

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



CITY COUNCIL

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

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

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

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**Wednesday, February 13, 2019  
7:00 PM**

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

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

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

**LEGISLATIVE INVOCATION:** World Mission Society Church of God – Brandon Hinesly

**PLEDGE OF ALLEGIANCE:**

**PROCLAMATION:** Cub Scout Pack 383 Anniversary

**CONSENT CALENDAR:**

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

- (1) Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (2) Approval of Meeting Minutes of the Santee City Council for the January 23, 2019 Regular Meeting. (City Clerk – Ortiz)**
- (3) Approval of Payment of Demands as presented. (Finance – McDermott)**
- (4) Authorize the City Manager to execute a Professional Services Agreement with Webb Municipal Finance, LLC, to provide Fiscal Year 2019-20 Assessment Engineering, Special Districts Administration and**

**Proposition 218 Assessment Ballot Proceeding services in the amount of \$32,900 and authorize an advance from the General Fund to the Santee Landscape Maintenance District Zone 1 (El Nopal Estates) in the amount of \$6,500. (Finance – McDermott)**

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

**PUBLIC HEARING:**

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

Recommendation:

Open the Public Hearing, receive public testimony and continue the Public Hearing to February 27, 2019.

**CONTINUED BUSINESS:**

- (8) **Community Center Site and Operating Cost Analysis. (Community Services – Maertz)**

Recommendation:

1. Affirm that development of dedicated teen and senior facilities remains a Tier 1 priority; and
2. Establish “Site 2 – River View” as the preferred site, pending further analysis of site suitability.

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

Recommendation:

Authorize the City Manager to execute professional services agreements with Quint & Thimmig, LLP, to serve as disclosure counsel for an amount not to exceed \$35,000 and with Webb Municipal Finance, LLC to provide special tax

consultant services for an amount not to exceed \$25,000 in connection with the issuance of special tax bonds for Community Facilities District No. 2017-1 (Weston Infrastructure).

**NEW BUSINESS:**

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

Recommendation:

1. Authorize the City Manager to enter into a Professional Services Agreement with North Star Destination Strategies for Branding Services; and
2. Appropriate an additional \$12,000 from the General Fund reserve to implement the final Action Plan phase.

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

Recommendation:

Receive report and provide direction to staff.

**NON-AGENDA PUBLIC COMMENT:**

*Each person wishing to address the City Council regarding items not on the posted agenda may do so at this time. In accordance with State law, Council may not take action on an item not scheduled on the Agenda. If appropriate, the item will be referred to the City Manager or placed on a future agenda.*

**CITY COUNCIL REPORTS:**

**CITY MANAGER REPORTS:**

**CITY ATTORNEY REPORTS:**

**CLOSED SESSION:**

- (12) CONFERENCE WITH REAL PROPERTY NEGOTIATORS**

(Gov. Code section 54956.8)

Property: Parcel 4 of Parcel Map 18857 located in Trolley Square (Library site)

City Negotiator: City Manager

Negotiating Parties: Excel Hotel Group and Vestar Kimco Santee, LP

Under Negotiation: Price and terms of payment

- (13) PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

(Government Code Section 54957(b))

Title: City Manager

**ADJOURNMENT:**



Feb	07	SPARC Meeting Cancelled	Civic Center Building 8A
Feb	11	Community Oriented Policing Committee	Council Chamber
Feb	13	Council Meeting	Council Chamber
Feb	27	Council Meeting	Council Chamber
Mar	07	SPARC	Civic Center Building 8A
Mar	11	Community Oriented Policing Committee	Council Chamber
Mar	13	Council Meeting	Council Chamber
Mar	21	Manufactured Home Fair Practices Commission	Council Chamber
Mar	27	Council Meeting	Council Chamber

The Santee City Council welcomes you and encourages your continued interest and involvement in the City’s decision-making process.

**For your convenience, a complete Agenda Packet is available for public review at City Hall and on the City’s website at [www.CityofSanteeCA.gov](http://www.CityofSanteeCA.gov).**

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

**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 8, 2019, at 4:00 p.m.

\_\_\_\_\_

Signature

02/08/19

Date

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

PROC

**MEETING DATE**    February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**            PROCLAMATION: CUB SCOUTS PACK 383 ANNIVERSARY

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

**SUMMARY**

Since 1910, Scouting has helped mold future leaders by combining educational activities and lifelong values with fun. Cub Scouts Pack 383 has been present at many Santee council meetings over the years, participating by leading the pledge of allegiance, performing flag ceremonies, and learning about how local government works.

A proclamation has been prepared in honor of Cub Scout Pack 383 in celebration of Scouting's Birthday and also marking more than 50 years of active participation in the Santee community.

The proclamation will be accepted by Cub Master Mike Loether, Advancement Chair and Popcorn Colonel Anthony Roman, Den Leader Walter Eagly, Den Leader Jennifer Webb, Den Leader Jacob Johnson, Den Leader Jack Boyce, Den Leader Kelly Bennett, and Den Leader Ryan Barrington.

**ENVIROMENTAL REVIEW** N/A

**FINANCIAL STATEMENT** N/A

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION**        Present proclamation to Cub Scout Pack 383.

**ATTACHMENTS**

Proclamation.

# City of Santee, California Proclamation

**WHEREAS**, Santee Cub Scout Pack 383 has served the community of Santee, California for over 50 years; and

**WHEREAS**, Pack 383 is one of the oldest packs in the United States; and

**WHEREAS**, Cub Scouting means "doing." Everything in Cub Scouting is designed to have the boys doing things. Activities are used to achieve the aims of Scouting—citizenship training, character development, and personal fitness; and

**WHEREAS**, apart from the fun and excitement of Cub Scout activities, the Cub Scout Promise, the Law of the Pack, and the Cub Scout sign, handshake, motto, and salute all teach good citizenship and prepare young people to make ethical and moral choices over their lifetimes; and

**WHEREAS**, annual activities include the Thanksgiving Dinner, Blue & Gold Breakfast, Pinewood Derby, Arrow of Light Ceremony, June Cross Over Ceremony, Raingutter Ruggata, and the San Diego County Scout Fair. Most scouting events include the family since a scout could not succeed without their support.

**NOW, THEREFORE**, I, John W. Minto, Mayor of the City of Santee, on behalf of the City Council do hereby proclaim Saturday, February 16, 2019 as

## **“CUB SCOUT PACK 383 DAY”**

in the City of Santee in honor of their 50<sup>th</sup> Anniversary and in appreciation of their many contributions to the community of Santee.

IN WITNESS WHEREOF, I have hereunto set my hand this thirteenth day of February, two thousand nineteen, and have caused the Official Seal of the City of Santee to be affixed.



\_\_\_\_\_  
Mayor John W. Minto

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

1

**MEETING DATE**      February 13, 2019

**AGENDA ITEM NO.**

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

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

**SUMMARY**

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

**FINANCIAL STATEMENT**

N/A

**CITY ATTORNEY REVIEW**       N/A       Completed

**RECOMMENDATION**

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

**ATTACHMENTS**

None

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

2

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** APPROVAL OF MEETING MINUTES OF THE SANTEE CITY COUNCIL FOR THE JANUARY 23, 2019, REGULAR MEETING.

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

**SUMMARY**

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

**FINANCIAL STATEMENT** N/A

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION**

Approve Minutes as presented.

**ATTACHMENT**

January 23, 2019 Regular Meeting Minutes



**Minutes  
Santee City Council  
Council Chamber – Building 2  
10601 Magnolia Avenue  
Santee, California  
January 23, 2019**

This Regular Meeting of the Santee City Council was called to order by Mayor John W. Minto at 7:02 p.m.

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

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

The **INVOCATION** was given by Imam Taha Hassane of the Islamic Center of San Diego and the **PLEDGE OF ALLEGIANCE** was led by Secretary James Jeffries.

**PRESENTATION: Certificates of Appreciation – City Clerk’s Office Volunteers – Ed and Connie Bailey**

Mayor Minto recognized Ed and Connie Bailey for all their hard work and dedication to the City.

**CONSENT CALENDAR:**

**AGENDA CHANGES:**

The City Clerk provided an updated Citizen Members list for Item 13; correspondence and updated information were also provided for Item 14.

- (1) **Approval of reading by title only and waiver of reading in full of Ordinances and Resolutions on the agenda.**
- (2) **Approval of Meeting Minutes of the Santee City Council and CDC Successor Agency for the January 9, 2019 Regular Meeting. (City Clerk – Ortiz)**
- (3) **Approval of Payment of Demands as presented. (Finance – McDermott)**
- (4) **Approval of the expenditures of \$41,233.08 for December 2018 Legal Services and related costs. (Finance – McDermott)**
- (5) **Accept and appropriate a seven hundred and fifty dollar donation from the Santee Community Foundation. (Community Services – Maertz)**
- (6) **Authorization of a Professional Services Agreement with Albert A. Webb Associates to provide a Traffic Engineering Study for the**

**Santee Roadway Lighting District and the Appropriation of funds.  
(Finance/Development Services – McDermott/Kush)**

- (7) **Adoption of a Resolution accepting the Citywide Pavement Repair & Maintenance Program 2018 Project (CIP 2018-07 and 2018-15) as complete. (Development Services – Kush) (Reso 005-2019)**
- (8) **Adoption of a Resolution approving a Classification Change to a Secretary Position. (Human Resources – Bishop) (Reso 006-2019)**

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

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

**NEW BUSINESS:**

- (9) **Resolution authorizing the purchase of 84 workstation computers from Dell Marketing, L.P., in accordance with the Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO) Value Point Cooperative Purchasing Program Master Agreement No. WNWNC-108, including Amendment No. 1 to the contract, and California Participation Addendum No. 7-15-70-34-003; and authorizing the purchase of related software and licensing from CDW-G Corporation per National Intergovernmental Purchasing Alliance (National IPA) Agreement No. 2018011-01. (City Manager – Valverde) (Reso 007-2019)**

The Assistant to the City Manager introduced the item and gave a brief presentation.

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

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

- (10) **Informational presentation on the City's Storm Water Annual Reports and Trash Compliance Plan. (Development Services – Kush)**

The Development Services Director introduced the item and the Storm Water Program Manager gave a presentation and responded to Council questions.

Council received the report.

- (11) **Resolution authorizing an open market purchase of one new Pierce Freightliner FX3 Type 3 Wildland Brush Engine from South Coast Fire Equipment, Inc., and declaring vehicle V-089 as surplus property. (Fire – Garlow) (Reso 008-2019)**

The Development Services Director introduced the item and the Associate Planner gave a brief presentation and responded to Council questions.

**PUBLIC SPEAKER:**

- Van Collinsworth

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

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

- (12) Discussion of possible General Plan and Town Center Specific Plan Amendments related to the proposed development of a 22-acre vacant county-owned property, located at the terminus of Park Center Drive, in the Town Center Planning Area, into a 365-unit multiple-family residential development (APN 381-051-18-00) Applicant: City Ventures. (Development Services - Kush)

The Development Services Director introduced the item and the Associate Planner gave a brief presentation and responded to Council questions.

**PUBLIC SPEAKERS:**

- Mary Hydes, in opposition, not able to speak
- Lynda Marrokal
- Gary Strawn
- Van Collinsworth
- Michele Perchez
- Dan Bickford
- Justin Schlaefli
- Evlyn Andrade-Heymsfield

The City Council provided feedback on the proposed project and the sites identified for possible General Plan Amendments and Zone Reclassifications.

**NON-AGENDA PUBLIC COMMENT:**

- (A) Lynda Marrokal inquired about the progress of a community center or library in Santee that seniors would be able to utilize.
- (B) Van Collinsworth suggested Council look at services offered by SANDAG to help with the cost of the Climate Action Plan.
- (C) Dan Bickford inquired about an update on the community center.

**CITY COUNCIL REPORTS:**

- (13) **Appointment of Citizen Members to various Boards, Commissions and Committees with expiring terms according to LPM 2018-01 and pursuant to Government Code 54974. (Council – Mayor Minto)**

Mayor Minto introduced the item and made the below recommendations:

**Citizens Advisory Committee for Mission Trails Regional Park**

Appoint Gary Strawn for a term expiring in 2021.

**Community Oriented Policing Committee**

Continue appointment for Mike Aiken for a term expiring on January 23, 2020 and reappoint Dustin Trotter for a term expiring on January 23, 2021.

**Gillespie Field Development Council**

Remain vacant at this time.

**Manufactured Home Fair Practices Commission**

Reappoint Keshav Damoor and Rusty Williams for terms expiring in 2020 and appoint D'Arcy Granbois for a term expiring on January 23, 2021 and Linda Dochterman for a term expiring in 2021.

**Salary Setting Advisory Committee**

Reappoint Karen Bisignano, Marilyn Linn, Warren Savage, and Keshav Demoor for terms expiring in 2020 and appoint Justin Schlaefli, Zack Gianino, Robert Dean Velasco, and Mell Schaer for terms expiring in 2021.

**Santee Park and Recreation Committee (SPARC)**

Reappoint Anita Bautista and Ken Fox for terms expiring in 2021, reappoint Rusty Williams, Charles Hattaway, Alan Tuthill, Laqueta Strawn, Patricia Fortin, and Dustin Trotter for terms expiring in 2020, appoint Cyndy Carlton for a term expiring on January 23, 2020, and appoint Dan Bickford, Robert Dean Velasco, Brian Mitchell, Jennifer Jensen, and Mell Schaer for terms expiring in 2021.

**PUBLIC SPEAKER:**

- John Dadian

**ACTION:** Council Member McNelis moved approval of the Mayor's and staff's recommendations.

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

Council Member Hall reported on the League of California Cities conference he attended.

Council Member Houlahan reported on the Mission Trails Task Force meeting he attended.

Council Member Koval reported on the League of California Cities conference she attended.

Mayor Minto reported on the League of California Cities conference he attended and on a meeting he held with legislatures while attending the conference.

**CITY MANAGER REPORTS:**

The City Manager reported on the League of California Cities conference and on various community events.

**CITY ATTORNEY REPORTS:**

- (14) **Approve partnership with Chula Vista and La Mesa to Prepare a Community Choice Aggregation Feasibility Study. (City Attorney/City Manager – Hagerty/Best)**

The City Attorney and City Manager introduced the item, gave a brief presentation and responded to Council questions.

**PUBLIC SPEAKER:**

- Zack Gianino
- Kevin Brewster
- Van Collinsworth
- Michele Perchez
- Dan Bickford
- Evlyn Andrade-Heymsfield
- Justin Schlaefli
- Sophie Wolfram

**ACTION:** Vice Mayor Houlahan moved approval of staff's recommendations.

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

The City Council recessed at 10:14 p.m. and convened in Closed Session at 10:22 p.m.

**CLOSED SESSION:**

- (15) **CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION**  
(Gov. Code section 54956.9(d)(1))  
Name of Case: Blake Brimm v. City of Santee et al.  
Case Number: 37-2017-00043886.

Council Members reconvened in Open Session at 10:36 p.m. with all members present.

Mayor Minto reported for Item 15 direction was given to staff.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:37 p.m.

Date Approved:

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Annette Ortiz, MBA, CMC, City Clerk

DRAFT

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

3

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** PAYMENT OF DEMANDS

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

**SUMMARY**

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

**FINANCIAL STATEMENT** *TM*

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

**CITY ATTORNEY REVIEW**  N/A  Completed

**RECOMMENDATION** *MOB*

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>
01/09/2019	Accounts Payable	\$ 250,000.00
01/14/2019	Accounts Payable	193,664.55
01/17/2019	Accounts Payable	43,603.52
01/17/2019	Accounts Payable	24,298.07
01/17/2019	Accounts Payable	825,973.15
01/18/2019	Accounts Payable	5,250.32
01/18/2019	Accounts Payable	89,977.60
01/23/2109	Accounts Payable	99,740.60
01/23/2019	Accounts Payable	4,942.00
01/23/2019	Accounts Payable	1,583,112.20
01/25/2019	Accounts Payable	1,657,736.25
01/30/2019	Accounts Payable	39,005.21
01/30/2019	Accounts Payable	418,921.26
01/31/2019	Payroll	351,261.68
02/01/2019	Retiree Health	5,385.00
02/04/2019	Accounts Payable	<u>95,108.72</u>
	TOTAL	<u><u>\$5,687,980.13</u></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.



  
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Tim K. McDermott, Director of Finance



Bank code : ubgen


Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
516	1/9/2019	13051 CALPERS - CERBT	7933227073-001		OPEB TRUST CONTRIBUTION	250,000.00
					<b>Total :</b>	<b>250,000.00</b>
					<b>Bank total :</b>	<b>250,000.00</b>
					<b>Total vouchers :</b>	<b>250,000.00</b>

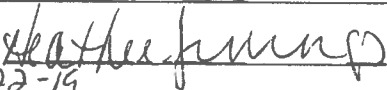
1 Vouchers for bank code : ubgen  
1 Vouchers in this report

Prepared by:   
Date: 1-16-19  
Approved by:   
Date: 1-16-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
518	1/14/2019	10401 US BANK TRUST	1339714		DEBT SERVICE LRB 2005	193,664.55	
						<b>Total :</b>	<b>193,664.55</b>
1 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>193,664.55</b>
1 Vouchers in this report						<b>Total vouchers :</b>	<b>193,664.55</b>

Prepared by:   
Date: 1-22-19

Approved by:   
Date: 1-22-19

Bank code : ubgen


Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120444	1/17/2019	12903 AMERICAN FIDELITY ASSURANCE CO	2029112		FLEXIBLE SPENDING ACCOUNT	2,456.12
					<b>Total :</b>	<b>2,456.12</b>
120445	1/17/2019	12722 FIDELITY SECURITY LIFE	163749064		EYEMED - VOLUNTARY VISION	801.47
					<b>Total :</b>	<b>801.47</b>
120446	1/17/2019	10844 FRANCHISE TAX BOARD	PPE 01/09/19		WITHHOLDING ORDER	25.00
					<b>Total :</b>	<b>25.00</b>
120447	1/17/2019	10508 LIFE INSURANCE COMPANY OF	January 2019		LIFE/LTD INSURANCE	2,640.31
					<b>Total :</b>	<b>2,640.31</b>
120448	1/17/2019	10784 NATIONAL UNION FIRE INSURANCE	January 2019		VOLUNTARY AD&D	93.00
					<b>Total :</b>	<b>93.00</b>
120449	1/17/2019	10335 SAN DIEGO FIREFIGHTERS FEDERAL	January 2019		LONG TERM DISABILITY-SFFA	1,127.00
					<b>Total :</b>	<b>1,127.00</b>
120450	1/17/2019	10424 SANTEE FIREFIGHTERS	PPE 01/09/19		DUES/PEC/BENEVOLENT/BC EXP	2,622.15
					<b>Total :</b>	<b>2,622.15</b>
120451	1/17/2019	12892 SELMAN & COMPANY	January 2019		ID THEFT PROTECTION	160.00
					<b>Total :</b>	<b>160.00</b>
120452	1/17/2019	10776 STATE OF CALIFORNIA	PPE 01/09/19		WITHHOLDING ORDER	308.30
					<b>Total :</b>	<b>308.30</b>
120453	1/17/2019	10001 US BANK	PPE 01/09/19		PARS RETIREMENT	829.20
					<b>Total :</b>	<b>829.20</b>
120454	1/17/2019	10959 VANTAGE TRANSFER AGENT/457	PPE 01/09/19		ICMA - 457	28,707.64
					<b>Total :</b>	<b>28,707.64</b>
120455	1/17/2019	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 01/09/19		RETIREE HSA	3,833.33
					<b>Total :</b>	<b>3,833.33</b>
<b>12 Vouchers for bank code : ubgen</b>						<b>Bank total : 43,603.52</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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12 Vouchers in this report

Total vouchers : 43,603.52

Prepared by:   
Date: 1-17-19

Approved by:   
Date: 1-17-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120457	1/17/2019	10001 US BANK	00013566		MEETING SUPPLIES	66.68
			00030199		REPLACEMENT PARTS	489.53
			00104		SENIOR HOLIDAY LUNCHEON	1,001.63
			00105400091159049230		CPR CARD	8.00
			001927		OATH OF OFFICE	64.59
			002475		SENIOR HOLIDAY LUNCHEON	28.19
			00321		GLOVES	64.52
			008138		MAST PARK GROUNDBREAKING	85.00
			0127		OATH OF OFFICE	54.92
			0147203		FIRE BADGE	219.13
			0147827		FIRE BADGE	121.21
			017535		GENERAL SPECIAL EVENTS	12.89
			02713		FLOOD CONTROL SUPPLIES	114.17
			0272111767557		AIRFARE TO CAPPO 2019 CONF	176.41
			02732		SIGN SUPPLES	109.04
			027897		LEAGUE OF CA CITIES	30.38
			03339		TEEN CENTER ACTIVITY SUPPLIES	10.85
			044227		SPECIAL EVENTS SUPPLIES	21.45
			046		EMPLOYEE SOCIAL	25.38
			062564		OFFICE SUPPLIES	29.11
			06466		WOODGLEN VISTA REPAIRS	51.58
			066665		TEEN CENTER SUPPLIES	22.61
			067657		2019 MAGNETIC CALENDARS	174.42
			073169		VEHICLE CLEANING SUPPLIES	133.11
			075809		EMPLOYEE RECOGNITION	34.98
			08826		IRRIGATION REPAIR	18.93
			094958		EMPLOYEE SOCIAL	93.42
			1001110.001		CONFERENCE REGISTRATION	630.00
			10128		CREDIT	-25.33
			10186		CALPELRA CONFERENCE	1,046.34
			11137060028557010		STATION SUPPLIES	54.06
			11232504256894645		STATION SUPPLIES	119.00
			112-3803023-43610		STORMWATER SUPPLIES	7.45
			11257142506525843		STATION SUPPLIES	22.98
			112-7139986-15738		STORMWATER SUPPLIES	9.67
			11337480552189800		STATION SUPPLIES	85.85

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120457	1/17/2019	10001 US BANK	(Continued)			
			11349162987729045		EQUIPMENT REPAIR PARTS	11.99
			11390225855795425		EQUIPMENT REPAIR PARTS	29.95
			12/06/18		KIOSK SUPPLIES	7.54
			120418		COUNCIL MEETING SUPPLIES	4.97
			120618		OATH OF OFFICE	3,360.96
			12082018		CALPELRA CONFERENCE	3.50
			121218		OATH OF OFFICE	116.63
			12122018		PARMA TRAINING	50.00
			12122018		MEDICAL SERVICES	-20.00
			121518		NEW LAW SEMINAR	5.00
			121618		NEW LAW SEMINAR	30.43
			121718		CLASS REGISTRATION	100.00
			1259266101		NEW LAW SEMINAR	759.82
			1259472601		LEAGUE OF CA CITIES	697.02
			133487		CALPELRA CONFERENCE	80.00
			14207		SHOP/OFFICE SUPPLIES	41.30
			1592		CLASS REGISTRATION	260.00
			17374		WEARING APPAREL	531.50
			175		EMPLOYEE RECOGNITION	25.78
			189457862		SOFTWARE MAINTENANCE	249.00
			195		PUBLIC EDUCATION	37.29
			1BX4XLH		COMPUTER REPLACEMENT	2,158.78
			200002314		CAPPO CONF JAN 14-18, 2019	395.00
			2006982253127		COMPUTER MONITOR	176.04
			201850087		EPA FEE	150.00
			21047		SAFETY EQUIPMENT	70.76
			214		SKATEPARK MEETING	14.32
			2158		BLUEGRASS	200.00
			23331		TEEN CENTER LIGHTING	62.94
			2396		TEEN CENTER SUPPLIES	49.35
			252903150		KIOSK SUPPLIES DEC 2018	36.18
			26		3RD GRADE POSTER CONTEST	48.20
			26699163		COMPUTER MAINTENANCE	274.69
			26699163-A		COMPUTER MAINTENANCE	16.15
			2719		SENIOR LUNCHEON SUPPLIES	83.79
			300030		HAZMAT INCIDENT 18-0071579	92.66

Voucher List  
CITY OF SANTEE

Bank code : ubqen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120457	1/17/2019	10001 US BANK	(Continued)			
			3069293		AMBULANCE INSPECTION	26.95
			342850		EMPLOYEE SOCIAL	26.64
			3542576		REC PROMOTIONAL ITEM	179.00
			37204		PARK/GRAFFITI SUPPLIES	130.14
			379636		TEEN CENTER ACTIVITY SUPPLIES	14.30
			4		EMPLOYEE HOLIDAY LUNCHEON	25.94
			40311182651		FIRE CHIEF RETIREMENT	35.98
			4033942		OATH OF OFFICE	100.15
			40350238278		SKATEPARK MEETING	25.80
			43345		FIRE STATION #4 REPAIRS	20.47
			444923		PARKING SKILLPATH TRAINING	12.00
			45		EMPLOYEE RECOGNITION	23.65
			5246466007		EQUIPMENT SERVICE	715.00
			54033		SMALL TOOLS	250.15
			541		GENERAL SPECIAL EVENTS	15.00
			54972		PAPA MEMBERSHIP	45.00
			56564		TEEN CENTER SUPPLIES	5.99
			6021899443461		OFFICE SUPPLIES	35.56
			60842		CITY HALL REPAIRS	104.70
			65546		ROOF PATCHING - CITY HALL	67.43
			69346491587467233037		3RD GRADE POSTER CONTEST	116.37
			7002		CHEST WADERS	140.70
			7146615		SMALL TOOLS	13.99
			7312354		LEAGUE OF CA CITIES	38.00
			8048307		SKILLPATH TRAINING	346.85
			838		OATH OF OFFICE & EMPLOYEE SOCIA	140.00
			84141		SENIOR PROGRAM SUPPLIES	15.48
			84602		PAINT - STRIPING	29.83
			908-4-8037-647440-18		LAMINATION OF CITY MAPS	106.03
			9573044		OFFICE SUPPLIES	305.08
			99889		SMALL TOOLS - DUTY TRUCK	147.52
			AB-10988		STATION SUPPLIES	99.99
			E37976		EMPLOYEE SOCIAL	1,764.29
			KHQG249		COMPUTER REPLACEMENT	360.98
			LGU3OW		LEAGUE OF CA CITIES	149.96
			LGU3OW-1		LEAGUE OF CA CITIES	20.00

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120457	1/17/2019	10001 US BANK	(Continued)			
			LGU30W-2		LEAGUE OF CA CITIES	20.00
			LKEWEN		LEAGUE OF CA CITIES	184.96
			LKEWEN-1		LEAGUE OF CA CITIES	20.00
			LKWEWN-2		LEAGUE OF CA CITIES	20.00
			LTKA5G		LEAGUE OF CA CITIES	184.96
			LTKA5G-1		LEAGUE OF CA CITIES	20.00
			LTKA5G-2		LEAGUE OF CA CITIES	20.00
			LYWD55		LEAGUE OF CA CITIES	184.96
			LYWD55-1		LEAGUE OF CA CITIES	20.00
			LYWD55-2		LEAGUE OF CA CITIES	20.00
			M76491		2019 MAGNETIC CALENDARS	-27.70
			M815225		VEHICLE MAINTENANCE	120.00
			OCU-40533		OFFICE CHAIR	256.65
			RA290007339:01		VEHICLE REPAIR	472.97
			RCEZXFYEB		CPRS CONFERENCE	493.36
			SOC3840324		TRAINING EQUIPMENT	900.00
			U3Z18L-1		CPRS CONFERENCE	20.00
			U3Z18L-2		CPRS CONFERENCE	20.00
			U3Z18L-3		CPRS CONFERENCE	192.96
			VBNUJ2BP2		SANTEE SAN DIEGO BEER WEEK	19.43
			X30858/1		SMALL TOOLS	56.91
<b>Total :</b>						<b>24,298.07</b>

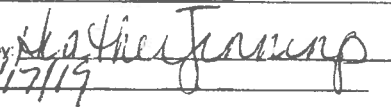
1 Vouchers for bank code : ubgen

**Bank total : 24,298.07**

1 Vouchers in this report

**Total vouchers : 24,298.07**

Prepared by:   
Date: 1-17-19

Approved by:   
Date: 1/17/19



Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120393	1/17/2019	13198 3-D ENTERPRISES, INC	2 2R	52409	MAST PARK IMPROVEMENTS RETENTION	723,608.00 -36,180.40 <b>Total : 687,427.60</b>
120394	1/17/2019	12464 AON GLOBAL RISK CONSULTANTS	K68-0006502	52130	CUST#2962115 SVCS JUN 2018	5,400.00 <b>Total : 5,400.00</b>
120395	1/17/2019	10412 AT&T	000004807075		TELEPHONE	791.38 <b>Total : 791.38</b>
120396	1/17/2019	10262 AUSTIN, ROY	JAN-MAR 2019		RETIREE HEALTH INSURANCE	1,316.97 <b>Total : 1,316.97</b>
120397	1/17/2019	10021 BOUND TREE MEDICAL LLC	83067595 83067596 83070081 83070082 83070083 83070084	52163 52163 52163 52163 52163 52163	EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES EMS SUPPLIES	2.03 0.05 477.01 1,002.57 188.54 1,604.55 <b>Total : 3,274.75</b>
120398	1/17/2019	10024 BUSINESS PRINTING COMPANY INC	897659		BUSINESS CARDS	74.45 <b>Total : 74.45</b>
120399	1/17/2019	10032 CINTAS CORPORATION #694	4014119534	52207	UNIFORM/PARTS CLEANER RNTL	75.26 <b>Total : 75.26</b>
120400	1/17/2019	12022 CITY CLERK'S ASSOCIATION	470		MEMBERSHIP DUES	70.00 <b>Total : 70.00</b>
120401	1/17/2019	10039 COUNTY MOTOR PARTS COMPANY INC	426691 426826 428772	52133 52133 52133	VEHICLE SUPPLIES CR-VEHICLE SUPPLIES RETRND VEHICLE SUPPLIES	138.54 -69.27 32.22 <b>Total : 101.49</b>
120402	1/17/2019	10040 COUNTYWIDE MECHANICAL SYSTEMS	10268	52363	HVAC REPAIRS	367.53

