12/2020	13554 SC FUELS	0196877	52889	FLEET CARD FUELING	1,604.77
						Total : 1,604.77
123650	2/12/2020	11072 SHOW STOPPER WAX PRODUCTS	5698	52624	VEHICLE SUPPLIES	187.81
						Total : 187.81
123651	2/12/2020	13232 SOUTH COAST FIRE EQUIPMENT INC	104	52477	TYPE 3 WILDLAND BRUSH ENGINE	372,917.15
						Total : 372,917.15
123652	2/12/2020	10217 STAPLES ADVANTAGE	3436492322 3436492324 3436807266	52662 52730 52662	OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES	49.22 91.35 14.32
						Total : 154.89
123653	2/12/2020	10027 STATE OF CALIFORNIA	426480		FINGERPRINT COSTS	96.00
						Total : 96.00
123654	2/12/2020	10316 TCB EMBROIDERY	15821	52866	UNIFORM APPAREL - PSD	2,310.16
						Total : 2,310.16
123655	2/12/2020	10250 THE EAST COUNTY	00091553 00092097	52851	INVITATION TO BID PUBLIC NOTICE	287.00 462.00
						Total : 749.00
123656	2/12/2020	11882 THOMPSON, ZANE	12182019 7125838		TUITION REIMBURSEMENT STEEL TOE BOOTS	336.99 193.90
						Total : 530.89
123657	2/12/2020	12480 UNITED SITE SERVICES	114-9713589	52648	PORTABLE TOILETS	206.33

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
123657	2/12/2020	12480 12480 UNITED SITE SERVICES	(Continued)			Total : 206.33
123658	2/12/2020	11194 USAFACT INC	11846 12528 9121426 9122140		BACKGROUND CHECK BACKGROUND CHECK BACKGROUND CHECK BACKGROUND CHECK	18.52 28.92 18.52 25.77 Total : 91.73
123659	2/12/2020	10325 VALLEY POWER SYSTEM INC	C93190	52634	VEHICLE REPAIR PARTS	155.25 Total : 155.25
123660	2/12/2020	12276 VARGAS, CROSSBY	4	52897	FIDO FEST	200.00 Total : 200.00
123661	2/12/2020	13084 W.L. BUTLER CONSTRUCTION INC	GRD1286S GRD1288S		REFUNDABLE DEPOSIT REFUNDABLE DEPOSIT	23,997.00 25,000.00 Total : 48,997.00
123662	2/12/2020	10136 WEST COAST ARBORISTS INC	156245	52663	URBAN FORESTRY MANAGEMENT	2,800.00 Total : 2,800.00
123663	2/12/2020	10318 ZOLL MEDICAL CORPORATION	2987372	52655	EMS SUPPLIES	779.85 Total : 779.85
60 Vouchers for bank code : ubgen						Bank total : 1,054,631.29
60 Vouchers in this report						Total vouchers : 1,054,631.29

Prepared by:

Date:

Approved by:

Date:

*[Handwritten Signature]*  
2-12-2020  
*[Handwritten Signature]*  
2-12-2020

Bank code : ubgen


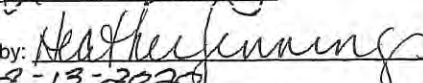
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123664	2/13/2020	10208 ANTHEM EAP	78316		EMPLOYEE ASSISTANCE PROGRAI	281.94
					<b>Total :</b>	<b>281.94</b>
123665	2/13/2020	10334 CHLIC	2597111		HEALTH/DENTAL INSURANCE	201,804.64
					<b>Total :</b>	<b>201,804.64</b>
123666	2/13/2020	10844 FRANCHISE TAX BOARD	PPE 02/05/20		WITHHOLDING ORDER	25.00
					<b>Total :</b>	<b>25.00</b>
123667	2/13/2020	10785 RELIANCE STANDARD LIFE	February 2020		VOLUNTARY LIFE INSURANCE	648.58
					<b>Total :</b>	<b>648.58</b>
123668	2/13/2020	10424 SANTEE FIREFIGHTERS	PPE 02/05/20		DUES/PEC/BENEVOLENT/BC EXP	2,915.99
					<b>Total :</b>	<b>2,915.99</b>
123669	2/13/2020	10776 STATE OF CALIFORNIA	PPE 02/05/20		WITHHOLDING ORDER	308.30
					<b>Total :</b>	<b>308.30</b>
123670	2/13/2020	10001 US BANK	PPE 02/05/20		PARS RETIREMENT	1,803.28
					<b>Total :</b>	<b>1,803.28</b>
123671	2/13/2020	10959 VANTAGE TRANSFER AGENT/457	PPE 02/05/20		ICMA - 457	28,516.34
					<b>Total :</b>	<b>28,516.34</b>
123672	2/13/2020	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 02/05/20		RETIREMENT HSA	4,020.67
					<b>Total :</b>	<b>4,020.67</b>

9 Vouchers for bank code : ubgen

Bank total : 240,324.74

9 Vouchers in this report

Total vouchers : 240,324.74

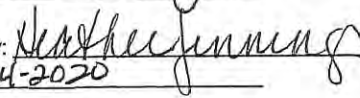
Prepared by:   
 Date: 2-13-2020  
 Approved by:   
 Date: 2-13-2020



Bank code : ubgen


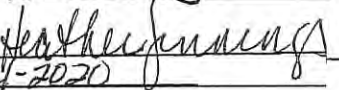
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
22375	2/14/2020	10955 DEPARTMENT OF THE TREASURY	February 20 Retirees PPE 02/05/20		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	75.00 69,009.06
					Total :	69,084.06
22392	2/14/2020	10956 FRANCHISE TAX BOARD	PPE 02/05/20		CA STATE TAX WITHHELD	22,393.33
					Total :	22,393.33
2 Vouchers for bank code : ubgen					Bank total :	91,477.39
2 Vouchers in this report					Total vouchers :	91,477.39

Prepared by:   
Date: 2-13-2020

Approved by:   
Date: 2-14-2020

Bank code : ubgen

<u>Voucher</u>	<u>Date</u>	<u>Vendor</u>	<u>Invoice</u>	<u>PO #</u>	<u>Description/Account</u>	<u>Amount</u>	
2203	2/19/2020	10353 PERS	02 20 3		RETIREMENT PAYMENT	112,098.85	
						Total :	112,098.85
1 Vouchers for bank code : ubgen						Bank total :	112,098.85
1 Vouchers in this report						Total vouchers :	112,098.85

Prepared by:   
Date: 2-13-2020  
Approved by:   
Date: 2-14-2020

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

**Item 3**

**MEETING DATE** February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**      **APPROVAL OF THE EXPENDITURE OF \$88,237.98 FOR JANUARY 2020 LEGAL SERVICES AND RELATED COSTS**

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

**SUMMARY**

Legal services invoices proposed for payment for the month of January 2020 total \$88,237.98 as follows:

1) General Retainer Services	\$ 16,015.84
2) Labor & Employment	5,941.50
3) Litigation & Claims	1,509.37
4) Special Projects - General Fund	25,494.28
5) Special Projects – Other Funds	349.50
6) Third-Party Reimbursable Projects	<u>38,927.49</u>
Total	<u>\$ 88,237.98</u>

**FINANCIAL STATEMENT** *tm*

	<u>AMOUNT</u>	<u>BALANCE</u>
General Fund:		
Adopted Budget	\$ 572,120.00	
Revised Budget	\$ 602,120.00	
Prior Expenditures	(347,304.76)	
Current Request	(48,960.99)	\$ 205,854.25
Other Funds (excluding applicant initiated items):		
Adopted Budget	\$ 26,400.00	
Revised Budget	\$ 26,400.00	
Prior Expenditures	(2,586.30)	
Current Request	(349.50)	\$ 23,464.20

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MSB*

Approve the expenditure of \$88,237.98 for January 2020 legal services and related costs.

**ATTACHMENT (Listed Below)**

Legal Services Billing Summary

**LEGAL SERVICES BILLING SUMMARY**  
**FY 2019-20**

<u>Category</u>	<u>Adopted Budget</u>	<u>Revised Budget</u>	<u>Previously Spent Year to Date</u>	<u>Available Balance</u>	<u>Current Request Mo/Yr</u>	<u>Amount</u>
<b>General Fund:</b>						
General / Retainer	\$ 186,120.00	\$ 186,120.00	\$ 94,622.48	\$ 91,497.52	Jan-20	\$ 16,015.84
Labor & Employment	60,000.00	60,000.00	24,459.87	35,540.13	Jan-20	5,941.50
Litigation & Claims	70,000.00	70,000.00	13,560.02	56,439.98	Jan-20	1,509.37
Special Projects	256,000.00	286,000.00	214,662.39	71,337.61	Jan-20	25,494.28
<b>Total</b>	<b>\$ 572,120.00</b>	<b>\$ 602,120.00</b>	<b>\$ 347,304.76</b>	<b>\$ 254,815.24</b>		<b>\$ 48,960.99</b>
<b>Other City Funds:</b>						
Special Projects	\$ 21,400.00	\$ 21,400.00	\$ 1,607.70	\$ 19,792.30	Jan-20	\$ 349.50
MHFP Commission	5,000.00	5,000.00	978.60	4,021.40		-
<b>Total</b>	<b>\$ 26,400.00</b>	<b>\$ 26,400.00</b>	<b>\$ 2,586.30</b>	<b>\$ 23,813.70</b>		<b>\$ 349.50</b>
<b>Third-Party Reimbursable:</b>						
Sky Ranch	n/a	n/a	\$ 1,443.00	n/a	Jan-20	\$ 691.70
Lantern Crest	n/a	n/a	6,570.60	n/a	Jan-20	1,810.00
Parcel 4 Hotel	n/a	n/a	17,273.09	n/a	Jan-20	768.90
Weston	n/a	n/a	11,398.77	n/a		-
MSCP - Subarea Plan	n/a	n/a	6,055.80	n/a		-
Home Fed Project	n/a	n/a	77,391.24	n/a	Jan-20	32,751.63
Prospect Estates II	n/a	n/a	3,856.86	n/a		-
River Village	n/a	n/a	512.00	n/a		-
Carribbean Way TM/DR Permit	n/a	n/a	60.00	n/a		-
Sharp Medical Office Building	n/a	n/a	210.00	n/a		-
Cornerstone/Wm. Lyon Homes	n/a	n/a	2,705.00	n/a		-
8711 Atlas View	n/a	n/a	1,153.40	n/a	Jan-20	60.00
Parkside	n/a	n/a	3,472.06	n/a	Jan-20	1,972.38
Woodsprings Suites	n/a	n/a	4,874.04	n/a		-
Hillside Meadows Mitigation	n/a	n/a	4,431.94	n/a	Jan-20	872.88
Carlton Oaks Redevelopment	n/a	n/a	2,896.00	n/a		-
Graves Commercial Center	n/a	n/a	4,307.80	n/a		-
<b>Total</b>			<b>\$ 148,611.60</b>			<b>\$ 38,927.49</b>

LEGAL SERVICES BILLING SUMMARY  
FY 2019-20

Total Previously Spent to Date  
FY 2019-20

General Fund	\$ 347,304.76
Other City Funds	2,586.30
Applicant Deposits	148,611.60
Total	<u>\$ 498,502.66</u>

Total Proposed for Payment

General Fund	\$ 48,960.99
Other City Funds	349.50
Applicant Deposits	38,927.49
Total	<u>\$ 88,237.98</u>



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

Item 4

**MEETING DATE**      February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**      RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA, AWARDING THE CONSTRUCTION CONTRACT FOR THE BUS STOP TRASH DIVERSION PROJECT (CIP 2019-20) AND DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(c) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

**SUMMARY**

This item requests the City Council to award the construction contract for the Bus Stop Trash Diversion Project (CIP 2019-20) to Downstream Services, Inc. in the amount of \$19,612.71. This project will install trash capture devices within storm drain inlets immediately downstream from bus stops as required by the State Trash Amendment.

On February 12, 2020, the City Clerk publicly opened and examined four sealed bids. Upon review by staff, the bid submitted by Downstream Services, Inc. has been deemed a responsive and responsible bid and is 45% lower than the Engineer's Estimate of \$35,600.00. Staff also requests authorization for the Director of Development Services to approve change orders in an amount not to exceed \$4,903.00 (25%) for unforeseen items and additional work. The additional authorization will be used to install additional trash capture devices at more bus stop locations in the City utilizing Transit Development Act (TDA) funds available for this project.

**ENVIRONMENTAL REVIEW**

The project is categorically exempt from environmental review by Section 15301(c) of the Guidelines to the California Environmental Quality Act (CEQA). This section provides an exemption for the maintenance of existing facilities.

**FINANCIAL STATEMENT** 

Funding for this project is provided by Transit Development Act (TDA) funds, and is included in the adopted Capital Improvement Program (FY 2020-2024) budget as part of the Storm Drain Trash Diversion Program. The total project Budget is \$52,760.00.

Design and Bidding	\$ 21,808.96
Construction Contract	19,612.71
Construction Change Orders	4,903.00
Construction Engineering/Management	5,000.00
Project Closeout	<u>1,000.00</u>
Total Anticipated Project Cost	<u>\$ 52,324.67</u>

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** 

Adopt the attached Resolution:

1. Approving a categorical exemption pursuant to the California Environmental Quality Act Section 15301(c); and
2. Awarding the construction contract for the Bus Stop Trash Diversion Project, CIP 2019-20 to Downstream Services, Inc. for a total amount of \$19,612.71, and authorizing the City Manager to execute the contract; and
3. Authorizing the Director of Development Services to approve change orders in an amount not to exceed \$4,903.00.

**ATTACHMENTS**

Resolution      Bid Summary Chart



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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AWARDING THE CONSTRUCTION CONTRACT FOR THE BUS STOP TRASH  
DIVERSION PROJECT (CIP 2019-20) AND DETERMINING A CATEGORICAL  
EXEMPTION PURSUANT TO SECTION 15301(c) OF THE CALIFORNIA  
ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, the City Clerk, on the 13<sup>th</sup> day of February, 2020 publicly opened and examined sealed bids for the Bus Stop Trash Diversion Project, (CIP 2019-20) ("Project"); and

**WHEREAS**, the lowest received bid was submitted by Downstream Services, Inc. in the amount of \$ 19,612.71; and

**WHEREAS**, in accordance with Santee Municipal Code section 3.24.100 (E), staff has determined that the bid submitted by Downstream Services, Inc. conforms in all material respects to the requirements set forth in the invitation for bids; and

**WHEREAS**, Downstream Services, Inc. was found to be the lowest responsive and responsible bidders with a total bid amount of \$19,612.71; and

**WHEREAS**, staff recommends awarding the construction contract to Downstream Services, Inc. in the amount of \$19,612.71; and

**WHEREAS**, the project is categorically exempt from environmental review by section 15301(c) of the Guidelines to the California Environmental Quality Act; and

**WHEREAS**, staff requests authorization for the Director of Development Services to approve changes orders in a total amount not to exceed \$4,903.00 for unforeseen change orders and additional work.

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

**Section 1.** The construction contract for the Bus Stop Trash Diversion Project, (CIP 2019-20) is awarded to Downstream Services, Inc. as the lowest responsive and responsible bidder in the amount of \$19,612.71 and the City Manager is authorized to execute the contract on behalf of the City.

**Section 2.** The Director of Development Services is authorized to approve change orders in an amount not to exceed \$4,903.00 for unforeseen items and additional work.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 26<sup>th</sup> day of February, 2020, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

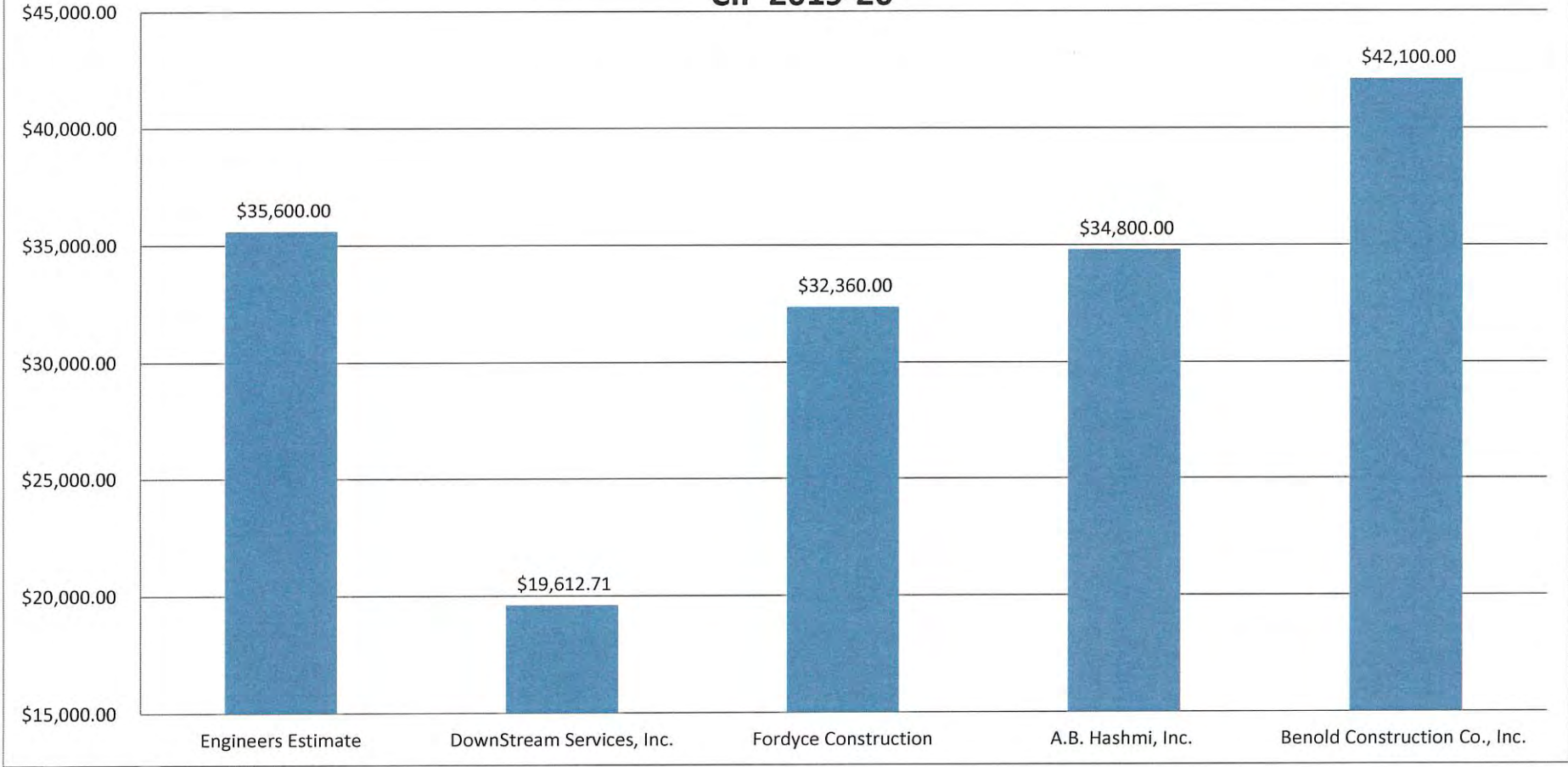
**APPROVED:**

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

**ATTEST:**

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

### BUS STOP TRASH DIVERSION CIP 2019-20



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

**MEETING DATE** February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE** UPDATE ON THE CITY COUNCIL'S TWO-YEAR PRIORITIES

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

**SUMMARY**

A special City Council / Executive Staff Planning Workshop was held on March 26, 2019 to review and update the goals and priorities for the City of Santee. At that time, the City Council agreed on 11 projects to focus on over the next two fiscal years; five of these were identified as the highest Tier 1 priorities and six were identified as Tier 2 priorities.

Tier 1 Priorities:

1. Hold a City Council Workshop on Possible Funding Mechanisms
2. Construct a Teen/Senior/Community Center
3. Construct a Public Safety Center
4. Continue to Address the CalPERS Unfunded Liability & Retiree Health
5. Improve the Highway 52/Mast Boulevard/West Hills Parkway Intersection to address traffic issues

Tier 2 Priorities:

6. Implement (improve & optimize) a Permitting System
7. Finish the San Diego River Trail through Santee & Implement a Safety Strategy
8. Complete the Branding Campaign for the City of Santee
9. Establish an Entertainment District
10. Stay Actively Involved in the Future of CSA 69
11. Create an Affordable Housing Strategy

Three other projects were also identified for staff to begin implementing: 1) Plan the City's 40th anniversary of incorporation; 2) Study Community Choice Aggregation (CCA); and 3) Continue to update the City's technology systems.

**FINANCIAL STATEMENT**

There is no fiscal impact with this item. Any costs associated with continued implementation of the priorities will be presented to the Council as part of the Fiscal Year 2020-21 Proposed Budget.

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MAB*

Receive report and provide direction as needed.

**ATTACHMENTS**

Staff Report



## STAFF REPORT

### City Council Priorities for Fiscal Years 2019-20 and 2020-21 Established March 2019

Status Update  
February 26, 2020

#### Tier 1 Priorities

##### 1. **Hold a City Council Workshop on Possible Funding Mechanisms**

The Finance Department, City Attorney's Office and City Manager recently worked together to identify the legal requirements for possible funding mechanisms available to the City. In turn, a special City Council Revenue Workshop was held on January 28, 2020 to discuss future revenue options. The Finance Department provided a written report and presentation for the workshop, which summarized the following:

- Current financial status update for the City and five-year projections, which outlined both "status quo" and "recessionary" scenarios;
- Discussion of unfunded public facility needs;
- Review of prior actions taken by the City to protect and enhance the City's fiscal stability; and
- Options for enhancing City revenues, including examples of revenues that could be generated by various new business types, various general tax and special tax measures that could be considered including an add-on sales tax measure, and general obligation bonds.

##### 2. **Construct a Teen/Senior/Community Center**

In February 2019, the City Council received a Site and Operating Analysis for the Community Center project and established a site east of the YMCA building on Riverwalk Drive as the preferred site, pending further analysis. In June 2019, City Council approved the Capital Improvement Program budget for Fiscal Years 2020 through 2024, which included funding for design of Phase 1 (Teen/Senior/Multi-use) in Fiscal Year 2020-21. The City Attorney's Office assisted the City in identifying various project delivery options for the design and construction of the project. The Community Services Department is currently preparing a Request for Proposals (RFP) for Phase 1 architectural services and anticipates returning to the City Council in the summer of 2020 to award a design contract.

##### 3. **Construct a Public Safety Center**

Although specific progress has been sluggish, the City continues to work to maintain discussions with the County of San Diego on a conceptual plan to partner on a joint Public Safety Center in Santee to house a new Fire Station, Sheriff Station and Heartland dispatch center. The County owns a 10-acre parcel, located at Magnolia Avenue and Riverview Parkway that would be desirable for this project. While the County recently upgraded the need for a new Sheriff Station as its top priority facility

project, they have also indicated that they are interested in building an animal shelter on this site alongside the new Sheriff facility.

The City's CIP budget currently includes \$75,000 to perform a feasibility study, when timely, and the Fire Department is reviewing the option for a standards of coverage study to determine if the identified location would be the ideal location for a fire station. Fire Department staff are also working to identify other options that the City could possibly pursue in the event that a joint Public Safety Center is not successfully realized.

#### **4. Continue to address the CalPERS Unfunded Liability & Retiree Health**

The City has continued to focus on reducing and ultimately eliminating the City's retiree health unfunded liability by identifying \$250,000 in the Fiscal Year 2019-20 operating budget to pay down this liability. The Fiscal Year 2019-20 mid-year budget update will include a recommendation to make an additional payment to the City's OPEB trust this fiscal year to further reduce the unfunded liability.

Regarding the CalPERS unfunded liability, the Fiscal Year 2019-20 unfunded liability payments were prepaid in full in July 2019, thereby saving the City \$92,389 in Fiscal Year 2019-20. Additionally, increased employee cost sharing of CalPERS retirement costs in Fiscal Year 2019-20 were negotiated/implemented for all employee groups, thereby reducing the City's annual CalPERS retirement cost by approximately \$164,000. A lower salary schedule increase was also negotiated for Santee Firefighters Association (SFFA) members in Fiscal Year 2021-22 and Fiscal Year 2022-23 by including non-PERSable stipends, thereby reducing future CalPERS retirement cost increases. It is anticipated that this process will be duplicated with all miscellaneous/non-safety employees.

The City Attorney's Office continues to provide legal support to the Finance Director and the City Manager regarding CalPERS unfunded liability and retiree health issues.

#### **5. Improve SR 52/Mast Boulevard/West Hills Pkwy Intersection – address traffic issues**

Pardee Homes completed the widening of Mast Boulevard, and West Hills Parkway has been restriped to accommodate, to the maximum extent practicable, cars entering from Carlton Oaks Drive. City staff continues to coordinate with the landfill operator, who is required to improve the intersection of Mast Boulevard and West Hills Parkway by adding lanes to the following approaches: one eastbound left turn lane, one northbound through lane, one through and one right turn lane each for westbound approach, and one southbound through lane.

City staff have been meeting with the City of San Diego to coordinate traffic issues in this area; and traffic signal timing at the intersection of Mast Boulevard and West Hills Parkway has been adjusted by the City of San Diego to accommodate traffic from Mast Boulevard and West Hills Parkway. The City of San Diego is involved due to the entirety of West Hills Parkway and its intersection at Mast Boulevard lying in the corporate boundaries of San Diego, not the City of Santee.

Grant applications have been submitted to the U.S. Department of Transportation to cover some of the cost to improve Highway 52. These grants include INFRA (Infrastructure for Rebuilding America) and BUILD (Better Utilizing Investments to Leverage Development). HomeFed has also funded the initial work with Caltrans to bring the project to shovel-ready status. The staff working group from the City Manager's Office, Development Services, Finance and the City Attorney's Office continue to work together on the project and the Highway 52 Coalition.

## **Tier 2 Priorities**

### **6. Implement (Improve and Optimize) a Permitting System**

Purchase of the City's new online permitting system, known as Central Square, was recently approved by City Council, which will allow for online application submittals and payments for virtually all types of City permits. The system will also help improve permit processing workflows, enhance permit organization and record tracking with an intuitive land-based system, and augment interdepartmental communication. A Professional Services Agreement was fully executed with the software vendor in December 2019, and City staff met with the consultant in January to begin the implementation process. In early February, the consultant met with City staff over the course of four days to get a better understanding of current workflow processes that would be integrated into the permitting software, and to identify activities that can be streamlined. The consultant and staff are currently preparing a detailed project implementation plan to determine the specific steps and resources necessary to implement the permitting system. The project is scheduled to be completed and operational by the end of 2020.

### **7. Finish the San Diego River Trail through Santee and Implement a Safety Strategy for all the Trails**

On February 1, 2020, a ribbon-cutting was held to open the recently renovated Mast Park to the public. Among the improvements to Mast Park is a lighted 14-foot-wide trail along the San Diego River forming a segment of the San Diego River Trail extending from the Mission Creek neighborhood to Carlton Hills Boulevard.

Currently under construction is a privately-owned segment of the San Diego River Trail immediately west of Magnolia Avenue (Walker Trails Addition project). This trail segment will connect with the existing Walker Preserve Trail under the Magnolia Avenue bridge. Also, SANDAG has completed CEQA review of a segment of the San Diego River Trail along the southern limits of the Carlton Oaks Golf Course, portions of which are located in the City of San Diego. The construction schedule of this segment will be determined by SANDAG as part of its project funding process.

The Community Services Department continues to secure trails and assist in the cleanup of homeless encampments along the San Diego River by collaborating with the Sheriff's Department, the San Diego River Park Foundation and other community groups. The Community Services Department is also seeking funding to install trail cameras at various points of trail access.



## **8. Complete the Branding Campaign**

City staff has been working with North Star Destination Strategies since April 2019 to develop a new brand for the City. The process included community research, stakeholder interviews, focus group discussions, public surveys, creative meetings and much more. On December 11, 2019, the City's new brand and logo was unveiled and approved by the City Council. A new Marketing Coordinator position was also created and filled in early 2020 to assist in the implementation of the new brand and enhance marketing efforts. Since then, staff have been working with North Star to develop a strategic implementation plan to help ensure that the brand gains traction and maintains momentum. In addition, staff is currently completing a Brand Standards Manual to ensure consistent and appropriate use of the City's new brand and logo. This manual will be distributed in early March. The City Attorney has also provided legal support to the City Manager's Office regarding protecting the use of the City's new logo.

## **9. Establish an Entertainment District**

The boundary of the Entertainment District was established and recently approved by City Council in December 2019. This included amendments to the General Plan, Town Center Specific Plan, and Zone Code. The City anticipates expanding the boundary in the future, and developing a City off-premise sign program that enables promotion and advertising of District venues and activities.

## **10. Stay Actively Involved in the Future of CSA 69**

The sustainability of County Service Area (CSA) 69 continues to be an ongoing an important topic. The City of Santee is currently in the first year of a 5-year fixed price contract totaling approximately \$24 million. Current projections, without any changes to the billing structure or staffing alternatives, demonstrate the sustainability of CSA 69 for the foreseeable future. However, operational changes would require changes in the fee structure for long-term sustainability of CSA 69 operations.

The Fire Chief has been working closely with the City Manager, the City Attorney's Office and other representatives on the CSA 69 Advisory Committee to protect this vital funding source. Recognizing the legal role of the City and other members of the Advisory Committee, and working with County staff and consultants, is critical in analyzing EMS levels and any operational improvements.

## **11. Create an Affordable Housing Strategy**

An affordable housing strategy began in 2019 with City Council action that removed development impact fees for accessory dwelling units, and reduced minimum setbacks. Accessory dwelling units are determined to be "affordable" by the state. New application forms have been developed for such applications, intended to streamline the building permit process. The City Attorney's Office has also continued to advised the City Council and staff on significant new affordable housing laws, including a workshop presentation to the City Council on these issues.



A comprehensive strategy is required with the next update to the City's Housing Element. The City entered into a contract with Veronica Tam and Associates in October 2019 to prepare the next Housing Element, which must be certified by the State Department of Housing and Community Development (HCD) no later than April 21, 2021. Staff has participated in several meetings at SANDAG with the participation of HCD to aid in the preparation of the Housing Element. Staff is also planning a series of workshops with the City Council, beginning with the Residential Sites Inventory of possible affordable house sites and how this inventory might change with the next cycle. This will be followed by an in-depth report on inclusionary housing in May.

### **Additional projects identified for staff to begin implementing**

#### **1. Plan the City's 40th Anniversary of Incorporation**

January 1, 2020 officially marked the kickoff to the City's 40th birthday. While celebrations are planned throughout the year, a birthday clock ticks down on the City's website, on the Special Events page, and will reach zero on December 1, 2020, which marks the City's official birthday. New and long-standing traditional events fill the City's event calendar with opportunities to promote the 40th birthday along with the City's new brand. On December 1st, citizens will have the opportunity to celebrate the City's birthday with "Santee Dessert Day" to be held at bakeries and dessert businesses throughout Santee. We have integrated the 40th birthday logo on many electronic and printed documents, where appropriate. The 40th birthday logo will also be included on giveaways and promotional items to be used throughout the year at special events. These events will also include 40th birthday elements sprinkled throughout, such as cupcakes with #40 toppers and 40th birthday balloons to remind people to "cheers to 40 years." The countdown has begun to December 1, 2020, the City's official 40th birthday.

#### **2. Study Community Choice Aggregation (CCA)**

Over the course of 2019, City staff and the City Attorney's Office provided information to the City Council in various workshop settings, to provide information on Community Choice Aggregation (CCA), and to get direction on potential CCA partnerships that the City could join. In October 2019, the City Council approved an Ordinance authorizing implementation of a Joint Powers Authority (JPA) Community Choice Aggregation program for the City of Santee but decided not to join a specific JPA at that time. City staff is currently talking with the County of San Diego and other cities in the region on a possible partnership; we anticipate coming back to Council in the summer with additional information. The newly adopted Sustainable Santee Plan (Climate Action Plan) highlights the need for a CCA in order to meet the City's GHG goals.

### **3. Update the City's Technology Systems – ongoing**

Information Technology (I.T). staff continue to work hard to keep the City's technology systems up-to-date and free from viruses, malware and phishing scams, while also ensuring that the equipment is properly maintained and protected. Staff also works hard to keep up with technological advances while balancing budgetary limits. Some of the larger projects that have been completed this past year, or are in progress, include:

- Built and implemented an extensive and more robust GIS system for the City. This system was presented to the City Council in January 2020. Additional GIS layers and applications are continuing to be developed
- Replaced all of the City's workstations/desktop computers
- Replaced all of the City's copy machines, which are virtually large computer systems
- Currently partnering as one of the project leaders to implement the City's new on-line permitting system, which will also integrate with the new GIS system
- Will begin integration of the permitting system and GIS with a new and improved my Santee App, to create an end-to-end citizen service portal
- Enhancing the City's disaster recovery efforts by establishing Fire Station 5 as the City's offsite disaster recovery location, while also implementing cloud-based back-up services to ensure the City can operate from anywhere, if needed
- Preparing to kick-off and participate in the Council Chamber Audio/Visual Upgrade project
- Preparing to kick-off and participate in the overhaul/update of the City's webpage

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

Item 6

**MEETING DATE**      February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**      **PUBLIC HEARING CONSIDERING A DISPOSITION AND DEVELOPMENT AGREEMENT (DDA) BETWEEN THE CITY OF SANTEE AND EXCEL ACQUISITIONS, LLC, FOR DEVELOPMENT OF REAL PROPERTY KNOWN AS PARCEL 4 OF PARCEL MAP 18857 LOCATED IN TROLLEY SQUARE**

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

**SUMMARY**

On January 8, 2020, the City Council continued this Public Hearing to February 26, 2020, to allow the City, Excel and Kimco additional time to negotiate (see attached agenda statement from January 8, 2020). The City and Excel are still negotiating the terms of the proposed Disposition and Development Agreement ("DDA"), but need additional time for those negotiations to continue. In addition, Kimco has terminated negotiations with the City and has elected to file a lawsuit against the City and Excel (see closed session agenda). For these reasons, it is recommended that the Council continue the Public Hearing to May 27, 2020.

**CEQA COMPLIANCE**

The continuance of this agenda item to allow for continued negotiations and discussions between the City and Excel regarding the DDA is not a project subject to CEQA review under State CEQA Guidelines section 15378. The proposed hotel project subject to the DDA was previously analyzed under CEQA in the Supplemental Environmental Checklist for the Arts and Entertainment Overlay District adopted by the City on December 11, 2019. No approval action has been taken for the proposed hotel project, however, as negotiations between the parties are still ongoing and the City has made no legal commitment to the hotel.

**FINANCIAL STATEMENT** *fm*

If the City approves the DDA, the City would gain the purchase price of \$1.4 million, minus sale costs.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MSB*

Open the Public Hearing, receive public testimony and continue the Public Hearing to May 27, 2020.

**ATTACHMENTS**

January 8, 2020 Council Agenda Statement.