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120402	1/17/2019	10040	10040 COUNTYWIDE MECHANICAL SYSTEM (Continued)			Total : 367.53
120403	1/17/2019	10333	COX COMMUNICATIONS			
			038997401		10601 N MAGNOLIA AVE	103.90
			094486701		CITY HALL GROUP BILL	2,970.52
			105080401		9310 FANITA PKWY	3.16
					Total :	3,077.58
120404	1/17/2019	13220	CRS MINISTRIES			
			2003695.001		REFUND OF PERMIT FEES	319.00
					Total :	319.00
120405	1/17/2019	10841	DANIELS, ADAM			
			111818		PARAMEDIC LICENSE RENEWAL	200.00
					Total :	200.00
120406	1/17/2019	12655	DELL MARKETING LP			
			10279945255	52401	COMPUTER REPLACEMENT	3,464.01
					Total :	3,464.01
120407	1/17/2019	10363	DIAMONDBACK FIRE & RESCUE			
			14271	52410	EQUIPMENT REPAIR PARTS	140.81
					Total :	140.81
120408	1/17/2019	10795	DO, AARON			
			01022019		PARAMEDIC LICENSE RENEWAL	200.00
					Total :	200.00
120409	1/17/2019	11295	DOKKEN ENGINEERING			
			34064	52440	MISSION GORGE MEDIANS	18,906.50
			34077	52440	MAST PARK IMPROVEMENTS	5,580.00
					Total :	24,486.50
120410	1/17/2019	12970	DUDEK			
			20186739	52074	WALKER PRESERVE PROJECT	875.00
			20188282	52074	WALKER PRESERVE RESTORATIO	635.84
					Total :	1,510.84
120411	1/17/2019	10251	FEDERAL EXPRESS			
			6-420-90085		SHIPPING CHARGES	27.66
					Total :	27.66
120412	1/17/2019	13224	FORREST, AUDREY			
			2003696.001		REFUND OF PROGRAM FEES	20.00
					Total :	20.00
120413	1/17/2019	10063	G.E. BROWN SERVICES INC			
			025447	52282	ICE MACHINE REPAIRS	532.28

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120413	1/17/2019	10063 10063 G.E. BROWN SERVICES INC	(Continued)			<b>Total : 532.28</b>
120414	1/17/2019	10065 GLOBAL POWER GROUP INC	59022 59041 59093 59126	52178 52178 52178 52178	GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS GENERATOR MAINT & REPAIRS	835.71 807.99 792.94 76.07 <b>Total : 2,512.71</b>
120415	1/17/2019	11196 HD SUPPLY FACILITIES	9168524341	52138	STATION SUPPLIES	174.62 <b>Total : 174.62</b>
120416	1/17/2019	10256 HOME DEPOT CREDIT SERVICES	4150334 4151057 7162115 8162098 H0673-127022	52180 52180 52180 52180 52180	STATION SUPPLIES FLEET SHOP SUPPLIES STATION SUPPLIES STATION SUPPLIES STATION SUPPLIES	166.92 24.00 9.92 17.09 48.42 <b>Total : 266.35</b>
120417	1/17/2019	11807 IMPERIAL SPRINKLER SUPPLY	3587521	52380	IRRIGATION SUPPLIES	74.67 <b>Total : 74.67</b>
120418	1/17/2019	12499 JACOBS TELECOMMUNICATIONS	CUP1703A		REFUND - DEVELOPER DEPOSIT	7,905.43 <b>Total : 7,905.43</b>
120419	1/17/2019	13211 JEFFRIES, JAMES	12112018		LEAGUE OF CA CITIES	206.00 <b>Total : 206.00</b>
120420	1/17/2019	10272 JENKINS, CARROLL	JAN-MAR 2019		RETIREE HEALTH INSURANCE	2,733.24 <b>Total : 2,733.24</b>
120421	1/17/2019	11864 KIRKLAND PRINTING & MAILING	379 392 393		CENTRAL SUPPLIES - LTRHD STAT CENTRAL SUPPLIES-LTRHD STATIC CAFR COVER FY 17-18	203.65 203.65 31.25 <b>Total : 438.55</b>
120422	1/17/2019	12677 LIONHEART FENCING ACADEMY INC	7425		INSTRUCTOR PAYMENT	432.00 <b>Total : 432.00</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120423	1/17/2019	10079 MEDICO PROFESSIONAL	2308265	52188	MEDICAL LINEN SERVICE	20.02
			2308266	52188	MEDICAL LINEN SERVICE	8.16
					<b>Total :</b>	<b>28.18</b>
120424	1/17/2019	10507 MITEL LEASING	901705108		MONTHLY RENTAL 122670	1,878.80
			901705168		MONTHLY RENTAL 124690	312.66
			901705290		MONTHLY RENTAL 130737	276.33
			901705307		MONTHLY RENTAL 131413	266.16
					<b>Total :</b>	<b>2,733.95</b>
120425	1/17/2019	13210 MY LITTLE CARNIVAL, INC	3583-A	52454	SANTEE ACTIVE LIFESTYLE EXPO	1,941.50
					<b>Total :</b>	<b>1,941.50</b>
120426	1/17/2019	12937 NATIONAL TRENCH SAFETY	0752697	52439	PERMA PATCH	2,666.82
					<b>Total :</b>	<b>2,666.82</b>
120427	1/17/2019	11373 OUTDOOR CREATIONS INC	7005	52393	PICNIC TABLE REPLACEMENT	1,660.01
					<b>Total :</b>	<b>1,660.01</b>
120428	1/17/2019	10336 PADRE DAM MUNICIPAL WATER DIST	218018-18343		MISSION GORGE MEDIAN	1,193.27
					<b>Total :</b>	<b>1,193.27</b>
120429	1/17/2019	10344 PADRE DAM MUNICIPAL WATER DIST	29701296		TEMPORARY METER	295.55
			90000366		GROUP BILL	14,004.60
			90000367		GROUP BILL	7,906.75
					<b>Total :</b>	<b>22,206.90</b>
120430	1/17/2019	11715 PURPLE TENNIS NATION	20184		INSTRUCTOR PAYMENT	882.00
					<b>Total :</b>	<b>882.00</b>
120431	1/17/2019	10702 SANTEE SANTAS FOUNDATION INC	02-18	52377	CDBG REIMBURSEMENT	9,880.00
					<b>Total :</b>	<b>9,880.00</b>
120432	1/17/2019	13171 SC COMMERCIAL, LLC	0618778-IN	52413	VEHICLE SUPPLIES	92.14
			0619103-IN	52420	DELIVERED FUEL	665.01
			CL04905	52412	FLEET CARD FUELING	2,069.30
					<b>Total :</b>	<b>2,826.45</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120433	1/17/2019	10314 SOUTH COAST EMERGENCY VEHICLE	492272	52150	VEHICLE REPAIR PARTS	336.16
					<b>Total :</b>	<b>336.16</b>
120434	1/17/2019	10217 STAPLES ADVANTAGE	3399773674	52251	OFFICE SUPPLIES	92.93
					<b>Total :</b>	<b>92.93</b>
120435	1/17/2019	10838 STATE OF CA DEPT OF INDUST REL	OSIP 65786		FY 18/19 WORK COMP ASSESSMEI	10,533.90
					<b>Total :</b>	<b>10,533.90</b>
120436	1/17/2019	10119 STEVEN SMITH LANDSCAPE INC	40221	52198	A1 LANDSCAPE SERVICES	841.85
					<b>Total :</b>	<b>841.85</b>
120437	1/17/2019	10572 SUNBELT RENTALS INC	85425901-0001	52395	EQUIPMENT RENTAL	375.96
					<b>Total :</b>	<b>375.96</b>
120438	1/17/2019	10482 TRISTAR RISK MANAGEMENT	95050 95383	52456 52456	WORKER'S COMP CLAIMS ADMIN WORKER'S COMP CLAIMS ADMIN	6,789.25 6,789.25
					<b>Total :</b>	<b>13,578.50</b>
120439	1/17/2019	10257 TYLER TECHNOLOGIES INC	045-247687	52424	SERVER UPDATE ASSISTANCE	280.00
					<b>Total :</b>	<b>280.00</b>
120440	1/17/2019	10136 WEST COAST ARBORISTS INC	143444	52257	URBAN FORESTRY MGMNT SVCS	1,015.00
					<b>Total :</b>	<b>1,015.00</b>
120441	1/17/2019	10537 WETMORES	63081844 63087480	52290 52204	VEHICLE LIGHTING VEHICLE REPAIR SUPPLIES	4,574.44 27.13
					<b>Total :</b>	<b>4,601.57</b>
120442	1/17/2019	10232 XEROX CORPORATION	095462650	52211	COPY CHARGES & LEASE	229.30
					<b>Total :</b>	<b>229.30</b>
120443	1/17/2019	10318 ZOLL MEDICAL CORPORATION	2797734	52205	EMS SUPPLIES	447.22
					<b>Total :</b>	<b>447.22</b>
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<b>51 Vouchers in this report</b>						<b>Total vouchers : 825,973.15</b>


Bank code : ubgen

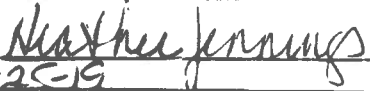
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Prepared by: Micelle J  
Date: 1-17-19  
Approved by: Neathie Jennings  
Date: 1-17-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
528	1/18/2019	12774 LIABILITY CLAIMS ACCOUNT	12312018		LIABILITY CLAIMS	5,250.32	
						Total :	5,250.32
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1 Vouchers in this report						Total vouchers :	5,250.32


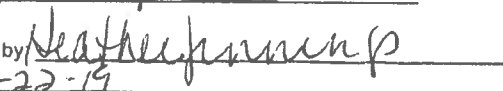
Prepared by:   
Date: 1-25-19

Approved by:   
Date: 1-25-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

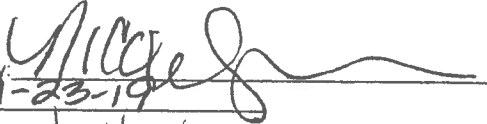
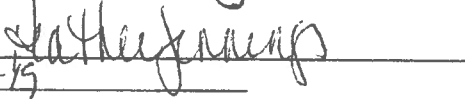
Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
74202	1/18/2019	10955 DEPARTMENT OF THE TREASURY	PPE 01/09/19		FED WITHHOLD & MEDICARE	67,551.03
					<b>Total :</b>	<b>67,551.03</b>
74251	1/18/2019	10956 FRANCHISE TAX BOARD	PPE 01/09/19		CA STATE TAX WITHHELD	22,426.57
					<b>Total :</b>	<b>22,426.57</b>
2 Vouchers for bank code : ubgen						<b>Bank total : 89,977.60</b>
2 Vouchers in this report						<b>Total vouchers : 89,977.60</b>

Prepared by:   
Date: 1-22-19  
Approved by:   
Date: 1-22-19




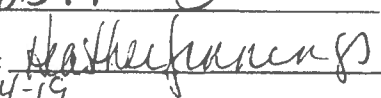
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
1193	1/23/2019	10353 PERS	01 19 3		RETIREMENT PAYMENT	99,740.60	
						Total :	99,740.60
1 Vouchers for bank code : ubgen						Bank total :	99,740.60
1 Vouchers in this report						Total vouchers :	99,740.60

Prepared by:   
Date: 1-23-19  
Approved by:   
Date: 1-24-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
520	1/23/2019	10402 BANK OF NEW YORK MELLON	8900606738		CDBG SEC 108 LOAN PYMT	4,942.00	
						Total :	4,942.00
1 Vouchers for bank code : ubgen						Bank total :	4,942.00
1 Vouchers in this report						Total vouchers :	4,942.00

Prepared by:   
Date: 1-23-19  
Approved by:   
Date: 1-24-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120458	1/23/2019	11445 AMERICAN MESSAGING	L1072898TA		FD PAGER SERVICE	145.22
					<b>Total :</b>	<b>145.22</b>
120459	1/23/2019	12083 ANIMAL PEST MANAGEMENT	568683	52297	PEST CONTROL SERVICES	627.04
			582575	52297	PEST CONTROL SERVICES	45.00
			585889	52297	PEST CONTROL SERVICES	123.36
					<b>Total :</b>	<b>795.40</b>
120460	1/23/2019	10516 AWARDS BY NAVAJO	0119144	52162	NAMETAG	11.85
			1218212	52162	NAMETAG	11.85
					<b>Total :</b>	<b>23.70</b>
120461	1/23/2019	12951 BERRY, BONNIE F.	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT	91.00
					<b>Total :</b>	<b>91.00</b>
120462	1/23/2019	10020 BEST BEST & KRIEGER LLP	LEGAL SVCS DEC 2018		LEGAL SVCS DEC 2018	41,233.08
					<b>Total :</b>	<b>41,233.08</b>
120463	1/23/2019	10021 BOUND TREE MEDICAL LLC	83071450	52163	EMS SUPPLIES	242.80
			83074000	52163	EMS SUPPLIES	272.42
			83074001	52163	EMS SUPPLIES	517.38
			83074002	52163	EMS SUPPLIES	328.92
					<b>Total :</b>	<b>1,361.52</b>
120464	1/23/2019	10022 BRAUN NORTHWEST INC	23541	52164	VEHICLE REPAIR PART	431.00
					<b>Total :</b>	<b>431.00</b>
120465	1/23/2019	10023 BUILDERS FENCE COMPANY INC	1728365	52213	FENCING SUPPLIES	120.81
					<b>Total :</b>	<b>120.81</b>
120466	1/23/2019	11169 CALIFORNIA WATERS LLC	5002	52206	FOUNTAIN MAINT & REPAIRS	2,543.28
					<b>Total :</b>	<b>2,543.28</b>
120467	1/23/2019	10031 CDW GOVERNMENT LLC	QMM8493	52444	BACKUP SOFTWARE MAINT	1,842.00
			QMM8500	52443	BACKUP SOFTWARE MAINTENANC	1,283.88
					<b>Total :</b>	<b>3,125.88</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120468	1/23/2019	10032 CINTAS CORPORATION #694	4014423049	52207	UNIFORM/PARTS CLEANER RNTL	57.18
					<b>Total :</b>	<b>57.18</b>
120469	1/23/2019	10268 COOPER, JACKIE	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT	91.00
					<b>Total :</b>	<b>91.00</b>
120470	1/23/2019	10171 COUNTY OF SAN DIEGO AUDITOR &	10/18 DMV REVENUE		10/18 DMV PARK CITE REPT	636.00
			10/2018 AGENCY REV		10/18 AGENCY PARK CITE REPT	480.00
			10/2018 PHOENIX REV		10/18 PHOENIX CITE REV REPT	1,035.00
			11/2018 AGENCY REV		11/18 AGENCY PARK CITE REPT	687.50
			11/2018 DMV REVENUE		11/18 DMV PARK CITE REPT	353.50
			11/2018 PHOENIX REV		11/18 PHOENIX CITE REV REPT	1,345.00
			12/2018 AGENCY REV		12/18 AGENCY PARK CITE REPT	407.50
			12/2018 DMV REVENUE		12/18 DMV PARK CITE REPT	245.00
			12/2018 PHOENIX REV		12/18 PHOENIX CITE REV REPT	1,015.00
					<b>Total :</b>	<b>6,204.50</b>
120471	1/23/2019	10234 COUNTY OF SAN DIEGO	05871-2006-RI-2018	52356	GENERATOR PERMITS	380.00
					<b>Total :</b>	<b>380.00</b>
120472	1/23/2019	10358 COUNTY OF SAN DIEGO	19CTOFSAN06	52312	SHERIFF RADIOS & MDT	4,503.00
			19CTOFSASN06	52168	800 MZH ACCESS (FIRE/PS)	1,614.39
					<b>Total :</b>	<b>6,117.39</b>
120473	1/23/2019	10333 COX COMMUNICATIONS	052335901		8950 COTTONWOOD AVE	167.19
					<b>Total :</b>	<b>167.19</b>
120474	1/23/2019	10608 CRISIS HOUSE	362	52368	CDBG SUBRECIPIENT	441.02
					<b>Total :</b>	<b>441.02</b>
120475	1/23/2019	10043 D & D SERVICES INC	49525	52277	DEAD ANIMAL REMOVAL SERVICE	1,482.89
					<b>Total :</b>	<b>1,482.89</b>
120476	1/23/2019	10363 DIAMONDBACK FIRE & RESCUE	14284	52410	EQUIPMENT REPAIR PARTS	134.90
					<b>Total :</b>	<b>134.90</b>
120477	1/23/2019	12593 ELLISON WILSON ADVOCACY, LLC	2019-01-12	52221	ADVOCACY SERVICES	1,500.00

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120477	1/23/2019	12593	12593 ELLISON WILSON ADVOCACY, LLC (Continued)			Total : 1,500.00
120478	1/23/2019	10057	ESGIL CORPORATION	122018	SHARE OF FEES	52,874.48
						Total : 52,874.48
120479	1/23/2019	10251	FEDERAL EXPRESS	6-426-96227	SHIPPING CHARGES	24.14
						Total : 24.14
120480	1/23/2019	10196	FIRE PREVENTION SERVICES INC	01182019	WEED ABATEMENT	6,887.51
						Total : 6,887.51
120481	1/23/2019	10065	GLOBAL POWER GROUP INC	59382 59405 59420	52178 52147 52147	GENERATOR MAINT & REPAIRS 95.09 ELECTRICAL REPAIRS & MAINT 4,627.49 ELECTRICAL REPAIRS & MAINT 413.18
						Total : 5,135.76
120482	1/23/2019	11196	HD SUPPLY FACILITIES	9168894731 9168966938 9168993569	52137 52138 52138	STATION SUPPLIES 139.52 STATION SUPPLIES 285.59 STATION SUPPLIES 217.18
						Total : 642.29
120483	1/23/2019	10256	HOME DEPOT CREDIT SERVICES	6162130	52180	STATION SUPPLIES 71.24
						Total : 71.24
120484	1/23/2019	10271	HORAN, BERNICE	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT 91.00
						Total : 91.00
120485	1/23/2019	13155	LIFETIME DOG TRAINING, LLC	1001		INSTRUCTOR PAYMENT 816.00
						Total : 816.00
120486	1/23/2019	10079	MEDICO PROFESSIONAL	2312428 2312429	52188 52188	MEDICAL LINEN SERVICE 20.02 MEDICAL LINEN SERVICE 8.16
						Total : 28.18
120487	1/23/2019	10083	MUNICIPAL EMERGENCY SERVICES	IN1295292	52445	EQUIPMENT SERVICE 638.46
						Total : 638.46
120488	1/23/2019	13210	MY LITTLE CARNIVAL, INC	3583-B	52454	SANTEE ACTIVE LIFESTYLE EXPO 1,941.50

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120488	1/23/2019	13210 13210 MY LITTLE CARNIVAL, INC	(Continued)			<b>Total : 1,941.50</b>
120489	1/23/2019	10451 NEOPOST USA INC	56144438	52235	FY 18/19 POSTAGE METER RENTAL	161.63
						<b>Total : 161.63</b>
120490	1/23/2019	13056 PACIFIC SWEEPING	149026	52165	STREET SWEEPING	15,499.00
						<b>Total : 15,499.00</b>
120491	1/23/2019	10092 PHOENIX GROUP INFO SYSTEMS	112018031	52322	PARKING CITE SVC NOV 2018	711.35
						<b>Total : 711.35</b>
120492	1/23/2019	10161 PRIZM JANITORIAL SERVICES INC	15679 15680	52293 52192	CUSTODIAL SERVICES - OFFICES CUSTODIAL SERVICES - PARKS	3,419.67 1,965.02
						<b>Total : 5,384.69</b>
120493	1/23/2019	10101 PROFESSIONAL MEDICAL SUPPLY	B003820 B003821 B003822 B003823	52237 52237 52237 52237	OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS OXYGEN CYLINDERS & REFILLS	76.23 146.73 70.14 182.52
						<b>Total : 475.62</b>
120494	1/23/2019	12062 PURETEC INDUSTRIAL WATER	1688180 1688181 1688182	52270 52270 52375	DEIONIZED WATER SERVICE DEIONIZED WATER SERVICE DEIONIZED WATER	49.61 33.08 33.08
						<b>Total : 115.77</b>
120495	1/23/2019	13229 QUIJANO, JUSTIN	20434		PARKING CITATION OVERPMT	23.00
						<b>Total : 23.00</b>
120496	1/23/2019	12237 RAYON, KYLE	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT	91.00
						<b>Total : 91.00</b>
120497	1/23/2019	12828 RICK ENGINEERING COMPANY	18100(13)	51964	AS-NEEDED ENGINEERING SVCS	460.00
						<b>Total : 460.00</b>
120498	1/23/2019	12256 ROE, DARLENE	11012018-318		MEADOWBROOK HARDSHIP PROC	43.26
						<b>Total : 43.26</b>


Voucher List  
CITY OF SANTEE

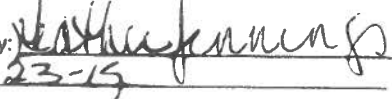
Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120499	1/23/2019	10606 S.D. COUNTY SHERIFF'S DEPT.	01022019 SHERIFF NOV 2018	52323	FY 2018/19 SHERIFF CAL-ID PROGI LAW ENFORCEMENT NOV 2018	5,886.00 1,201,388.44 <b>Total : 1,207,274.44</b>
120500	1/23/2019	13171 SC COMMERCIAL, LLC	0621619-IN 0622226-IN CL05403	52420 52420 52412	DELIVERED FUEL DELIVERED FUEL FLEET CARD FUELING	378.19 75.00 1,289.22 <b>Total : 1,742.41</b>
120501	1/23/2019	11122 SOUTHWEST PIPELINE AND	927-1 927-1R	52225	CITYWIDE CMP LINING/REHAB RETENTION	186,425.00 -9,321.25 <b>Total : 177,103.75</b>
120502	1/23/2019	10119 STEVEN SMITH LANDSCAPE INC	40358	52198	A 1 LANDSCAPE SERVICES	34,774.13 <b>Total : 34,774.13</b>
120503	1/23/2019	10520 TRAFFIC SAFETY MATERIALS INC	7851	52288	TRAFFIC SIGNS & HARDWARE	537.89 <b>Total : 537.89</b>
120504	1/23/2019	12930 WILLIAMS, ROCHELLE M.	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT	91.00 <b>Total : 91.00</b>
120505	1/23/2019	12641 WITTORFF, VICKY DENISE	FEBRUARY 1, 2019		RETIREE HEALTH PAYMENT	31.00 <b>Total : 31.00</b>
120506	1/23/2019	10317 WM HEALTHCARE SOLUTIONS INC	0427884-2793-0 0427885-2793-7	52152 52152	BIOMEDICAL WASTE DISPOSAL BIOMEDICAL WASTE DISPOSAL	93.58 93.60 <b>Total : 187.18</b>
120507	1/23/2019	10232 XEROX CORPORATION	095637734 095637737 095637741 095637742 095637743 095637744	52233 52146 52279 52350 52229 52230	COPY CHARGES COPY CHARGES COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES & LEASE COPY CHARGES & LEASE	138.52 80.18 239.18 318.10 123.81 308.97 <b>Total : 1,208.76</b>
120508	1/23/2019	10318 ZOLL MEDICAL CORPORATION	2800308	52205	EMS SUPPLIES	831.08

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120508	1/23/2019	10318 ZOLL MEDICAL CORPORATION	(Continued) 2800319	52205	EMS SUPPLIES	767.72
						Total : 1,598.80
51 Vouchers for bank code : ubgen						Bank total : 1,583,112.20
51 Vouchers in this report						Total vouchers : 1,583,112.20


Prepared by:   
Date: 1-23-19

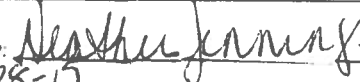
Approved by:   
Date: 1-23-19



Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount	
522	1/25/2019	10401 US BANK TRUST	1338535		DEBT SERVICE TARB 2016B	789,482.50	
						<b>Total :</b>	<b>789,482.50</b>
524	1/25/2019	10401 US BANK TRUST	1338536		DEBT SERVICE TARB 2016A	868,253.75	
						<b>Total :</b>	<b>868,253.75</b>
2 Vouchers for bank code : ubgen						<b>Bank total :</b>	<b>1,657,736.25</b>
2 Vouchers in this report						<b>Total vouchers :</b>	<b>1,657,736.25</b>

Prepared by:   
Date: 1-25-19

Approved by:   
Date: 1-28-19

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120509	1/30/2019	12903 AMERICAN FIDELITY ASSURANCE CO	2029560		FLEXIBLE SPENDING ACCOUNT	2,456.12
					<b>Total :</b>	<b>2,456.12</b>
120510	1/30/2019	10844 FRANCHISE TAX BOARD	PPE 01/23/19		WITHHOLDING ORDER	25.00
					<b>Total :</b>	<b>25.00</b>
120511	1/30/2019	10424 SANTEE FIREFIGHTERS	PPE 01/23/19		DUES/PEC/BENEVOLENT	2,597.16
					<b>Total :</b>	<b>2,597.16</b>
120512	1/30/2019	10776 STATE OF CALIFORNIA	PPE 01/23/19		WITHHOLDING ORDER	308.30
					<b>Total :</b>	<b>308.30</b>
120513	1/30/2019	10001 US BANK	PPE 01/23/19		PARS RETIREMENT	910.30
					<b>Total :</b>	<b>910.30</b>
120514	1/30/2019	10959 VANTAGE TRANSFER AGENT/457	PPE 01/23/19		ICMA - 457	28,891.20
					<b>Total :</b>	<b>28,891.20</b>
120515	1/30/2019	10782 VANTAGEPOINT TRNSFR AGT/801801	PPE 01/23/19		RETIREE HSA	3,817.13
					<b>Total :</b>	<b>3,817.13</b>
<b>7 Vouchers for bank code : ubgen</b>						<b>Bank total : 39,005.21</b>
<b>7 Vouchers in this report</b>						<b>Total vouchers : 39,005.21</b>

Prepared by: Nicole J  
 Date: 1-30-19  
 Approved by: [Signature]  
 Date: 1-30-19

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120516	1/30/2019	10914 AC&D PUMP SERVICES INC	8389	52435	PUMP STATION MAINT	1,025.00
<b>Total :</b>						<b>1,025.00</b>
120517	1/30/2019	12701 AMERICAN RADIO INC	S107530	52425	VEHICLE LIGHTING INSTALLATION	623.88
			S107531	52425	VEHICLE LIGHTING INSTALLATION	285.00
<b>Total :</b>						<b>908.88</b>
120518	1/30/2019	11885 ARROW INTERNATIONAL	9500873697	52132	EMS SUPPLIES	1,902.33
<b>Total :</b>						<b>1,902.33</b>
120519	1/30/2019	10293 AUTO ZONE INC	3347427835	52161	VEHCILE REPAIR SUPPLIES	30.13
<b>Total :</b>						<b>30.13</b>
120520	1/30/2019	11513 BOND, ELLEN	02012019		MEADOWBROOK HARDSHIP PROC	50.99
<b>Total :</b>						<b>50.99</b>
120521	1/30/2019	10021 BOUND TREE MEDICAL LLC	83076532	52163	EMS SUPPLIES	19.10
			83077790	52163	EMS SUPPLIES	8.30
			83079148	52163	EMS SUPPLIES	11.78
			83079149	52163	EMS SUPPLIES	11.78
			83079150	52163	EMS SUPPLIES	71.12
			83080570	52163	EMS SUPPLIES	628.85
			83080571	52163	EMS SUPPLIES	19.10
			83080572	52163	EMS SUPPLIES	292.45
			83080573	52163	EMS SUPPLIES	492.24
<b>Total :</b>						<b>1,554.72</b>
120522	1/30/2019	10023 BUILDERS FENCE COMPANY INC	1728887	52213	FENCING MATERIALS & SUPPLIES	29.73
<b>Total :</b>						<b>29.73</b>
120523	1/30/2019	10024 BUSINESS PRINTING COMPANY INC	142548		BUSINESS CARDS	156.24
<b>Total :</b>						<b>156.24</b>
120524	1/30/2019	10478 CALIFORNIA DEPARTMENT OF	OCT - DEC 2018		SALES/USE TAX OCT-DEC 2018	592.00
<b>Total :</b>						<b>592.00</b>
120525	1/30/2019	10876 CANON SOLUTIONS AMERICA INC	989129032	52240	SCANNER MAINTENANCE	79.98

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120525	1/30/2019	10876 10876 CANON SOLUTIONS AMERICA INC	(Continued)			<b>Total : 79.98</b>
120526	1/30/2019	10299 CARQUEST AUTO PARTS	11102-475956	52280	VEHICLE SUPPLIES	19.68
						<b>Total : 19.68</b>
120527	1/30/2019	11402 CARROLL, JUDI	02012019-96		MEADOWBROOK HARDSHIP PROC	51.11
						<b>Total : 51.11</b>
120528	1/30/2019	10032 CINTAS CORPORATION #694	4014495901 4014772104	52207 52207	STATION SUPPLIES UNIFORM/PARTS CLEANER RNTL	52.47 57.18
						<b>Total : 109.65</b>
120529	1/30/2019	11409 CLAYTON, SYLVIA	02012019-340		MEADOWBROOK HARDSHIP PROC	53.49
						<b>Total : 53.49</b>
120530	1/30/2019	12860 COLANTUONO, HIGHSMITH &	34902 37935		SDCOE CONSORTIUM SDCOE CONSORTIUM	10.07 2.68
						<b>Total : 12.75</b>
120531	1/30/2019	12153 CORODATA RECORDS	RS4462563	52299	DOC RETRIEVAL & STORAGE	961.22
						<b>Total : 961.22</b>
120532	1/30/2019	11862 CORODATA SHREDDING INC	DN 1213750	52241	SECURE DESTRUCTION SERVICE	180.34
						<b>Total : 180.34</b>
120533	1/30/2019	10711 COUNTY OF SAN DIEGO	2019REG_COP-16 2019SDR_WMA-03	52460 52460	STORMWATER SHARED COSTS STORMWATER SHARED COSTS	2,187.00 104,770.00
						<b>Total : 106,957.00</b>
120534	1/30/2019	10333 COX COMMUNICATIONS	063453006 064114701 066401501		9534 VIA ZAPADOR 8115 ARLETTE ST 10601 N MAGNOLIA AVE	196.77 195.76 34.60
						<b>Total : 427.13</b>
120535	1/30/2019	13129 DAVID TURCH AND ASSOCIATES	01082019	52341	HIGHWAY 52 COALITION	10,000.00
						<b>Total : 10,000.00</b>
120536	1/30/2019	13227 DAWSON, CHANNING M.	011719		PARAMEDIC LICENSE RENEWAL	200.00