**MEETING DATE** January 8, 2020

**AGENDA ITEM NO.**

**ITEM TITLE** PUBLIC HEARING CONSIDERING A DISPOSITION AND DEVELOPMENT AGREEMENT (DDA) BETWEEN THE CITY OF SANTEE AND EXCEL ACQUISITIONS, LLC, FOR DEVELOPMENT OF REAL PROPERTY KNOWN AS PARCEL 4 OF PARCEL MAP 18857 LOCATED IN TROLLEY SQUARE

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

### **SUMMARY**

The City is currently in the process of reacquiring from Kimco Realty, the successor to Vestar Development II, LLC, a vacant parcel of real property located in Trolley Square in Santee identified as Parcel 4 of Parcel Map 18857 ("Property"), which was previously considered as a potential site for a public library. On December 11, 2019, in accordance with Government Code section 37420 et seq., the Council adopted a resolution finding that the public interest and convenience require the sale of the Property, declaring its intent to sell the Property, and setting the date for tonight's Public Hearing.

City staff have been in negotiations with Excel Acquisitions, LLC ("Excel") regarding the sale of the Property, which would be completed through a Disposition and Development Agreement ("DDA"). Under the DDA, the City would sell the Property to Excel to be developed as a four-story hotel consisting of approximately 96 rooms, a breakfast seating area, a pool with a deck, and approximately 80 parking spaces.

The City and Excel are still negotiating the terms of the DDA. For this reason, it is recommended that the Public Hearing be continued to a date certain.

### **CEQA COMPLIANCE**

The City's approval of the DDA is not subject to CEQA because it does not constitute approval of any activity on the Property that would have a direct or reasonably foreseeable indirect environmental impact pursuant to CEQA (See 14 C.C.R. §§ 15060(c); 15378(b).)

### **FINANCIAL STATEMENT**

If the City approves the DDA, the City would gain the purchase price of \$1.4 million, minus sale costs.

**CITY ATTORNEY REVIEW**  N/A  Completed

### **RECOMMENDATION**

Continue the Public Hearing to a date certain.

### **ATTACHMENTS**

None




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

Item 7

**MEETING DATE** February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE** CONTINUED PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO ALLOCATE PROGRAM YEAR 2020 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING

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

**SUMMARY** At the public hearing during the February 12<sup>th</sup> meeting the City Council received a staff report and public testimony from applicants for Program Year 2020 (July 2020 through June 2021) Community Development Block Grant (CDBG) funding. This hearing is a continuation of the February 12, 2020 public hearing and its purpose is to allocate CDBG program funding for Program Year 2020. Based on direction provided by the City Council during this hearing, Staff will prepare a Draft Annual Action Plan for Program Year 2020. 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, 2020.

On February 18, 2020, HUD announced Program Year 2020 CDBG allocations for states and local jurisdictions. The City of Santee has been allocated \$275,561 in Program Year 2020, which represents a 5.3% increase compared to the current year. In addition, \$88,706 in program income and the carry forward of prior-year unexpended funds (including \$85,390 currently allocated to a debt service reserve account) would bring the estimated total amount available for allocation in Program Year 2020 to \$364,267.

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

**FINANCIAL STATEMENT** The City of Santee will be allocated \$275,561 in Program Year 2020. Pursuant to federal regulations, there is a 15% cap on the amount of CDBG funds which can be allocated to "Public Service" activities, and a 20% cap on "Administrative" activities. A carry-forward of \$88,582 in prior-year funds and program income of \$124 would bring the estimated total amount available for allocation in PY 2020 to \$364,267.

**CITY ATTORNEY REVIEW**       N/A       Completed

**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 2020 CDBG funds.

**ATTACHMENTS**

Staff Report      Resolution      Summary of Requests/Applications      Worksheets

## STAFF REPORT

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

CITY COUNCIL MEETING  
FEBRUARY 26, 2020

#### A. CDBG BACKGROUND

The Community Development Block Grant (CDBG) program is administered by the U.S. Department of Housing and Urban Development (HUD). Cities with over 50,000 in population 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.

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") which is submitted to HUD in September at the end of each Program Year.

#### 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**

On February 18, 2020, the federal Department of Housing and Urban Development (HUD) announced Fiscal Year 2020 CDBG allocations for states and local jurisdictions. The City of Santee has been allocated \$275,561 in Program Year 2020, which represents a 5.3% increase compared to the current year. A carry-forward of \$88,706 in program income and prior-year funds (including \$85,390 allocated to a debt service reserve account) would bring the estimated total amount available for allocation in PY 2019 to \$364,267.

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 January 11, 2020, with applications due on January 28, 2020. The City has received nine applications for PY 2020 CDBG funding totaling \$80,500 as detailed in the attached Summary of Requests.



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

In addition to the caps imposed by HUD on Administrative and Public Services expenditures, a prior 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 2020 is \$143,584 and represents a senior claim on CDBG funding received by the City of Santee.

In response to potential reductions in CDBG allocations, in Program Year 2019 the City established a Section 108 loan reserve in the amount of \$85,390 that could assist in meeting payment requirements in the event 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 \$143,584 in Program Year 2020 to debt service payments, a total of \$124,195 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%	\$ 41,352	\$ 65,000
Administrative Activities	20%	\$ 55,136	\$ 55,136
Public Facilities	None	\$ 267,779	\$ 267,779
		<b>\$ 364,267</b>	<b>\$ 387,915</b>

Requested in excess of projected funding \$ 23,648

**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 Notice of Funding Availability (NOFA) for Program Year 2020 on January 11, 2020 in the San Diego Union-Tribune, as well as posting the NOFA, Request for Proposals and Application on the City's website. Applications were due on January 28, 2020.

Notice of the February 12 public hearing was published in East County Californian on January 30, 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 2020 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 2020 AND AUTHORIZATION TO PREPARE AND PUBLISH  
A DRAFT ANNUAL ACTION PLAN FOR PROGRAM YEAR 2020**

**WHEREAS**, for Program Year 2020, the City of Santee has been awarded an allocation of \$275,561 in CDBG funds; and

**WHEREAS**, the City of Santee has an unexpended prior year allocation of \$3,192 available for allocation in Program Year 2020; and

**WHEREAS**, the City of Santee has \$85,390 in unexpended prior year funds previously allocated to a CDBG Debt Service Reserve available for allocation in Program Year 2020; and

**WHEREAS**, the City of Santee has \$124 in Program Income funds available for allocation in Program Year 2020, resulting in an estimated total amount available for allocation of \$364,267; and

**WHEREAS**, the City of Santee is required to prepare and adopt an Annual Action Plan to implement the 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 26, 2020.
2. Direct staff to publish a Summary of the Draft Annual Action Plan as required for the Consolidated Plan.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 26<sup>th</sup> day of February, 2020.

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

**ATTACHMENT 3**

**SUMMARY OF REQUESTS**

<b>PUBLIC SERVICES</b>		<b>AMOUNT OF PY 2020 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2018 ACCOMPLISHMENTS/ PY 2019 GRANT</b>
1	Cameron Family YMCA / Santee Aquatics Center	\$5,000	Subsidize swim, gymnastics and fitness classes	38 persons assisted/ PY 2019 Grant: \$1,870
2	Crisis House	\$7,000	Intervention services to prevent homelessness	153 persons assisted/ PY 2019 Grant: \$5,620
3	ElderHelp	\$5,000	Support home-bound seniors to maintain their independence.	46 persons assisted/ PY 2019 Grant: \$3,270
4	Caring Neighbors (Lutheran Social Services)	\$6,000	Provide minor home repairs to low income seniors and disabled Santee residents	106 projects/ PY 2019 Grant: \$3,740
5	Meals-on-Wheels	\$5,000	Delivery of 2 meals per day to homebound seniors	83 persons assisted/ PY 2019 Grant: \$4,680
6	Santee Food Bank	\$20,000	Emergency food assistance.	13,427 persons assisted/ PY 2019 Grant: \$14,050
7	Santee Santas	\$7,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	216 households assisted/ PY 2019 Grant: \$6,000
8	Voices for Children	\$10,000	Provide Court Appointed Special Advocates (CASAs) to assist income qualified foster children	First-time City of Santee CDBG applicant.

**Total Requests:           \$ 65,000**

**Cap Amount                 \$ 41,352**



ATTACHMENT 3

**SUMMARY OF REQUESTS**

ADMINISTRATION		AMOUNT OF PY 2020 REQUEST	PROPOSED USE	PY 2018 ACCOMPLISHMENTS/ PY 2019 GRANT
1	CSA San Diego County	\$15,500	On behalf of the City of Santee, conduct fair-housing testing and counseling. Provide tenant/landlord mediation services	38 persons assisted with housing services/ PY 2019 Grant: \$15,500
2	City of Santee	\$ 39,636	Administration of CDBG Program and Subrecipient Agreements	Maintained compliance with program regulations.

**Total Requests:        \$ 55,136    (Cap amount)**

PUBLIC FACILITIES		AMOUNT OF PY 2020 REQUEST	PROPOSED USE	PY 2018 ACCOMPLISHMENTS/ PY 2019 GRANT
1	City of Santee - Section 108 Loan Debt Service	\$ 143,584	Debt services for Buena Vista/ Railroad Avenue Neighborhood Road Improvements	Project complete.
2	City of Santee - Section 108 Loan Debt Service Reserve	\$ 124,195*	Provide for a reserve fund in the total amount of \$124,195 to cover debt service should future CDBG allocations fall below required amount.	PY 2019 Reserve: \$85,390

**Total Requests:        \$ 267,779    (Public Facilities)**

\* Estimate of funding available after allocating maximum allowed amounts to Public Services and Administration and funding Program Year 2020 debt service.

ATTACHMENT 3  
APPLICATIONS FOR FUNDING

PUBLIC 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.....	21
Santee Food Bank.....	26
Santee Santas Foundation Inc. ....	29
Voices for Children.....	32

ADMINISTRATION

CSA San Diego County.....	39
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**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

**RECEIVED**

**GENERAL INFORMATION:** Date: 1/24/2020

JAN 28 2020

Agency Name: Cameron Family YMCA  
Agency Address: 10123 Riverwalk Drive, Santee, CA 92071

Dept. of Development Services  
City of Santee

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

Project/Program Contact Person (Name and Title): Emily Burton, Area Development Manager  
Project/Program Location: Cameron Family YMCA

Phone: 619-449-9622 Fax: 619-449-9624  
E-mail: eburton@ymca.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: \$ 22,953

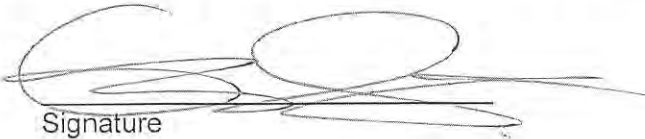
\*Total based on the program financial assistance funds awarded to low income youth living in the 90271 zip code during FY2018-2019.

Source of Other Funds: A portion of the \$160,126 in private donations raised through Annual Campaign funds these youth programs. However, the Cameron YMCA awarded a total of \$273,697 in scholarship and subsidies last year, demonstrating that our need is growing rapidly and additional funding is necessary to enable all children to access these 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.

Emily Burton, Area Development Manager  
Type or Print Your Name and Title

  
Signature



**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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 Cameron Family YMCA has been operating a full-service YMCA and City Aquatics center since 2003, located at 10123 Riverwalk Drive in Santee. This facility serves approximately 2,924 families every year, and through our scholarship program, the Cameron Family YMCA directly serves its target of low income and disadvantaged youth from Santee. The number of families served is growing rapidly as a result of the Cameron Family YMCA's June 2019 completion of a major renovation and capital project which modernized our YMCA and provided a much needed increase in internal square footage needed to serve the growing Santee community.

Each scholarship application, whether for membership or program participation, is assessed and granted based on eligibility.

This project will benefit low income and disadvantaged Santee youth and teens by subsidizing class and program fees up to (and in special cases more than) 50%, thereby providing low cost swim, 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 the Santee area and will partially aid an expected 278 Santee children. Our programs are focused on prevention of drowning as well as skill development and essential social connections through physical education.

- 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 supervised by accredited and experienced Program Directors possessing bachelor's degrees or equivalent experience. Staff are trained and supervised through their respective program area requirements and screened through YMCA of San Diego County. All staff are background checked and receive extensive training to identify signs of child abuse and are mandated reporters. Staff are also trained to implement the YMCA's values of caring, honesty, respect, and responsibility and help all children in their journey to develop those values as well. Cameron Family YMCA programs operate year-round and classes are held Monday-Saturday, 2-4 times a week. Based off last year's numbers, we expect to serve the following members of Santee's low income population: 40 children in life-saving swim lessons; 18 children in youth sports; 69 children in our

gymnastics facility; 8 children in dance; 38 children in summer camp, and many more. Based on current growth, we are on track to exceed these numbers.

- 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 may not otherwise be able to afford. Through our work in the community, we know that participation in these activities is essential and we are committed that no child is turned away from programs due to an inability to pay. YMCA programs help build children's self-esteem, promote self-discipline, and teach skills they will use for the rest of their lives. Swim lessons, dance, sports, and gymnastics contribute to improved general health through 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. With the current economic strains placed on our Santee families due to high costs of living throughout the county, 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 and 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 501(c)3 nonprofit organization incorporated in 1959. In 2003, the YMCA of San Diego County partnered with the City of Santee to build the Cameron Family YMCA and the City of Santee Aquatics Center, which is operated by the Cameron Family YMCA. Programs provided by the Cameron Family YMCA include a competitive gymnastics center, day camps, swim lessons and teams, inclusion programs for individuals with disabilities, senior fitness programs, sports, onsite child care, and more. Nobody is turned away from any of our programs due to an inability to pay. The Cameron Family YMCA provides financial assistance, subsidized programs, and scholarships through funds raised by members and community partners. The East County region of the YMCA of San Diego has received funding from the CDBG program beginning in the 1997-1998 fiscal year and continuing to the present 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.

As a branch of the YMCA of San Diego County, the Cameron Family YMCA practices generally accepted accounting methods, utilizing cost centers to ensure grant funds are used as required by the city and our public partners. Financial audits are performed annually by an independence accounting agency. A volunteer Finance Committee and the Cameron Family YMCA Board of Advisors, comprised of 17 volunteers, monitor the branch budget monthly. Internal financial audits are performed regularly. Financial need of children and youth are determined by applications and these records are reviewed and maintained by the branch. Delivered funding is recorded on the application and electronically. CDBG funds are provided to qualifying Santee residents.

**F. Personnel:**

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

Stephanie Chapel-Yoo, Executive Director, and Linnea Campbell, Department Head, oversee the operation of programs at the Cameron Family YMCA. Stephanie and Linnea have extensive individual experience delivering quality program management throughout their YMCA careers. Emily Burton, Area Development Manager, oversees the implementation of grant funds toward the scholarship programs, ensuring that these funds are directed toward ensuring that eligible Santee children receive free or reduced gymnastics, swim, sports, and dance lessons. These YMCA staff have experience tracking grant funds and number of participants reached.

**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.

N/A

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

**RECEIVED**

JAN 28 2020

**GENERAL INFORMATION:** Date: 1/28/2020

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

Dept. of Development Services  
City of Santee

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

Project/Program Contact Person (Name and Title): Andrea Garcia' Grants Manager  
Project/Program Location: 1034 N. Magnolia Avenue, El Cajon, CA 92020

Phone: (619) 444-3134 Fax: (619) 444-1422  
E-mail: andrea@crisishouse.org

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 7,000

**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: \$ 430,000

Source of Other Funds: City of El Cajon; Homeless Emergency Aid Program (HEAP)

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 2020**

- 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 throughout the East County community as the essential provider of crucial services for families and individuals experiencing homelessness in the region. Our multi-service Resource Center is the hub for Emergency and Social Services in the Eastern region of San Diego County. As East County's Designated Entry and Homeless Assessment Site, our organization connects individuals to homeless services, such as 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 crucial services. The target population consists of families and individuals at varying stages of homelessness ranging from chronic to episodic, many whom suffer from severe to moderate mental illness and/or addiction issues. Cohorts of youth, seniors, veterans and others with special needs experiencing homelessness are represented within the "target population". Since the target population is transient by nature, in Santee today and Lakeside or El Cajon tomorrow, Crisis House considers the issues of homelessness as a regional challenge, requiring collective effort and resources to ensure an effective impact for all of East County. In late Spring, Crisis House was awarded a \$300,000 Homeless Emergency Aid Program (HEAP) grant from the Regional Task Force on the Homeless (RTFH). The funding expands the work of the organization's El Cajon Housing Connection project funded in 2017 by the City of El Cajon to assist homeless families and individuals seeking permanent housing in East County. In addition, the City of El Cajon has funded a Housing Navigator position specializing in rental assistance funding for the homeless in the City of El Cajon. Emergency Services 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 provides services for over 5,000 people annually, of which approximately 163 are City of Santee residents 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, 2020 through June 30, 2021. 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. Individuals with severe mental illness will be connected to County funded POFA (Project One For All) programs. The Homeless Emergency Aid Program (HEAP) grant from the Regional Task Force on the Homeless (RTFH) staffing includes, a Housing Navigator and 1.5 Outreach workers for mobile outreach providing supportive services for the East County area, including Santee. The frequency at which services will be delivered will vary based on service type, severity of need, and client's level of engagement. Individuals and families experiencing homelessness will be assessed using the VI-SPDAT once every six months with weekly contact or until housing is obtained. The provision of hot meals for homeless, with scheduled case management, will be accessible on a weekly basis pending client participation. Homeless Day Storage, mail services, and phone services are available Monday through Friday from 8:00 am until 5:00 pm. Households or individuals in crisis or faced with challenges may request help during operation hours. The level of engagement for this cohort is typically short-term, one to three meetings. Our Outreach Team serves breakfast to the homeless population in Santee on the 1st and 3rd Saturday of every month at the Santee United Methodist Church and the Carlton Hills Lutheran Church, respectively. Aside from breakfast outreach, our Team frequently visit the Lakeside and Santee riverbeds to provide additional homeless assistance. Every Wednesday the Crisis House Outreach Team partners with the Homeless Assistance Resource Team (HART), including nurses, law enforcement, and other outreach workers, to provide services including housing opportunities, food and water, hygiene products, and connections to referral services for homeless individuals in East County, San Diego. Crisis House has made approximately twenty contacts from outreach services in the Santee area.

- 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, Special Needs populations, those experiencing homelessness, and individuals requiring prevention services.

- 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 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. Additionally, Crisis House hosts the annual Project Homeless Connect in East County, attended by over 48 providers and more than 200 homeless individuals who accessed 1,485 services in 4-hours. Crisis House, along with our community partners, helped 251 households with nearly 500 children with housing and crucial services. Crisis House has been a recipient of City of Santee CDBG funds for over fifteen (15) 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 policies, procedures and an automated accounting software system in place to insure proper designation, support, control, and accounting of all funds, property, expenses, revenues, and assets for each contract and grant received. 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 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 Master's degree in Social Work with a concentration in Social Services Administration. She supervises up to four Social Work Master Degree Candidate interns who provide 200-400 hours of direct client services each in the programs. She has over 37 years of experience working in the Non-Profit Sector as a Vice President of Programs for the largest multi-service homeless organization in San Diego and as 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 has over 20 years of experience with homeless program administration and is responsible for oversight and operational compliance of all Crisis House programs and services. She has worked with HUD and City partners in program monitoring on the local, regional, and national levels. 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 four years. The Counselor has a MA in Counseling Education and has over 28 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 Master's Degree in Social Work and has six 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 16 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 2020**

**RECEIVED**

JAN 17 2020

**GENERAL INFORMATION:** Date: 1/16/2020

Agency Name: ElderHelp of San Diego  
Agency Address: 3860 Calle Fortunada Suite 101, San Diego, CA 92123

Dept. of Development Services  
City of Santee

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

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.**

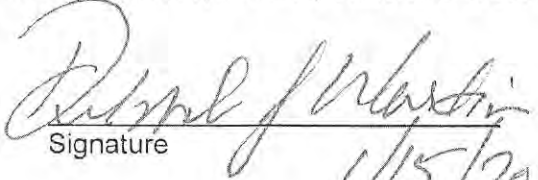
Total Project/Program Budget: \$ 1,309,824

Source of Other Funds: ElderHelp pursues a diversified funding strategy, which currently includes approximately 43% from grants, 24% from government contracts, 8% from corporate support, 17% from individuals, 6% 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  
1/15/2020



**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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.

•Senior Housing Services

A new program that expands the assistance available for seniors in need of affordable housing. The program offers HomeShare, our longstanding roommate matching service; housing navigation, providing short-term case management that focuses on solutions that help seniors overcome barriers accessing housing; and resident service coordination providing on-site activities and short-term case management to residents of low-income senior housing.

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 13 clients residing in Santee who receive services on a regular basis. We estimate that costs to serve these seniors are \$250 a month, totaling \$39,000 a year in costs that are specific to Santee. The number of current Santee clients has increased over 40% in the past year. In addition, we provide information and referral to Santee residents. With this funding, we will serve a minimum of 60 Santee residents through our programs and services. As ElderHelp service delivery gains exposure and popularity, we expect the number to increase further 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 330 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 235,000 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 16 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, 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 2020

RECEIVED

JAN 28 2020

Dept. of Development Services  
City of Santee

**GENERAL INFORMATION:** Date: 1/20/2020

Agency Name: Lutheran Social Services of Southern California  
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): Dorothy Petrich, Program Coordinator  
Project/Program Location: Santee Caring Neighbors, 9735 Halberns Blvd, Santee, CA 92071

Phone: 858-483-4007 ext. 1126 Fax: (909) 366-3287

E-mail: dpetrich@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.

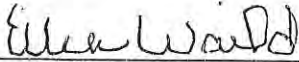
Total Project/Program Budget: \$ 35,438

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.

Ellen Waidd, Interim President/CEO  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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 Lutheran Social Services of Southern California (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 engages and 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 interviews 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. Dorthy Petrich, 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, 2020, to June 30, 2021. Participants will receive services weekly. 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 closely 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: LSSSC 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. LSSSC 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 hope. To accomplish its mission, LSSSC provides a cadre of basic needs and support services at 23 locations in all six counties of Southern California. Each year, LSSSC serves 25,000 families/individuals per year with: (1). Emergency Services/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 include 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. We operate two Department of Education programs; Talent Search which

serves over 500 first-generation, low-income high school students with academic counseling and college resources as well as assistance with financial aid and Upward Bound serving over 60 additional first-generation, low-income high school students by equipping them with the skills and motivation necessary to pursue and complete post-secondary education. In addition, over 500 unduplicated and 1,000 duplicated clients receive grocery assistance through Project Hand.

DURATION OF CDBG AWARD: LSSSC has been receiving CDBG funds from the City of Santee to operate the Caring Neighbors program 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 PlanAhead Consulting, who ensures that proper separation of duties and proper financial management and controls are in place. PlanAhead Consulting 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 Principles, which are nationally accepted standards and include the design, implementation, and maintenance of internal controls. The FUND E-Z financial management software is employed for managing all accounting operations. This accounting system software is compliant with 2 CFR 200. Executive leadership and other staff members are extremely competent in their respective scope of work that is clearly defined and they 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 that is 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 the client's folders at the program site.

**F. Personnel:**

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

(1). Dorothy Petrich, Program Coordinator; Dorothy has served as the Program Coordinator for Santee Caring Neighbors since November 2019. Dorothy Petrich has been serving as Senior Center Coordinator of our Cathy Hopper Clairemont Friendship



Senior Center since November 2018 where she works with seniors daily. Before her employment with LSSSC, she has gained over 15 years of experience working with non-profit organizations that provide services and programs for seniors and other individuals in need. (2). Darlene Mees, Senior Director: Darlene will provide program oversight and staff supervision and has over 21 years of experience in non-profit leadership and program management, including the managing of our Senior Center in San Diego since 2017. (3). Lourdes Ramirez, Director of Finance: Lourdes will provide fiscal oversight and perform all billing and fiscal reporting. She has 20 years of experience in accounting/payroll/billing.

**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. LSSSC has no member, officer, nor employee who is an officer or employee of the City of Santee or a member of any of its boards, commissions, nor committees nor has any interest nor holding which could be affected by any action taken in the execution of this application.

City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2020

RECEIVED

JAN 24 2020

**GENERAL INFORMATION:** Date: 1/24/2020

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: aduarte@meal-on-wheels.org

Project/Program Contact Person: Tim Ray, East County Service Center Manager  
Project/Program Location: El Cajon

Phone: 619-447-8782 Fax: 619-260-6373  
E-mail: tray@meals-on-wheels.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.**

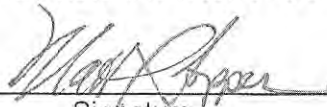
Total Project/Program Budget: \$ 82,034.82

Source of Other Funds: Foundation Funding: \$34,404.04 committed from Alliance Healthcare (partial funding from a \$60,000 general operating grant). Clients themselves also pay, on average, 40% of the actual delivered meal cost - depending on income levels (average is \$3.80 per meal for Santee - equating to an estimated \$33,994.80). Private donors will also contribute \$5,635.78 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 FY2020 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.

Matt Topper, CFO  
Type or Print Your Name and Title

  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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. 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 accompanied by daily in-home social visits, safety checks, and care navigation support with referrals to other social service providers, if necessary.

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. Home delivery of meals, with daily safety and wellness checks, enables seniors experiencing these difficulties to more successfully navigate these challenges, avoid negative health impacts and maintain their preferred residence.

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 2018-2019 (Oct 1, 2018 – Sept 30, 2019), MOWSDC served 3,051 unduplicated seniors throughout San Diego County with 427,173 meals, daily safety checks and social visits, including care navigator support and follow-up care, using 3,049 trained volunteers. In the last completed City of Santee CDBG program year (7/1/2018-6/30/2019), MOWSDC provided 13,517 meals to 83 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 (2019). 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; 30% fall within the extremely low-income bracket (<30% of AMI); 60% fall in the very low-income bracket (30-80% of AMI) and 7% fall in the moderate-income bracket (80-120% of AMI); 42% are female head of household; 24% are veterans; 40% live alone and 20% have disabilities.

For the City of Santee Program Year 2019 (July 1, 2019 – June 30, 2020), MOWSDC is

contracted to serve 63 unduplicated homebound seniors. Per the Quarter 2 Report sent to the City of Santee on January 8, 2019, MOWSDC had already served 56 unduplicated homebound seniors putting MOWSDC at 88% of its goal – anticipating goal attainment for the program year. For the City of Santee's Program Year 2020 (July 1, 2019 – June 30, 2020) MOWSDC will again serve 63 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 2,222 (\$2.25 direct cost per meal) 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 2020-2021 (July 1, 2020 to June 30, 2021). 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, an in-home social visit, a safety check, and care navigation with referrals to other social service providers if necessary. 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 (ten 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.

Mr. Ray, East County Manager, has extensive management experience in the senior care field and hospitality industry. Mr. Ray was the Administrator at Inn on the Boulevard Assisted Living for thirteen years. He holds a B.S. in Business Administration. Mr. Topper, CFO, 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 2020**

**RECEIVED**

**JAN 23 2020**

Dept. of Development Services  
City of Santee

**GENERAL INFORMATION:** Date: 1/16/2020

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

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

Fax: [\[Click here to enter text\]](#)

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

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

Fax: [\[Click here to enter text\]](#)

Type of Project (check one):

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

**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.**

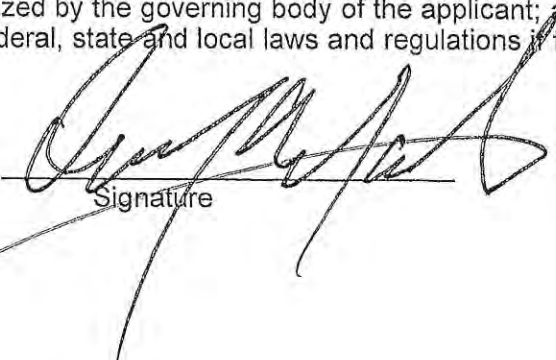
Total Project/Program Budget: \$ \$50,601

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 2020**

- 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 2018-19 food was provided to 19,072 individuals resulting in an average of 1,589 individuals per month. Going forward, we do not expect any significant changes in the estimated number of Santee resident benefitting from this project.

- 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 rescue donations from our local stores. Open on Wednesday and Friday as well as the 1st and 3rd Saturday of each month from 9-11am. Our volunteers arrive early to set up and then stay late to meet the demands. We recently agreed with the San Diego Food Bank to increase our Emergency Food Assistance Program from one distribution each month to two distributions each month and through this program, we estimate that we will be able to provide food packs to an additional average of 833 individuals each month. (Because this is a separate program these households are not included in paragraph A. However, it's important to note that in total we provide food to an estimated 2,424 individuals 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 501(c)3. 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:



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 as a non-profit 501(c)3 organization, the Santee Food Bank gathers and then 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 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; Vice President, Marty Smothermon, retired cost analyst; Secretary, Julie Harper, Director of Public Affairs LDS Church; Treasurer, Donna Daum, retired actuary; Site Manager, Marty Smothermon.

**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 2020**

**RECEIVED**

**GENERAL INFORMATION:** Date: 1/16/2020

JAN 22 2020

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

Dept. of Development Services  
City of Santee

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

Project/Program Contact Person (Name and Title): **Tonya V. Hendrix, President**  
Project/Program Location: **Varies from year to year. Organization relies on the donation of empty retail space for the month of November and/or December**

Phone: **619-301-0745** Fax: None  
E-mail: **LadyTVH2019@gmail.com**

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

**FUNDING INFORMATION:**

Amount Requested from Santee: **\$ 7,000**

**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: **\$ 38,600**

Source of Other Funds: **Business and private donations, Grants (as available)**

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.

**Tonya V. Hendrix, President**  
Type or Print Your Name and Title

  
\_\_\_\_\_  
Signature

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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 purpose of the project is to provide holiday assistance in the form of food and children's gifts for families and seniors qualifying in the low to moderate income level.**

**Santee Santas provides each qualifying family with fresh and non-perishable foods for a complete holiday meal and to supplement their pantry for the two-week holiday break. The foods provided include potatoes, fruit, milk, butter, a turkey, potatoes, dressing, vegetables, cranberry sauce, pancake mix, soups, pasta and sauce, etc. In addition, all children receive wrapped holiday gifts, including age appropriate books and family games.**

**The holiday program benefits up to 300 families living within the Santee School District attendance boundaries and that fall within the eligibility criteria outlined by the U.S. Department of Housing and Urban Development (HUD). The 2019 program served 195 families, totaling 795 individuals which included 407 children and 49 seniors.**

**As part of the Senior Project gifts of clothing, poinsettias and stuffed animals were distributed to seniors residing alone in Santee mobile home parks, Stanford Court Nursing Home and Edgemoor Hospital**

**When funds are available and a need is identified, Santee Santas may provide food assistance to qualifying families during the spring holiday.**

- 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 of the program are managed by the Santee Santas Foundation Board of Directors and Committee Volunteers. Community volunteers, totaling 180 individuals collect, sort, box and distribute food and assist in selecting wrapping, boxing and distributing the toys, books, and games. The program activity begins in October with soliciting donations from businesses and individuals and donation box wrapping and distribution. Application Intake meetings are held in November. Food collection, sorting, boxing and distribution as well as toy collection, wrapping, boxing and distribution occur in December.**

**Delivery occurs prior to December 25 and is also carried out by community volunteers.**

- 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 Santas Holiday Program is eligible for consideration based on the National Objective to Benefit low- and moderate-income (LMI) persons, as well as the City of Santee priority to improving quality of life for seniors and other persons with special needs, including housing and associated supportive services**

- 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. Santee Santas Foundation has been receiving CDBG funding since approximately 2009.**

**Santee Santas is organized and operated entirely by volunteers. There is no paid staff.**

- 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 of April 1st to March 31st.**



Expenses must be approved in an annual budget or approved by a majority vote of the Santee Santos Board of Directors. All expenses are in support of the mission of the Santee Santos Foundation and are in accordance with the by-laws. Receipts are required and maintained for expenditures. The account is reconciled each month with the bank statement. A financial report is presented by the treasurer at each regular meeting of the Foundation.

**F. Personnel:**

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

**Tonya V. Hendrix, President (March 2019)**

Board member since 2012; Secretary 2012-2019; Toy Coordinator, Volunteer Coordinator, Assistant Toy Coordinator  
Santee School District Teacher (retired)

**Linda Vail, Treasurer (February 2016)**

Board member since 2016; Communications, Assistant Toy Coordinator, Delivery Day Team  
Santee School District Administrative Secretary (retired)  
Santee School District Foundation Board Member (15 years)  
Santee School District Independent Citizens Oversight Committee Member

**Marie Gregory, Secretary (March 2019)**

Board member since April 2005; Facilities Coordinator, Senior Outreach Coordinator, Assistant Food Coordinator, Deliver Day Team  
Small Business Owner  
Floral Designer, Educator and Judge  
AIFD (American Institute of Floral Design) Regional Board of Directors Member  
Future Farmers of America/AIFD Liaison

**Erich Bennett, Member (May 2019)**

Board member since 2019  
San Diego Police Department

**Sharon Bullard, Member (March 2014)**

Board member since 2014; Business Mailer Coordinator, Toy Coordinator, Delivery Day Team  
San Diego National Bank (now US Bank) Vice President (retired)  
Grossmont Cuyamaca College Foundation -Treasurer  
Mt Helix Park Foundation -Vice President of Development  
Citizens' Bond Oversight Committee Prop R and Prop V  
East Country Chamber of Commerce- Vice President of Finance (former)  
East County YMCA Board Member

**Channing Dawson, Member (October 2018)**  
**Board member since 2018; Fire Department/Board Liaison, Delivery Day Team-  
Woodglen Vista**  
**City of Santee Fire Department**

**Jerelyn Lindsay, Member (April 2003)**  
**Board member since 2003; Schools Liaison, Facilities Coordinator, Food  
Coordinator, Delivery Day Team Coordinator**  
**Santee School District Administrator (retired)**  
**Relay for Life District Liaison**

**Diana Meza, Member (April 2010)**  
**Board member since 2010; School Collections Coordinator, Assistant Toy  
Coordinator, Delivery Day Team-Woodglen Vista Coordinator**  
**Santee School District Custodian**

**Kyle Whissel, Member (May 2019)**  
**Board member since 2019; Delivery Day Team-Woodglen Vista**  
**Business Owner Whissel Realty**

**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.

**Channing Dawson is a member of the City of Santee Fire Department**

City of Santee  
Community Development Block Grant Program  
APPLICATION FOR FUNDING  
Program Year 2020

**RECEIVED**

JAN 28 2020

Dept. of Development Services  
City of Santee

GENERAL INFORMATION:

Date: 1/28/2020

Agency Name: Voices for Children

Agency

Address: 2851 Meadow Lark Drive, San Diego, CA 92123-2709

Phone: 858-569-2019

Fax: 858-569-7151

E-mail: voicesforchildren@speakupnow.org

Project/Program Contact Person (Name and Title): Christina Piranio, Director of Development

Project/Program Location: San Diego County

Phone: 858-598-2216

Fax: 858-569-7151

E-mail: christinap@speakupnow.org

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: \$ 3,760,400

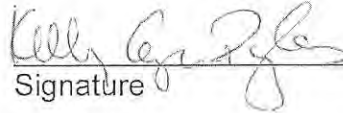
Source of Other Funds: State/Local: We currently receive a Victims of Crime Act grant administered through the California Department of Emergency Services (CalOES). We anticipate that the Judicial Council of California will provide approximately \$70,000 in FY20-21. We will also seek city CDBG funding for FY20-21 from City of San Diego, Chula Vista, El Cajon and Escondido. We will aim to renew local grants from County Supervisors. During FY20-21, we plan to raise \$800,000 in government funds. Private: We are growing our partnerships with foundation and corporate partners and have received funding over multiple years from organizations including the In-N-Out Burger Foundation, the McCarthy Family Foundation, Pacific Life Foundation, the Rose Foundation, the David C. Copley Foundation, Sempra, and Qualcomm, among others. We plan to continue to steward these partnerships and seek out new opportunities in

order to reach our annual goal of securing \$975,000 in foundation grants and \$80,000 in corporate funding. Finally, our organization solicits financial support from individuals through mail campaigns and special events. These unrestricted gifts support our program expenses and complete our budget.