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120536	1/30/2019	13227 13227 DAWSON, CHANNING M.	(Continued)			<b>Total : 200.00</b>
120537	1/30/2019	10596 DIGITAL COMBUSTION	41133	52453	SOFTWARE INSTRUCTR LICENSE	716.00
					<b>Total :</b>	<b>716.00</b>
120538	1/30/2019	11295 DOKKEN ENGINEERING	34199	52440	MAST PARK IMPROVEMENTS	6,673.49
			34200	52440	MISSION GORGE MEDIANS	1,080.00
					<b>Total :</b>	<b>7,753.49</b>
120539	1/30/2019	13233 EZZET GEORGES	REF000054364		CORRECT LICENSE TYPE - REFUN	39.00
					<b>Total :</b>	<b>39.00</b>
120540	1/30/2019	12760 FOCUS PSYCHOLOGICAL	SANTEE2018-12	52281	COUNSELING SERVICES	600.00
					<b>Total :</b>	<b>600.00</b>
120541	1/30/2019	11911 GALLS LLC	011650228	52426	SCBA EQUIPMENT BAGS	933.16
					<b>Total :</b>	<b>933.16</b>
120542	1/30/2019	13108 GOMEZ, CYNTHIA	91518		SANTEE BLUEGRASS FESTIVAL	150.00
					<b>Total :</b>	<b>150.00</b>
120543	1/30/2019	12495 GROSSMONT UNION	AR009895	52320	SCHOOL RESOURCE OFFICERS	37,500.00
					<b>Total :</b>	<b>37,500.00</b>
120544	1/30/2019	10256 HOME DEPOT CREDIT SERVICES	6151193	52180	STATION SUPPLIES	53.16
					<b>Total :</b>	<b>53.16</b>
120545	1/30/2019	11724 ICF JONES & STOKES INC	0135168	50991	MSCP SUBAREA PLAN & EIR	19,475.00
					<b>Total :</b>	<b>19,475.00</b>
120546	1/30/2019	10553 INTERNATIONAL INSTITUTE OF	01072019		MEMBERSHIP DUES - ORTIZ	210.00
					<b>Total :</b>	<b>210.00</b>
120547	1/30/2019	12499 JACOBS TELECOMMUNICATIONS	CUP1703A		REFUND - DEVELOPER DEPOSIT	7,905.43
					<b>Total :</b>	<b>7,905.43</b>
120548	1/30/2019	13231 JENNINGS, HEATHER	01112019		MILEAGE REIMBURSEMENT	149.64
					<b>Total :</b>	<b>149.64</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120549	1/30/2019	12731 JOSEPH TRUCKING	MOV8112S		REFUNDABLE DEPOSIT	1,500.00
					<b>Total :</b>	<b>1,500.00</b>
120550	1/30/2019	13234 KELWEN LLC DBA BLITZ TRANSPORT	REF000054365		DUPLICATE APPLICATION REFUND	85.00
					<b>Total :</b>	<b>85.00</b>
120551	1/30/2019	10430 LEAGUE OF CALIFORNIA CITIES	1642		MEMBERSHIP & MEETING DUES	1,500.00
					<b>Total :</b>	<b>1,500.00</b>
120552	1/30/2019	11582 MASIMO AMERICAS INC	2265572	52331	EMERG MEDICAL EQUIP REPAIR	268.30
					<b>Total :</b>	<b>268.30</b>
120553	1/30/2019	10538 MEALS ON WHEELS	2-19	52373	CDBG SUBRECIPIENT	1,250.00
					<b>Total :</b>	<b>1,250.00</b>
120554	1/30/2019	10079 MEDICO PROFESSIONAL	2317183 2317184	52188 52188	MEDICAL LINEN SERVICE MEDICAL LINEN SERVICE	20.02 8.16
					<b>Total :</b>	<b>28.18</b>
120555	1/30/2019	10921 MEDLIN, RICHARD	012019		PARAMEDIC LICENSE RENEWAL	200.00
					<b>Total :</b>	<b>200.00</b>
120556	1/30/2019	12451 MOBILE GRAPHICS & DESIGN	190101	52234	SANTEE ACTIVE LIFESTYLE EXPO	225.00
					<b>Total :</b>	<b>225.00</b>
120557	1/30/2019	10218 OFFICE DEPOT	256786275001	52246	OFFICE SUPPLIES	45.55
					<b>Total :</b>	<b>45.55</b>
120558	1/30/2019	10308 O'REILLY AUTO PARTS	2968-253614	52148	VEHICLE SUPPLIES	6.99
					<b>Total :</b>	<b>6.99</b>
120559	1/30/2019	10344 PADRE DAM MUNICIPAL WATER DIST	21105559 24206565 24206698 24218157 24218344		9170 VIA DE CRISTINA 10580 PROSPECT AVE 10541 PROSPECT AVE 10054 PROSPECT AVE 10027 PROSPECT AVE	136.90 83.61 83.61 47.91 66.89
					<b>Total :</b>	<b>418.92</b>

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120560	1/30/2019	11442 PATTERSON, LUANNE	02012019-225		MEADOWBROOK HARDSHIP PROC	49.31
					<b>Total :</b>	<b>49.31</b>
120561	1/30/2019	10095 RASA	5240	52302	MAP CHECK	215.00
			5243	52302	MAP CHECK	170.00
					<b>Total :</b>	<b>385.00</b>
120562	1/30/2019	12256 ROE, DARLENE	02012019-318		MEADOWBROOK HARDSHIP PROC	51.83
					<b>Total :</b>	<b>51.83</b>
120563	1/30/2019	10407 SAN DIEGO GAS & ELECTRIC	0422 970 321 8 2237 358 004 2 3422 380 562 8 4394 020 550 9 7990 068 577 7 8509 742 169 4		STREET LIGHTS TRAFFIC SIGNALS ROW / MEDIANS LMD PARKS CITY HALL GROUP BILL	32,009.70 4,837.52 137.41 5,107.49 12,092.58 7,758.70
					<b>Total :</b>	<b>61,943.40</b>
120564	1/30/2019	13061 SAN DIEGO HUMANE SOCIETY &	JAN-19	52271	ANIMAL CONTROL SERVICES	35,400.33
					<b>Total :</b>	<b>35,400.33</b>
120565	1/30/2019	10107 SANTEE MINISTERIAL COUNCIL	2018-19 Q2	52376	CDBG SUBRECIPIENT	3,912.85
					<b>Total :</b>	<b>3,912.85</b>
120566	1/30/2019	13171 SC COMMERCIAL, LLC	0597898-IN 0622840-IN 0623271-IN 0624001-IN CL06138	52437 52420 52420 52437 52412	PROPANE & FUEL DELIVERED FUEL DELIVERED FUEL PROPANE & FUEL FLEET CARD FUELING	139.03 441.72 349.40 70.62 1,148.49
					<b>Total :</b>	<b>2,149.26</b>
120567	1/30/2019	13228 SMITH, CHRISTOPHER	011619		DMV FF ENDORSEMENT TEST	36.00
					<b>Total :</b>	<b>36.00</b>
120568	1/30/2019	11403 ST. JOHN, LYNNE	02012019-78		MEADOWBROOK HARDSHIP PROC	51.21
					<b>Total :</b>	<b>51.21</b>
120569	1/30/2019	10217 STAPLES ADVANTAGE	3400759608	52141	OFFICE SUPPLIES	123.94

Voucher List  
CITY OF SANTEE

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
120569	1/30/2019	10217 STAPLES ADVANTAGE	(Continued) 3401276908	52251	OFFICE SUPPLIES	58.79
<b>Total :</b>						<b>182.73</b>
120570	1/30/2019	13221 SUNLIGHT SOLAR INC	19STE-PV00002		PLAN CHECK REFUND	204.62
<b>Total :</b>						<b>204.62</b>
120571	1/30/2019	10121 SUPERIOR READY MIX LP	15892 16104	52345 52345	ASPHALT MATERIALS & SUPPLIES ASPHALT MATERIALS & SUPPLIES	101.82 466.06
<b>Total :</b>						<b>567.88</b>
120572	1/30/2019	10611 TRI-GROUP CONSTRUCTION & DEV	4 4R	52358	MISSION GORGE MEDIAN RETENTION	107,450.00 -5,372.50
<b>Total :</b>						<b>102,077.50</b>
120573	1/30/2019	10257 TYLER TECHNOLOGIES INC	045-248549	52424	SERVER UPDATE ASSISTANCE	960.00
<b>Total :</b>						<b>960.00</b>
120574	1/30/2019	10475 VERIZON WIRELESS	9822003404		CELL PHONE SERVICE	1,879.68
<b>Total :</b>						<b>1,879.68</b>
120575	1/30/2019	10537 WETMORES	63087981 63087984 63088075	52448 52447 52204	VEHICLE LIGHTING VEHICLE LIGHTING VEHICLE REPAIR PART	863.02 1,133.66 52.13
<b>Total :</b>						<b>2,048.81</b>
120576	1/30/2019	10232 XEROX CORPORATION	095637739 095637740	52231 52232	COPY CHARGES & LEASE COPY CHARGES & LEASE	314.89 390.77
<b>Total :</b>						<b>705.66</b>
61 Vouchers for bank code : ubgen						<b>Bank total : 418,921.26</b>
61 Vouchers in this report						<b>Total vouchers : 418,921.26</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: Michele J  
Date: 1-30-19  
Approved by: Shirley Jennings  
Date: 1-31-19

EARNINGS SECTION					DEDUCTIONS SECTION			LEAVE SECTION					
Type	Hours/units	Rate	Amount	Src	Plan	Base Wages	Deduction	Benefit/Cont	LvPlan	Accrued	Taken	Banked	Lost
Grand Totals					Employees: 30								
reth			5,460.00		catax	5,460.00							
					fedtax	5,460.00	75.00						
Grand Totals	0.00		5,460.00				75.00	0.00					
										Gross:	5,460.00		
										Net:	5,385.00		
<< No Errors / No Warnings >>													

February Retiree Health

Bank code : ubgen

Voucher	Date	Vendor	Invoice	PO #	Description/Account	Amount
96315	2/4/2019	10955 DEPARTMENT OF THE TREASURY	February Retirees PPE 01/23/19		FEDERAL WITHHOLDING TAX FED WITHHOLD & MEDICARE	75.00 70,799.79
					Total :	70,874.79
96327	2/4/2019	10956 FRANCHISE TAX BOARD	PPE 01/23/19		CA STATE TAX WITHHELD	24,233.93
					Total :	24,233.93
2 Vouchers for bank code : ubgen						Bank total : 95,108.72
2 Vouchers in this report						Total vouchers : 95,108.72

Prepared by: Nicole J  
Date: 2-4-19  
Approved by: Heather Jennings  
Date: 2-4-19

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

4

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** PROFESSIONAL SERVICES AGREEMENT WITH WEBB MUNICIPAL FINANCE, LLC TO PROVIDE FY 2019-20 ASSESSMENT ENGINEERING, SPECIAL DISTRICTS ADMINISTRATION AND PROPOSITION 218 ASSESSMENT BALLOT PROCEEDING SERVICES

**DIRECTOR/DEPARTMENT**

Tim K. McDermott, Finance *TKM*

**SUMMARY**

Webb Municipal Finance, LLC ("Webb", previously operating as Albert A. Webb Associates) has provided assessment engineering services for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District and Fire Benefit Fee annual levy of assessments since 2012 pursuant to a request for proposals process. On February 28, 2018 the City Council authorized a professional services agreement for Webb to provide these services for FY 2018-19 and to provide special district administration services for the recently formed Community Facilities Districts ("CFDs") No. 2017-1 and No. 2017-2 (Weston Infrastructure and Weston Municipal Services respectively).

In response to a request from property owners in the Santee Landscape Maintenance District ("SLMD") Zone 1 (El Nopal Estates) and as more fully discussed in the attached Staff Report, staff is recommending a ballot process be undertaken in accordance with the requirements of Proposition 218 in order to consider an increase in the maximum assessment that can be levied on the 45 property owners within SLMD Zone 1 (El Nopal Estates).

Webb is a Southern California based firm that has provided civil engineering and planning services since 1945 and assessment engineering and special districts administration services since 1960. Webb has successfully and efficiently performed for the City since 2012 and recently served under separate contract as special tax consultant in the formation of CFDs No. 2017-1 and 2017-2. Given Webb's familiarity with the SLMD and the City's CFDs, Webb is uniquely positioned to support the City in the Proposition 218 ballot process and administration of the CFDs.

**FINANCIAL STATEMENT** *TKM*

Funding for this agreement is included in the adopted FY 2018-19 operating budgets for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District, CFDs No. 2017-1 and 2017-2 (Weston Infrastructure and Municipal Maintenance Services) and General Fund (Fire Benefit Fee). The cost of the ongoing assessment engineering and special districts administration services for FY 2019-20 reflect no increase from the FY 2018-19 amounts. The \$6,500 cost for the Proposition 218 ballot proceedings will require an advance from the General Fund to the Santee Landscape Maintenance Zone 1 (El Nopal Estates).

**CITY ATTORNEY REVIEW**

N/A     Completed

**RECOMMENDATION** *MSB*

Authorize the City Manager to execute a professional services agreement with Webb Municipal Finance, LLC to provide FY 2019-20 assessment engineering, special districts administration and Proposition 218 assessment ballot proceedings services in the amount of \$32,900 and authorize an advance from the General Fund to the Santee Landscape Maintenance District Zone 1 (El Nopal Estates) in the amount of \$6,500.

**ATTACHMENTS**

1) Staff Report    2) Proposal/Scope of Services    3) El Nopal Estates Map

## STAFF REPORT

### PROFESSIONAL SERVICES AGREEMENT WITH WEBB MUNICIPAL FINANCE, LLC TO PROVIDE FY 2019-20 ASSESSMENT ENGINEERING, SPECIAL DISTRICTS ADMINISTRATION AND PROPOSITION 218 ASSESSMENT BALLOT PROCEEDING SERVICES

CITY COUNCIL MEETING  
FEBRUARY 13, 2019

#### Overview

Webb Municipal Finance, LLC (“Webb”, previously operating as Albert A. Webb Associates) has provided assessment engineering services for the Santee Town Center Landscape Maintenance District, Santee Landscape Maintenance District, Santee Roadway Lighting District and Fire Benefit Fee annual levy of assessments since 2012 pursuant to a request for proposals process. On February 28, 2018 the City Council authorized a professional services agreement for Webb to provide these services for FY 2018-19 and to provide special district administration services for the recently formed Community Facilities Districts (“CFDs”) No. 2017-1 and No. 2017-2 (Weston Infrastructure and Weston Municipal Services respectively).

#### Santee Landscape Maintenance District Zone 1 (El Nopal Estates)

The Santee Landscape Maintenance District (“SLMD”) was established on March 22, 1989 in accordance with the Landscaping and Lighting Act of 1972 (“1972 Act”). The El Nopal Estates subdivision was the first area annexed into the District as Zone 1 (see map at Attachment 3). Property owners identified as receiving special benefit from the landscaping to be maintained are annually assessed for the cost of maintaining the improvements.

In November, 1996 California voters approved Proposition 218, the “Right to Vote on Taxes Act”. As a result, a property owner ballot process is required for any proposed new or increase in existing assessments for districts covered by the 1972 Act. With the enactment of Proposition 218 the annual assessment for property owners within SLMD Zone 1 (El Nopal Estates) has been capped at \$50.18 per parcel since 1997-98, generating a total of just \$2,258 per year for landscape maintenance. For some time this amount has been insufficient to maintain the landscaping in its original condition, as it is not possible to provide irrigation throughout the year and maintenance cannot be performed more frequently than on a quarterly basis.

Over the past several months City staff has been engaged in dialogue with the property owners in El Nopal Estates to provide information regarding the current funding constraints and to discuss options. In October 2018 the City was presented with a petition signed by 35 of the 42 property owners stating their interest in hearing specific options for the District. In December 2018 a flyer was mailed to all property owners in the District which provided several options for upgrading the condition of the landscaping, including cost estimates, and invited the residents to attend an open house at City Hall on January 9, 2019 in order to learn more and provide an opportunity to provide feedback to City staff regarding these options.

The open house was well attended by property owners, who provided nearly unanimous feedback to pursue a ballot process that could provide resources for the replacement of existing landscaping with drought tolerant landscaping and a bi-weekly maintenance schedule. This would increase the annual assessment per property owner from the current \$50.18 to an estimated \$204.00 and would include a consumer price index provision to ensure future assessments can keep pace with future cost increases.

In accordance with Proposition 218, the ballot process will include the following steps.

1. Identify all parcels which will have a special benefit conferred upon them and upon which the assessment will be imposed.
2. Prepare an assessment engineer's report by a registered professional engineer which determines the proportionate special benefit conferred on each parcel and calculates the proposed increased assessment for each parcel.
3. Prepare and mail written notices of a public hearing and ballots on the question of whether to increase the assessment which must be mailed to the property owners at least 45 days before the date of the hearing.
4. Hold the noticed public hearing on the proposed increase, hear and consider all objections and protests, and count ballots submitted prior to the close of the public hearing.
  - a. If the ballots submitted in favor of the proposed increased assessment exceed the ballots submitted in opposition, the assessment may be increased. Ballots are weighed by the amount of the proposed assessment to be imposed upon the identified parcels for which the ballots were submitted.

The attached proposal and scope of services from Webb (see Attachment 2) includes a component to provide Proposition 218 Assessment Ballot Proceedings services for an amount of \$6,500. Given the limited amount of resources currently being generated by the SLMD Zone 1 (El Nopal Estates) annual assessment, staff proposes that a General Fund advance be made to cover the cost of the ballot proceedings. The estimated increased annual assessment amount of \$204.00 provides for the repayment of this advance, as well as the repayment of an advance for the upfront cost of replacing the existing landscaping with new drought tolerant landscaping if approved by the property owners, over a period of time not to exceed ten years.

### **Recommendation**

Authorize the City Manager to execute a professional services agreement with Webb Municipal Finance, LLC to provide FY 2019-20 assessment engineering, special districts administration and Proposition 218 assessment ballot proceedings services in the amount of \$32,900 and authorize an advance from the General Fund to the Santee Landscape Maintenance District Zone 1 (El Nopal Estates) in the amount of \$6,500.



**Corporate Headquarters**  
3750 McCray Street  
Riverside, CA 92506  
951.686.1070

**Murrieta Office**  
1870 Kalmia Street #160  
Murrieta, CA 92562  
951.686.1070

January 25, 2019

Mr. Tim McDermott  
Director of Finance/Treasurer  
City of Santee  
Santee, CA 92071

**RE: Annual Assessment Engineering and Community Facilities District Administration Services for Fiscal Year 2019-2020 and Proposition 218 Assessment Ballot Proceedings for the City of Santee Landscape Maintenance District Zone 1 (El Nopal Estates)**

Dear Mr. McDermott:

Webb Municipal Finance, LLC (WEBB) is pleased to submit this proposal to continue providing the annual Assessment Engineering Services and Community Facilities District Administration Services and to provide Proposition 218 Assessment Ballot Proceedings listed below to the City of Santee (City). WEBB has been providing services to the City over the past six years and we are looking forward to continuing to partner with the City to successfully enroll the annual assessments and special taxes to the San Diego County tax rolls.

Our proposed Scope of Services for the Annual Assessment Engineering, Community Facilities District Administration Services, and Proposition 218 Assessment Ballot Proceedings is summarized below:

**Annual Assessment Engineering and Community Facilities District Administration Services**

*I. SPECIAL FINANCING DISTRICT ADMINISTRATION*

WEBB will, in consultation with City staff assigned to administer the Special Financing Districts, provide the following services:

- A. *Kickoff Meeting:* Coordinate with the City a continued understanding of the specific goals, components and criteria to meet the City's needs.
- B. *Schedule of Yearly Events:* Production of timeline for schedule of events pertinent to each of the Special Financing Districts to determine the on-going statutory and procedural items needed such as:
  - a. Preparation of resolutions
  - b. Per district budget review
  - c. Engineer's reports
  - d. Public hearings
  - e. Fixed charge special assessment and special tax enrollment
  - f. Pertinent due dates
- C. *Legislative Updates:* Presentation of any current or upcoming legislation that may impact the City's Special Financing Districts.
- D. *Budget Review:* WEBB, along with City staff, will continue to review and update current budgets and help determine the amount needed to meet the anticipated costs based on actual/projected changes in costs, services, and administrative expenses for each district.

- E. *Audit Maps:* Continued preparation of Audit Maps to determine consistency with district boundaries and updated depiction of the current year's levied properties within the Special Financing Districts.
- F. *Meetings:* In addition to the kickoff meeting, WEBB will coordinate meetings with City Staff to make recommendations and confirm findings as well as attend all informal meetings or hearings held for the purpose of disseminating information to the public. WEBB will also attend (1) Public Hearing annually as determined by the City. All necessary information will be prepared and assembled prior to any meetings or hearings for the purpose of making a complete and factual presentation should one be needed. We will continue to attend all hearings and public meetings as required by the appropriate improvement act(s), fully prepared to present all necessary testimony and to respond to all public or City Council comments.
- G. *Property Owner Interface:* At the City's discretion, WEBB may serve as the initial and primary contact to City property owners, title companies and other interested parties regarding the special proceedings and annual installments. WEBB's toll free number may appear on the regular property tax billing next to the specific line item, to facilitate contact with the public. The City may also refer property owners, title companies, and other interested parties to that toll free number in regards to district proceedings and annual installments.
- H. *Annual Levy Report:* once finalized, WEBB will provide the City with a hard copy and an electronic copy of the Annual Levy Report containing the information used to calculate the annual installment amount for each parcel, as well as a summary of the total annual levy for each Special Financing District.
- I. *Consulting Services:* WEBB will continue to provide any consulting services and advice to the City as necessary. Including expending due diligence to ensure accuracy in the process and provide clear written documentation. To assure and maintain quality assurance, WEBB has instituted an internal auditing and review policy that requires a minimum of two individuals with the appropriate expertise to review and audit any information prior to dissemination of the information to the client. If additional fees result from additional services, WEBB will assist the City in amending the contract.

II. *PRELIMINARY AND FINAL ENGINEER'S REPORTS*

- A. *Annual Engineer's Report:* WEBB will prepare the Annual Engineer's Report pursuant to the Landscaping and Lighting Act of 1972 and the provision of the California Article XIIID (Proposition 218). The report(s) will include the following required items:
  - a. A general description of the district, which may include key historical facts, zone designations and discussion of the district benefits
  - b. A description of the plans and improvement specifications
  - c. District budgets and levy summary
  - d. District services and charges
  - e. Changes to the district including notable and proposed modifications
  - f. A description of the Method of Apportionment
  - g. A diagram of the district (provided by the City)
  - h. An assessment of the estimated cost to each parcel
  - i. An affidavit stating that a Professional Engineer has prepared the report

III. *PARCEL INFORMATION AND ENROLLMENT OF FIXED CHARGE SPECIAL ASSESSMENTS AND SPECIAL TAXES*

- A. In consultation with the City, WEBB will determine the levy requirement for the current Fiscal Year and apportion the special assessments and special taxes to each parcel. The levy of the special assessments and special taxes will consist of the following:
  - a. *Parcel Information:* WEBB will maintain current Assessor's Maps for all Special Financing District parcels and shall update annually, prior to enrollment of the current year's levy, any information necessary for use in calculating the special assessments and special taxes. WEBB shall also maintain a computer database of development and land use information for all Special Financing District parcels.



- b. *Annual Levy:* WEBB will determine the levy requirement for the current Fiscal Year on or before August 10<sup>th</sup> based upon the administrative expenses, current status of district funds and Equivalent Dwelling Unit (EDU) classifications.
- c. *Submittal of Annual Levy:* Each Fiscal Year WEBB shall prepare the annual levy for the district in a format and media acceptable for direct submission to the San Diego County Auditor-Controller's Property Tax System (PTS) prior to the statutory deadline and shall perform adjustments and corrections to the levies on the property tax rolls as necessary. Said schedule will be based on the parcel configurations within the district as of the preceding January 1, (the statutory lien date for the Fiscal Year for which said schedule is being produced). If corrections/revisions after deadline are necessary, WEBB will research, recalculate, and follow City staff's direction to rectify the issue.

#### IV. COMMUNITY FACILITIES DISTRICT DELINQUENCY MANAGEMENT

- A. *Delinquency Tracking and Reporting:* WEBB will research the records of the San Diego County Tax Collector for payment information to determine which parcels are delinquent after the December 10 and April 10 property tax installment due dates. WEBB will provide at least four delinquency reports annually which will include, for each CFD, a parcel list showing the APN, property owner, and delinquent amount for each delinquent parcel. Reports will be prepared to reflect the delinquency status of parcels after each installment due date, the fiscal year end, and prior to initiation of foreclosure proceedings.
- B. *Delinquency History:* Utilizing WebbSTAR™, WEBB will maintain a regularly updated delinquency history database of the parcels located in each CFD, as derived from the San Diego County property tax system. The delinquency history database shall include delinquent amounts for each parcel, including penalties and interest due, with reference to any parcels referred to Foreclosure Counsel, and shall reflect prior year delinquencies that have been paid.
- C. *Notification to Delinquent Property Owners:* WEBB will prepare and mail notifications to delinquent property owners (on City letterhead), via first-class mail, at the times and in the format determined by the City's Delinquency Management Policy. WEBB will respond to public requests regarding delinquent notices and shall prepare, as necessary, statements for the requesting parties of the total amounts delinquent and total penalties, interest, and roll removal fees. Any fees associated with these notifications will be passed onto the delinquent property owner through payment of past due amounts or applied to the following year's tax bill.
- D. *Removal from Rolls:* At the City's request, WEBB will prepare and provide correspondence to the County for removal of delinquent special taxes from the tax rolls in the event these amounts are paid directly to the CFD in accordance to the County's removal procedure.
- E. *Foreclosure Coordination:* At the City's request, WEBB will assist with foreclosure coordination which includes the preparation and recordation of the Notice of Intent to Commence Foreclosure, preparation of Exhibits for the Resolution Commencing Foreclosure, and coordination for the removal of special taxes, approved for foreclosure, from the tax roll. WEBB will provide delinquent amounts (including accumulated penalties and interest) to Foreclosure Counsel, at the time the foreclosure is transferred. If necessary, WEBB will provide technical support or act as an expert witness on behalf of the City and Foreclosure Counsel as required in the preparation and litigation of foreclosure cases.

#### V. COMMUNITY FACILITIES DISTRICT ANNUAL REPORTING REQUIREMENTS

- A. The state of California and its agencies continue to pass legislation in an effort to increase transparency in regards to municipal bonds issued by Community Facilities Districts. In addition to the services discussed above, WEBB will prepare and disseminate all required annual reports for the City's Community Facilities Districts, including but not limited to:
  - a. California Debt and Investment Advisory Commission Reports
  - b. Senate Bill 165 Reports
  - c. Assembly Bill 2109 Reports
  - d. Senate Bill 1029 Reports
  - e. Annual Continuing Disclosure Reports

## **Proposition 218 Assessment Ballot Proceedings for the City of Santee Landscape Maintenance District Zone 1**

- A. *Kickoff Meeting:* WEBB will meet with the City staff and legal counsel to establish lines of communication to gain understanding of the specific goals and needs of the City. Discussion items will include the schedule of events, procedural and financial considerations, the past history of the City's LMD, the impact of Proposition 218, and course of action to address the City's goals and needs.
- B. *Preparation of Project Schedule:* WEBB will prepare a schedule for the project that will address the dates and times at which public meetings will be held for the discussion of the increase in the existing assessments. The schedule will also address key action items that will include the adoption of the Resolution Ordering the Preparation of the Annual Engineer's Report, the Resolution of Intention approving the Engineer's Report and setting the date and time of the Public Hearing, and the Resolution Levying Assessments for Fiscal Year 2019-2020. The schedule will be based on the City Council agenda deadlines, deadlines mandated by the Landscaping and Lighting Act of 1972, discussions at the kickoff meeting with City staff and legal counsel, and deadlines set by the San Diego County Auditor-Controller.
- C. *Recommend Benefit Assessments:* WEBB will prepare a detailed analysis of recommended benefit assessments for the City's LMD Zone 1 including:
  - Additional noticing requirements to newly assessed public properties determined to benefit from the public improvements, if applicable.
  - Preparation of direct bills to all public agencies whose properties are determined to benefit from the public improvements, if applicable.
- D. *Assessment Ballots:* WEBB will require a sample ballot from the City's legal counsel. WEBB will then prepare the property owner ballots to meet the requirements of Proposition 218. The ballot preparation will include:
  - Calculation of benefit for each parcel
  - Dollar amount of benefit on the ballots, as identified for each parcel
  - Bar coding on the ballots for ease of tabulation
  - Printing, folding, stuffing, and stamping of ballots
  - Obtaining property owner address labels using the latest San Diego County data
  - Mailing of ballots
  - Creation of an Excel spreadsheet to accept bar coded ballot tabulations
- E. *Ballot Tabulation:* Ballots must be tabulated by an impartial party. WEBB will be present to assist with any questions regarding the ballots and process but cannot tabulate the ballots for the City.
- F. *Provision of Data in Compatible Format:* Upon determination of format needs, WEBB will provide data in a compatible format for use by City staff.
- G. *Meeting Attendance:* WEBB will attend as necessary public meetings, as required by the Landscaping and Lighting Act of 1972 and Proposition 218, fully prepared to present necessary testimony and respond to public comments.
- H. *Preparation of Engineer's Report:* WEBB will prepare the required Preliminary and Final Engineer's Reports in accordance with the Landscaping and Lighting Act of 1972 and Proposition 218.
- I. *Annual Levy Submittal:* Submittal of the annual levy to the San Diego County Auditor/Controller will include levy amounts as approved by Proposition 218 Ballot Assessment proceedings and the Annual Engineer's Report.