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.

Kelly Capen Douglas, President & CEO  
Type or Print Your Name and Title

  
Signature



**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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.

Voices for Children (VFC)'s CASA program transforms the lives of foster children by providing them with Court Appointed Special Advocates (CASAs). CASAs are volunteers who provide a single child or sibling group with comprehensive advocacy in court and in the community. An estimated 15-25 children who reside in the City of Santee will spend time in the foster care system during FY 2020-2021. VFC will assess the cases of each child, and provide CASA or staff advocacy to five (5) children living in the City of Santee who have the greatest needs. These five children will be the beneficiaries of this CDBG project.

Children served by VFC range in age from 0-20 years of age, and boys and girls are represented equally. According to the County of San Diego, 45% of children in foster care are Hispanic, 26% Caucasian, 11% African American, 4% Asian, 1% Native American, and 13% are of other ethnic origins. Foster youth are presumed to be low- and moderate-income (LMI) under HUD's definition. VFC staff complete a self-certification form for each program participant to document their LMI status.

- 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 primary service that VFC provides to foster children is the assignment of a volunteer CASA who will advocate on their behalf. The quantity and duration of the services CASAs provide are different for each foster youth. CASAs commit to serving for 18 months, the average duration of a child's time in foster care, but CASAs assigned to children who enter long-term foster care can serve for much longer. CASAs spend 10-15 hours a month visiting their foster youth, gathering information about their case, and advocating on the child's behalf. The advocacy provided to each individual foster youth can look very different from child to child. Children in foster care are a diverse group in many ways. They range in age from 0-20, and they enter the foster care system for a variety of complex reasons. Some foster children will only spend a few months in the foster care system, while others will remain in the system until they age out on their 21st birthday. The disparate paths foster children's cases take make it difficult to measure the quantity of the services we provide since the advocacy provided by a CASA is tailored to address a child's individual experience and needs during their time in the foster care system. However, VFC's CASA program provides every participant with three things: 1) An individual and personal relationship with a CASA volunteer which is established through home visits and fun outings in the community; 2)

The CASA's presence and verbal advocacy at regularly scheduled court hearings, child welfare meetings, and school meetings; and 3) The submission of detailed court reports that include case updates and recommendations to the judge at all regularly scheduled court hearings. CASAs observe and gather information about a child's educational, physical and mental healthcare, and housing placement needs. For transitional-age youth (between the ages of 16-20), they also identify a child's unmet needs as they prepare to transition out of the foster care system and function as an independent adult in society. This can include financial literacy, a vocational or post-secondary educational plan, employment, and housing. CASAs also make observations about a child's safety as they visit with their biological family members and others in the community. Once a CASA identifies an unmet need, they relentlessly advocate for solutions in court, in school, and in the community. CASA advocacy typically happens in the following ways: 1) Educational Advocacy: CASAs attend school conferences, interface with educators, request educational assessments, and monitor a child's academic progress. 2) Mental and Physical Health Advocacy: CASAs ensure that foster children get consistent access to mental and physical healthcare services. They communicate with medical providers; track a child's health needs, medications, and referrals; and prevent health needs from being overlooked when children change placements or spend time in emergency shelters. 3) Placement Advocacy: CASAs advocate for children to be placed with their siblings whenever possible. CASAs advocate for caregivers to receive in-home services to address challenging behaviors. If a particular placement is not equipped to provide a child with the support they need, a CASA can advocate in court for a placement change. 4) Vocational Support/Financial Literacy: CASAs help youth explore career options, complete job applications, and prepare for interviews. CASAs assist youth in completing basic financial planning steps such as opening a bank account, creating a budget, and saving.

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

The CASA Program meets the needs of the CDBG program national objectives by providing direct service to low and moderate income clients. This year, approximately 25 City of Santee children, all of whom are low or moderate income, will spend time in foster care after suffering abuse, neglect, or abandonment. Foster youth face many challenges beyond the abuse that originally caused them to enter the foster care system. At a time when children need consistency the most, they encounter shifting foster and group home placements, school transfers, and educational setbacks. Foster children are more likely to have chronic health conditions, learning disabilities, and mental health challenges. They are at risk for numerous negative outcomes later in life. Studies by the Child Welfare League show that 25% of youth who age out of the foster care system between the ages of 18 and 21 will become homeless, 50% will be unemployed by age 24, 50% will never graduate from high school or obtain a GED, and fewer than 3% will earn a college degree. San Diego is ranked by the FBI as one of the top 13 highest sex trafficking regions in the nation. According to the California Social Work Education Center, 50-85% of children involved in human-trafficking have history with the child welfare system. Though the local foster care system is made up of many dedicated professionals, there are not enough resources to give children the individual



care and attention they need. Social workers manage the cases of up to 25 families, attorneys represent up to 150 children, and judges hear as many as 500 cases per year. Children encounter a revolving door of child welfare professionals and there can be gaps in the delivery of critical services. Ultimately, the system that was designed to bring safety and stability to foster children can cause them significant additional harm. Research from the Centers for Disease Control shows that having one secure and supportive relationship promotes healthy childhood development and adaptive responses to trauma. While child welfare professionals and caregivers may come and go, CASAs form personal and enduring relationships with foster youth and provide them with consistent advocacy and support. They ensure that the unmet educational, physical and mental health, and housing needs of foster youth are not overlooked by advocating in court, in schools, and in the community.

VFC supports the 2015-2019 consolidated plan priorities for the City of Santee by providing homeless services through our CASA Program. VFC's CASA volunteers that are matched with transition age youth (ages 16-20), spend significant time coaching their case child about housing options, personal finances, and employment. VFC considers this to be a form of homelessness prevention as there are few trusted adults in the life of a transition aged child in foster care. CASAs are trained in fair housing education and help a child in foster care understand their housing choices once they exit foster care.

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.**

Voices for Children's mission is to transform the lives of abused, abandoned, or neglected children by providing them with trained volunteer Court Appointed Special Advocates (CASAs). VFC believes that every child deserves a safe and permanent home and, to that end, will seek to provide a trained CASA volunteer to every abused, abandoned, or neglected child who needs one, and advocate to improve the lives of children in the foster care system. VFC has been providing life-changing advocacy services to foster youth for 39 years. In 1980, VFC's founders began reviewing case files and identifying the unmet needs of San Diego foster youth for the first time. In 1982, VFC adopted the CASA volunteer model and began training community volunteers to serve as CASAs. Since then, VFC has provided services to children throughout San Diego County, including the City of Santee. VFC is the largest CASA program in California and the Western United States. VFC's CASA program fills a gap in the foster care system by ensuring that the needs of foster youth do not get lost in a complex and bureaucratic system. Unlike social workers and lawyers who are inundated with cases, CASAs are matched with a single child or sibling group. This allows CASAs to provide foster children with an unparalleled level of attention. CASAs get to know

their case child's situation, and advocate in court, at school, and in the community to ensure that each child receives the developmental, educational, physical, and mental health services they need. San Diego County Juvenile Court judges depend on CASAs' formal reports for detailed case information that helps them to make better-informed decisions on behalf of each child about their court-ordered services, placement, and permanent plan. CASAs provide foster youth with safety, stability, recovery, and the opportunity for a better life. VFC anticipates providing more than 1,700 foster children in San Diego County with a CASA volunteer during FY 20-21. VFC was incorporated and recognized as exempt under section 501(c)3 of the Internal Revenue Code in December of 1982. Although VFC has not been a previous recipient of City of Santee CDBG funding, we successfully stewarded a City of San Diego CDBG grant during FY18-19. The \$100,000 grant was intended to provide 50 new, unduplicated foster youth from the City of San Diego with the individual attention and advocacy of a CASA volunteer. VFC exceeded its goal and provided CASA volunteers to 71 grant-funded youth. VFC is currently implementing a \$250,000 City of San Diego CDBG grant in FY19-20, and we plan to provide 125 City of San Diego children with CASA advocacy with this funding. We are also implementing a \$10,000 City of Escondido CDBG grant.

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.

VFC is subject to annual financial statement audit by an independent CPA firm. During the audit process, they review our policies concerning personnel, financial reporting, record-keeping, financial management, internal controls, accounting systems, and payment procedures. VFC also uses a financial accounting system called Finance Edge. Through Finance Edge, VFC expends grant dollars in support of the targeted group. Then, VFC invoices the grantor to ensure that funds were spent on the project beneficiaries. Additionally, client records are maintained in our program database, CASA Manager, where efforts and outcomes are tracked according to funding source. Through all of these fiscal and program management procedures, VFC is able to ensure that the project benefits the targeted group. Finally, our Board of Directors (29 members) has governance responsibilities to ensure that all policies and procedures are adhered to by staff.

F. Personnel:

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

Stephen Moore, Chief Program Officer, will take responsibility for project management if awarded. He has been instrumental in the development of the CASA program team since he began with Voices for Children in 2008 as an Advocacy Supervisor. Over the last 11 years, Stephen has assumed various positions within Voices for Children with



increasing responsibility, and has a vast depth of institutional knowledge. Under his direction, the CASA program continues to discover new ways to fulfill our mission of changing the trajectory of the children's lives we serve. Additionally, Stephen was recently appointed to serve on the San Diego County Child and Family Strengthening Advisory Board, and is an important liaison between Voices for Children and the Court, dependency judges, and other service organizations we partner with. Finally, Stephen has taken the lead on all CDBG grant awards and has successfully stewarded each one to meet or exceed goals. Stephen has a bachelor's degree in Criminal Justice from San Diego State 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.

Not applicable.

City of Santee  
Community Development Block Grant Program  
**APPLICATION FOR FUNDING**  
Program Year 2020

**RECEIVED**

JAN 27 2020

GENERAL INFORMATION: Date: 1/28/2020

Agency Name: CSA San Diego County  
Agency Address: 327 Van Houten Ave, El Cajon, CA 92020

Dept. of Development Services  
City of Santee

Phone: 619-444-5700 Fax: 619-444-5705  
E-mail: estela@c4sa.org

Project/Program Contact Person (Name and Title): Estela De Los Rios, Executive Director  
Project/Program Location: 327 Van Houten Avenue, El Cajon CA 92020-5128

Phone: 619-277-5786 Fax: 619-444-5705  
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

8 3-1

**City of Santee**  
**Community Development Block Grant Program**  
**APPLICATION FOR FUNDING**  
**Program Year 2020**

- 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 2020-2021 through direct phone contact, in-person mediation, distribution of bilingual Fair Housing handbooks, our website, and through participation in the Santee Collaborative.

CSA participates in the Santee Collaborative, East County Action Network, and the East County Senior Service Providers. Through these organizations and the Santee library, our 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, 2020 through June 30, 2021.

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 2020 PUBLIC FACILITIES (CDBG)**

**Balance Available \$267,779**

Agency	Request	Minto	Koval	Hall	Houlahan	McNelis	Approved
City of Santee - 108 Loan Debt Service	143,584						
City of Santee - 108 Loan Debt Service Reserve	124,195						
<b>Total</b>	<b>267,779</b>	-	-	-	-	-	-

**Balance to Allocate**

**267,779    267,779    267,779    267,779    267,779    267,779**

**PY 2020 ADMINISTRATIVE ACTIVITIES (CDBG)**

**Maximum Amount \$55,136 (20% CAP)**

Agency	Request	Minto	Koval	Hall	Houlahan	McNelis	Approved
CDBG Program Administration	39,636	-	-	-	-	-	-
CSA San Diego County (Federally Required Fair Housing Service)	15,500	-	-	-	-	-	-
<b>Total</b>	<b>55,136</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Balance to Allocate**

**55,136**

**55,136**

**55,136**

**55,136**

**55,136**

**55,136**



**PY 2020 PUBLIC SERVICES ACTIVITIES (CDBG)**

**Maximum Amount \$41,352 (15% CAP)**

Agency	Request	Minto	Koval	Hall	Houlahan	McNelis	Approved
Cameron Family YMCA	5,000		-	-	-	-	-
Crisis House	7,000		-	-	-	-	-
Elderhelp	5,000		-	-	-	-	-
Caring Neighbors Program (LSS)	6,000		-	-	-	-	-
Meals on Wheels	5,000		-	-	-	-	-
Santee Food Bank	20,000		-	-	-	-	-
Santee Santas	7,000		-	-	-	-	-
Voices for Children	10,000		-	-	-	-	-
<b>Total</b>	<b>65,000</b>	-	-	-	-	-	-

**Balance to Allocate**

**41,352**

**41,352**

**41,352**

**41,352**

**41,352**

**41,352**



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

Item 8

**MEETING DATE**      February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**    RESOLUTION AUTHORIZING A REIMBURSEMENT AGREEMENT WITH THE SANTEE SCHOOL DISTRICT AND APPROPRIATING FUNDS FOR RECONSTRUCTION OF A SANITARY SEWER LINE ON SCHOOL DISTRICT PROPERTY SERVICING FACILITIES AT BIG ROCK PARK

**DIRECTOR/DEPARTMENT**      Bill Maertz, Community Services *TR for BK*

**SUMMARY**

This item requests the City Council authorize a reimbursement agreement and appropriate funds for reconstruction of a sewer line on property owned by the Santee School District.

The Santee School District ("District") owns property located at 8120 Arlette Street (Chet Harritt Elementary School) adjacent to Santee's Big Rock Park (8125 Arlette Street). An existing sewer line located on the District property jointly serves school facilities and the restroom at Big Rock Park. The joint use of the sewer line - in conflict with current requirements of the Padre Dam Municipal Water District - was discovered in the course of designing improvements the District is making to the Chet Harritt School site. In order to bring sewer facilities up to current standards, separate sewer lines must be constructed to provide exclusive services to the District and the City.

The District has retained a contractor to complete improvements to Chet Harritt School and has agreed to construct the required sewer facilities subject to a reimbursement agreement with the City. The District has also agreed to grant the City an easement for the new sewer line serving Big Rock Park. The reimbursement agreement will reimburse the District for 100% of its costs to design, construct and connect the modified sewer line serving Big Rock Park at an estimated cost of \$64,367. Should the District's actual costs related to the modified sewer line exceed the projected costs, the proposed reimbursement agreement provides for a final "true-up" payment. As such, the appropriation request includes an additional 10% contingency. All future costs relating to the repair, maintenance or replacement of the new sewer line will be the responsibility of the City of Santee.

**ENVIRONMENTAL REVIEW**

The Santee School District, as lead agency, is responsible for CEQA compliance.

**FINANCIAL STATEMENT** *jm*

An appropriation from the General Fund reserves in the amount of \$70,804, which includes a 10% contingency, is required for this agreement.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MSB*

Adopt the attached Resolution:

1. Authorizing a reimbursement agreement with the Santee School District for costs relating to the reconstruction of the sewer line serving Big Rock Park restrooms.
2. Appropriating \$70,804 from the General Fund reserves.
3. Authorizing the City Manager to execute the reimbursement agreement.

**ATTACHMENTS (Listed Below)**

Resolution



**RESOLUTION OF THE CITY COUNCIL OF THE  
CITY OF SANTEE, CALIFORNIA AUTHORIZING A REIMBURSEMENT  
AGREEMENT WITH THE SANTEE SCHOOL DISTRICT AND APPROPRIATING  
FUNDS FOR THE RECONSTRUCTION OF A SANITARY SEWER LINE ON  
SANTEE SCHOOL DISTRICT PROPERTY SERVICING BIG ROCK PARK**

**WHEREAS**, a City of Santee public park located at 8125 Arlette Street (Big Rock Park) is served by a sanitary sewer line that crosses property located at 8120 Arlette Street owned by the Santee School District (Chet Harritt Elementary School); and

**WHEREAS**, the Santee School District ("District") has discovered that the sewer line serving Big Rock Park also jointly serves Chet Harritt Elementary School facilities; and

**WHEREAS**, standards established by the Padre Dam Municipal Water District which provides sewage collection and treatment service within the city, prohibit joint use of sewer laterals; and

**WHEREAS**, the District has retained a contractor to construct improvements to Chet Harritt School, including sewer improvements; and

**WHEREAS**, the District has agreed to design, construct and connect a dedicated sewer line to serve Big Rock Park subject to an agreement with the City of Santee reimbursing the District for the full cost of the sewer line reconstruction, estimated to total \$64,367.00.