**COMPENSATION**

We propose to be compensated a fixed fee for services performed according to the schedule outlined as follows:

**FIXED FEE SCHEDULE**

Service	Fee
Santee Town Center LMD	\$6,474
Santee Roadway Lighting District	\$6,232
Santee Fire Benefit Fee	\$4,075
Santee Landscape Maintenance District	\$1,619
CFD 2015-1 (Maintenance Services)	\$0
CFD 2017-1 (Weston Infrastructure)	\$5,000
CFD 2017-2 (Weston Municipal Services)	\$3,000
Proposition 218 Ballot Proceedings	\$6,500
<b>Total:</b>	<b>\$32,900</b>

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

We have enjoyed working with the City in the past and look forward to continuing our long-standing relationship. If you have any questions regarding our proposal, or if additional information is needed, please contact me directly at (951) 200-8604.

Sincerely,



Heidi Schoeppe  
President/Managing Director  
Webb Municipal Finance, LLC



## Fee Schedule

### CLASSIFICATION

<u>Engineers/Project Managers/Planners/Scientists/ Assessment/Special Tax Consultants/Landscape Architects/Designers</u>	<u>Rates \$/Hour</u>
Principal II.....	258.00
Principal I .....	238.00
Senior III .....	217.00
Senior II .....	202.00
Senior I .....	191.00
Associate III .....	181.00
Associate II .....	166.00
Associate I .....	156.00
Assistant V .....	145.00
Assistant IV .....	130.00
Assistant III .....	115.00
Assistant II .....	100.00
Assistant I .....	84.00
<b>Special Consultant</b> .....	<b>325.00</b>

### Survey Services

2-Person Survey Party.....	255.00
1-Person Survey Party .....	180.00

### Inspection Services

Inspector (Non-Prevailing Wage) .....	125.00
Inspector (Prevailing Wage) .....	135.00

### Administrative Services

Project Coordinator .....	98.00
Administrative Assistant III .....	88.00
Administrative Assistant II .....	78.00
Administrative Assistant I .....	62.00

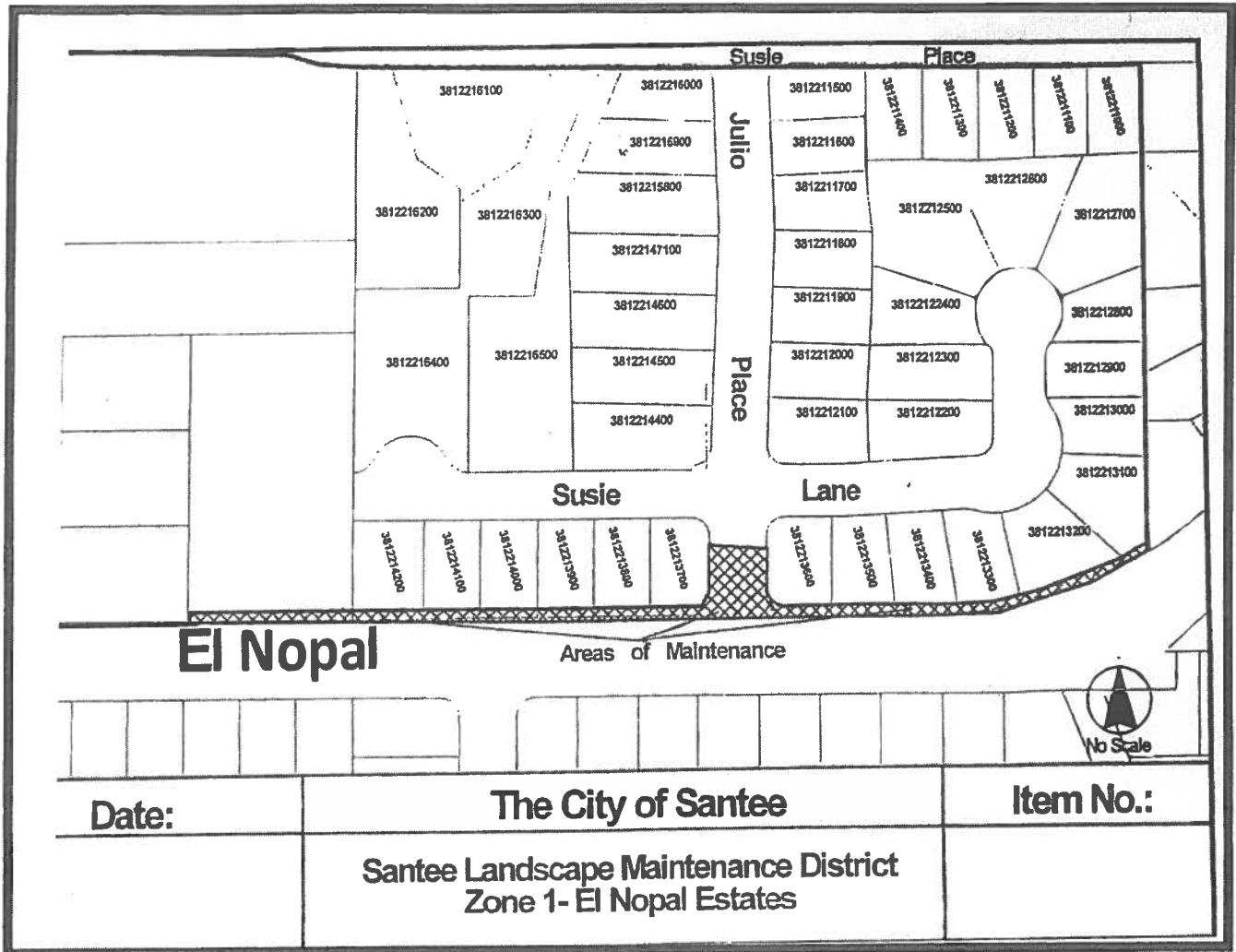
### Other Direct Expenses

Incidental Charges .....	Cost + 15%
Postage .....	Cost
Subcontracted Services .....	Cost + 15%
Survey/Inspection Per Diem .....	Prevailing Wage Rate
In-House Delivery Up to 1/2 hour .....	25.00
In-House Delivery 1/2 Hour to 1 Hour .....	50.00
In-House Delivery Over 1 Hour.....	75.00
Survey/Inspection Vehicle .....	0.81/Mile
Mileage .....	0.72/Mile

Note: All rates are subject to change based on annual inflation and cost of living adjustments. Prevailing wages are dictated by the California Department of Industrial Relations (DIR). As such, the indicated rate will remain in effect until revised rates are published by the DIR. The rate shown shall be subject to renegotiation to remain in compliance with State requirements if prevailing wages are increased by the DIR.

\* A **FINANCE CHARGE** of 1 ½ % per month (18% per year) will be added to any unpaid amount commencing thirty (30) days from invoice date. A mechanic's lien may be filed for any invoice remaining unpaid after thirty (30) days from invoice date.

# El Nopal Estates Landscape Maintenance District



<b>Date:</b>	<b>The City of Santee</b>	<b>Item No.:</b>
	<b>Santee Landscape Maintenance District Zone 1- El Nopal Estates</b>	

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

5

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA AWARDING THE CONSTRUCTION CONTRACT FOR THE BUS STOP CONCRETE IMPROVEMENTS PROJECT (CIP2018-12) TO KC EQUIPMENT, INC. AND DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(C) OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

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

**SUMMARY** This item requests City Council award the construction contract for the Bus Stop Concrete Improvements Project (CIP 2018-12) to KC Equipment, Inc. in the amount of \$31,400.00. This project will make concrete repairs and installation of additional concrete pads at 25 bus stop locations to allow MTS to install new benches and shelters throughout the City.

MTS is currently scheduled to install benches at 32 locations and 4 shelters. These will be in addition to the 5 City-owned shelters. MTS will begin installing the benches and shelters in February at locations that do not require concrete modifications. The remaining locations are anticipated to be completed in May when the concrete work is completed.

On January 31, 2019, nine bids were received and opened, with a low bid of \$31,400.00 submitted by KC Equipment, Inc. Upon review by staff, the bid submitted by KC Equipment, Inc. has been deemed a responsive and responsible bid and is 17% lower than the Engineer's Estimate of \$38,000.00. Staff recommends awarding the contract to KC Equipment, Inc. for the bid amount of \$31,400.00. Staff also requests authorization for the Director of Development Services to approve change orders in a total amount not to exceed \$4,710.00 (15%) for unforeseen items and additional work.

**ENVIRONMENTAL REVIEW** Categorically Exempt from the provisions of the California Environmental Quality Act (CEQA) Section 15301(c) - Class 1 Exemption

**FINANCIAL STATEMENT** *ms* The project is included in the adopted Capital Improvement Program Budget for a total amount of \$92,000.00 and is funded through TDA Transit funds. The remaining funds will be utilized separately by the City to install trash interceptors on storm drain inlets near bus stops.

Design & Bidding	\$ 4,999.06
Construction Contract	31,400.00
Construction Change Orders	4,710.00
Construction Engineering/Management	7,500.00
Total Anticipated Project Cost	<u>\$ 48,609.06</u>

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION** *MSB*

Adopt the attached Resolution:

1. Approving a categorical exemption pursuant to Section 15301(c) of the California Environmental Quality Act; and
2. Awarding the construction contract to KC Equipment, Inc. for a total amount of \$31,400.00 and authorizing the City Manager to execute the contract; and
3. Authorizing the Director of Development Services to approve change orders in a total amount not to exceed \$4,710.00.

**ATTACHMENTS**

Resolution    Bid Summary

**RESOLUTION NO.**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA  
AWARDING THE CONSTRUCTION CONTRACT FOR THE BUS STOP CONCRETE  
IMPROVEMENTS PROJECT (CIP2018-12) TO KC EQUIPMENT, INC. AND  
DETERMINING A CATEGORICAL EXEMPTION PURSUANT TO SECTION 15301(C)  
OF THE CALIFORNIA ENVIRONMENTAL QUALITY ACT**

**WHEREAS**, the City Clerk, on the 31<sup>st</sup> day of January, 2019, publicly opened and examined sealed bids for the Bus Stop Concrete Improvements Project (CIP 2018-12) ("Project"); and

**WHEREAS**, KC Equipment, Inc. was found to be the lowest responsive and responsible bidder with their total bid amount of \$31,400.00; and

**WHEREAS**, the Project is included in the adopted Capital Improvement Program Budget; and

**WHEREAS**, the project is fully funded through TDA Transit funds; and

**WHEREAS**, staff recommends awarding the construction contract to KC Equipment, Inc. in the amount of \$31,400.00; and

**WHEREAS**, staff requests authorization for the Director of Development Services to approve change orders in a total amount not to exceed \$4,710.00 for unforeseen items and additional work; and

**WHEREAS**, the project is categorically exempt from environmental review pursuant to section 15301(c) of the California Environmental Quality Act.

**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 Concrete Improvements Project (CIP 2018-12) is awarded to KC Equipment, Inc. as the lowest responsive and responsible bidder in the amount of \$31,400.00, 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 a total amount not to exceed \$4,710.00 for unforeseen items and additional work.

**SECTION 3:** This project is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15301(c) of CEQA. Staff is directed to file a Notice of Exemption as provided by law.

**SECTION 4:** The Clerk is directed to certify the adoption of this Resolution.

**RESOLUTION NO.**

**ADOPTED** by the City Council of the City of Santee, California, at a Regular meeting thereof held this 13<sup>th</sup> day of February, 2019, by the following roll call vote to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

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

**ATTEST:**

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



MAYOR  
John W. Minto



# CITY OF SANTEE

CITY COUNCIL  
Ronn Hall  
Stephen Houlahan  
Laura Koval  
Rob McNelis

## Bus Stop Concrete Improvements CIP 2018-12

**Bid Opening: January 31, 2019, 10:00 am**

<b>Contractor Name</b>		<b>Total Bid</b>
KC Equipment, Inc.	\$	31,400.00
LC Paving & Sealing, Inc.	\$	36,891.00
Crest Equipment, Inc.	\$	37,919.25
Ramona Paving & Construction Corp.	\$	40,689.88
J. Cardenas, Inc.	\$	46,800.00
New Century Construction, Inc.	\$	54,888.00
Eagle Paving Company, Inc. DBA Toro Engineering	\$	54,985.90
PAL General Engineering, Inc.	\$	58,597.39
A.M. Ortega Construction	\$	60,313.00

### Apparent Low Bidder Information

KC Equipment, Inc.  
200 Spectrum Center Dr. Ste 1460  
Irvine, CA 92618  
949-748-6285

<b>Apparent Low Bidder Subcontractors</b>	<b>Item of Work</b>
None.	

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

6

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** RESOLUTION AUTHORIZING THE PURCHASE OF NEW STRUCTURAL FIREFIGHTING CLOTHING (TURNOUTS) FROM MUNICIPAL EMERGENCY SERVICES PER NATIONAL PURCHASING PARTNERS, LLC (dba NPPGov) CONTRACT #00000168

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

**SUMMARY**

This item requests City Council authorization to purchase a total of twenty (20) new sets of structural firefighting clothing (turnouts) from Municipal Emergency Services (MES), with seventeen (17) sets being purchased immediately and an additional three (3) sets later this fiscal year. This purchase is necessary in order to replace turnouts that will either be expiring due to NFPA-recommended standards or have been determined to be unusable due to wear and tear. The Fire Department utilizes an independent outside vendor to routinely inspect and repair structural firefighting clothing. As these garments age, the protective materials within the garment begin to degrade and the likelihood of a burn injury increases.

Santee Municipal Code Section 3.24.180 authorizes the City to purchase equipment and supplies from a vendor at a price established by competitive or competitively negotiated bid by another public agency as long as that bid substantially complied with the formal bidding procedures in Santee Municipal Code Section 3.24.110. On May 28, 2017, the Public Procurement Authority, working in cooperation with National Purchasing Partners, LLC (dba NPPGov) completed a competitive process, substantially complying with Santee's Municipal Code, for procurement of fire turnouts and fire-related equipment. Based on the requirements for the lowest responsive responsible bidder offering the best overall quality and selection of products and services, Municipal Emergency Services (MES) was one of the vendors awarded Contract #00000168 for fire turnouts and fire-related equipment for an initial term of three years plus three annual options to renew.

Santee's Purchasing Ordinance requires City Council approval of all purchases exceeding \$20,000. Staff recommends utilizing NPPGov Contract #00000168 to purchase twenty (20) sets of structural firefighting clothing (turnouts) from Municipal Emergency Services (MES) for an amount not to exceed \$52,642.34.

**FINANCIAL STATEMENT** 

Adequate funding for the purchase of the twenty (20) sets of structural firefighting clothing (turnouts) is included in the adopted FY 2018-19 budget, with \$42,113.87 being charged to Emergency Operations account 1001.03.2202.51165 (16 sets) and the remaining \$10,528.47 being charged to CSA-69, account 1001.03.2203.51165 (4 sets).

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION** 

Adopt resolution authorizing the purchase of twenty (20) sets of structural firefighting clothing (turnouts) from Municipal Emergency Services (MES) per NPPGov Contract #00000168 for an amount not to exceed \$52,642.34 and authorizing the City Manager to execute all necessary documents.

**ATTACHMENTS**

Resolution

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

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTEE, CALIFORNIA,  
AUTHORIZING THE PURCHASE OF NEW STRUCTURAL FIREFIGHTING CLOTHING  
(TURNOUTS) FROM MUNICIPAL EMERGENCY SERVICES PER NATIONAL PURCHASING  
PARTNERS, LLC (dba NPPGov) CONTRACT #00000168**

**WHEREAS**, the City of Santee's ("City") adopted FY 2018-19 Fire and Life Safety Department operating budget includes funding for the purchase of structural firefighting clothing (turnouts); and

**WHEREAS**, Santee Municipal Code Section 3.24.180 authorizes the City to purchase equipment and supplies from a vendor at a price established by competitive or competitively negotiated bid by another public agency as long as that bid substantially complies with the formal bidding procedures in Santee Municipal Code Section 3.24.110; and

**WHEREAS**, in May 2017, the Public Procurement Authority, working in cooperation with National Purchasing Partners, LLC (dba NPPGov) completed a competitive process, substantially complying with Santee's Municipal Code, for procurement of fire turnouts and fire-related equipment; and

**WHEREAS**, Municipal Emergency Services (MES) was one of the vendors awarded Contract #00000168 for fire turnouts and fire-related equipment for an initial term of three years plus three annual options to renew; and

**WHEREAS**, the City desires to use NPPGov Contract #00000168 to purchase twenty (20) sets of structural firefighting clothing (turnouts) for the Fire and Life Safety Department to replace turnouts that will either be expiring due to National Fire Protection Association recommended standards or have been determined to be unusable due to wear and tear.

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

1. Authorizes the purchase of twenty (20) sets of structural firefighting clothing (turnouts) from Municipal Emergency Services (MES) per NPPGov Contract #00000168 for an amount not to exceed \$52,642.34; and
2. Authorizes the City Manager to execute all necessary documents.

**ADOPTED** by the City Council of the City of Santee, California, at a Regular Meeting thereof held this 13<sup>th</sup> day of February 2019, by the following roll call vote, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**APPROVED:**

**ATTEST:**

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

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

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

7

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** A PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN

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

**SUMMARY**

**CDBG Program** - The federal Community Development Block Grant (CDBG) Program promotes viable urban communities by providing decent housing, a suitable living environment and expanded economic opportunities, principally for low and moderate income persons. There is uncertainty regarding the amount of CDBG funding that will be available to the City for Program Year (PY) 2019 (July 2019 through June 2020); however, the timeline for submission of an annual CDBG application requires the City to begin the process of prioritizing CDBG-funded activities in February. For planning purposes, it is assumed that the City's PY 2019 allocation will remain at the current year's amount of \$279,382. In addition, \$62,239 in program income and the carry forward of prior-year unexpended funds (including \$59,906 currently allocated to a debt service reserve account) would bring the estimated total amount available for allocation in PY 2019 to \$341,621.

A request for proposals was published on November 29, 2018, with applications due on January 10, 2019. The City received eight applications for PY 2019 CDBG funding totaling \$76,500 in addition to the City's requests for program administration and Section 108 loan debt service as detailed in the attached report and summary of applications.

**Home Program** - The HOME Program provides funding for housing acquisition/rehabilitation, construction, rental assistance and home ownership assistance. The City of Santee participates in HOME funding through a consortium including five other cities and the County of San Diego. The County administers HOME-funded programs on behalf of consortium members, including a first-time homebuyer down payment assistance loan program. In 2018, three loans for the purchase of homes in Santee were completed.

**ENVIRONMENTAL REVIEW**

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

**FINANCIAL STATEMENT** 

No funding decisions will be made at this meeting. Allocations of CDBG funding will be determined during a public hearing to be conducted on February 27, 2019.

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATION** 

Open the public hearing, receive public testimony, and continue the public hearing to February 27, 2019.

**ATTACHMENTS**

Staff Report

Summary of Requests

Applications

## STAFF REPORT

### A PUBLIC HEARING TO ASSESS COMMUNITY DEVELOPMENT NEEDS AND TO SOLICIT PROPOSALS FOR PROGRAM YEAR 2019 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDING CONSISTENT WITH THE CONSOLIDATED PLAN

CITY COUNCIL MEETING OF FEBRUARY 13, 2019

#### A. CDBG BACKGROUND

The Community Development Block Grant (CDBG) program is administered by the U.S. Department of Housing and Urban Development (HUD). Cities with over 50,000 in population ("Entitlement Cities") are provided the opportunity to apply for a direct allocation of CDBG funds. Entitlements are based on a formula that weighs population, the extent of poverty, housing overcrowding, and age of housing. Each city must develop a five-year Consolidated Plan and a one-year Action Plan which is updated each year and reflects input received from citizens.

#### B. CDBG PROGRAM GUIDELINES

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

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

1. Benefit low and moderate income families.

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

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

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

Activities considered to aid in the prevention or elimination of slums or blight are activities within a delineated area which meets a definition of slum, blighted, deteriorated, or deteriorating under state or local law, or where there

is a substantial number of deteriorating or dilapidated buildings and improvements are needed throughout the area.

3. Address community needs having a particular urgency.

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

**C. PUBLIC PARTICIPATION AND ALLOCATION PROCESS**

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

Notice of the February 13, 2019 public hearing was published in East County Californian on January 24, 2019. All applications which were received in accordance with the deadline 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.

**D. AVAILABLE CDBG FUNDS AND REQUESTS FOR FUNDING**

The CDBG allocation to the City of Santee for Program Year 2018 was \$279,382. As of February 1, 2019, HUD had not announced the amount that the City of Santee will be allocated for Program Year 2019. However, the schedule for preparation of annual Action Plans by the City of Santee and the County of San Diego requires that public input be solicited at this time and a tentative plan for funding activities in Program Year 2019 be approved and submitted to HUD no later than May 15<sup>th</sup>. Due to uncertainty regarding the budget for HUD programs, for planning purposes the attached resolution assumes that the City of Santee's Program Year 2019 allocation will remain at the current year level (\$279,382). In addition, \$62,239 in program income and prior-year unexpended funds (including \$59,906 currently allocated to a debt service reserve account) would bring the total estimated amount available for allocation in PY 2019 to \$341,621.

HUD regulations impose a 15% cap on the amount of CDBG funds which can be allocated to Public Service activities and a 20% cap on Administrative activities (including program income but excluding prior year carry forwards).

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

In addition to the caps imposed by HUD on Administrative and Public Services expenditures, an advance of CDBG allocations to fund improvements to Buena Vista Avenue and Railroad Avenue reduces the amount of funding available for other

activities. In October 2011, the City Council approved a Section 108 loan (a loan secured by future allocations of CDBG funding) in the amount of \$1.4 million. Debt service associated with the Section 108 loan to be funded in Program Year 2019 is \$147,014 and represents a senior claim on CDBG funding received by the City of Santee. The final debt service payment is scheduled to be made on August 1, 2021.

In response to potential future reductions in CDBG allocations, in Program Year 2017 the City established a Section 108 loan reserve that could assist in meeting payment requirements in the event future year allocations were insufficient to do so. In Program Year 2018, \$59,906 was set aside for this purpose. Given significant uncertainty regarding the future of the CDBG program, staff believes it would be prudent to maintain a debt service reserve balance. Based on the projection of available public facilities funding, after allocating \$147,014 in Program Year 2019 to debt service payments, a total of \$96,810 would remain available for allocation to other public facilities activities, including the funding of a debt service reserve.

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

Requested in excess of projected funding \$ 19,087

**E. HOME PROGRAM**

The Home Investment Partnerships (HOME) Program is a federal program administered by the U.S. Department of Housing and Urban Development (HUD). The intent of the HOME Program is to provide decent affordable housing to lower-income households, expand the capacity of nonprofit housing providers, strengthen the ability of state and local governments to provide housing and leverage private-sector participation. Eligible HOME program uses include housing acquisition, housing rehabilitation, homebuyer assistance, housing construction and rental assistance.

Since 1997, the City has used HOME funds for the First Time Homebuyer Program (FTHB), providing down payment assistance via a deferred loan for low income first time homebuyers. One hundred one loans have been funded since the inception of the program.

The City of Santee participates in HOME funding through a consortium comprised of the County of San Diego and the Cities of Encinitas, Carlsbad, La Mesa, San Marcos and Vista to administer Federal HOME funds. The County of San Diego

acts as the administrator of the consortium. Low-income persons seeking down payment and closing cost assistance for the purchase of a home in Santee submit an application to the County of San Diego Department of Housing and Community Development for underwriting and loan origination. During Calendar Year 2018, three loans for the purchase of Santee homes were completed.

**F. RECOMMENDATION**

Open the public hearing, receive public testimony, and continue the public hearing to February 27, 2019.



**ATTACHMENT 2**

**SUMMARY OF REQUESTS**

	<b>PUBLIC SERVICES</b>	<b>AMOUNT OF PY 2019 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2017 ACCOMPLISHMENTS/ PY 2018 GRANT</b>
1	Cameron Family YMCA / Santee Aquatics Center	\$6,000	Subsidize swim, gymnastics and fitness classes	54 persons assisted/ PY 2018 Grant: \$2,190
2	Crisis House	\$6,000	Intervention services to prevent homelessness	142 persons assisted/ PY 2018 Grant: \$5,490
3	ElderHelp	\$5,000	Support home-bound seniors to maintain their independence.	48 persons assisted/ PY 2018 Grant: \$3,260
4	Caring Neighbors (Lutheran Social Services)	\$6,000	Provide minor home repairs to low-income seniors and disabled Santee residents	66 projects/ PY 2018 Grant: \$3,260
5	Meals-on-Wheels	\$8,000	Delivery of 2 meals per day to homebound seniors	96 persons assisted/ PY 2018 Grant: \$5,490
6	Santee Food Bank	\$20,000	Emergency food assistance.	13,181 persons assisted/ PY 2018 Grant: \$14,270
7	Santee Santas	\$10,000	Provide assistance to Santee families in crisis through the Holiday Program and Emergency Fund.	218 households assisted/ PY 2018 Grant: \$9,880

**Total Requests:           \$ 61,000**

\$ 41,913 (Projected cap amount)

**ATTACHMENT 2**

**SUMMARY OF REQUESTS**

<b>ADMINISTRATION</b>		<b>AMOUNT OF PY 2019 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2017 ACCOMPLISHMENTS/ PY 2018 GRANT</b>
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	52 persons assisted with housing services/ PY 2018 Grant: \$15,500
2	City of Santee	\$ 40,384	Administration of CDBG Program and Subrecipient Agreements	Maintained compliance with program regulations.

**Total Requests:           \$ 55,884** (Projected cap amount)

<b>PUBLIC FACILITIES</b>		<b>AMOUNT OF PY 2019 REQUEST</b>	<b>PROPOSED USE</b>	<b>PY 2017 ACCOMPLISHMENTS/ PY 2018 GRANT</b>
1	City of Santee - Section 108 Loan Debt Service	\$ 147,014	Debt services for Buena Vista/ Railroad Avenue Neighborhood Road Improvements	Project complete.
2	City of Santee - Section 108 Loan Debt Service Reserve	\$ 96,810	Provide for a reserve fund in the total amount of \$96,810 to cover debt service should future CDBG allocations fall below required amount.	PY 2018 Reserve: \$59,906

**Total Requests:           \$ 243,824**

Estimate of funding available after allocating maximum allowed amounts to Public Services and Administration.

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

SOCIAL SERVICES

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

ADMINISTRATION

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

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

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

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

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

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

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

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

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

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

- D. Agency/Nonprofit Organization Information:

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

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

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

**E. Financial:**

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

None

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

**RECEIVED**

JAN 09 2019

Dept. of Development Services  
City of Santee

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

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

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

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

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 6,000.00

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

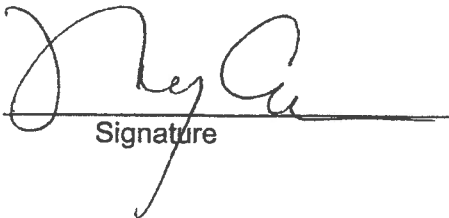
Total Project/Program Budget: \$ 285,000

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

Applicant Certification:

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

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

  
Signature



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

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

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

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

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

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

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

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

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

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

- D. Agency/Nonprofit Organization Information:

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

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

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

**E. Financial:**

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

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

Crisis House maintains the following records:

Cash Receipts Journal - For recording all cash receipts.

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

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

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

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

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

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

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

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

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

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

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

**F. Personnel:**

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

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

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

**G. Conflict of Interest:**

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

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

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

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

RECEIVED

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

JAN 04 2019

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.**

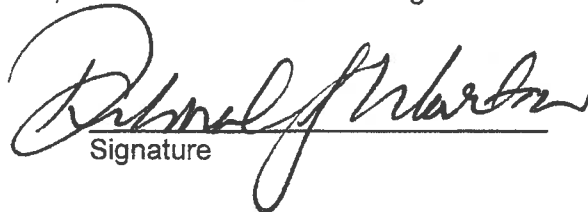
Total Project/Program Budget: \$ \$1,409,078

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

Applicant Certification:

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

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

  
Signature

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

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

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

Our service programs cover many senior needs:

•Care Coordination

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

•Seniors A Go Go

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

•RUOK Check-In Calls

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

•Information & Referral

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

•Family Caregiver Support

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

•HomeShare

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

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

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

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

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

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

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

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

- D.** Agency/Nonprofit Organization Information:

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



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

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

**E. Financial:**

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

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

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

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

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

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

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

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

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 6,000

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


Total Project/Program Budget: \$ 35,438

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

Applicant Certification:

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

Ronald S. Drews  
Type or Print Your Name and Title

  
\_\_\_\_\_  
Signature

**RECEIVED**

JAN 08 2019

Dept. of Development Services  
City of Santee

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**E. Financial:**

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

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

None

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

RECEIVED

DEC 21 2018

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

Dept. of Development Services  
City of Santee

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

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

Phone: 619-278-4012 Fax: 619-260-6373  
E-mail: jraefield@meals-on-wheels.org

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

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

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

Type of Project (check one): Public Service Activity

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 8,000

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

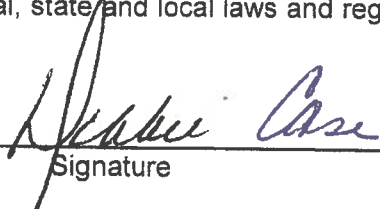
**Total Project/Program Budget: \$ 116,148.90**

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

**Applicant Certification:**

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

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

  
Signature

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

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

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

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

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

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



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

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

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

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

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

- D. Agency/Nonprofit Organization Information:

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

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

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

**E. Financial:**

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

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

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

**RECEIVED**

JAN 04 2019

Dept. of Development Services  
City of Santee

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

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

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

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

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 20,000

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

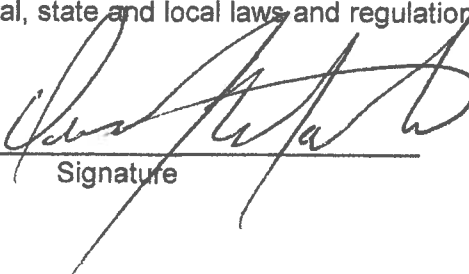
Total Project/Program Budget: \$ 45,000

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

Applicant Certification:

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

Dennis Martins, President  
Type or Print Your Name and Title

  
\_\_\_\_\_  
Signature

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

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

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

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

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

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

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

- D. Agency/Nonprofit Organization Information:

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

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

**E. Financial:**

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

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

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

**RECEIVED**

DEC 31 2018

Dept. of Development Services  
City of Santee

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

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

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

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

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

Phone: None Fax: None  
E-mail: None

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 10,000

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

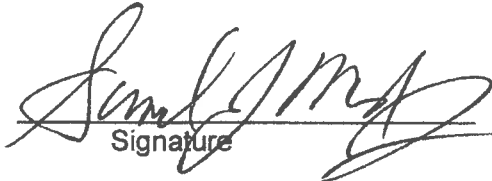
Total Project/Program Budget: \$ 36,603

Source of Other Funds: Private Donations

Applicant Certification:

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

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

  
Signature

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

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

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

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

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

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



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

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

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

- D. Agency/Nonprofit Organization Information:

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

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

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

**E. Financial:**

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

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

**F. Personnel:**

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

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

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

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

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

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

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

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

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

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

**G. Conflict of Interest:**

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

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

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

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

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

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

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

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

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

**FUNDING INFORMATION:**

Amount Requested from Santee: \$ 15,500

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

Total Project/Program Budget: \$ 18,500

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

Applicant Certification:

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

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

*Estela De Los Rios*  
Signature

**RECEIVED**

JAN 10 2019

Dept. of Development Services  
City of Santee

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

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

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

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

#### Goals

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

#### Objectives and Services

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

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

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

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

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

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

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

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

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

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

**E. Financial:**

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

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

**F. Personnel:**

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

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

**G. Conflict of Interest:**

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

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



City of Santee  
**COUNCIL AGENDA STATEMENT**

**MEETING DATE** February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE** COMMUNITY CENTER SITE AND OPERATING COST ANALYSIS

**DIRECTOR/DEPARTMENT** Bill Maertz, Community Services *WM*

**SUMMARY**

In March 2017, the City Council conducted a workshop on two-year goals and priorities. Among the projects identified as Tier One priorities was the construction of the first phase of a community center, with emphasis on facilities for teen and senior programs. In February 2018, the City Council authorized award of a professional services agreement with KTUA for Site and Economic Analysis of the community center project. On August 22, 2018, an update was provided on the status of the ongoing site evaluation and economic analysis.

KTUA has completed its analysis of operational needs, phasing options and projected operating revenues and expenses. KTUA finds that the City's operational needs could be accommodated by a facility of approximately 50,000 square feet. This facility, if two stories in height, would fit on the site immediately east of the YMCA ("Site 2 - River View") on land currently improved with an asphalt parking lot. The project would be constructed in phases as funding permits. The first phase would include dedicated space for senior and teen programs and supportive administrative offices. The second phase would include a banquet facility, additional multi-purpose community space and outdoor amenities including a splash pad. The final phase would add a gymnasium with an indoor walking/jogging track. GreenPlay, LLC, a national consultancy specializing in park and recreation facilities and programs, has projected that the net cost of operating the first phase of the community center project would be approximately \$271,000 annually.

At this time, technical studies of soil suitability, hydrology, utilities, traffic, and other environmental issues have not been undertaken. With direction from the City Council, staff proposes further study of the feasibility of construction at the site and refinement of the project scope and budget through the Capital Improvement Program update process. The principles of Crime Prevention Through Environmental Design (CPTED) will be incorporated. Based on their knowledge of similar projects, KTUA has projected the cost of constructing Phase 1 to range from \$8.8 - \$13.6 million.

**ENVIRONMENTAL REVIEW** This informational item is categorically exempt from environmental review under the California Environmental Quality Act (Attachment 1).

**FINANCIAL STATEMENT** *jm* Funds for the construction of Phase 1 of the community center project will come from park in-lieu fees, public facilities development impact fees, grants and other sources dedicated to park and recreation purposes and will be detailed as part of the Capital Improvement Program budget update process. Bonds and other funding sources would likely need to be considered to implement future phases of community center construction. Future operating budget impacts from a new community center will need to be addressed.

**CITY ATTORNEY REVIEW**     N/A     Completed

**RECOMMENDATIONS** *MDB*

- 1) Affirm that development of dedicated teen and senior facilities remains a Tier 1 priority.
- 2) Establish "Site 2 - River View" as the preferred site, pending further analysis of site suitability.

**ATTACHMENTS**

- 1) Environmental Statement
- 2) KTUA report

## ATTACHMENT 1

### **ENVIRONMENTAL REVIEW**

Staff has determined that the Community Center Site and Economic Analysis is exempt from environmental review under the California Environmental Quality Act ("CEQA"), Public Resources Code section 21000 et seq. pursuant to State CEQA Guidelines sections 15378 (not a project subject to CEQA review), 15262 (statutory exemption for feasibility and planning studies), and 15061, subdivision (b)(3) (no possibility of significant environmental effect) and the City's Local Guidelines for Implementing the California Environmental Quality Act. The analysis is a planning tool to determine the most feasible and efficient location to site a new community center and establish a proposed program based on City and stakeholder feedback. The analysis does not commit the City to the center or any of the identified building forms and programs, which would be subject to future environmental review, as required under CEQA.

## ATTACHMENT 2

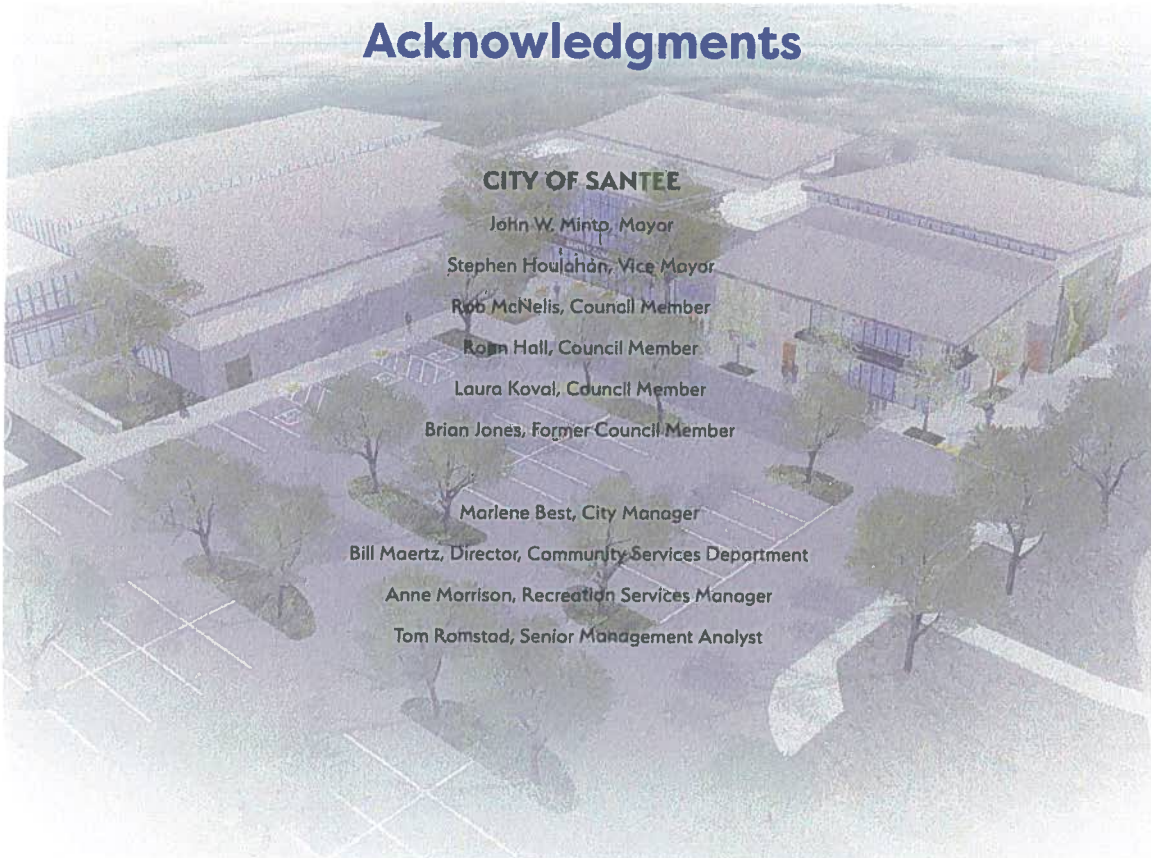


# CITY OF SANTEE

## Community Center Site and Operating Cost Analysis

February 2019

### Acknowledgments



# Acknowledgments



## LEAD CONSULTANT TEAM: KTUA

Mike Singleton, Principal Landscape Architect

Brooke Whalen, Senior Landscape Architect/Project Manager

Jacob Leon, Planner

Difan Chen, Landscape Designer

## ASSISTED BY: PLATT/WHITELOW ARCHITECTS INC.

Alison Whitelaw, Principal Architect

Luke English, Project Architect

## ASSISTED BY: GREENPLAY

Tom Diehl, Program, Operational, Maintenance Projections, Economic Analysis and Needs Analyst

# Table of Contents

<b>Executive Summary</b> .....	<b>1</b>
<b>1 Introduction</b> .....	<b>3</b>
PROJECT OVERVIEW .....	4
SITE ANALYSIS .....	6
<b>2 Site &amp; Program Development</b> .....	<b>15</b>
PROGRAM ASSUMPTIONS AND OPERATIONAL PROFORMA .....	16
PROGRAM SUMMARY.....	22
SITE SELECTION AND BUILDING LAYOUT .....	25
<b>3 Conceptual Plans &amp; Projected Expenses</b> .....	<b>29</b>
PROGRAMING, PHASING AND PLANS.....	30
PHASE 1 - COMMUNITY CENTER.....	34
PHASE 2 - EVENT CENTER.....	40
PHASE 3 - GYMNASIUM .....	48
CONSTRUCTION BUDGET ESTIMATE.....	57
PROJECTED EXPENSES .....	58

# List of Figures

<b>1</b>	Figure 1-1: Parks and Recreation Master Plan- Site 1, "The Lawn" .....	8
	Figure 1-2: Parks and Recreation Master Plan- Site 2, "River View" .....	10
	Figure 1-3: Site Analysis .....	12
<b>2</b>	Figure 2-1: Organizational Chart .....	18
	Figure 2-2: Community Center - The Lawn Site - One Story Building .....	25
	Figure 2-3: Community Center - The Lawn Site - Two Story Building .....	25
	Figure 2-4: Community Center - River View Site - One Story Building .....	26
	Figure 2-5: Community Center - River View Site - Two Story Building- Option 1 .....	26
	Figure 2-6: Community Center - River View Site - Two Story Building- Option 2 .....	27
	Figure 2-7: Community Center - River View Site - Two Story Building- Option 3 .....	27
<b>3</b>	Figure 3-1: Phase 1 - Community Center Floor Plan- First and Second Floors .....	34
	Figure 3-2: Phase 1 - Site Plan .....	35
	Figure 3-3: Phase 2 - Event Center Floor Plan - First and Second Floors .....	40
	Figure 3-4: Phase 1 and 2 - Community Center and Event Center Combined - First Floor .....	41
	Figure 3-5: Phase 1 and 2 - Community Center and Event Center Combined - Second Floor .....	42
	Figure 3-6: Phase 2 - Site Plan .....	43
	Figure 3-7: Phase 3 - Gymnasium - First Floor .....	48
	Figure 3-8: Phase 3 - Gymnasium - Second Floor .....	49
	Figure 3-9: Phases 1, 2 and 3 - Community Center, Event Center, and Gymnasium Combined- First Floor .....	50
	Figure 3-10: Phases 1, 2 and 3 - Community Center, Event Center, and Gymnasium Combined- Second Floor .....	51
	Figure 3-11: Phase 3 - Site Plan .....	52

# List of Tables

<b>2</b>	Table 2-1: Phase 1 - Community Center Program Summary .....	22
	Table 2-2: Phase 2 - Event Center Program Summary .....	23
	Table 2-3: Phase 3 - Gymnasium Program Summary .....	24
	Table 2-4: Site Selection .....	28
<b>3</b>	Table 3-1: Construction Budget Estimates - Phase 1 .....	57
	Table 3-2: Construction Budget Estimates - Phase 2 .....	57
	Table 3-3: Construction Budget Estimates - Phase 3 .....	57
	Table 3-4: New Expenses and Revenues - Phase 1 .....	58
	Table 3-5: New Expenses and Revenues - Phase 2 .....	59
	Table 3-6: New Expenses and Revenues - Phase 3 .....	59

## Executive Summary

Based on feedback from city staff, community stakeholders, and city council members, this report is recommending that a two-story building on the River View site is the most appropriate for a new community center. This configuration and location not only allows easy access to the existing parking lot next to the Cameron Family YMCA, but there is also an opportunity to utilize the parking lot just south of the creek across the bridge. In addition, this location provides some separation from the YMCA and keeps the circulation and arrival experience of the YMCA more intact and open with existing views. It also takes advantage of the views to the mountains in the distance from all directions.

Plans have been broken into different phases to accommodate flexibility in budgeting depending on available funding

The final phases included:

- Phase 1 - Community Center
- Phase 2 - Event Center
- Phase 3 - Gymnasium



Community Center Sites Overview

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

## City of Santee Community Center Site and Operating Cost Analysis



Phase 1 - Community Center Entrance

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

# CHAPTER 1

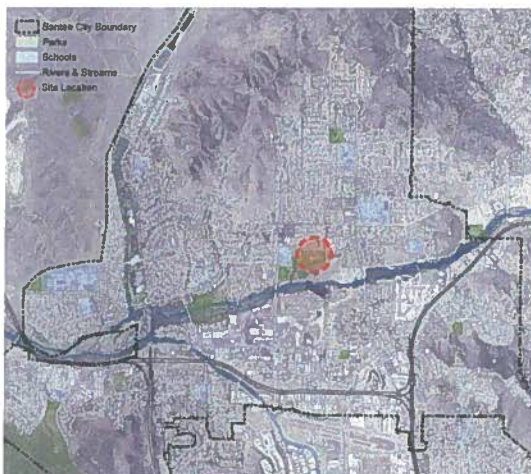
# INTRODUCTION

## City of Santee Community Center Site and Operating Cost Analysis

### Project Overview

#### GENERAL CITY PROFILE

The City of Santee is located within San Diego County, California with a population of just under 58,000 people. The city is adjacent to one of the county's most popular recreation destinations, Mission Trails Regional Park, but is also surrounded by other cities and communities including the City of El Cajon and community of Lakeside. Santee is accessible via State Route 52 and State Route 67. In addition, the San Diego River bisects the city, offering a linear greenbelt that incorporates parks, trails, and natural riparian habitat for both people and wildlife to enjoy.



City Context Map

#### PLAN PURPOSE

The City of Santee Community Center Site and Economic Analysis determined the optimal location to site a new community center and established a proposed program based on stakeholder and city input. The plan also identified potential revenues and expenses associated with the proposed facility. The city recommended that two of the sites identified in the Parks and Recreation Master Plan Update at Town Center Community Park near the YMCA should be evaluated as potential locations for the new community center.

#### PREVIOUS PLANNING EFFORTS

The City of Santee has completed several planning efforts leading up to the Community Center Site and Economic Analysis.

#### PLANNING CHRONOLOGY

Previous planning studies and workshops include the following:

- Town Center Specific Plan (1986)
- Park Master Plan (1990)
- Town Center Park Master Plan (2000)
- Park Master Plan Update (2017)
- City Council Workshop (2017) - Identified a teen/senior/community center as a Tier #1 priority

#### PARKS AND RECREATION MASTER PLAN UPDATE

The City of Santee completed a Parks and Recreation Master Plan Update in 2017. This document identified a need for a new community recreation center, gymnasium, and activity center from both a level of service perspective and to improve and enhance programs and events within the city. Three different sites for a new community recreation center were identified in the master



plan. Two sites were located within Town Center Community Park. "Site 1" was just north of the YMCA and "Site 2" in the existing parking lot just east of the YMCA. The third site was on County of San Diego land next to the Las Colinas Women's Detention Facility along Magnolia Avenue. Because improving facilities and amenities within the city was a top priority identified by focus

groups and a needs assessment survey, the master plan strongly recommended the development of conceptual plans for a community center and/or indoor activity center. It also recommended that financial projections for construction, operations, and maintenance budgets, and pro-forma for operations for a new community center be developed in conjunction with the plans.



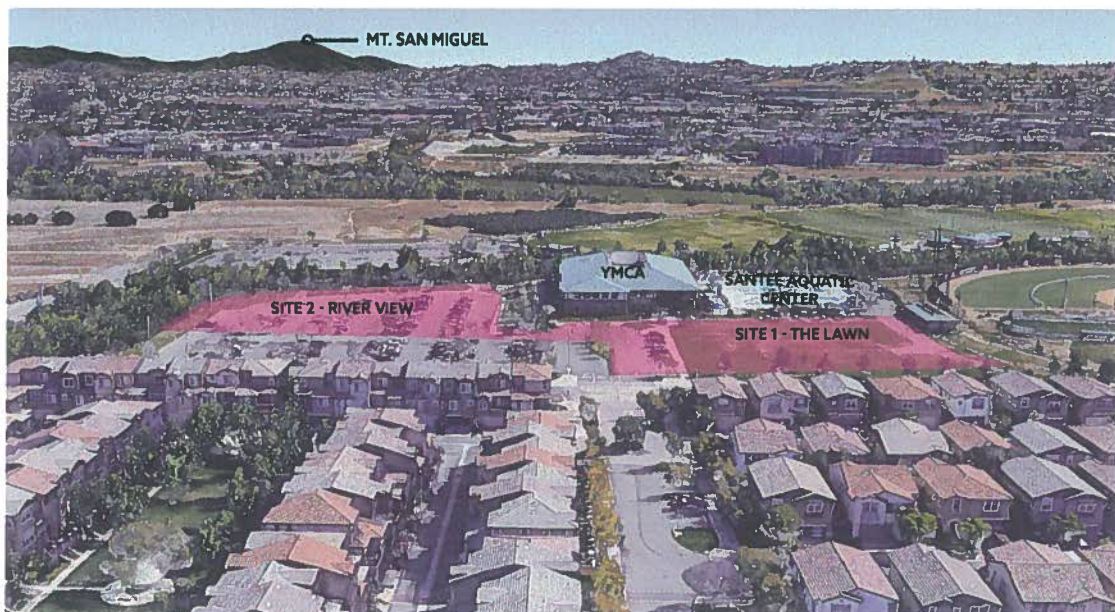
Community Center Site 1 and 2 Overview

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis

## Site Analysis

A detailed analysis of both sites was conducted to help select the most feasible and efficient location for the new community center. Parking, access, connectivity to the adjacent uses, views into the site as well as out of the site, utility locations, and the adjacent river were all taken into account.



Scenic views, looking south

**SURROUNDING CONTEXT**

Site 1 - "The Lawn" and Site 2 - "River View" are located in a predominantly residential neighborhood with immediate access to open space and recreation thanks to the Cameron Family YMCA, Town Center Community Park, and a tributary of the San Diego River. The location of these two potential sites would also provide scenic views of the surrounding hillsides.



Scenic views, looking north

**City of Santee Community Center Site and Operating Cost Analysis**



Open lawn area, looking east



View simulating second story view from The Lawn Site looking southwest

Figure 1-1: Parks and Recreation Master Plan- Site 1, "The Lawn"



Open lawn area, looking south



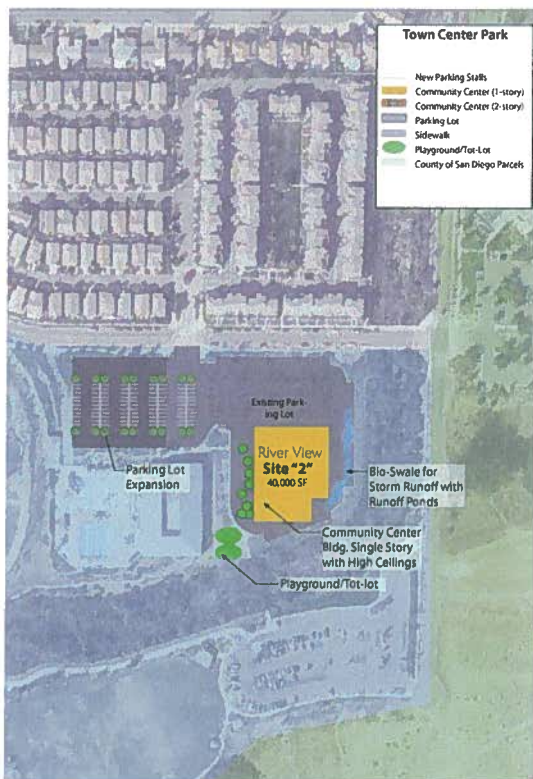
Service road entrance, looking south



Main entrance road, looking east

9

City of Santee Community Center Site and Operating Cost Analysis



Parking lot, looking west



View simulating second story view from River View Site looking south

Figure 1-2: Parks and Recreation Master Plan- Site 2, "River View"



Parking lot, looking southwest



Parking lot and walkway to bridge, looking south



Parking lot, looking south

City of Santee Community Center Site and Operating Cost Analysis

SITE OPPORTUNITIES AND CONSTRAINTS

A site analysis plan was prepared to gain a better understanding of the existing conditions for both alternative sites. The team visited the park several times throughout the early planning process to assess several important factors such as vehicular and pedestrian circulation, access points, important views in and out of the sites, accessible parking, riparian corridors, and slopes



Figure 1-3: Site Analysis

**STAKEHOLDER INTERVIEWS**

A series of stakeholder interviews were held over a three-day period at the Santee Recreation Services community room. The groups included residents, business owners, special interest groups, seniors, teens, and other interested parties identified by city staff. The discussions included ideal programs and elements associated with different program features, proposed site locations, facility design, proposed hours of operation, and opportunities for revenue generation.

From these discussions, the following proposed elements were identified as critical to include in a new community recreation center:

- Teen center
- Senior center
- Meeting / classroom spaces
- Gymnasium
- Event space / banquet hall
- Administration
- Multi-purpose / flexible space

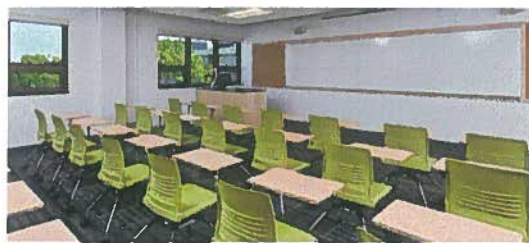


Senior citizens stakeholder group discussing program elements

**City of Santee Community Center Site and Operating Cost Analysis**



Special events/banquets



Classrooms



Senior center



Teen center



Gymnasium

# CHAPTER 2

## SITE & PROGRAM DEVELOPMENT

### City of Santee Community Center Site and Operating Cost Analysis

#### Program Assumptions and Operational Proforma

Program development was necessary to determine staffing requirements and expenses, spatial requirements, operation and maintenance expenses, as well as revenue generation. Input from stakeholders and city staff helped develop the ideal program for the new community center. Below are some assumptions that were applied to several building layouts, along with budgeting as they were being developed.

##### PROGRAM ASSUMPTIONS

- Several multi-purpose/classroom activity spaces
  - » At least one wood dance floor with an attached parent observation area (one way window); this room could also be a meeting room or bridal staging room/rental if available
- Multi-purpose/banquet room - capacity: 250 people with round tables, storage, no stage/portable stage
- Warming/catering kitchen associated with the banquet room (also able to host cooking classes – counter space) and small kitchen
- Gymnasium to accommodate one high school sized basketball court with seating (pull out bleachers), adjustable goals, adjustable curtain between basketball courts, that can also be utilized for:
  - » Volleyball
  - » Pickleball
  - » Badminton
  - » Track above
- Administrative Offices
  - » One closed office for facility supervisor/center director with visual access to the front counter and cubicals
  - » Shared cubical for two coordinators/assistant center director with access to see/hear the front counter and gym/window

- » Support front desk space – registration/reservations/rentals (could be included in the part time staff space)
- » Shared registration and part time staff space cubical/front counter (3-4 multi station)
- » Work room/multi-use table or counters/copier/fax etc.
- » Small break room/kitchen - sink, microwave, fridge – can be off of office/ cubical spaces
- » Maintenance person workroom
- Shared community/non-profits/shared space with private consultation/ office included
- Storage in every room, utility map closet/water/in pipe chase
- Lobby entrance – sitting area with WIFI for parents to wait, also fill out paperwork, etc.
- Large vending machine outside of entrance
- Teen area – dedicated space, shared multi-purpose rooms (possibly combined with senior center to create a multi-generational center) could also be a game/senior/community room when not used as a teen area
- Senior area – dedicated space, shared multi-purpose rooms (possibly combined with teen center to create a multi-generational center) could also be a social/teen/community room when not used as a senior area
- Outdoor space – small courtyard, seating, shade, water splash pad/plaza
- Large rentable outside space adjacent to banquet facility
- Restrooms – indoor only

**ASSUMED HOURS OF OPERATION**

The following hours of operation are suggested for each of the main program elements of the proposed community center. It is assumed that the center will be open year round and have the following hours of operation:

**COMMUNITY CENTER**

- 8:00 am – 10:00 pm Monday – Friday
- 8:00 am – 8:00 pm Saturday
- 9:00 – 2:00 pm Sunday

**EVENT CENTER**

- 8:00 am – 10:00 pm Monday – Friday
- 8:00 am – evening depending on rentable spaces Saturday and Sunday

**GYMNASIUM**

- 8:00 am – 10:00 pm Monday – Friday
- 8:00 am – 8:00 pm Saturday
- 9:00 am – 2:00 pm Sunday

All closing times of all facilities may be modified based on rentals.

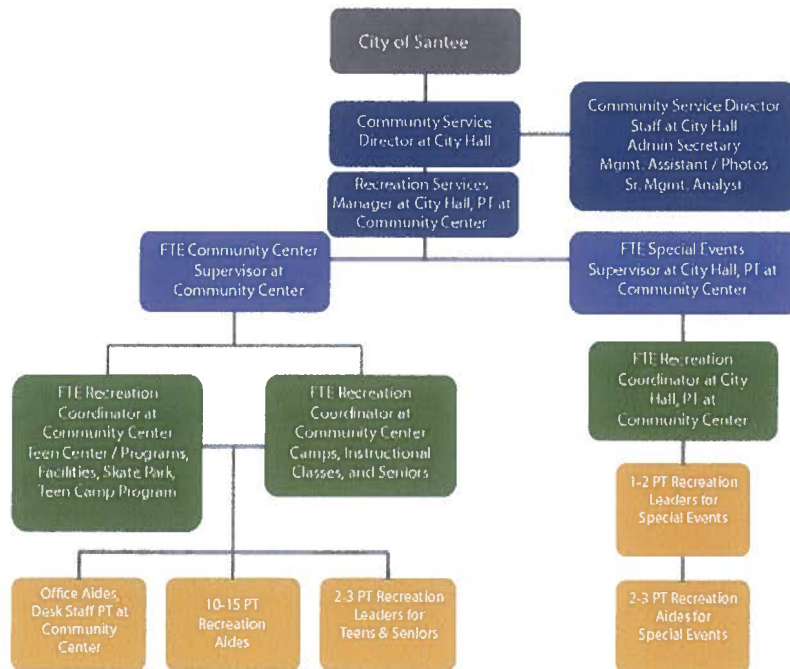
**STAFFING PLAN ASSUMPTIONS AND ORGANIZATIONAL STRUCTURE**

A comprehensive and efficient staffing plan is critical to properly manage all program elements of the community center. Under the direction of the Recreation Services Manager, the following positions will be on-site and administer operations. The following list describes the roles and responsibilities of suggested staff.



**City of Santee Community Center Site and Operating Cost Analysis**

Figure 2-1: Organizational Chart



**COMMUNITY CENTER SUPERVISOR (FULL TIME EMPLOYEE-FTE)**

- Manage and establish standards and policies for:
  - » Facility operations of all aspects of community center
  - » Program coordination with staff
  - » Mechanical systems and coordination with contractor
  - » Maintenance and housekeeping
- Develop and manage community center budgets
- Manage and establish standards for:
  - » Day-to-day operations
  - » Facility rentals
- Develop and manage facility, rental, and budgets

Responsibilities to include overseeing all facility usage, rentals, and operations; training, in-service, budget, on-site supervision, oversee all staff scheduling and training, and supervision of facility, rental, and front desk staff.