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

**SECTION 1:** A reimbursement agreement with the Santee School District for the reconstruction of the sewer line serving Big Rock Park is authorized; and

**SECTION 2:** The appropriation of General Fund reserves in the amount of \$70,804 (\$64,367 estimated cost plus 10% contingency of \$6,437) is approved; and

**SECTION 3:** The City Manager is authorized to execute the reimbursement agreement.

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

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 26<sup>th</sup> day of February 2020, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

\_\_\_\_\_  
**JOHN MINTO, MAYOR**

**ATTEST:**

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



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

**Item 9**

**MEETING DATE**      February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**      **FISCAL YEAR 2019-20 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE FISCAL YEAR 2019-20 BUDGET AND AMENDING THE HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE**

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

**SUMMARY**

The operating budget for fiscal year 2019-20 was adopted by the City Council on June 26, 2019. The attached staff report schedules provide an update on the current fiscal year budget, including amendments to the budget reflecting changes in revenue estimates and proposed appropriation adjustments.

Budget review sessions for the proposed fiscal year 2020-21 operating budget are planned for May 27<sup>th</sup> and June 10<sup>th</sup>, with the budget scheduled to be adopted on June 24<sup>th</sup>.

**FINANCIAL STATEMENT** *tm*

The fiscal year 2019-20 General Fund operating budget, as amended, reflects estimated revenues totaling \$46.4 million and operating expenditure appropriations totaling \$45.4 million. Other uses, funded from supplemental reserves, total \$2.1 million and include capital improvement program and other interfund transfers, payments to reduce unfunded liabilities and the set-aside of monies for community choice aggregation start-up costs. The available reserve balance at June 30, 2020 is projected to be \$10.6 million or 23.3% of annual General Fund operating expenditures.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MSB*

Adopt the attached resolution amending the fiscal year 2019-20 budget and amending the Hourly, General and Management Salary Schedule, and provide direction to staff.

**ATTACHMENTS**

1. Staff Report
2. General Fund Summary
3. General Fund Revenue Detail
4. General Fund Summary of Appropriation Adjustments
5. Other Funds Summary of Adjustments
6. Resolution (with Exhibit "A" - Salary Schedule)

## STAFF REPORT

### FISCAL YEAR 2019-20 OPERATING BUDGET UPDATE AND RESOLUTION AMENDING THE OPERATING BUDGET FOR FISCAL YEAR 2019-20 AND AMENDING THE HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE

#### CITY COUNCIL MEETING FEBRUARY 26, 2020

#### Overview

Through a combination of solid revenue growth and budget savings the City ended last fiscal year and expects to end this fiscal year with a better than anticipated reserve balance. This reserve balance will be vital to assist the City in navigating projected future budget challenges driven primarily by sharp annual increases in CalPERS retirement costs and contract law enforcement services costs, and in helping to meet current and future infrastructure and facility needs.

The following discussion and schedules present updated revenue projections for FY 2019-20, and expenditure appropriation adjustments reflecting City Council actions taken earlier this year as well as several other required and proposed adjustments. The Amended Operating Budget for Fiscal Year 2019-20 is a balanced budget which provides for a reserve balance at June 30, 2020 of \$10.6 million or 23.3% of annual General Fund operating expenditures. Supplemental reserves in excess of the City's 20% minimum reserve policy can provide resources for capital expenditures and infrastructure improvements, to pay down unfunded liabilities for CalPERS retirement and retiree health costs and to provide a cushion against future years' budget challenges.

	FY 2019-20 Amended Budget
Revenues	\$ 46,362,900
Expenditures	(45,369,234)
Revenues Over Expenditures	993,666
Other Uses:	
Transfers to Other Funds	(547,100)
Transfers to Capital Improvement Program	(760,000)
Unfunded Liability Payments	(500,000)
CCA Start-Up Costs	(300,000)
Available Fund Balance, July 1, 2019	11,688,321
Available Fund Balance, June 30, 2020	\$ 10,574,887

#### General Fund Revenues

General Fund revenues for FY 2019-20 are projected to total \$46.4 million, an \$897,900 increase from the original budget estimate. Following is a discussion of key revenues.

**Property Taxes:** Property Taxes represent 42% of General Fund revenues and are received based on net taxable assessed valuation. Citywide net taxable assessed valuation increased by 7.7% in FY 2019-20, the second highest rate of increase of all San Diego County cities. Property tax revenues (including real property transfer taxes) are projected to total \$19.9 million in FY 2019-20, an increase of \$1.3 million from the previous fiscal year and \$81,000 more than the FY 2019-20 original budget estimate.

**Sales Tax:** Sales Tax represents 31% of General Fund revenues and is projected to total \$14.4 million in FY 2019-20. This represents a \$320,661 increase from the prior fiscal year and a \$951,100 increase from the original budget estimate. Solid growth continues to be realized in the Building & Construction category and in County Pool allocations (online sales).

**Franchise Fees:** Franchise Fees represent the third largest discretionary source of revenue and are received from Waste Management, San Diego Gas & Electric (SDG&E), Cox Communications and AT&T. Franchise Fees are projected to total \$3.0 million in FY 2019-20, an increase of \$34,072 from the prior fiscal year but a \$34,900 decrease from the original budget estimate. The decrease in the current year estimate is the result of lower than expected franchise fee revenue from SDG&E.

### **General Fund Expenditures**

The amended budget reflects General Fund operating expenditures totaling \$45.4 million in FY 2019-20, a \$361,834 increase from the current budget. Following is a discussion of the proposed appropriation adjustments.

**Personnel Costs:** For calendar year 2020 the City's medical insurance premium rates have increased by just 2.0%, while the adopted budget had been developed assuming an 8.0% increase. This has resulted in a budget savings of \$57,200 for the final six months of the fiscal year which is reflected throughout each department budget. Personnel cost adjustments also reflect insurance coverage election changes made by employees and as a result of staffing changes during the fiscal year to date. Other personnel cost adjustments are reflected for the following.

- Classification and salary adjustments approved by previous City Council action, including the transfer of one full-time position from the Community Services Department to the City Manager's Office
- A 1.5% increase in the Deputy Fire Chief salary band as reflected in the attached resolution (FY 2019-20 cost impact of \$940)
- An increase in Development Services Department part-time temporary staffing costs totaling \$72,600. These costs are reimbursed in full by HomeFed.
- Increase in Fire Department overtime totaling \$18,000 to provide specific training for nine Firefighter Paramedics
- Increase in Finance Department overtime totaling \$3,000

**City Council:** An increase of \$9,640 is required for SANDAG member agency costs.

**City Attorney:** An increase of \$151,000 is proposed for legal work in support of recently initiated litigation matters, the Art and Entertainment District formation and for outside election counsel.



**Human Resources:** An increase of \$8,650 is proposed to establish a budget for an Employee Wellness Program, funded by the City's health insurance carrier.

**Development Services:** An increase of \$2,650 for a laptop computer and software licenses is proposed.

**Community Services:** Proposed adjustments include the following.

- Increase of \$70,804 for the required reconstruction by the Santee School District of a sewer line serving Big Rock Park which is more fully discussed in a separate agenda item for this City Council meeting
- Increase of \$15,570 for various repairs and maintenance items at both fire stations
- Increase of \$12,400 for Sheriff staffing at various City special events. An additional \$2,950 increase is reflected in the Recreation Revolving Fund for Sheriff staffing at the Bluegrass Festival.
- Increase of \$1,600 for Mast Park storm water interceptor maintenance costs
- Decreases totaling \$4,000 in various community facility operations costs and Teen Center transportation costs

**Fire:** An increase of \$30,760 for 12 sets of turnouts for new Firefighter Paramedics is required.

**Transfers to Other Funds:** An additional transfer to the Highway 52 Coalition Fund in the amount of \$83,100 is proposed in order to ensure that all budgeted Coalition costs will be covered through the end of the fiscal year. Any additional contributions received by the Coalitions by the end of the fiscal year, or any savings in the Highway 52 Coalition Fund at the end of the fiscal year would reduce the amount of the actual transfer required.

**Unfunded Liabilities (OPEB/Retiree Health):** The amended budget reflects an additional \$250,000 (\$500,000 total for FY 2019-20) in payments to the OPEB (retiree health) trust in order to further reduce the City's unfunded liabilities, consistent with one of the City Council's Tier 1 Priorities.

**Community Choice Aggregation (CCA) Start-up Costs:** The amended budget reflects the commitment of \$300,000 towards initial start-up costs that would be incurred upon forming or joining an entity to implement a CCA program for the procurement of electric energy by the City of Santee.

### **General Fund Reserves**

The amended budget reflects a projected fund balance of \$10.6 million at June 30, 2020, which is a \$1.7 million improvement from the current budget and which exceeds the minimum balance required by the City's General Fund Reserve Policy by \$1.5 million. The City Council may consider providing direction to staff to appropriate or commit a portion or all of the projected reserve balance in excess of the 20% policy level for purposes such as the following.

- Transfer to the Capital Improvement Program, for a specific project(s) or in general pending further direction by the City Council
- Contribution towards Highway 52 Phase 1 improvements
- Additional payments to reduce retiree health and/or CalPERS unfunded liabilities
- Hold in reserves as additional protection against future economic/budgetary uncertainty



### **Other Funds**

The amended budget reflects the following proposed adjustments to certain Other Funds.

**Recreation Revolving Fund:** The amended budget reflects a reduction in personnel costs of \$7,770 and a \$2,950 increase for Sheriff Department support at the Bluegrass Festival.

**Highway 52 Coalition Fund:** The amended budget reflects no changes to the expenditure budget but provides for an additional \$83,100 transfer in from the General Fund to ensure all budgeted Coalition costs will be covered through the end of the fiscal year.

### **Salary Schedule Amendment**

The attached resolution, in addition to approving the proposed budget amendments (including any changes as directed by the City Council), also amends the Hourly, General and Management Salary Schedule. The two changes reflected in the amended salary schedule are as follows.

- Increases the Deputy Fire Chief salary band by 1.5% as previously discussed
- Adds the salary range for the part-time Fire Inspector position that was funded through the adopted budget but for which the salary range has not yet been formally established on the approved salary schedule

### **Looking Forward**

As we look forward, continued strength in the local economy is expected to provide for growth in key property tax and sales tax revenues, though at a lesser rate than that experienced over the past several years. Causes for concern continue to include the sharp annual increases in CalPERS retirement and contract law enforcement services costs the City is facing. The City's ability to identify sufficient resources to meet these challenges, to supplement ongoing efforts to address infrastructure deficiencies such as street repair and corrugated metal pipe storm drain repairs and replacement, and to provide for needed public/community facilities, will continue to be a challenge in the upcoming years.

Budget review sessions for the proposed FY 2020-21 operating budget are planned for May 27<sup>th</sup> and June 10<sup>th</sup>, with the budget scheduled to be adopted on June 24<sup>th</sup>.

**CITY OF SANTEE  
GENERAL FUND SUMMARY  
FY 2019-20 MID-YEAR BUDGET AMENDMENTS**

Attachment 2

	<b>FY 2019-20 Current Budget</b>	<b>FY 2019-20 Amended Budget</b>	<b>Increase (Decrease)</b>
Revenues	\$ 45,465,000	\$ 46,362,900	\$ 897,900
Expenditures by Dept:			
City Council	453,920	459,850	5,930
City Attorney	604,120	755,120	151,000
City Manager (total):	907,150	994,340	87,190
City Manager	687,930	695,260	7,330
Economic Development	219,220	299,080	79,860
Information Technology	451,330	450,490	(840)
Animal Control	424,810	424,810	-
City Clerk	422,230	420,970	(1,260)
Human Resources & Risk Mgmt (total):	1,144,270	1,157,410	13,140
Human Resources	539,720	552,860	13,140
Risk Management	604,550	604,550	-
Finance	1,309,630	1,308,330	(1,300)
Development Services (total):	4,945,890	5,023,330	77,440
Engineering	2,318,930	2,311,390	(7,540)
Stormwater	197,740	197,170	(570)
Planning	1,212,780	1,297,780	85,000
Building	1,063,180	1,063,180	-
Code Compliance	153,260	153,810	550
Community Services (total):	4,998,270	5,029,144	30,874
Administration	473,080	471,900	(1,180)
Public Svcs - Maintenance	3,338,680	3,426,214	87,534
Stormwater	103,220	103,080	(140)
Solid Waste	44,990	44,990	-
Facility Operations	91,940	88,480	(3,460)
Recreation	653,190	629,920	(23,270)
Special Events	293,170	264,560	(28,610)
Law Enforcement	15,398,450	15,398,450	-
Fire and Life Safety (total):	13,947,330	13,946,990	(340)
Administration	883,430	882,590	(840)
Emergency Operations	9,296,580	9,305,270	8,690
Emergency Medical	3,341,870	3,334,200	(7,670)
Emergency Preparedness	26,330	26,330	-
Fleet Operations and Maintenance	399,120	398,600	(520)
<b>Total Operating Expenditures</b>	<b>45,007,400</b>	<b>45,369,234</b>	<b>361,834</b>
Revenues Over (Under) Expenditures	457,600	993,666	536,066
Transfers to Other Funds	464,000	547,100	83,100
Transfers to Capital Improvement Program	760,000	760,000	-
Unfunded Liabilities (OPEB/retiree health)	250,000	500,000	250,000
CCA Start-up Costs	-	300,000	300,000
<b>Change in Fund Balance</b>	<b>(1,016,400)</b>	<b>(1,113,434)</b>	<b>(97,034)</b>
Available Fund Balance, Beg. of Year	9,887,910	11,688,321	1,800,411
Available Fund Balance, End of Year	<u>\$ 8,871,510</u>	<u>\$ 10,574,887</u>	<u>\$ 1,703,377</u>
20% reserve policy minimum balance		\$ 9,073,847	
Available balance in excess of reserve policy		\$ 1,501,040	

**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2019-20 REVISED ESTIMATES**

Attachment 3

Account No.	Account Name	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	Change in Estimate
<b>Property Taxes</b>		<b>18,621,356</b>	<b>19,836,500</b>	<b>19,917,500</b>	<b>81,000</b>
1001.00.4001	Property Tax Secured and Unsecured	10,349,384	11,078,600	11,085,900	7,300
1001.00.4002	Property Tax - Redev Passthrough	429,304	443,800	472,200	28,400
1001.00.4003	Property Tax - Redev Residual Distrib	1,540,389	1,597,300	1,612,400	15,100
1001.00.4005	Real Property Transfer	366,227	380,700	352,100	(28,600)
1001.00.4006	Property Tax In Lieu	5,936,052	6,336,100	6,394,900	58,800
<b>Sales and Use Taxes</b>		<b>12,587,641</b>	<b>12,032,900</b>	<b>12,797,400</b>	<b>764,500</b>
1001.00.4011	Sales and Use Taxes	14,089,139	13,458,700	14,409,800	951,100
1001.00.4015	Location Agreement Payment	(1,501,498)	(1,425,800)	(1,612,400)	(186,600)
<b>Transient Occupancy Tax</b>		<b>563,615</b>	<b>565,000</b>	<b>589,000</b>	<b>24,000</b>
1001.00.4020	Transient Occupancy Tax	563,615	565,000	589,000	24,000
<b>Franchise Fees</b>		<b>2,947,828</b>	<b>3,016,800</b>	<b>2,981,900</b>	<b>(34,900)</b>
1001.00.4030	Franchise Fees	2,947,828	3,016,800	2,981,900	(34,900)
<b>Special Assessments</b>		<b>1,092,326</b>	<b>1,104,900</b>	<b>1,103,100</b>	<b>(1,800)</b>
1001.03.4102	Assessments - Fire Benefit Fee	1,092,326	1,104,900	1,103,100	(1,800)
<b>Intergovernmental</b>		<b>577,831</b>	<b>318,700</b>	<b>216,700</b>	<b>(102,000)</b>
1001.00.4202	Motor Vehicle License Fees	27,357	27,600	27,600	-
1001.00.4206	SB90 Claims	47,286	40,200	37,100	(3,100)
1001.03.4207	CSA 115	70,009	-	-	-
1001.03.4250	Fire Reimbursements - Federal	288,372	90,100	80,800	(9,300)
1001.03.4251	Fire Reimbursements - State	138,550	154,600	60,000	(94,600)
1001.03.4252	Fire Reimbursements - Local/Other	6,257	6,200	11,200	5,000
<b>Licenses and Permits</b>		<b>1,582,874</b>	<b>1,611,700</b>	<b>1,604,200</b>	<b>(7,500)</b>
1001.00.4301	Business Licenses - New	39,130	41,700	42,000	300
1001.00.4302	Business Licenses - Renewals	54,408	55,900	57,800	1,900
1001.00.4303	Regulatory Permits	3,300	3,000	3,000	-
1001.00.4304	Business Licenses - Other	692	900	800	(100)
1001.00.4305	SB 1186 Surcharge	15	-	-	-
1001.00.4306	Home Occupation Permit - New	5,412	5,200	5,300	100
1001.00.4307	Home Occupation Permit - Renewal	14,206	15,300	13,800	(1,500)
1001.00.4310	Alarm Permits	1,469	1,500	1,300	(200)
1001.03.4330	Fire Department - Permits/Services	23,015	57,000	53,000	(4,000)
1001.04.4340	Building Fees - Eng Direct City Costs	14,268	13,200	17,200	4,000
1001.04.4341	Building Fees - Subject to Split	1,408,253	1,400,000	1,400,000	-
1001.04.4343	Building Fees - Plng Direct City Costs	18,706	18,000	10,000	(8,000)
<b>Fines and Forfeitures</b>		<b>233,544</b>	<b>205,100</b>	<b>224,600</b>	<b>19,500</b>
1001.00.4401	Vehicle Code Fines	150,366	144,000	149,800	5,800
1001.00.4402	Other Fines and Forfeitures	16,849	14,400	16,900	2,500
1001.04.4403	Code Compliance Administrative Citations	4,170	4,000	2,000	(2,000)
1001.04.4404	Stormwater Administrative Citations	7,845	8,500	12,000	3,500
1001.00.4410	Parking Citations	54,314	34,200	43,900	9,700