**SPECIAL EVENTS SUPERVISOR (FTE)**

This position should be hired prior to adding an event center. The position's primary focus includes planning and supervising city-sponsored special events, large rental and special events at the event center, and large events in the community center. Other responsibilities would include:

- Work with community center supervisor to manage and establish standards and policies for:
  - » Event and rental operations for all aspects of community center, event center, and gymnasium
  - » Event/rental coordination with other program staff
  - » Event/rental setup/breakdown and management

- Develop and manage event center budgets
- Manage and establish standards for:
  - » Day-to-day event/rental operations
  - » Events
  - » Facility rentals
- Develop and manage event and rental budgets

Responsibilities to include overseeing all events and rentals operations; training, in-service, budget, on-site supervision during selected events and rentals, oversee all staff scheduling, training, and supervision of event and rental staff

**MAINTENANCE WORKER (FTE)**

Responsible for facilities maintenance for the community center and future event center and gymnasium with additional part time assistance.

- Responsibilities to include regular routine and annual maintenance, planning for capital projects, facilities projects, contracts
- Assist supervisors with:
  - » Maintenance and housekeeping supervision and inspections
  - » Work orders

**City of Santee Community Center Site and Operating Cost Analysis**

**RECREATION COORDINATORS (3) WITH ROTATING SCHEDULES (FTE)**

- 1 – focused on senior programming at community center
- 1 – focused on teen programming at community center
- 1 – focused on special events at city hall/part time at community center

Responsibilities include:

- Provide supervisory coverage of community center during all operating hours
- Support facilities operations staff, insure facility policies are adhered to, and address participant concerns
- Ensure routine responsibilities are completed during operating hours, including facility counts, facility inspections, and opening and closing activities
- Support monthly in-service for facilities operations staff
- Maintain safety of facility on daily basis, during operating hours including:
  - » Check all areas including activity areas, restrooms, public areas, entrances/exits, and secured areas
  - » Ensure facility operation staff chores are completed and proper rotation is followed
  - » Immediately report any problems or inconsistencies to facilities manager
  - » Lead small training topics

**CUSTOMER SERVICE / RECREATION STAFF (PART TIME POSITION)**

- Provide coverage of community center during all operating hours
- Support other facilities operations staff and insure facility policies are adhered to
- Address participant concerns
- Ensure routine responsibilities are completed during operating hours, including facility counts, facility inspections, and opening and closing activities
- Support monthly in-service for facilities operations staff
- Provide administrative support, register class participants, rent facilities, etc.
- Maintain safety of facility on daily basis, during operating hours including:
  - » Check all areas including activity areas, restrooms, public areas, entrances/exits, and secured areas
  - » Ensure facility operation staff chores are completed and proper rotation is followed
  - » Immediately report any problems or inconsistencies to building supervisors
  - » Participate in regularly scheduled training sessions

**EVENT/RENTAL OPERATIONS STAFF (PART TIME POSITIONS - TBD)**

- Provide coverage of community center, event center, and gymnasium for events and rentals, including setups/breakdowns/event and rental support
- Support other facilities operations staff, insure facility policies are adhered to, address participant concerns
- Ensure routine responsibilities are completed during events and rentals, including facility counts, facility inspections, and contracted event/rental requests
- Maintain safety of facility on a regular basis and during all events/rentals including:
  - » Immediately report any problems or inconsistencies to building supervisors
  - » Participate in regularly scheduled training sessions





### OPPORTUNITIES FOR REVENUE GENERATION

Several opportunities for cost recovery and revenue generation were identified, including both possible user and entry fees and also facility rental fees. A summary was broken into the three anticipated development phases including: Phase 1 - Community Center; Phase 2 - Event Center; and Phase 3 - Gymnasium.

- Entrance passes and daily admission sales for informal recreation which would include access to wellness classes and drop in gymnasium access.
- Structured recreation programs registration fees and daily access fees for:
  - » Basketball leagues
  - » Volleyball leagues
  - » Pickleball
  - » Health and wellness programs
  - » Lifelong learning classes
  - » Special interest programs
  - » Early education/After school programs
  - » Teen center
  - » Senior center

- Facility rentals (Community Center - Phase 1)
  - » Community center
  - » Community room
  - » Large multi-purpose space
  - » Small multi-purpose space
  - » Community courtyard
  - » Teen center
  - » Senior center
- Facility rentals (Event Center - Phase 2)
  - » Banquet facility
  - » Catering kitchen
  - » Staging area
  - » Large multi-purpose space (dance)
  - » Small multi-purpose space (crafts)
  - » Classroom kitchen
  - » Event courtyard deck
  - » Splash pad/special event space (picnic area)
- Facility Rentals (Gymnasium - Phase 3)
  - » Entire gymnasium
  - » One court (dividable)
  - » Indoor running track



### City of Santee Community Center Site and Operating Cost Analysis

### Program Summary

Once the program was established, square footage requirements were allocated to each area. In addition, use adjacencies, floor assignments, and final phasing was identified. The program summary is detailed in the tables following this section.

Table 2-1. Phase 1 - Community Center Program Summary

Phase 1 - Community Center Building		
1.00	Lobby	1,876 Gross Sq Ft
1.01	Front Desk/Kiosk	280
1.02	Lobby/Waiting Area	630
1.03	Vending	70
1.04	Women's Restroom	252
1.05	Men's Restroom	210
1.06	Plumbing Chase	84
1.07	Equipment Storage	350



2.00	Administrative and Other	4,455 Gross Sq Ft
2.01	Facility Supervisor Office	175
2.02	Shared Coordinator Office	146
2.03	Support Front Desk Area	146
2.04	Shared Part-time Office	437
2.05	Shared Work Room	218
2.06	Maintenance Room	116
2.07	Staff Break Room	291
2.08	Storage	364
2.09	Restroom	116
2.10	Storage	364
2.11	Restroom	116
2.12	Mechanical	291
2.13	Electrical	291
2.14	Outdoor Storage	291
2.15	Trash Enclosure	116
2.16	General Storage	291
2.17	Stairs and Elevator	1,165
3.00	Community Center	6,115 Gross Sq Ft
3.01	Community Room - Mixed Use/Mult-Gen	2,352
3.02	Large Multipurpose	1,478
3.03	Small Multipurpose/Quiet/Meeting	538
3.04	Dedicated Teen Space	672
3.05	Dedicated Senior Space	672
3.06	Teen Storage	202
3.07	Senior Storage	202
Phase 1 - Community Center Total Gross Square Feet		12,477

Table 2-2: Phase 2 - Event Center Program Summary

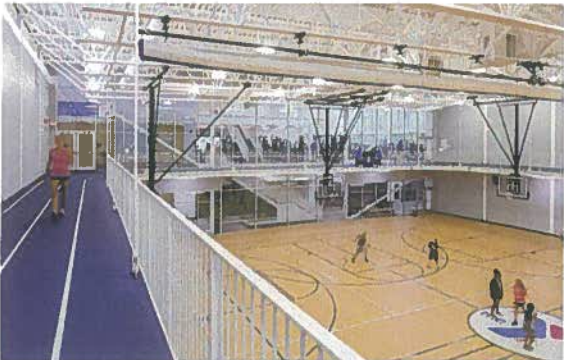
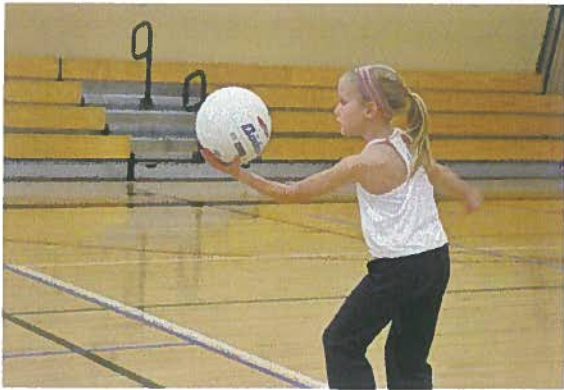
Phase 2 - Event Center Building		
1.00	Lobby and Other	1,876 Gross Sq Ft
1.01	Shared Non-profit Space	280
1.02	Shared Non-profit Office	168
1.03	General Storage	291
1.04	Stairs	457
2.00	Community Center	2,755 Gross Sq Ft
2.01	Large Multipurpose/Dance	1,478
2.02	Small Multipurpose/Crafts	806
2.03	Kitchen/Classroom	470
3.00	Event space	9,671 Gross Sq Ft
3.01	Banquet Room	6,188
3.02	Lobby	582
3.03	Storage	582
3.04	Portable Stage Storage	291
3.05	Catering Kitchen	8001
3.06	Staging/Bridal Room	364
3.07	Single-Use Restroom (2)	232
3.08	Women's Restroom	280
3.09	Men's Restroom	252
3.10	Plumbing Chase	98
Phase 2 - Event Center Total Gross Square Feet - 13,602		



City of Santee Community Center Site and Operating Cost Analysis

Table 2-3: Phase 3 - Gymnasium Program Summary

Phase 3 - Gymnasium Building		
1.00	Gymnasium	23,843 Gross Sq Ft
1.01	High School Basketball Court	15,792
1.02	Pullout Bleacher Area	4,032
1.03	Office	134
1.04	Women's Restroom	242
1.05	Men's Restroom	202
1.05	Plumbing Chase	81
1.06	Track	6,048
1.07	Storage	806
1.08	Stairs	538
Phase 3 - Gymnasium Total Gross Square Feet - 23,843		



## Site Selection and Building Layout

Additional planning studies for both sites, "The Lawn" and "River View," were completed taking into account the square footage requirements assigned to each program element. These resulted in several site options with both one story and two story options. A table to compare the alternative sites was developed to assist with the site selection. Ultimately, through this analysis, it was determined that the River View site with a two story building provided the best alternative related to visibility and views, site suitability and synergy, and parking.

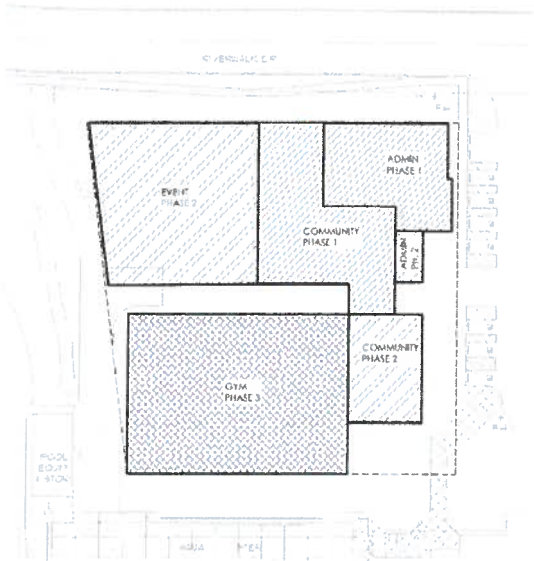


Figure 2-2: Community Center - The Lawn Site - One Story Building

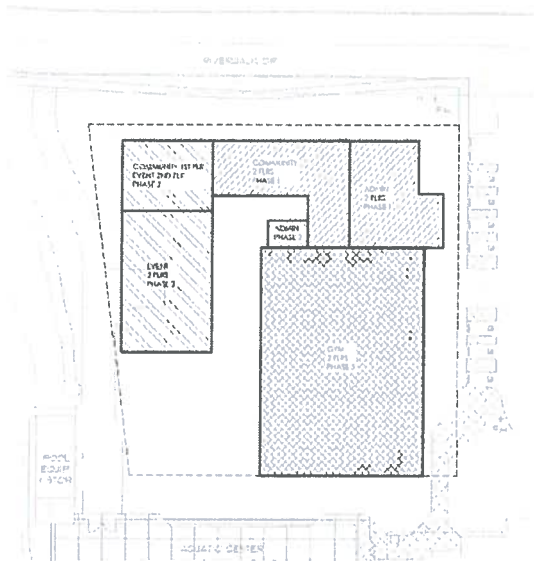


Figure 2-3: Community Center - The Lawn Site - Two Story Building

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis

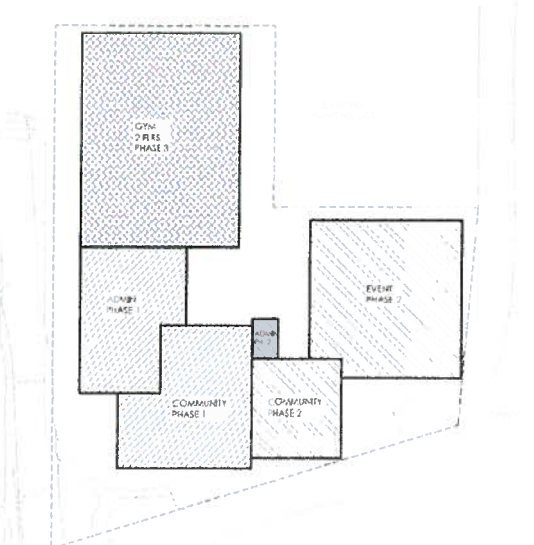


Figure 2-4: Community Center - River View Site - One Story Building

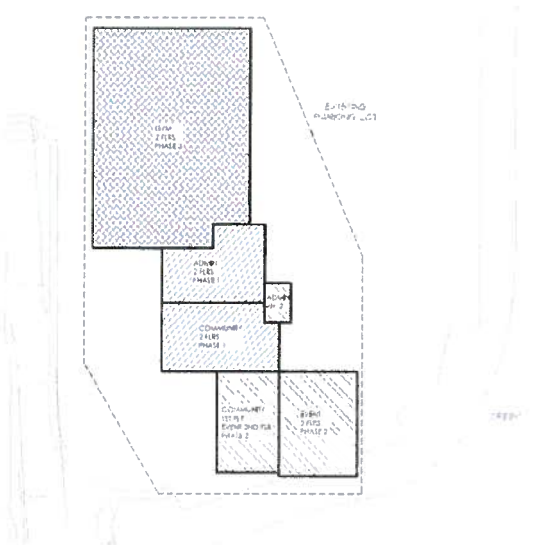


Figure 2-5: Community Center - River View Site - Two Story Building - Option 1

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

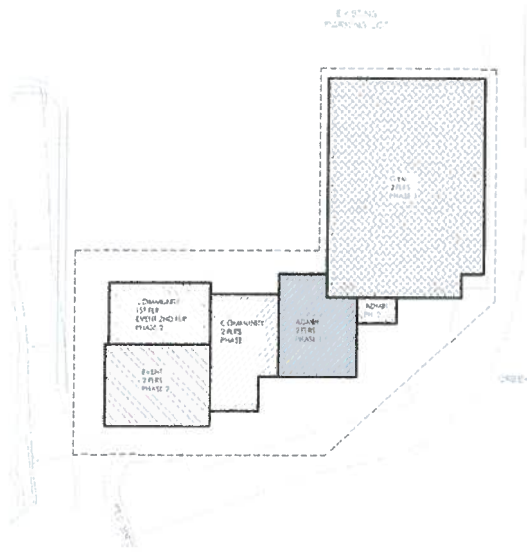


Figure 2-6: Community Center - River View Site - Two Story Building- Option 2

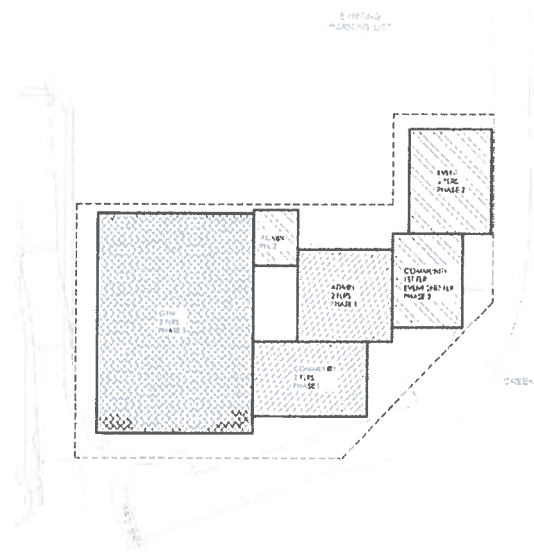


Figure 2-7: Community Center - River View Site - Two Story Building- Option 3

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis

Table 2-4: Site Selection

Comparison of Alternative Sites		
Category	The Lawn Site	River View Site
<b>Visibility and Views</b>		X
Maintains view of YMCA		
Overlooks scenic and natural areas		
<b>Site Suitability and Synergy</b>		X
Minimizes internal traffic conflicts		
Accommodates building footprint		
<b>Site Suitability and Synergy</b>		X
Provides up to 80 additional spaces (net)		
Proximity to parking at Town Center Community Park East		
<b>Cost</b>	X	
Utility service to River View Site is more costly		
Construction of parking lot is required on the Lawn Site		

# CHAPTER 3

## CONCEPTUAL PLANS & PROJECTED EXPENSES

### City of Santee Community Center Site and Operating Cost Analysis

#### Programming, Phasing and Plans

Based on feedback from city staff, community stakeholders, and city council members, this report is recommending that a two-story building on the River View site is the most appropriate for a new community center. This configuration and location not only allows easy access to the existing parking lot next to the Cameron Family YMCA, but there is also an opportunity to utilize the parking lot just south of the creek across the bridge. In addition, this location provides some separation from the YMCA and keeps the circulation and arrival experience of the YMCA more intact and open with existing views. It also takes advantage of the views to the mountains in the distance from all direc-

tions. Programming was completed, and plans were developed and broken into different phases to accommodate flexibility in budgeting depending on available funding. The building forms were further developed and positioned onto the existing site along with the exterior site features and parking lots. Adjacent architectural forms, colors, and materials informed the exterior finishes and massing for the buildings.



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Examples of adjacent architectural forms and materials

City of Santee Community Center Site and Operating Cost Analysis



Case studies of relevant architecture



Proposed materials

City of Santee Community Center Site and Operating Cost Analysis

The following pages summarize the final program and phasing at both the floor plan and site plan levels.

Phase 1 - Community Center

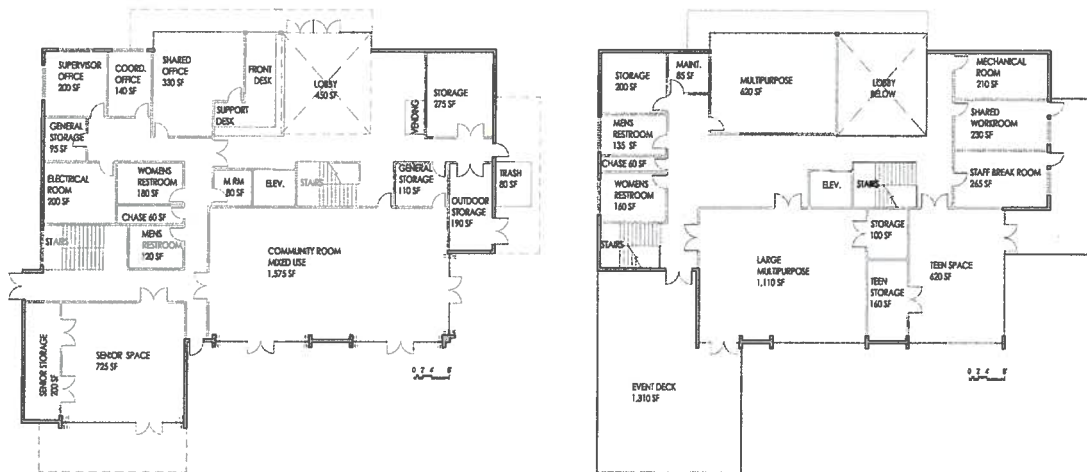


Figure 3-1: Phase 1 - Community Center Floor Plan- First and Second Floors



Figure 3-2. Phase 1 - Site Plan

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis



Phase 1 - High Oblique

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.





Phase 1 - High Oblique View from South Looking North



Phase 1 - High Oblique View from North Looking South



Phase 1 - High Oblique View from West Looking East



Phase 1 - High Oblique View from East Looking West

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.\*

City of Santee Community Center Site and Operating Cost Analysis



Phase 1 - Courtyard



Phase 1 - High Oblique View Looking West



Phase 1 - Retention Basin Behind



Phase 1 - Entry from Parking Lot

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.\*



Phase 1 - Entry from Parking Lot



Phase 1 - Entry from YMCA



Phase 1 - View from Existing Town Center Community Park Bridge

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

City of Santee Community Center Site and Operating Cost Analysis

Phase 2 - Event Center

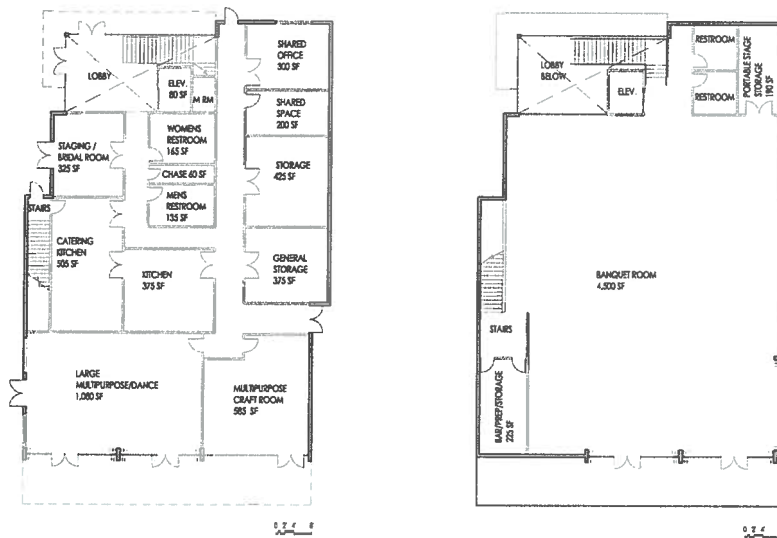


Figure 3-3: Phase 2 - Event Center Floor Plan - First and Second Floors

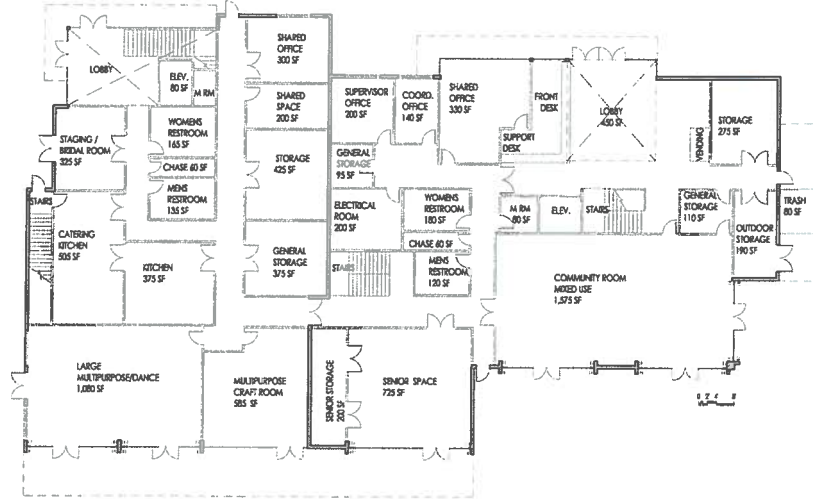


Figure 3-4: Phase 1 and 2 - Community Center and Event Center Combined - First Floor

City of Santee Community Center Site and Operating Cost Analysis

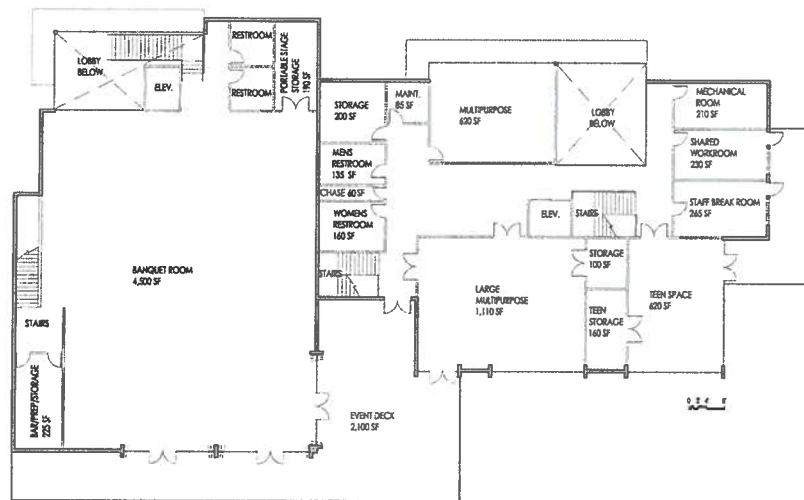


Figure 3-5: Phase 1 and 2 - Community Center and Event Center Combined - Second Floor



Figure 3-6: Phase 2 - Site Plan

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis



Phase 2 - High Oblique

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.



Phase 2 - High Oblique, View from South Looking North



Phase 2 - High Oblique View from North Looking South



Phase 2 - High Oblique View from West Looking East



Phase 2 - High Oblique View from East Looking West

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis



Phase 2 - Event Courtyard and Water Plaza



Phase 2 - High Oblique View Looking West



Phase 2 - Retention Basin



Phase 2 - Entry from Parking Lot

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.



Phase 2 - Entry Plaza from Parking Lot



Phase 2 - Event Center Entry from YMCA



Phase 2 - Water Plaza from Existing Town Center Community Park Bridge

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

City of Santee Community Center Site and Operating Cost Analysis

Phase 3 - Gymnasium

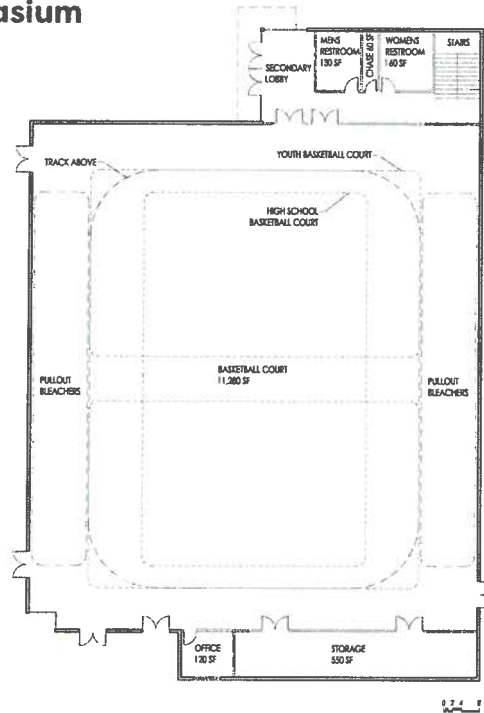


Figure 3-7: Phase 3 - Gymnasium - First Floor

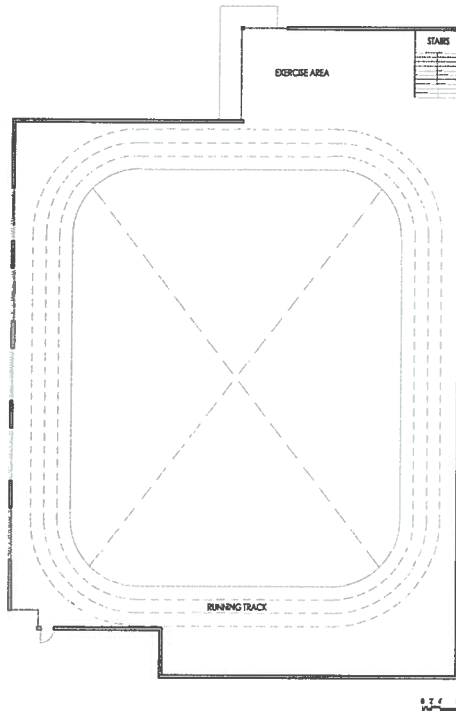


Figure 3-8: Phase 3 - Gymnasium - Second Floor

City of Santee Community Center Site and Operating Cost Analysis

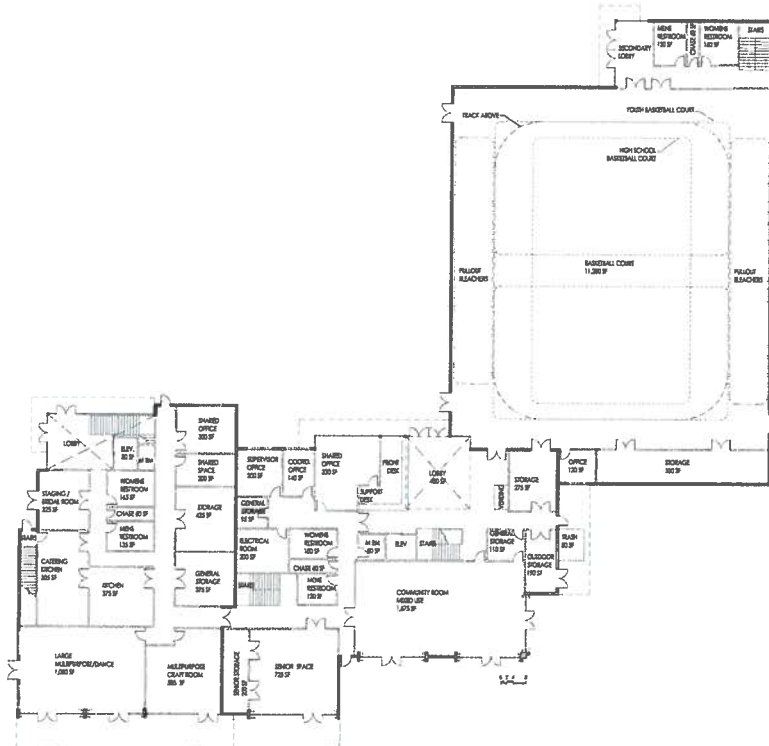


Figure 3-9: Phases 1, 2 and 3 - Community Center, Event Center, and Gymnasium Combined- First Floor

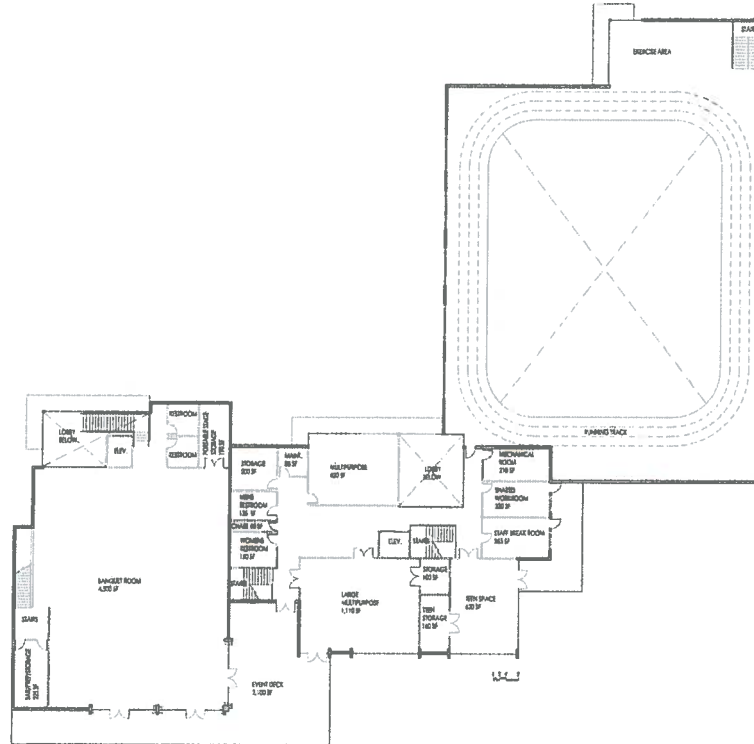


Figure 3-10: Phases 1, 2 and 3 - Community Center, Event Center, and Gymnasium Combined- Second Floor

City of Santee Community Center Site and Operating Cost Analysis



Figure 3-11: Phase 3 - Site Plan

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.





Phase 3 - High Oblique

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.\*

### City of Santee Community Center Site and Operating Cost Analysis



Phase 3 - High Oblique View from South Looking North



Phase 3 - High Oblique View from North Looking South



Phase 3 - High Oblique View from West Looking East



Phase 3 - High Oblique View from East Looking West

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.\*



Phase 3 - Event Courtyard and Water Plaza



Phase 3 - High Oblique View Looking South



Phase 3 - Retention Basin Behind Gymnasium



Phase 3 - Gymnasium Entry from Parking Lot

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

### City of Santee Community Center Site and Operating Cost Analysis



Phase 3 - Community Center Entry Plaza from Parking Lot



Phase 3 - Event Center Entry from YMCA



Phase 3 - Water Plaza from Existing Town Center Community Park Bridge

\*These are conceptual drawings prepared for the feasibility and programming analysis only. Final designs will comply with all applicable state and federal laws and regulations, including but not limited to compliance with the California Environmental Quality Act.

## Construction Budget Estimate

Construction budget estimates have been provided at a very conceptual level and include a contingency of 25%. The ranges of costs for construction materials can vary greatly without detailed technical plans. In addition, it is often times difficult to determine cost as escalation increases over the years. Below is a range of estimated construction costs for each phase based on square footage assumptions. Soft costs, contractor mobilization, existing site conditions, utility locations and connections, storm water management, art work, greenwalls, site furnishings, and water features among other costs have not been evaluated in detail. Using current costs of construction and the plans available, the grand total for all three phases combined might be in the range of \$35,358,750 to \$53,918,750.

Table 3-1: Construction Budget Estimates - Phase 1

Phase 1- Community Center	Total Estimated Cost
Building	\$6,300,000 - \$9,400,000
Grading	\$150,000 - \$300,000
Parking Lots	\$18,000 - \$35,000
Site Hardscape	\$235,000 - \$400,000
Landscape & Irrigation	\$340,000 - \$730,000
Total (+25% Contingency)	\$8,803,750 - \$13,581,250

Table 3-3: Construction Budget Estimates - Phase 3

Phase 3- Gymnasium	Total Estimated Cost
Building	\$11,000,000 - \$16,700,000
Grading	\$250,000 - \$500,000
Parking Lots	\$16,000 - \$51,000
Site Hardscape	\$415,000 - \$700,000
Landscape & Irrigation	\$13,000 - \$1,300,000
Total (+25% Contingency)	\$14,867,500 - \$22,762,500

Table 3-2: Construction Budget Estimates - Phase 2

Phase 2- Event Center	Total Estimated Cost
Building	\$7,000,000 - \$10,000,000
Grading	\$450,000 - \$850,000
Parking Lots	\$200,000 - \$400,000
Site Hardscape	\$300,000 - \$470,000
Landscape & Irrigation	\$600,000 - \$470,000
Total (+25% Contingency)	\$10,687,500 - \$16,275,000

### City of Santee Community Center Site and Operating Cost Analysis

## Projected Expenses

The completion of the plans and assumptions for required staffing allowed for final operations and maintenance numbers to be calculated for each phase. The following section details the expenses and revenue projections for each of the three proposed phases of the community center:

- Phase 1 – Community Center
- Phase 2 – Event Center
- Phase 3 – Gymnasium

Table 3-4: New Expenses and Revenues - Phase 1

Community Center Anticipated New Expenses and Revenues Associated with Phase 1		
Total Expenses	\$456,460	#/hrs
Full-time staffing	\$70,000	1.00
Part-time staffing	\$272,356	15,762.50
Contractual Services/Maintenance/Utilities	\$90,124	
Commodities/Materials/Supplies	\$23,980	
<b>Total Revenue</b>	<b>\$97,500</b>	
Rentals	\$36,500	
Event Services	\$0	
Recreational Programs	\$60,000	
Concessions	\$1,000	
<b>Total Net</b>	<b>- \$358,960</b>	
Cost Recovery	21%	
Reallocation of Currently Budgeted Expenses	\$87,900	
<b>Total Amount of New Operating Funds Requested</b>	<b>\$271,060</b>	

Table 3-5: New Expenses and Revenues - Phase 2

Event Center Anticipated New Expenses and Revenues Associated with Phase 2		
<b>Total Expenses</b>	<b>\$400,843</b>	<b>#/hrs</b>
Full-time staffing	\$228,389	2.50
Part-time staffing	\$76,533	4,850.00
Contractual Services/Maintenance/Utilities	\$61,922	
Commodities/Materials/Supplies	\$34,000	
<b>Total Revenue</b>	<b>\$243,125</b>	
Rentals	\$157,500	
Event Services	\$43,625	
Recreational Programs	\$40,000	
Concessions	\$2,000	
<b>Total Net</b>	<b>- \$157,718</b>	
<b>Cost Recovery</b>	<b>61%</b>	
Portion of Existing Budget Being Transferred	\$26,000	
<b>Total Amount of New Operating Funds Requested</b>	<b>\$131,718</b>	

Table 3-6: New Expenses and Revenues - Phase 3

Gymnasium Anticipated New Expenses and Revenues Associated with Phase 3		
<b>Total Expenses</b>	<b>\$225,293</b>	<b>#/hrs</b>
Full-time staffing	\$107,779	1.50
Part-time staffing	\$117,514	7,162.50
Contractual Services/Maintenance/Utilities	\$117,111	
Commodities/Materials/Supplies	\$18,040	
<b>Total Revenue</b>	<b>\$389,700</b>	
Rentals	\$109,500	
Event Services	\$0	
Recreational Programs	\$192,000	
Entrance Fees	\$84,200	
Concessions	\$4,000	
<b>Total Net</b>	<b>\$29,256</b>	
<b>Cost Recovery</b>	<b>108%</b>	
Portion of Existing Budget Being Transferred	\$52,500	
<b>Total Amount of New Operating Funds Requested</b>	<b>\$0</b>	

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

9

**MEETING DATE**

February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**      **PROFESSIONAL SERVICES AGREEMENTS FOR DISCLOSURE COUNSEL AND BOND ISSUANCE SPECIAL TAX CONSULTANT SERVICES FOR COMMUNITY FACILITIES DISTRICT NO. 2017-1 (WESTON INFRASTRUCTURE)**

**DIRECTOR/DEPARTMENT**

Tim K. McDermott, Finance *TM*

**SUMMARY**

Weston is a 415-unit residential project currently under development that was approved by the San Diego City Council and subsequently annexed into the City of Santee in August 2016. The developer Pardee Homes, Inc. ("Pardee") requested that the City form a Mello-Roos Community Facilities District ("CFD") to assist in the financing of various public improvements. In addition, staff recommended that the City also consider the formation of a separate CFD in order to fund public safety and other public services required as a result of the Weston development project. After a series of actions, on September 27, 2017 the City Council adopted resolutions forming CFD No. 2017-1 (Weston Infrastructure) and CFD No. 2017-2 (Weston Municipal Services), declaring the necessity to incur bonded indebtedness for the infrastructure CFD and took various other actions related thereto.

The final step in this process will be selling bonds that will be repaid by the special tax authorized to be levied in CFD No. 2017-1. The City has received a request from Pardee to initiate bond financing activities. Given the amount of development that has occurred and is currently underway in Weston, City staff and the financing team believe it is appropriate to start work on the financing at this time. While most of the financing team is in place through prior authorization, professional services agreements are needed to hire disclosure counsel and a special tax consultant which are necessary to complete the bond issue as discussed in the attached Staff Report.

It is currently projected that the actions authorizing the bond issue will be brought to the City Council in May 2019 with the bond issue closing the following month.

**FINANCIAL STATEMENT** *TM*

The proposed action requires no financial commitment by the City. Payment of fees for each of the agreements is fully contingent on the issuance of bonds. If for any reason the bonds are not issued, no amount will be due. The previously executed advance deposit and reimbursement agreements cover any costs incurred by the City arising out of its consideration of the formation of the CFD and the issuance of bonds.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION** *MDB*

Authorize the City Manager to execute professional services agreements with Quint & Thimmig LLP to serve as disclosure counsel for an amount not to exceed \$35,000 and with Webb Municipal Finance, LLC to provide special tax consultant services for an amount not to exceed \$25,000 in connection with the issuance of special tax bonds for Community Facilities District No. 2017-1 (Weston Infrastructure).

**ATTACHMENTS (Listed Below)**

1. Staff Report
2. Quint & Thimmig LLP – Scope of Services and Fee Proposal
3. Webb Municipal Finance, LLC – Scope of Services and Fee Proposal

## STAFF REPORT

### PROFESSIONAL SERVICES AGREEMENTS FOR DISCLOSURE COUNSEL AND BOND ISSUANCE SPECIAL TAX CONSULTANT SERVICES FOR COMMUNITY FACILITIES DISTRICT NO. 2017-1 (WESTON INFRASTRUCTURE)

CITY COUNCIL MEETING  
February 13, 2019

#### Background

The Mello-Roos Community Facilities Act was adopted in 1982 (the “Mello-Roos Act”) to provide an alternative means for financing public infrastructure and services following the passage of Proposition 13. It has been amended many times to make it an increasingly useful tool, and to add additional requirements to protect the interests of taxpayers, sponsoring public agencies and bond investors. The key feature of the Mello-Roos Act is the creation of a financing district empowered to (a) levy special taxes and issue bonded indebtedness to finance public improvements and (b) levy special taxes to finance public services. The levy of the special tax requires a two-thirds vote of the qualified electors within the boundaries of the proposed community facilities districts (“CFDs”). The Mello-Roos Act provides that the qualified electors are the property owners when less than twelve registered voters reside in the proposed CFDs. As such, it has become a useful tool for financing public improvements and services in connection with the original development of property.

#### Prior Actions

The City Council has taken several steps to date in the formation of the Weston CFDs as follows:

- On April 13, 2016, the City Council took the first, preliminary actions in connection with considering the formation of CFDs for the Weston development, approving deposit and reimbursement agreements to ensure that any costs incurred by the City would be financed by Pardee as the applicant, and that tax-exempt bond proceeds, if issued, could be used to reimburse such costs. The City Council also authorized the hiring of several key members of the financing team, including the special tax consultant Albert A. Webb Associates (“Webb”), bond counsel Best Best & Krieger (“BB&K”) and KNN Public Finance (“KNN”) to serve as financial advisor.
- On May 10, 2017, the City Council was provided with an overview of CFD financing in general and of the Weston CFD financing proposal, which included formation of the two CFDs. The City Council directed staff to proceed with the development of the various resolutions and other documents required for subsequent consideration of forming the CFDs, and approved Stifel Nicolas to serve as underwriter for any bonds to be issued in conjunction with the CFDs.
- On August 23, 2017 the City Council took the first official actions towards the formation of the two coterminous CFDs. Resolutions were adopted to declare the City Council’s intention to establish the CFDs and levy the special taxes. These resolutions, among other things, described the improvements to be financed, approved the rate and method of apportioning special taxes, and called for the public hearings and elections required by State law. The City Council also adopted a resolution declaring “the

Necessity to Incur a Bonded Indebtedness,” also required by law at this stage of the process. In addition, the City Council made minor amendments to the City’s “Statement of Local Goals and Policies Concerning the Use of the Mello-Roos Community Facilities Act.”

- On September 27, 2017, the City Council took the final actions to form CFD No. 2017-1 (Weston Infrastructure) and CFD No. 2017-2 (Weston Municipal Services). The City Council also adopted a resolution “Determining the Necessity to Incur a Bonded Indebtedness”. This resolution did not approve the issuance of such bonds itself; that approval will be subject to the adoption of an additional resolution of the City Council, acting as the legislative body of CFD No. 2017-1 in the future, currently projected for May 2019. The maximum amount of bonds that will be authorized is \$10,300,000, although a lower amount of bonds is likely to be needed to finance the approved projects. A special election of the property owners was conducted to authorize the levy of special taxes, and ordinances were adopted to levy the special taxes (with a second reading of the ordinances done on October 11, 2017).

### **Current Requested Actions**

The final step in this process will be selling bonds that will be repaid by the special tax authorized to be levied in CFD No. 2017-1. The City has received a request from Pardee to initiate bond financing activities. Given the amount of development that has occurred and is currently underway in Weston, City staff and the financing team believe it is appropriate to start work on the financing at this time. While most of the financing team is in place through prior authorization, professional services agreements are needed to hire disclosure counsel and a special tax consultant which are necessary to complete the preliminary and final Official Statement for the bond issue.

Disclosure Counsel: Staff recommends hiring Quint & Thimmig LLP to serve as disclosure counsel. As disclosure counsel Quint & Thimmig will be responsible for the preparation of the Official Statement (preliminary and final) in connection with the bond offering in consultation with the financing team, review legal documents and prepare a continuing disclosure certificate regarding the appropriate disclosure of all material information with respect to the financing. The principals of Quint & Thimmig LLP each have over 37 years of municipal finance experience serving as bond counsel, disclosure counsel and underwriter’s counsel with respect to municipal finance transactions in California. Paul Thimmig, Partner, who specializes in land secured financings (such as CFD No. 2017-1), will serve as lead attorney. Quint & Thimmig LLP is annually recognized as the fourth or fifth most active bond counsel firm and among the top ten disclosure counsel firms for municipal bond financings in California. Quint & Thimmig LLP has served as either bond counsel or disclosure counsel on each of Santee’s bond issues since 2005. The proposed fee is for an amount not to exceed \$35,000 which is fully contingent upon the successful sale of the bonds.

**Special Tax Consultant:** Staff recommends hiring Webb Municipal Finance, LLC (“Webb”) to provide bond issuance special tax consultant services, including the preparation of a number of documents and information to be included in the Official Statement (preliminary and final) such as the latest assessor’s parcel maps and equalized tax roll information, maximum special tax coverage and value-to-lien computations, overlapping debt table and effective tax rate schedules. Webb will review and sign the Special Tax Consultant Certificate that certifies that the maximum special tax rates are sufficient to meet debt service requirements and coverage ratios for the bonds to be issued. Webb served as Special Tax Consultant in the formation of both CFD No. 2017-1 (Weston Infrastructure) and CFD No. 2017-2 (Weston Municipal Services) and has provided assessment engineering and special districts administration services to the City since 2012. Heidi Schoeppe, Managing Director, will serve as the lead consultant. The proposed fee is for an amount not to exceed \$25,000 which is fully contingent upon the successful sale of the bonds.

### **Next Steps**

The bond issuance requires the completion of various documents, including bond documents prepared by bond counsel (Best Best &Krieger) and an Official Statement (preliminary and final) prepared by disclosure counsel. The Official Statement will include a description of the bonds, the security for the bonds, information regarding the CFD, the developer, the rate and method of apportionment (“RMA”), an appraisal (by Stephen G. White, MAI) and an absorption study (by Empire Economics) to validate expected housing prices and sales rates. The bonds will be sold to investors by the underwriter (Stifel, Nicolaus & Company, Inc.). The City’s financial advisor (KNN Public Finance) will coordinate the efforts of the various consultants along with City staff and will validate the bond pricing. A resolution approving these various documents will be presented to the City Council at a future date, currently projected to be in May 2019.



**Quint & Thimmig** LLP  
Attorneys at Law

900 Larkspur Landing Circle, Suite 270  
Larkspur, CA 94939-1726

Phone: 415/925-4200  
Fax: 415/925-4201

January 10, 2019

VIA EMAIL

Tim McDermott,  
Director of Finance/Treasurer  
City of Santee  
10601 Magnolia Avenue  
Santee, California 92071  
Email: [tmcdermott@cityofsanteeca.gov](mailto:tmcdermott@cityofsanteeca.gov)

Re: Scope of Services and Fee Proposal – Special Tax Bonds for Community Facilities  
District No. 2017-1 (Weston infrastructure)

Dear Tim:

Our proposed scope of services in acting as Disclosure Counsel to the City for a proposed special tax bond issue for CFD 2017-1 is attached to this letter. As for compensation, we propose a fee of \$35,000.00, inclusive of all expenses, with payment contingent and otherwise due and payable upon the issuance of the special tax bonds. If the bond issue for any reason does not close as expected, no amount will be due to us; otherwise, we expect to be paid from the proceeds of the special tax bonds to be issued at the closing for the bond issue.

I look forward to working with you and the bond team on the proposed bond issue.

Very truly yours,

  
Paul J. Thimmig, Esq.

PJT:cra  
Enclosure

**SERVICES TO BE PROVIDED BY QUINT & THIMMIG LLP SERVING  
THE CITY OF SANTEE AS DISCLOSURE COUNSEL FOR SPECIAL TAX  
BONDS – COMMUNITY FACILITIES DISTRICT NO. 2017-1 (WESTON  
INFRASTRUCTURE) OF THE CITY OF SANTEE**

Quint & Thimmig LLP, in its capacity as disclosure counsel for a proposed issue of special tax bonds (the "Bonds") for the City's Community Facilities District No. 2017-1 (Weston Infrastructure) will carry out and perform all of the following services as are necessary for the sale of the Bonds:

1. Prepare the official statement (both preliminary and final) in connection with the offering of the Bonds.
2. Confer and consult with the officers and administrative staff of the City as to matters relating to the official statement.
3. Attend all meetings of the City Council and any administrative meetings at which the official statement is to be discussed, deemed necessary by disclosure counsel for the proper exercise of its due diligence with respect to the official statement, or when specifically requested by City Staff to attend.
4. On behalf of the City, prepare the continuing disclosure certificate.
5. Subject to the completion of proceedings to the satisfaction of disclosure counsel, provide a letter addressed to the City and to the underwriter of the bonds that, although disclosure counsel has not undertaken to determine independently or assume any responsibility for the accuracy, completeness or fairness of the statements contained in the official statement, in the course of its participation in the preparation of the official statement, disclosure counsel has been in contact with representatives of the City and others concerning the contents of the official statement and related matters, and based upon the foregoing, nothing has come to the attention of disclosure counsel to lead it to believe that the official statement (except for any financial or statistical data or forecasts, numbers, charts, estimates, projections, assumptions or expressions of opinion included therein, and information relating to The Depository Trust Company and its book-entry system, as to which no view need be expressed) as of the date of the official statement or the date of the closing contains any untrue statement of a material fact or omits to state any material fact necessary in order to make the statements therein, in the light of the circumstances under which they were made, not misleading.
6. Such other and further services as are normally performed by disclosure counsel in connection with the issuance of special tax bonds.



**Corporate Headquarters**  
3750 McCray Street  
Riverside, CA 92506  
951.686.1070

**Murrieta Office**  
1870 Kalmia Street #160  
Murrieta, CA 92562  
951.686.1070

January 17, 2019

Mr. Tim McDermott  
Director of Finance/Treasurer  
City of Santee  
10601 Magnolia Ave  
Santee, Ca 92071

**RE: Community Facilities District No. 2017-1 Bond Issuance Consulting Services**

Dear Tim:

Webb Municipal Finance, LLC (WEBB) is pleased to submit this proposal to provide Bond Issuance Consulting Services for Community Facilities District No. 2017-1 ("CFD No. 2017-1").

Our proposed Scope of Services for Bond Issuance Consulting Services of the referenced Community Facilities District is summarized below:

***BOND ISSUANCE SCOPE OF SERVICES***

***Kickoff Meeting and Gathering Information:*** The purpose of this task is to establish lines of communication and gain understanding of the specific goals, components and criteria to meet the City's needs. WEBB will meet with the City's Staff, legal counsel, team of consultants and project proponents to confirm the CFD's schedule of events, procedural and financial considerations.

***Conference Calls and Additional Meetings:*** WEBB will be available to participate in additional conference calls and/or meetings with the City's Staff, legal counsel, team of consultants and project proponents to discuss issues, schedule, updates or other topics related to the Bond Issuance for Community Facilities District No. 2017-1.

***Data Collection:*** WEBB will obtain data necessary to provide comprehensive data for inclusion in the Official Statement, including the latest assessor's parcel maps and equalized tax roll information from the San Diego County Assessor's Office for the parcels within CFD No. 2017-1, and Geographic Information System (GIS) shape files for our in-house GIS platform.

***Bond Documents Table Preparation and Review:*** WEBB will prepare and provide final calculation to the finance team for inclusion in the Preliminary Official Statement (POS) and Official Statement (OS) to include: i) Maximum special tax coverage; ii) Value-to-lien computations; iii) Overlapping debt table; and iv) Effective tax rate



schedules. WEBB will review the POS, OS and other legal documents as they relate to any items and any tables WEBB provides.

*Location and Area Map:* WEBB will prepare a location and area map for inclusion in the POS and OS.

*Special Tax Certificate:* WEBB will review and sign the Special Tax Consultant Certificate that certifies that the maximum special tax rates are sufficient to meet debt service requirements and coverage ratios for bonds to be issued.

We propose to be compensated based upon actual effort at the hourly rates set forth on Attachment A, up to a not to exceed fixed fee. Compensation will be contingent upon successful issuance of the bonds, for services performed according to the schedule outlined as follows:

**PROPOSED FEE SCHEDULE**

<b>Service</b>	<b>Total Not to Exceed Fee</b>
Bond Issuance Consulting Services – CFD No. 2017-1	\$25,000.00
<b>Total</b>	<b>\$25,000.00</b>

For the services performed related to the projects which are not listed herein, compensation, contingent upon successful issuance of the bonds, shall be at the hourly rates set forth on Attachment A, together with reimbursement, at cost, for incidental expenses incurred in connection with such services, together with reimbursement for outside services at cost plus 15%.

We look forward to working with the City. If you have any questions regarding our proposal, or if additional information is needed, please contact me directly at (951) 200-8604.

Sincerely,



Heidi Schoeppe  
President/Managing Director  
**WEBB MUNICIPAL FINANCE LLC**



# Attachment A

## Fee Schedule

### CLASSIFICATION

<u>Engineers/Project Managers/Planners/Scientists/ Assessment/Special Tax Consultants/Landscape Architects/Designers</u>	<u>Rates \$/Hour</u>
Principal II.....	258.00
Principal I .....	238.00
Senior III .....	217.00
Senior II .....	202.00
Senior I .....	191.00
Associate III .....	181.00
Associate II .....	166.00
Associate I .....	156.00
Assistant V .....	145.00
Assistant IV .....	130.00
Assistant III .....	115.00
Assistant II .....	100.00
Assistant I .....	84.00
<b><u>Special Consultant</u></b> .....	<b>325.00</b>

### Survey Services

2-Person Survey Party .....	255.00
1-Person Survey Party .....	180.00

### Inspection Services

Inspector (Non-Prevailing Wage) .....	125.00
Inspector (Prevailing Wage) .....	135.00

### Administrative Services

Project Coordinator .....	98.00
Administrative Assistant III .....	88.00
Administrative Assistant II .....	78.00
Administrative Assistant I .....	62.00

### Other Direct Expenses

Incidental Charges .....	Cost + 15%
Postage .....	Cost
Subcontracted Services .....	Cost + 15%
Survey/Inspection Per Diem .....	Prevailing Wage Rate
In-House Delivery Up to 1/2 hour .....	25.00
In-House Delivery 1/2 Hour to 1 Hour .....	50.00
In-House Delivery Over 1 Hour .....	75.00
Survey/Inspection Vehicle .....	0.81/Mile
Mileage .....	0.72/Mile

Note: All rates are subject to change based on annual inflation and cost of living adjustments. Prevailing wages are dictated by the California Department of Industrial Relations (DIR). As such, the indicated rate will remain in effect until revised rates are published by the DIR. The rate shown shall be subject to renegotiation to remain in compliance with State requirements if prevailing wages are increased by the DIR.

\* **A FINANCE CHARGE** of 1 ½ % per month (18% per year) will be added to any unpaid amount commencing thirty (30) days from invoice date. A mechanic's lien may be filed for any invoice remaining unpaid after thirty (30) days from invoice date.

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

10

**MEETING DATE**

February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**

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

**DIRECTOR/DEPARTMENT**

Marlene Best, City Manager

**SUMMARY**

A community brand is what people say about a community, and branding is the process a community might take to change, refine or improve what people are saying. North Star Destination Strategies (North Star) has partnered with many jurisdictions across the United States to help them uncover and develop a brand for their individual communities. They have extensive experience working with cities, villages, towns, counties, regions and states.

Developing a brand will create a consistent community-wide identity and will help the City of Santee focus on the positive things that differentiate us from others and help us stand out from the competition (i.e. other cities). In turn, we will improve our economic development opportunities by being able to better market ourselves to businesses, residents and tourists.

North Star proposes a tiered strategy so that individual departments, agencies or economic areas, such as an entertainment district, have stand-alone identities that are related, or tiered, off the main brand for a community. North Star also proposes more than a logo or a tag line. They take a comprehensive approach to developing a brand, focusing on four main phases: 1) Education & Research; 2) Insights & Strategy; 3) Creativity; and 4) Action Plan. The first three phases will cost \$80,000 while the last phase, which is optional, will cost an additional \$12,000. A representative from North Star will provide a short presentation to further outline the services they provide and the approach they will take to create a brand for the City of Santee. They will also share some examples of what they have created for other cities.

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

**FINANCIAL STATEMENT**

*fm* \$80,000 is currently appropriated as part of the adopted Fiscal Year 2018-19 Economic Development budget for branding services. An additional \$12,000 will need to be appropriated if the City Council wants to implement the final Action Plan phase.

**CITY ATTORNEY REVIEW**

N/A

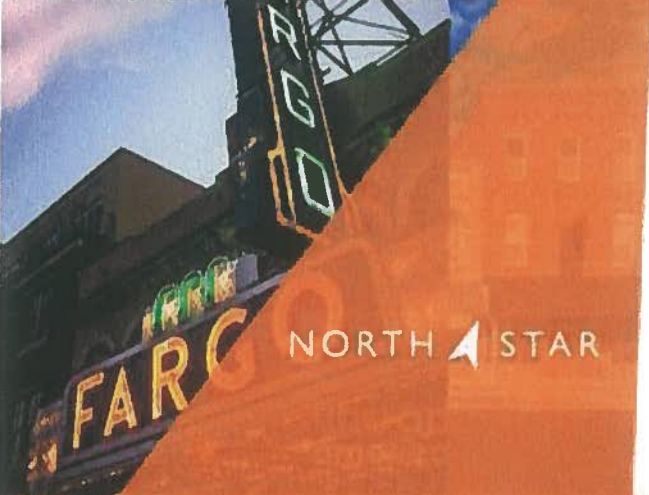
Completed

**RECOMMENDATION**

*MJB* Authorize the City Manager to enter into a Professional Services Agreement, as approved to form by the City Attorney, with North Star Destination Strategies for Branding Services; and appropriate an additional \$12,000 from the General Fund reserve to implement the final Action Plan phase.