**CITY OF SANTEE  
GENERAL FUND  
REVENUE DETAIL  
FY 2019-20 REVISED ESTIMATES**

Attachment 3

Account No.	Account Name	FY 2018-19 Actual	FY 2019-20 Adopted	FY 2019-20 Revised	Change in Estimate
<b>Charges for Services</b>		<b>5,971,495</b>	<b>5,818,600</b>	<b>5,901,600</b>	<b>83,000</b>
1001.04.4601	Engineering - Fee Based	43,901	50,000	60,000	10,000
1001.04.4603	Engineering - Full Cost Recovery	598,535	520,000	520,000	-
1001.04.4611	Street Light Energizing Fee	580	-	-	-
1001.04.4612	Stormwater Inspection	4,052	8,000	8,000	-
1001.04.4621	Planning - Fee Based	42,161	32,000	15,000	(17,000)
1001.04.4623	Planning - Full Cost Recovery	158,149	220,300	292,900	72,600
1001.02.4632	CSD - Full Cost Recovery	999	1,200	1,200	-
1001.03.4633	Fire - Full Cost Recovery	3,019	4,000	2,000	(2,000)
1001.00.4635	Finance - Full Cost Recovery	6,493	1,000	1,000	-
1001.00.4640	Admin Tow Fees	35,042	29,700	29,700	-
1001.00.4641	Cost Recovery - Restitution	1,690	2,000	400	(1,600)
1001.02.4645	Cost Recovery - Subrogation	-	-	3,200	3,200
1001.03.4646	Instructional Services - FTES	8,447	15,000	22,600	7,600
1001.03.4647	Instructional Services - Other	4,380	-	-	-
1001.02.4650	Sports Field Lighting	54,248	48,400	50,400	2,000
1001.02.4665	Disc Golf Fees	-	-	3,000	3,000
1001.02.4676	Teen Programs	10,434	12,600	10,300	(2,300)
1001.02.4680	Special Events	131,279	128,500	128,500	-
1001.00.4691	Candidate Statements	3,712	-	-	-
1001.03.4692	CSA 69	3,832,775	3,432,600	3,440,100	7,500
1001.00.4694	City Clerk - Misc Fees	1,066	1,000	1,000	-
1001.00.4695	Passport Services	29,275	30,000	30,000	-
1001.00.4699	Charges to Other Funds	61,312	114,900	114,900	-
1001.02.4699	Charges to Other Funds	219,019	399,400	399,400	-
1001.04.4699	Charges to Other Funds	720,927	768,000	768,000	-
<b>Use of Money and Property</b>		<b>872,272</b>	<b>572,800</b>	<b>598,300</b>	<b>25,500</b>
1001.00.4701	Interest Income	428,707	179,600	238,700	59,100
1001.04.4701	Interest Income	29	-	-	-
1001.00.4702	Unrealized Gain (Loss)	84,951	-	-	-
1001.04.4705	Rent/Lease/Use Income	12,743	15,000	14,600	(400)
1001.02.4711	City Facilities - Sportsplex	178,537	188,100	181,300	(6,800)
1001.02.4716	Concessions	5,884	24,800	10,000	(14,800)
1001.02.4722	Rental - Bldgs 7 & 8	38,574	43,700	26,600	(17,100)
1001.02.4723	Rental - Picnic Shelters	45,007	50,700	50,700	-
1001.02.4724	Rental - Ball Fields	77,840	70,900	76,400	5,500
<b>Other Revenue</b>		<b>417,592</b>	<b>372,000</b>	<b>418,600</b>	<b>46,600</b>
1001.00.4031	Sycamore Landfill Fees	335,088	332,600	346,600	14,000
1001.00.4801	Miscellaneous Income	6,005	5,000	5,000	-
1001.01.4801	Miscellaneous Income	36,587	20,000	46,100	26,100
1001.03.4801	Miscellaneous Income	1,455	1,900	2,400	500
1001.04.4801	Miscellaneous Income	30,671	2,000	2,000	-
1001.00.4802	Donations	-	5,000	5,000	-
1001.02.4803	Donations - Memorial Program	1,500	-	-	-
1001.04.4805	Abandoned Property Registration	1,261	500	1,000	500
1001.04.4806	Code Compliance/Other	3,378	5,000	-	(5,000)
1001.02.4808	Taxable Sales	69	-	-	-
1001.03.4821	Sale of Real & Personal Property	1,651	-	10,500	10,500
1001.00.4831	Cash Over (Short)	(71)	-	-	-
1001.04.4831	Cash Over (Short)	(2)	-	-	-
<b>Other Financing Sources</b>		<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>-</b>
1001.00.8001	Operating Transfers In	10,000	10,000	10,000	-
<b>Total General Fund</b>		<b>45,478,374</b>	<b>45,465,000</b>	<b>46,362,900</b>	<b>897,900</b>



**CITY OF SANTEE  
GENERAL FUND**

Attachment 4

**SUMMARY OF APPROPRIATION ADJUSTMENTS BY DEPARTMENT  
FY 2019-20 MID-YEAR ADJUSTMENTS**

	<u>Increase (Decrease)</u>
<b>City Council</b>	
Personnel costs	\$ (3,710)
SANDAG member agency cost increase	9,640
	<u>5,930</u>
<b>City Attorney</b>	
Litigation, art & entertainment district formation, outside election counsel	<u>151,000</u>
<b>City Manager</b>	
Personnel costs (includes transfer of \$80,350 from CSD)	<u>87,190</u>
<b>Information Technology</b>	
Personnel costs	<u>(840)</u>
<b>City Clerk</b>	
Personnel costs	<u>(1,260)</u>
<b>Human Resources &amp; Risk Management</b>	
Personnel costs	4,490
Wellness program (revenue offset)	8,650
	<u>13,140</u>
<b>Finance</b>	
Personnel costs	<u>(1,300)</u>
<b>Development Services</b>	
Personnel costs (includes \$72,600 in reimbursable costs)	74,790
Computer hardware/software	2,650
	<u>77,440</u>
<b>Community Services</b>	
Personnel costs (includes transfer of \$80,350 to City Manager's Office)	(65,500)
Public services - fire stations repairs/maintenance	15,570
Public services - storm water (Mast Park storm water interceptor maintenance)	1,600
Recreation - Teen Center transportation	(750)
Special Events - Sheriff Dept. support	12,400
Community Facility Operation - various	(3,250)
Big Rock Park sewer line reconstruction (per separate 2/26/20 agenda item)	70,804
	<u>30,874</u>
<b>Fire and Life Safety</b>	
Personnel costs	(31,100)
Wearing apparel (12 sets of turnouts for new hires)	30,760
	<u>(340)</u>
<b>Total Operating Expenditures Appropriation Adjustments</b>	<u><u>\$ 361,834</u></u>
<b>Other Uses</b>	
Transfers to Highway 52 Coalition Fund	\$ 83,100
Unfunded liabilities (OPEB/retiree health)	250,000
CCA start-up costs	300,000
	<u>633,100</u>
<b>Total Other Uses Appropriation Adjustments</b>	<u><u>\$ 633,100</u></u>

**CITY OF SANTEE  
OTHER FUNDS  
SUMMARY OF ADJUSTMENTS BY FUND  
FY 2019-20 MID-YEAR ADJUSTMENTS**

Attachment 5

	<u>Increase (Decrease)</u>
<b>Recreation Revolving Fund</b>	
Personnel costs	\$ (7,770)
Sheriff Dept. support - Bluegrass Festival	<u>2,950</u>
<b>Total</b>	<b><u>\$ (4,820)</u></b>
<b>Highway 52 Coalition Fund</b>	
Donations revenue	\$ (83,100)
Transfers In (General Fund)	<u>83,100</u>
<b>Total</b>	<b><u>\$ -</u></b>

RESOLUTION NO. \_\_\_\_\_-2020

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE,  
CALIFORNIA AMENDING THE OPERATING BUDGET  
FOR FISCAL YEAR 2019-20 AND AMENDING THE HOURLY, GENERAL AND  
MANAGEMENT SALARY SCHEDULE**

**WHEREAS**, the City Council of the City of Santee adopted the Operating Budget for Fiscal Year 2019-20 by Resolution No. 059-2019 on June 26, 2019; and

**WHEREAS**, the City Manager has submitted to the City Council for its review and approval certain budget amendments for fiscal year 2019-20; and

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

**Section 1:** The fiscal year 2019-20 budget amendments as submitted by the City Manager, including all changes directed by the City Council, are approved and adopted.

**Section 2:** The monies necessary to offset the expenditures for the fiscal year 2019-20 budget amendments, as adopted by the City Council pursuant to Section 1 hereof, are authorized by this section to be appropriated out of the funds available to the City during said fiscal year.

**Section 3:** The salary band for the Deputy Fire Chief position is adjusted from an annual salary band of \$122,071.67 to \$164,555.25 to an annual salary band of \$122,071.67 to \$167,023.58.

**Section 4:** The salary schedule as provided in Exhibit "A" attached hereto is approved as the City's Hourly, General and Management Salary Schedule effective March 5, 2020.

**ADOPTED** by the City Council of the City of Santee, California, at a regular meeting thereof held this 26<sup>th</sup> day of February 2020, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

<u>Classification</u>		A	B	C	D	E
<b>Fire Captain / PM</b> <b>Base salary</b>	Hourly	31.90	33.50	35.17	36.93	38.78
	Annual	92,894.43	97,540.19	102,416.90	107,536.99	112,914.47
 <i><b>Educational Incentive</b></i>						
Fire Captain / PM 31-45 units = 1.5% over base	Hourly	32.38	34.00	35.70	37.48	39.36
	Annual	94,287.65	99,003.31	103,953.25	109,150.20	114,608.22
Fire Captain / PM 46 units and over = 3.0% over base	Hourly	32.86	34.50	36.23	38.04	39.94
	Annual	95,681.16	100,466.40	105,489.58	110,762.82	116,301.65
Fire Captain / PM A.A. Degree = 4.5% over base	Hourly	33.34	35.00	36.75	38.59	40.52
	Annual	97,074.68	101,929.22	107,025.59	112,376.03	117,995.37
Fire Captain / PM Bachelor Degree = 6% over base	Hourly	33.81	35.51	37.28	39.14	41.10
	Annual	98,467.89	103,392.30	108,561.94	113,989.25	119,689.42



CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

<u>Classification</u>		A	B	C	D	E
<b>Fire Captain</b> <b>Base salary</b>	Hourly	30.53	32.05	33.66	35.34	37.11
	Annual	88,894.06	93,339.59	98,006.32	102,906.13	108,051.44
 <i><b>Educational Incentive</b></i>						
Fire Captain 31-45 units = 1.5% over base	Hourly	30.98	32.53	34.16	35.87	37.66
	Annual	90,227.42	94,739.49	99,476.72	104,449.75	109,672.25
Fire Captain 46 units and over = 3.0% over base	Hourly	31.44	33.02	34.67	36.40	38.22
	Annual	91,561.08	96,139.68	100,946.52	105,993.08	111,293.06
Fire Captain A.A. Degree = 4.5% over base	Hourly	31.90	33.50	35.17	36.93	38.78
	Annual	92,894.43	97,539.89	102,416.60	107,536.99	112,913.87
Fire Captain Bachelor Degree = 6% over base	Hourly	32.36	33.98	35.68	37.46	39.33
	Annual	94,227.79	98,939.80	103,886.99	109,080.34	114,534.66

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

Classification		A	B	C	D	E
<b>Fire Engineer/PM</b> <b>Base salary</b>	Hourly	27.37	28.71	30.12	31.66	33.16
	Annual	79,690.57	83,601.62	87,707.48	92,181.95	96,548.02
 <i><b>Educational Incentive</b></i>						
Fire Engineer / PM 31-45 units = 1.5% over base	Hourly	27.78	29.14	30.57	32.13	33.65
	Annual	80,886.14	84,855.51	89,022.78	93,564.74	97,996.12
Fire Engineer / PM 46 units and over = 3.0% over base	Hourly	28.19	29.57	31.02	32.61	34.15
	Annual	82,081.42	86,109.73	90,338.67	94,947.19	99,444.27
Fire Engineer / PM A.A. Degree = 4.5% over base	Hourly	28.60	30.00	31.47	33.08	34.65
	Annual	83,276.68	87,363.62	91,654.25	96,329.96	100,892.69
Fire Engineer / PM Bachelor Degree = 6% over base	Hourly	29.01	30.43	31.93	33.56	35.14
	Annual	84,472.25	88,617.83	92,969.83	97,712.75	102,340.84

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

<u>Classification</u>		A	B	C	D	E
<b>Fire Engineer</b> <b>Base salary</b>	Hourly	26.06	27.34	28.68	30.14	31.57
	Annual	75,879.58	79,602.83	83,512.93	87,773.43	91,931.18
 <i><b>Educational Incentive</b></i>						
Fire Engineer 31-45 units = 1.5% over base	Hourly	26.45	27.75	29.11	30.59	32.04
	Annual	77,017.87	80,797.00	84,765.77	89,090.06	93,310.10
Fire Engineer 46 units and over = 3.0% over base	Hourly	26.84	28.16	29.54	31.05	32.52
	Annual	78,156.14	81,990.90	86,018.30	90,406.70	94,689.36
Fire Engineer A.A. Degree = 4.5% over base	Hourly	27.23	28.57	29.97	31.50	32.99
	Annual	79,294.11	83,185.07	87,271.12	91,723.34	96,068.28
Fire Engineer Bachelor Degree = 6% over base	Hourly	27.62	28.98	30.40	31.95	33.46
	Annual	80,432.67	84,378.95	88,523.65	93,039.98	97,447.21

CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

Classification		A	B	C	D	E	F	G	H
<b>Firefighter Paramedic Base salary</b>	Hourly	23.45	24.42	25.42	26.46	28.03	29.16	30.34	31.57
	Annual	68,294.25	71,099.81	74,022.07	77,064.05	81,625.06	84,922.56	88,353.49	91,931.18

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

	G	H
Firefighter Paramedic 31-45 units = 1.5% over base	30.80 89,678.63	32.04 93,310.10
Firefighter Paramedic 46 units and over = 3.0% over base	31.25 91,003.80	32.52 94,689.36
Firefighter Paramedic A.A. Degree = 4.5% over base	31.71 92,329.55	32.99 96,068.28
Firefighter Paramedic Bachelor Degree = 6% over base	32.16 93,654.70	33.46 97,447.21



CITY OF SANTEE  
 SANTEE FIREFIGHTERS' ASSOCIATION SALARY SCHEDULE  
 EFFECTIVE JUNE 27, 2019

<u>Classification</u>		A	B	C	D	E	F	G	H
<b>Firefighter</b>	Hourly	19.90	20.89	21.85	23.04	24.19	25.40	26.67	28.00
<b>Base salary</b>	Annual	57,948.29	60,844.41	63,616.87	67,081.82	70,436.17	73,958.28	77,655.37	81,539.05
<b>Educational Incentive (after completing 3 1/2 years of employment)</b>								<b>G</b>	<b>H</b>
Firefighter								27.07	28.42
31-45 units = 1.5% over base								78,820.37	82,762.10
Firefighter								27.47	28.84
46 units and over = 3.0% over base								79,985.10	83,985.15
Firefighter								27.87	29.26
A.A. Degree = 4.5% over base								81,150.09	85,208.51
Firefighter								28.27	29.68
Bachelor Degree = 6% over base								82,314.80	86,431.25

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
29	Account Clerk	Hourly	21.85	22.94	24.09	25.29	26.56
		Annual	45,442.89	47,715.09	50,100.91	52,606.16	55,236.26
35	Administrative Secretary	Hourly	25.34	26.60	27.93	29.33	30.80
		Annual	52,700.04	55,334.98	58,101.78	61,007.15	64,057.41
	Assistant City Clerk	Hourly		30.46	to	43.52	
		Annual		63,358.04	to	90,511.49	
	Assistant to the City Manager	Hourly		58.30	to	78.70	
		Annual		121,262.50	to	163,704.55	
50	Assistant Engineer	Hourly	36.69	38.53	40.46	42.48	44.60
		Annual	76,325.30	80,141.79	84,149.08	88,356.25	92,774.27
58	Associate Civil Engineer / Associate Traffic Engineer	Hourly	44.71	46.94	49.29	51.76	54.34
		Annual	92,994.84	97,644.99	102,527.52	107,653.74	113,036.66
49	Associate Planner	Hourly	35.80	37.59	39.47	41.44	43.52
		Annual	74,463.85	78,187.07	82,096.51	86,201.61	90,511.49
	City Clerk	Hourly		44.61	to	62.46	
		Annual		92,783.04	to	129,919.13	
	City Manager (Single Rate)	Hourly		108.30	to	108.30	
		Annual		225,265.12	to	225,265.12	
26	Code Compliance Assistant	Hourly	20.29	21.30	22.37	23.49	24.66
		Annual	42,198.18	44,308.17	46,523.55	48,849.83	51,292.17
44	Code Compliance Officer	Hourly	31.64	33.22	34.89	36.63	38.46
		Annual	65,815.27	69,105.84	72,561.40	76,189.21	79,998.70

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
46	Confidential Accountant	Hourly	33.24	34.91	36.65	38.48	40.41
		Annual	69,147.17	72,604.53	76,234.78	80,046.39	84,048.82
46	Confidential Payroll Specialist	Hourly	33.24	34.91	36.65	38.48	40.41
		Annual	69,147.17	72,604.53	76,234.78	80,046.39	84,048.82
46	Confidential Secretary to City Manager/Council	Hourly	33.24	34.91	36.65	38.48	40.41
		Annual	69,147.17	72,604.53	76,234.78	80,046.39	84,048.82
	Crossing Guards ^ (Single Rate)	Hourly			13.50		
	Deputy Fire Chief	Hourly		58.69	to	80.30	
		Annual		122,071.67	to	167,023.58	
35	Development Services Technician	Hourly	25.34	26.60	27.93	29.33	30.80
		Annual	52,700.04	55,334.98	58,101.78	61,007.15	64,057.41
	Director of Community Services	Hourly		63.89	to	85.18	
		Annual		132,881.30	to	177,182.14	
	Director of Development Services	Hourly		63.21	to	85.22	
		Annual		131,482.50	to	177,256.00	
	Director of Finance / City Treasurer	Hourly		66.79	to	89.86	
		Annual		138,917.78	to	186,915.89	
	Director of Fire & Life Safety (Fire Chief)	Hourly		70.20	to	91.63	
		Annual		146,011.77	to	190,587.80	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
	Director of Human Resources	Hourly		62.37	to	84.20	
		Annual		129,737.50	to	175,145.83	
	Economic Development Manager	Hourly		39.28	to	53.03	
		Annual		81,699.13	to	110,294.55	
44	Engineering Inspector	Hourly	31.64	33.22	34.89	36.63	38.46
		Annual	65,815.27	69,105.84	72,561.40	76,189.21	79,998.70
39	Equipment Mechanic	Hourly	27.97	29.37	30.83	32.38	33.99
		Annual	58,171.07	61,079.75	64,133.67	67,340.41	70,707.24
35	Equipment Operator	Hourly	25.34	26.60	27.93	29.33	30.80
		Annual	52,700.04	55,334.98	58,101.78	61,007.15	64,057.41
38	Facilities Maintenance Supervisor	Hourly	27.28	28.65	30.08	31.59	33.16
		Annual	56,752.27	59,589.87	62,569.33	65,698.00	68,982.81
25	Facilities Maintenance Technician	Hourly	19.79	20.78	21.82	22.91	24.06
		Annual	41,168.87	43,227.19	45,388.81	47,657.99	50,040.77
	Finance Manager	Hourly		49.31	to	66.57	
		Annual		102,573.44	to	138,474.22	
	Fire Battalion Chief (2920 hours)	Hourly		37.40	to	50.70	
		Annual		109,205.00	to	148,043.07	



CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
	Fire Division Chief	Hourly		55.12	to	74.40	
		Annual		114,642.19	to	154,746.23	
44	Fire Inspector ^	Hourly	31.64	33.22	34.89	36.63	38.46
		Annual	65,815.27	69,105.84	72,561.40	76,189.21	79,998.70
	Fire Marshal	Hourly		49.31	to	66.57	
		Annual		102,573.44	to	138,474.22	
	Graduate Intern ^	Hourly		13.00	to	18.60	
38	Human Resources Technician	Hourly	27.28	28.65	30.08	31.59	33.16
		Annual	56,752.27	59,589.87	62,569.33	65,698.00	68,982.81
53	Information Technology Analyst	Hourly	39.52	41.49	43.57	45.75	48.03
		Annual	82,194.04	86,303.70	90,619.34	95,150.08	99,907.76
	Information Technology Manager	Hourly		44.83	to	60.52	
		Annual		93,248.58	to	125,885.73	
	IT Systems Technician^	Hourly		27.76	to	33.74	
29	Landscape and Irrigation Maintenance Worker	Hourly	21.85	22.94	24.09	25.29	26.56
		Annual	45,442.89	47,715.09	50,100.91	52,606.16	55,236.26
48	Lead Equipment Mechanic	Hourly	34.93	36.67	38.51	40.43	42.45
		Annual	72,647.68	76,280.05	80,093.80	84,098.63	88,303.69

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
29	Maintenance Worker	Hourly	21.85	22.94	24.09	25.29	26.56
		Annual	45,442.89	47,715.09	50,100.91	52,606.16	55,236.26
46	Management Analyst	Hourly	33.24	34.91	36.65	38.48	40.41
		Annual	69,147.17	72,604.53	76,234.78	80,046.39	84,048.82
43	Management Assistant	Hourly	30.87	32.41	34.03	35.74	37.52
		Annual	64,209.93	67,420.31	70,791.40	74,331.10	78,047.32
	Marketing Coordinator	Hourly		30.46	to	43.52	
		Annual		63,358.04	to	90,511.49	
	Office Assistant ^	Hourly		13.00	to	17.76	
48	Parks & Landscape Supervisor	Hourly	34.93	36.67	38.51	40.43	42.45
		Annual	72,647.68	76,280.05	80,093.80	84,098.63	88,303.69
	Principal Civil Engineer	Hourly		55.41	to	75.05	
		Annual		115,249.59	to	156,097.53	
	Principal Planner	Hourly		43.91	to	59.28	
		Annual		91,332.29	to	123,300.53	
	Principal Traffic Engineer	Hourly		55.41	to	75.05	
		Annual		115,249.59	to	156,097.53	
38	Procurement Specialist	Hourly	27.28	28.65	30.08	31.59	33.16
		Annual	56,752.27	59,589.87	62,569.33	65,698.00	68,982.81
	Public Services Manager	Hourly		42.64	to	57.57	
		Annual		88,686.98	to	119,755.47	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
43	Public Works Supervisor	Hourly	30.87	32.41	34.03	35.74	37.52
		Annual	64,209.93	67,420.31	70,791.40	74,331.10	78,047.32
	Recreation Aide ^	Hourly		13.00	to	15.59	
28	Recreation Coordinator	Hourly	21.31	22.38	23.50	24.67	25.91
		Annual	44,334.58	46,551.49	48,878.99	51,322.87	53,889.15
	Recreation Leader ^	Hourly		14.00	to	17.00	
	Recreation Services Manager	Hourly		42.64	to	57.57	
		Annual		88,686.98	to	119,755.47	
	Recreation Supervisor	Hourly		30.46	to	43.52	
		Annual		63,358.04	to	90,511.49	
23	Secretary	Hourly	18.84	19.78	20.77	21.81	22.90
		Annual	39,184.99	41,144.27	43,201.37	45,361.48	47,629.73
36	Senior Account Clerk	Hourly	25.97	27.27	28.63	30.06	31.57
		Annual	54,017.65	56,718.55	59,554.62	62,532.29	65,659.12
	Senior Civil Engineer / Senior Traffic Engineer	Hourly		48.57	to	66.05	
		Annual		101,025.73	to	137,375.55	
	Senior Human Resources Analyst	Hourly		40.24	to	54.32	
		Annual		83,691.79	to	112,984.66	
	Senior Management Analyst	Hourly		38.32	to	51.73	
		Annual		79,706.48	to	107,604.43	

CITY OF SANTEE  
 HOURLY, GENERAL AND MANAGEMENT SALARY SCHEDULE  
 EFFECTIVE MARCH 5, 2020

Range	Classification		A	B	C	D	E
	Senior Planner	Hourly		38.18	to	51.55	
		Annual		79,418.79	to	107,217.99	
	Special Events Supervisor	Hourly		30.46	to	43.52	
		Annual		63,358.04	to	90,511.49	
	Storm Water Program Assistant^	Hourly		27.76	to	33.74	
50	Storm Water Program Manager	Hourly	36.69	38.53	40.46	42.48	44.60
		Annual	76,325.30	80,141.79	84,149.08	88,356.25	92,774.27
	Student Intern ^	Hourly		13.00	to	17.00	
	Technical Professional Expert ^	Hourly		50.00	to	160.00	

^Part-time, temporary status



CITY OF SANTEE  
 MAYOR AND CITY COUNCIL MEMBERS SALARY SCHEDULE  
 EFFECTIVE AUGUST 22, 2019

<u>Range</u>	<u>Classification</u>		
	City Council Member	Monthly	1,728.40
		Annual	20,740.80
	Mayor	Monthly	2,912.89
		Annual	34,954.68

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

**Item 10**

**MEETING DATE**      February 26, 2020

**AGENDA ITEM NO.**

**ITEM TITLE**      **RESOLUTION AMENDING THE PARKING VIOLATION FEE SCHEDULE FOR SANTEE MUNICIPAL CODE SECTIONS 10.10.230(A), 10.10.230(C), 10.10.245(A), AND 10.10.245(B)**

**DIRECTOR/DEPARTMENT**      Shawn Hagerty, City Attorney

**SUMMARY**

On October 9, 2019, staff presented a report on implementing on-street recreational vehicle ("RV") parking regulations. One of the options presented by staff, was to increase fine amounts for violations of the Santee Municipal Code sections that pertain to RV and commercial vehicle parking violations. The purpose of the increase is to incentivize RV owners to park on private property instead of on City streets.

This item presents a resolution amending the parking violation fee schedule to increase the penalty for violations of Santee Municipal Code sections 10.10.230(A), 10.10.230(C), 10.10.245(A) and 10.10.245(B). The fees for violating these sections will be increased from \$62.50 to \$104.00. The proposed penalty increases are consistent with the penalties assessed by adjacent cities, including El Cajon and San Diego. The City established its current parking violation fee schedule on June 26, 2019, with the adoption of Resolution No.064- 2019.

California Vehicle Code section 40200 authorizes the City to impose and collect civil fines and penalties for violations of regulations pertaining to the standing or parking of a vehicle, provided such violations are not misdemeanors. California Vehicle Code section 40203.5 requires the City establish a schedule of parking penalties for parking violations.

**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** *tm*

The proposed changes in fees will increase the base violation by \$41.50. However, it is expected that the fee increase will result in a decrease in the number of citations to be issued.

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION** *MSB*

Adopt the attached Resolution amending the parking violation fee schedule.

**ATTACHMENTS**

Resolution Amending Parking Violation Fee Schedule; Attachment 1 – Parking Violation Fee

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AMENDING THE PARKING VIOLATION FEE SCHEDULE FOR SANTEE MUNICIPAL  
CODE SECTIONS 10.10.230(A), 10.10.230(C), 10.10.245(A), AND 10.10.245(B)**

**WHEREAS**, California Vehicle Code Section 40200 *et seq.* authorizes cities to impose and collect civil fines and penalties for violations of any regulation pertaining to the stopping, standing, or parking of a vehicle, and related charges, as specified in the California Vehicle Code, any federal statute or regulation, or any local ordinance; and;  
and

**WHEREAS**, California Vehicle Code Section 40203.5 specifically requires cities to establish a standardized schedule of penalties for parking violations and related charges within a county to the extent possible; and

**WHEREAS**, Section 10.10.360, "Citation penalty" of Title 10 of the Santee Municipal Code adopted by Ordinance 563 authorizes the City to issue a citation for any violation of Chapter 10.10 of the Santee Municipal Code or any violation of the California Vehicle Code

**WHEREAS**, the City has studied and reviewed the penalties assessed by adjacent cities to assure the penalties are standardized to the extent possible

**WHEREAS**, the City Council desires to increase its schedule of penalties for parking violations and related charges for Santee Municipal Code sections 10.10.230(A), 10.10.230(C), 10.10.245 (A), and 10.10.245(B); and

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

**Section 1.** The City Council hereby finds and determines that the recitals of this Resolution are true and correct and are hereby incorporated into this Resolution.

**Section 2.** The City Council hereby adopts the schedule of penalties for parking violations and related charges attached hereto as Attachment 1 and by this reference incorporated herein.

**Section 3.** All other previous resolutions concerning the City's schedule of penalties for parking violations and related charges committed within the boundaries of the City are hereby superseded by this Resolution upon its date of adoption.

**Section 4. CEQA.** The City Council finds that this Resolution is not subject to the California Environmental Quality Act ("CEQA") pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because this Resolution has no potential for resulting in physical change to the environment, directly or indirectly.

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

**BE IT FURTHER RESOLVED** That the parking penalty amounts set forth in the City of Santee Parking Violation Fee Schedule become effective on the effective date of February 26, 2020.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 26th day of February 2020, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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

Attachment 1: Parking Violation Fee Schedule



## CITY OF SANTEE - PARKING VIOLATION FEE SCHEDULE

SMC SEC	DESCRIPTION	BAIL AMT
10.10.210	PARK IN MEDIAN STRIP	62.50
10.10.215.A	ONE WAY ST – 18"	62.50
10.10.215.B	ONE WAY – TWO OR MORE SEPARATED ROADWAYS	62.50
10.10.215.C	ONE WAY – WRONG WAY	62.50
10.10.220	PARKING ON NARROW ST	62.50
10.10.225	PARKING ADJACENT TO SCHOOLS POSTED	62.50
10.10.230.A	POSTED (SPECIFIC CIRCUMSTANCES)	104.00
10.10.230.C	RV – POSTED	104.00
10.10.235	BLOCKING HIGHWAY	62.50
10.10.240	OBSTRUCT PUBLIC WAYS	62.50
10.10.245.A	72 HOUR PARKING	104.00
10.10.245.B	72 HOUR PARKING – RV	104.00
10.10.260	EMERGENCY VEH. ONLY	62.50
10.10.270	COMMERCIAL VEHICLE OVER 10,000 LBS	62.50
10.10.275	SLEEPING IN VEHICLE	37.50
10.10.300.A	RED/YELLOW/GREEN/WHITE CURB VIOLATIONS	62.50
10.10.300.C	ALLEY PARKING	62.50
10.10.305	ANGLE PARKING - 1'	62.50
10.10.310.B	CITY PROPERTY – POSTED	62.50
10.10.310.C	TIME LIMITED PARKING	62.50
10.10.310.D	DRIVEWAY, EXIT, AISLE PARKING	62.50
VEHICLE CODE	DESCRIPTION	BAIL AMT
21113(a)	PARK ON PUBLIC PROP OR SCHOOL	47.50
21211(b)	PARKING IN BIKE LANE	47.50
21718(a)	PARKING ON FREEWAY	47.50
22500(a)	PARKING IN INTERSECTION	47.50
22500(b)	PARKING ON CROSS WALK	47.50
22500(c)	PARKING IN SAFETY ZONE	47.50
22500(d)	PARKING IN FIRE STATION DRIVEWAY	47.50
22500(e)	PARKING BLOCKING DRIVEWAY	47.50
22500(f)	PARKING ON SIDEWALK	47.50
22500(g)	PARKING BLOCKING EXCAVATION	47.50
22500(h)	DOUBLE PARKED	47.50
22500(i)	PARKING IN BUS ZONE	262.50
22500(j)	PARKING IN TUBE/TUNNEL	47.50
22500(k)	PARKING ON BRIDGE	47.50
22500(l)	PARKING IN CURB CUT / DISABLED ACCESS	342.50
22500.1	PARKING IN FIRE LANE	47.50
22502(a)	RIGHT WHEELS 18" FROM CURB – WRONG WAY	47.50
22502(e)	ONE WAY STREET – LEFT WHEELS 18"	47.50
22505(b)	ST/HWY RESTRICTED PARKING	47.50
22507.8(A)-(C)	DISABLED PARKING SPACE / ACCESS AREA / LOADING AREA	342.50
22514	PARKING WITHIN 15' OF FIRE HYDRANT	47.50

22515(a)	EFFECTIVE – SET BRAKES / STOP MOTOR	47.50
22516	LOCKED VEH. / PERSON INSIDE	47.50
22517	OPENING DOOR ON TRAFFIC SIDE	47.50
22518	RIDE SHARE PARKING VIOLATION	47.50
22520.5	SELL / VEND 500' OF ON/OFF RAMP	47.50
22520.6	REST STOP PARKING VIOLATION	47.50
22520	NON-EMERGENCY STOP / PARK ON FWY	47.50
22521	PARKED W/IN 7-1/2' OF RR TRACKS	47.50
22522	SIDEWALK ACCESS RAMP 3' AWAY	342.50
22526(a), (b)	BLOCK INTERSECTION / GRIDLOCK	62.50
25250	UNLAWFUL FLASHING LIGHTS	42.50
25251(b)	FLASHING LIGHTS REQUIRED	42.50
25300(e)	WARNING DEVICE REQ. DISABLED VEHICLE	42.50
4000(a)	EXPIRED REGISTRATION	62.50
4457	MUTILATED / ILLEGIBLE PLATE / TAB	37.50
4462(b)	WRONG PLATE ON VEHICLE	37.50
5200	LICENSE PLATES LOCATION / NUM.	37.50
5201	IMPROPER DISPLAY OF LICENSE PLATES	37.50
5204(a)	NO CURRENT REGISTRATION STICKER	37.50
24401	PARKED VEHICLE W/HIGH BEAMS ON	37.50
24602	FOG LIGHT VIOLATION	37.50
24603(e)	BROKEN TAIL LIGHT	37.50
24604	LAMP / FLAG ON PROJECTIONS	37.50
24607	REFLECTORS REQUIRED ON REAR	37.50
24608	REFLECTORS / FRONT / SIDE OF TRUCKS	37.50
26100C	TINTED COVERS ON HEADLIGHTS	47.50
26707	WINDSHIELD WIPERS / BAD CONDITIONS	37.50
26708(a)	TINTED SIDE / FRONT WINDOWS	37.50
26708.5	TRANSPARENT MATERIAL ON WINDOW	37.50
26709	RIGHT / LEFT MIRRORS REQ	37.50
26710	DEFECTIVE WINDSHIELD	37.50
27155	NON-COMBUST GAS CAP REQUIRED	37.50
27465(b)	BALD TIRE	37.50
28071	PASSENGER CAR BUMPERS REQUIRED	87.50