**ATTACHMENTS**

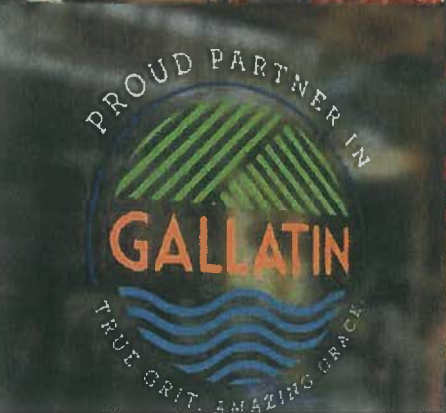
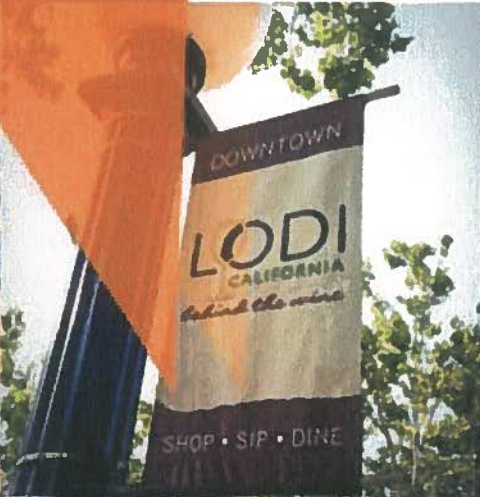
North Star Proposal to the City of Santee for Branding Services



# Proposal to the City of Santee for Branding Services

January 17, 2019

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



## INTRODUCTION

### The Santee Situation

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

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

### The Advantage of a Specialist

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

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

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

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

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



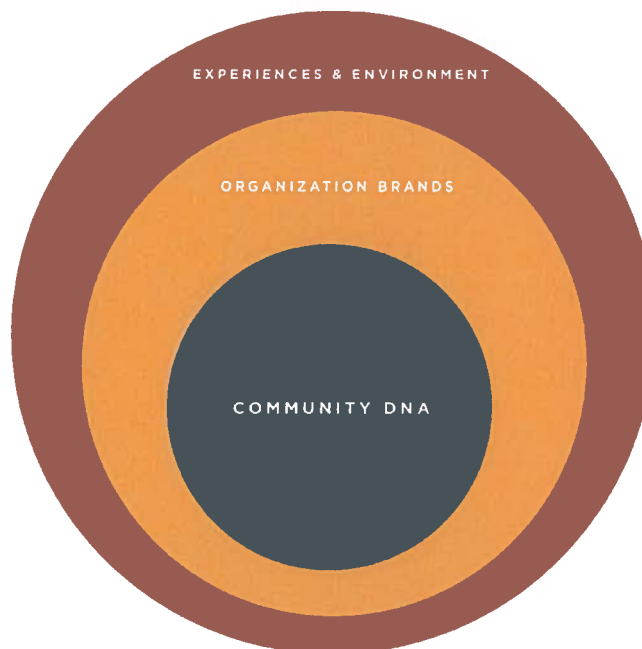
made when everyone understands and supports the ideas that underlie the eventual logo and strapline. Thus, **our process and guidance is centered first on creating understanding and buy-in to a community DNA and strategic platform.** This critical, foundational asset will outlive any campaign because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

## METHODOLOGY

### Philosophy & Approach

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

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



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

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

## Research

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

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

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

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

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

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

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

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

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

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

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

## Insights & Strategy

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

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

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

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

Target audience: For whom Santee has the most appeal

Frame of reference: Geographic context of Santee

Point of difference: What makes Santee special

Benefit: Why it should matter to the consumer

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

Target audience: For cool hunters everywhere, Fargo-Moorhead

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

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

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

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

## Creativity

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Action (Optional)

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

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

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

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

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

## Evaluation & Results Tracking

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

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

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

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

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

**TIMELINE**

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

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



## PERSONNEL

### **Ed Barlow**

Project Supervisor

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

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

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

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

### **Ginny Walthour**

Project Manager

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

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

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

**Amanda Trotenberg**

Project Research Manager

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

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

Project Research Manager

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

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

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

Project Social Media Strategist

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

**Education:** University of North Florida

**Patrick Golden**

Project Creative Director

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

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

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

**Education:** Flagler College

**Anita Carter**

Project Creative Services Manager

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

**Education:** Florida State University

**Don McEachern**

Founder • Leadership & Strategic Oversight

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

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

**Education:** The University of Tennessee

**Will Ketchum**

President • Leadership & Strategic Oversight

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

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

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

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

## REFERENCES

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

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

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

Ms. Nancy Beckman  
President & CEO  
Lodi CVB  
209.365.2015  
[nbeckman@visitolodi.com](mailto:nbeckman@visitolodi.com)

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

Mr. Chris Foss  
City Manager  
City of Dublin  
925.833.6650  
[chris.foss@dublin.ca.gov](mailto:chris.foss@dublin.ca.gov)

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

Mr. Greg Garrett  
City Manager  
City of Tehachapi  
661.822.2200 x105  
[ggarrett@tehachapicityhall.com](mailto:ggarrett@tehachapicityhall.com)

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

Ms. Gina Gonzalez  
Economic Development Director  
City of Menifee  
951.723.3711  
[ggonzalez@cityofmenifee.us](mailto:ggonzalez@cityofmenifee.us)

**INVESTMENT**

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

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

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

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

11

**MEETING DATE**

February 13, 2019

**AGENDA ITEM NO.**

**ITEM TITLE**    PUBLIC    WORKSHOP    ON    MICROENTERPRISE    HOME    KITCHEN  
OPERATIONS (MEHKO)

**DIRECTOR/DEPARTMENT**

Melanie Kush, Development Services



**SUMMARY**    Assembly Bill 626 (AB 626) which became effective on January 1, 2019, modifies the California Retail Food Code to create a Microenterprise Home Kitchen Operation (MEHKO). The stated intent of the bill is to promote locally grown, produced, and prepared foods and to encourage the use of home-kitchens for cooks who are unable to enter the traditional food economy.

As defined in the bill, a MEKHO is a food facility operated by a resident in a private residence. A MEKHO involves food storage, food preparation, and the serving of food. Restrictions on such a home kitchen include:

- Food must be prepared the day of service
- Up to 30 meals per day or 60 individual meals per week may be served on-site
- Annual sales may not exceed \$50,000
- One full-time employee, in addition to the resident, is allowed

The County of San Diego, Department of Environmental Health (DEH) would regulate such food operations. However, complaints about noise, traffic, odor or other issues related to a MEKHO would be the responsibility of the City of Santee.

In February / March 2019, the County of San Diego will decide on how MEKHOs would be implemented. The County is seeking City input on four implementation options, described below:

1. Authorize MEHKO in unincorporated areas only and allow each city to authorize in their jurisdiction.
2. Authorize MEHKO countywide (includes all cities).
3. Decline to authorize in the unincorporated area and allow each city to authorize in their jurisdiction.
4. Take no action.

City Council direction is desired at this meeting so that staff may provide input to the County of San Diego prior to the Board of Supervisors (BOS) meeting.

**ENVIRONMENTAL REVIEW**    This item seeks input on MEHKO and does not take action to enact such a change and therefore not a project under the California Environmental Quality Act ("CEQA") as defined in Section 15378 of the CEQA Guidelines.

**FINANCIAL STATEMENT**

Staff time expended on this project would be paid for by the General Fund.

**CITY ATTORNEY REVIEW**

N/A

Completed

**RECOMMENDATION**

Receive report and provide direction to staff.

**ATTACHMENTS**

Staff Report

MEKHO Frequently Asked Questions

AB 626

Santee Municipal Code Section 17.06.060

**STAFF REPORT**  
**PUBLIC WORKSHOP ON**  
**MICROENTERPRISE HOME KITCHEN OPERATIONS (MEHKO)**

**CITY COUNCIL MEETING**  
**FEBRUARY 13, 2019**

**A. OBJECTIVE**

This workshop item seeks City Council input and direction on recent changes to The California Retail Food Code which created Microenterprise Home Kitchen Operations (“MEHKO”). Assembly Bill 626 (“AB 626”) establishes a MEHKO which is a food facility that is operated by a resident in a private residence where food is stored, handled, prepared for customers, and allows for serving of meals. The law became effective January 1, 2019. However, MEHKOs are not allowed to operate until authorized by the County or City. The County of San Diego Department of Environmental Health (DEH) will present four options (page 3) to the County of San Diego Board of Supervisors (“BOS”) in February / March 2019. This item seeks Council input to provide to the DEH prior to the meeting with the BOS. This workshop item was posted on the City’s Facebook page on January 30, 2019 and was posted on the City’s website on January 31, 2019.

**B. MEHKOs**

AB 626 was adopted to promote locally grown, produced, and prepared foods and to encourage the use of home-kitchens for cooks who are unable to enter the traditional food economy.

The law allows a new type of retail food facility to be operated in a private residence (i.e. single family residence, multi-family residence, and an accessory dwelling unit). Food may be stored, handled, prepared, and served at the residence. No more than 30 individual meals per day and no more than 60 individual meals per week are allowed. In addition, the operation is limited to no more than \$50,000 in gross annual sales. Food may be served outdoors, in habitable accessory structures, and may be sold and delivered through an internet website.

The DEH would be responsible for the application procedures, permitting, and inspections of MEHKOs and the DEH would also be the enforcement agency to ensure compliance with the California Retail Food Code (CRFC) which establishes health and sanitation standards for retail food facilities. MEHKOs are also subject to the following criteria:

- The operation has no more than one full-time employee (not including a family member or household member)



- Food is prepared, cooked, and served on the same day.
- Food is consumed on-site at the microenterprise home kitchen operation or off-site if the food is picked up by the consumer or delivered within a safe time period based on holding equipment capacity.
- Food preparation does not involve processes that require a Hazardous Analysis Critical Control Point Plan or the production, service, or sale of raw milk products.
- The service and sale of raw oysters is prohibited.
- The operation only sells food directly to consumers and not to any wholesaler or retailer.
- Abstain from posting signage or other outdoor displays advertising the MEHKO operation.
- Be in compliance with applicable noise ordinances.

The operator of a MEHKO must obtain a health permit from the DEH and must pass an approved and accredited food safety manager course. A MEHKO requires an inspection prior to permit issuance and requires annual inspections. Additional inspections are conducted if health and sanitation complaints are received by the DEH. Complaints on nuisances such as noise, odors, and parking would be directed to the local code enforcement department. Permits may be revoked if MEHKOs are in violation of health and safety codes which are regulated by the DEH.

### C. **EXISTING SANTEE REGULATIONS**

Santee Municipal Code (SMC) Section 17.06.060 allows home occupations in residential neighborhoods subject to regulations to ensure the home occupations are compatible with the surrounding residential neighborhood. These regulations include prohibiting the sales of products on the premises, prohibiting customers from visiting the dwelling, and prohibiting significantly increasing traffic and parking. If MEHKOs are supported by City Council, the attached home occupation regulations would need to be amended (highlighted sections in yellow), at a future date.

D. **BOS OPTIONS**

The DEH will present the following options to the BOS:

1. Authorize MEHKOs in unincorporated areas only and allow each city to authorize in their jurisdiction.
2. Authorize MEHKOs countywide (includes all cities).
3. Decline to authorize in the unincorporated area and allow each city to authorize in their jurisdiction.
4. Take no action.

E. **STAFF RECOMMENDATION**

Receive report and provide direction to staff.



# County of San Diego

## DEPARTMENT OF ENVIRONMENTAL HEALTH FOOD AND HOUSING DIVISION

P.O. BOX 129261, SAN DIEGO, CA 92112-9261  
Phone: (858) 505-6900 | 1 (800) 253-9933 | FAX: (858) 505-6998 | [www.sdcdeh.org](http://www.sdcdeh.org)



## Microenterprise Home Kitchen Operation (MEHKO) FAQs

### 1. What does the new law do?

The new law establishes a “microenterprise home kitchen operation”, also referred to as MEHKO, as a new type of retail food facility to be operated by a resident in a private home. However, the law requires a city or County to either allow or not allow MEHKOs in their jurisdiction, and until the County or a city takes action, MEHKOs will not be allowed to operate in that city or County. The County has the option to either choose to authorize MEHKOs countywide which would include all cities, not authorize MEHKOs, or authorize only in the unincorporated areas and each city would decide whether to authorize MEHKOs in their city. Wherever MEHKOs are authorized, the County will be the permitting jurisdiction for Food Code purposes. Therefore, the Department of Environmental Health (DEH) will monitor whether local cities authorize MEHKOs to operate within that city.

### 2. When does the new law go into effect?

The new law will become effective on January 1, 2019. However, the new law gives a city or county “full discretion” to authorize the MEHKOs in their jurisdiction. Until a county or a city authorizes these types of operations, MEHKOs will not be able to be issued a health permit.

### 3. What is a Microenterprise Home Kitchen Operation or MEHKO?

A MEHKO is a type of food service, like a mini restaurant, that is operated by a resident in a private home where food is stored, handled, and prepared that may be served to customers. Food must be prepared the day of service and can be eaten onsite or be delivered to the customer. Food may also be sold and delivered through an internet website or a phone based mobile app belonging to an Internet Food Service Intermediary. Food products may not be sold to a wholesale or retail facility.

### 4. What is meant by “private home?”

“Private home” means a dwelling, including an apartment or other leased space, where individuals reside. The MEHKO must be conducted within the primary residence. Second homes, vacation homes, or motor homes DO NOT qualify as a MEHKO.

### 5. If a person is renting a private residence, can they still operate a MEHKO?

A person must check their lease agreement to see if there are any restrictions to operating a home-based business out of the residence.

### 6. Are there any meal or sales limitations for MEHKOs?

Yes, food preparation is limited to 30 meals per day or 60 individual meals per week and annual sales cannot exceed \$50,000. Records of all sales must be kept so that compliance with this limitation can be verified. The law also allows for DEH to limit the number of individual meals prepared if the physical space available for food preparation, food storage, and equipment storage is not adequate to support the number of meals being prepared.

### 7. Who is the “local enforcement agency” for MEHKOs in the San Diego region?

The local enforcement agency for food facilities, including MEHKOs, in the San Diego region is the County of San Diego Department of Environmental Health (DEH).

**8. Is a permit required to operate a MEHKO?**

Yes, a health permit is required from the County of San Diego Department of Environmental Health (DEH), Food and Housing Division, prior to operating.

**9. How does a person who wants to operate a MEHKO obtain a permit from DEH?**

If the County or a local city authorizes a MEHKO program, to obtain a permit, a person (the operator) must complete a permit application package that includes a health permit application form and "Written Operational Procedures" form, and pay a permit fee. Once the application and procedures are reviewed and approved by DEH, an initial inspection will be scheduled and conducted at the private residence to verify compliance with state law. Once compliance is verified, the permit will be issued. Once a city or the County has approved a program, an application packet can be picked up at the Department of Environmental Health Office, located at 5500 Overland Ave, Suite 170 San Diego, CA 92123, or online at [www.sdcdeh.org](http://www.sdcdeh.org).

**10. How long does the application process take for a MEHKO?**

The application process is determined by the level of detail and completeness of the application package. The standard application process for MEHKOs is up to 20 calendar days if the application package is complete and the level of detail in the operational procedures is included to demonstrate compliance with the law,

**11. Does a person need any special training or certification to operate a MEHKO?**

The operator of the MEHKO needs to successfully pass an approved and accredited food safety manager course and any individual, other than the operator, who is involved with the preparation, storage, or service of food in a MEHKO must also obtain a food handler card from one of the schools approved by DEH. For a list of approved food safety manager and food handler courses, visit our website at [www.sdcountyfoodhandlers.org](http://www.sdcountyfoodhandlers.org).

**12. Can a MEHKO have employees?**

A MEHKO can have one full time equivalent employee who is an individual employed for the MEHKO, this does not include household family members.

**13. How often will a MEHKO be inspected?**

All MEHKOs will receive one annual routine inspection. The first inspection will occur before a permit is issued to ensure compliance with the law. Additional inspections may be required in response to a complaint, if it is suspected that adulterated or otherwise unsafe food has been produced or served by the MEHKO, or if the MEHKO has violated state law (California Retail Food Code).

**14. What areas of a private residence will be permitted and inspected as part of a MEHKO?**

The areas of a private residence that will be permitted and inspected as part of a MEHKO includes the kitchen, onsite customer eating area, food storage areas, bathroom (toilet room), janitorial or cleaning areas, and trash storage areas. Any utensils and equipment used in the MEHKO will also be inspected.

**15. Are kids and pets allowed to be in a MEHKO?**

Yes, the law exempts a MEHKO from certain requirements of the CRFC. MEHKOs are not required to keep children and pets out of the food preparation and food storage areas, but DEH recommends that children and pets be excluded when food is being prepared.

**16. Are there any restrictions to the type of food a MEHKO can serve?**

A MEHKO can prepare and sell food and beverages that have been approved by the local enforcement agency for same day on-site consumption or delivery with the exception of food or beverages that:

- Involve the production, service, or sale of raw milk or raw milk products
- Involve the service or sale of raw oysters
- Involve food processes that require a Hazard Analysis Critical Control Point (HACCP) Plan such as:
  - Smoking food as a method of food preservation

- Curing food
- Using food additives or adding components such as vinegar as a method of food preservation
- Operating a molluscan shellfish life support system display tank used to store and display shellfish that are offered for human consumption
- Using acidification or activity to prevent the growth of *Clostridium botulinum*
- Packaging potentially hazardous food using a Reduced-Oxygen Packaging method
- Preparing food by another method that is determined by the lead local agency to require a HACCP plan
- Involve the manufacturing of ice cream without a license from California Department of Food and Agriculture
- Contains alcohol without the appropriate liquor license from Alcohol Beverage Control (ABC)

**17. Can a MEHKO add in cannabis, CBD, or Kava to the products they sell as part of their operation?**  
 No, current restrictions imposed by the California Department of Public Health (CDPH) and the FDA prohibit a food facility from putting these ingredients into any food products that are offered to the public for consumption.

**18. Is commercial grade equipment required in a MEHKO?**  
 No, commercial equipment/appliances are not required as long as the equipment/appliances used in a MEHKO are kept clean, stored in a sanitary manner, and are in good working order.

**19. Can a MEHKO use an open-air barbecue or an outdoor wood-burning oven?**  
 Yes, a MEHKO may use an open-air barbecue or an outdoor wood-burning oven as long as the barbecue or wood-burning oven is:

- Operated on the same premises and is within reasonable proximity to the MEHKO
- Does not have access to by the public
- Is not in a location that constitutes a fire hazard
- Meets the requirements of the California Retail Food Code §114143

**20. Can an operator of a MEHKO sell or give away food products at temporary community events or at Certified Farmer's Markets?**  
 No, an operator of a MEHKO cannot sell food products at a temporary community event or a Certified Farmer's Market. A MEHKO can only conduct food service directly to the public from the residential home, or sold and delivered through an internet website or a phone based mobile app belonging to an Internet Food Service Intermediary.

**21. Are there any special requirements regarding a private residential water well?**  
 Yes, only potable water from a properly constructed on-site well or municipal water system can be used.

**22. Can homegrown fruits and vegetables be used in a MEHKO?**  
 Yes, however care should be taken to ensure all fruit and produce is grown and handled using best management practices associated with a community food producer and all produce must be thoroughly washed prior to use.

**23. What records are required to be maintained for review by the local enforcement agency?**  
 An operator of a MEHKO must maintain the following documents onsite for review during an inspection:

- Written standard operating procedures that include a menu and hours of operation
- A valid permit issued by DEH, or a legible copy of the valid permit, must be displayed onsite at all times when the MEHKO is in operation
- A copy of a valid driver's license of the person delivering food on behalf of the MEHKO
- A copy of the most recent DEH inspection report
- Records of all receipts from the sales of food

**24. Can an operator of a MEHKO donate any leftover food?**

An operator of a MEHKO may donate food to a food bank or to any other nonprofit charitable organization as long as the food has been handled in compliance with food safety requirements. For more information on food donations, contact the DEH-FHD information specialist at (858) 505-6900, or one of the two San Diego Based Food Banks, Feeding San Diego at (858) 452-3663, or the San Diego Food Bank at (858) 527-1419.

**25. If an operator moves to a new residence, do they need to go through the application process again?**

Yes, DEH permits are non-transferable. If an operator moves to a new residence, they must go through the application process again.

**26. Why isn't a letter grade posted at a MEHKO like it is at a permanent food facility or a mobile food facility?**

The law exempts a MEHKO from any local grading system. However, just like permanent food facilities and mobile food facilities, inspection report data and violation information relating to any inspections conducted at a permitted MEHKO can be found at [www.SDFoodInfo.org](http://www.SDFoodInfo.org).

**27. How does a customer determine if a MEHKO has an approved permit?**

A MEHKO is required to display their permit, or a legible copy, during hours of operation. Customers can also visit [www.SDFoodInfo.org](http://www.SDFoodInfo.org) to determine if a MEHKO has a valid permit.

**28. If there are complaints about odors, traffic, parking, and/or excessive noise, what agency should be notified?**

Any complaints involving nuisance concerns can be reported directly to the local city's Code Enforcement Department, or for MEHKOs in the unincorporated areas, to the County of San Diego Department of Planning & Development Services Code Enforcement Program.

For additional information, please visit  
the Department of Environmental Health's webpage at: <http://www.sdcdeh.org>

**If you have any questions that have not been answered in these FAQ's,  
or if additional clarification is needed, please contact the DEH-FHD Information Specialist  
at (858) 505-6900 or by email at [FHDUTYEH@sdcounty.ca.gov](mailto:FHDUTYEH@sdcounty.ca.gov).**



## Assembly Bill No. 626

### CHAPTER 470

An act to amend Sections 110460, 111955, 113789, and 114390 of, to add Section 113825 to, and to add Chapter 11.6 (commencing with Section 114367) to Part 7 of Division 104 of, the Health and Safety Code, relating to the California Retail Food Code.

[Approved by Governor September 18, 2018. Filed with Secretary of State September 18, 2018.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 626, Eduardo Garcia. California Retail Food Code: microenterprise home kitchen operations.

Existing law, the California Retail Food Code, establishes uniform health and sanitation standards for retail food facilities for regulation by the State Department of Public Health, and requires local enforcement agencies to enforce these provisions. Existing law defines "food facility" as an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, as specified. Existing law exempts, among others, a private home, including a registered or permitted cottage food operation, from the definition of food facility. A violation of the California Retail Food Code is generally a misdemeanor.

This bill would, among other things, include a microenterprise home kitchen operation within the definition of a food facility, and would define a microenterprise home kitchen operation to mean a food facility that is operated by a resident in a private home where food is stored, handled, and prepared for, and may be served to, consumers, and that meets specified requirements, including, among others, that the operation has no more than one full-time equivalent food employee and has no more than \$50,000 in verifiable gross annual sales. The bill would specify that the governing body of a city or county, or city and county, shall have full discretion to authorize, by ordinance or resolution, the permitting of microenterprise home kitchen operations in accordance with the provisions of this bill, except as provided. The bill would require a microenterprise home kitchen operation to be considered a restricted food service facility for purposes of certain provisions of the code, except as otherwise provided, and would exempt a microenterprise home kitchen operation from various provisions applicable to food facilities, including, among others, provisions relating to handwashing, sinks, ventilation, and animals. The bill would require the applicant for a permit to operate a microenterprise home kitchen operation to submit to the local enforcement agency written standard operating procedures that include specified information, including all food types or

products that will be handled and the days and times that the home kitchen will potentially be utilized as a microenterprise home kitchen operation.

The bill would require an Internet food service intermediary, as defined, that lists or promotes a microenterprise home kitchen operation on its Internet Web site or mobile application to, among other things, be registered with the department, to clearly and conspicuously post on its Internet Web site or mobile application the requirements for the permitting of a microenterprise home kitchen operation, as specified, prior to the publication of the microenterprise home kitchen operation's offer of food for sale, and to submit the name and permit number of a microenterprise home kitchen operation to the local enforcement agency if it receives, through its Internet Web site or mobile application, 3 or more unrelated individual food safety or hygiene complaints in a calendar year from consumers who have made a purchase through its Internet Web site or mobile application. The bill would also make related findings and declarations.

By expanding the scope of a crime, this bill would impose a state-mandated local program.

This bill would incorporate additional changes to Section 113789 of the Health and Safety Code proposed by AB 2178 and AB 2524 to be operative only if this bill and AB 2178, this bill and AB 2524, or all 3 bills are enacted and this bill is enacted last.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that no reimbursement is required by this act for a specified reason.

*The people of the State of California do enact as follows:*

SECTION 1. (a) The Legislature finds and declares all of the following:

(1) California is the largest agricultural producer and exporter in the United States.

(2) California is home to the "farm-to-table" movement, which embraces the idea that restaurants and other food sellers should prioritize locally and sustainably produced foods.

(3) Many cities have embraced the idea of locally grown, produced, and prepared foods. Sacramento, for example, proclaimed itself the farm-to-fork capital of America.

(4) Accordingly, Californians have shown a preference for supporting local agriculture and local business and for finding sustainable solutions to food insecurity.

(5) The retail and commercial food market is an integral part of California's economy.

(6) Small-scale, home-cooking operations can create significant economic opportunities for Californians that need them most — often women, immigrants, and people of color.



(7) Under existing law, individuals can sell food through retail food facilities or cottage food operations, the latter of which being limited to a restricted list that primarily consists of nonperishable food items that can be prepared in the home. Both of these options make it difficult for the vast majority of home cooks to independently benefit from their labor, skills, and limited resources.

(8) Because the bar for entry to restaurant ownership is high, and the cost of renting a retail kitchen is so great, an informal economy of locally produced and prepared hot foods exists in the form of meal preparation services, food carts, and communally shared meals.

(9) However, due to a lack of appropriate regulations, many experienced cooks in California are unable to legally participate in the locally prepared food economy and to earn an income legally therein.

(10) As a result, and because they feel they have no other option, thousands of private chefs, home caterers, and many other food microentrepreneurs cook out of private homes or unlicensed food facilities, with little access to education for best practices or safety guidelines.

(11) Many of these cooks are unable to enter the traditional food economy based on disability, family responsibilities, or lack of opportunity.

(12) Under existing law, preparing and selling food from a home kitchen normally can be treated as a criminal act and may be punishable as a misdemeanor.

(13) Providing guidelines, training, and safety resources to home cooks would also increase public health safeguards in existing informal food economies.

(14) The exchange of home-cooked food can also improve access to healthy foods for communities, particularly in food deserts with severely limited options.

(15) The California Retail Food Code establishes health and sanitation standards for retail food facilities. That law exempts private homes from the definition of a food facility and includes cottage food operations in that exemption.

(16) Therefore, the Legislature should create a framework that authorizes the safe preparation and sale of meals prepared in home kitchens, providing adequate regulations and requirements for food handling and safety.

(b) It is the intent of the Legislature that this act authorize the use of home kitchens for small-scale, direct food sales by home cooks to consumers, providing appropriate flexibility in food types and appropriate health and sanitation standards.

SEC. 2. Section 110460 of the Health and Safety Code is amended to read:

110460. No person shall engage in the manufacture, packing, or holding of any processed food in this state unless the person has a valid registration from the department, except those engaged exclusively in the storing, handling, or processing of dried beans. The registration shall be valid for one calendar year from the date of issue, unless it is revoked. The registration shall not be transferable. This section shall not apply to a cottage food

operation that is registered or has a permit pursuant to Section 114365 or a microenterprise home kitchen, as defined in Section 113825.

SEC. 3. Section 111955 of the Health and Safety Code is amended to read:

111955. “Food processing establishment,” as used in this chapter, shall mean any room, building, or place or portion thereof, maintained, used, or operated for the purpose of commercially storing, packaging, making, cooking, mixing, processing, bottling, canning, packing, slaughtering, or otherwise preparing or handling food except restaurants. “Food processing establishment” shall not include a cottage food operation that is registered or has a permit pursuant to Section 114365 or a microenterprise home kitchen, as defined in Section 113825.

SEC. 4. Section 113789 of the Health and Safety Code is amended to read:

113789. (a) “Food facility” means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1) An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(2) A place used in conjunction with the operations described in this subdivision, including, but not limited to, storage facilities for food-related utensils, equipment, and materials.

(b) “Food facility” includes permanent and nonpermanent food facilities, including, but not limited to, the following:

(1) Public and private school cafeterias.

(2) Restricted food service facilities.

(3) Licensed health care facilities, except as provided in paragraph (12) of subdivision (c).

(4) Commissaries.

(5) Mobile food facilities.

(6) Mobile support units.

(7) Temporary food facilities.

(8) Vending machines.

(9) Certified farmers’ markets, for purposes of permitting and enforcement pursuant to Section 114370.

(10) Farm stands, for purposes of permitting and enforcement pursuant to Section 114375.

(11) Fishermen’s markets.

(12) Microenterprise home kitchen operations.

(c) “Food facility” does not include any of the following:

(1) A cooperative arrangement wherein no permanent facilities are used for storing or handling food.

(2) A private home when used for private, noncommercial purposes or when used as a cottage food operation that is registered or has a permit pursuant to Section 114365.

(3) A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.

(4) A for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for-profit entity receives no monetary benefit, other than that resulting from recognition from participating in an event.

(5) Premises set aside for wine tasting, as that term is used in Section 23356.1 of the Business and Professions Code, or premises set aside by a beer manufacturer, as defined in Section 25000.2 of the Business and Professions Code, and in the regulations adopted pursuant to those sections, that comply with Section 118375, regardless of whether there is a charge for the wine or beer tasting, if no other beverage, except for bottles of wine or beer and prepackaged nonpotentially hazardous beverages, is offered for sale or for onsite consumption and no food, except for crackers, pretzels, or prepackaged food that is not potentially hazardous food is offered for sale or for onsite consumption.

(6) An outlet or location, including, but not limited to, premises, operated by a producer, selling or offering for sale only whole produce grown by the producer or shell eggs, or both, provided the sales are conducted at an outlet or location controlled by the producer.

(7) A commercial food processing establishment, as defined in Section 111955.

(8) A child day care facility, as defined in Section 1596.750.

(9) A community care facility, as defined in Section 1502.

(10) A residential care facility for the elderly, as defined in Section 1569.2.

(11) A residential care facility for the chronically ill, which has the same meaning as a residential care facility, as defined in Section 1568.01.

(12) (A) An intermediate care facility for the developmentally disabled, as defined in subdivisions (e), (h), and (m) of Section 1250, with a capacity of six beds or fewer.

(B) A facility described in subparagraph (A) shall report any foodborne illness or outbreak to the local health department and to the State Department of Public Health within 24 hours of the illness or outbreak.

(13) A community food producer, as defined in Section 113752.

SEC. 4.1. Section 113789 of the Health and Safety Code is amended to read:

113789. (a) "Food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1) An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(2) A place used in conjunction with the operations described in this subdivision, including, but not limited to, storage facilities for food-related utensils, equipment, and materials.

(b) “Food facility” includes permanent and nonpermanent food facilities, including, but not limited to, the following:

- (1) Public and private school cafeterias.
- (2) Restricted food service facilities.
- (3) Licensed health care facilities, except as provided in paragraph (12) of subdivision (c).
- (4) Commissaries.
- (5) Mobile food facilities.
- (6) Mobile support units.
- (7) Temporary food facilities.
- (8) Vending machines.
- (9) Certified farmers’ markets, for purposes of permitting and enforcement pursuant to Section 114370.
- (10) Farm stands, for purposes of permitting and enforcement pursuant to Section 114375.
- (11) Fishermen’s markets.
- (12) Microenterprise home kitchen operations.

(c) “Food facility” does not include any of the following:

- (1) A cooperative arrangement wherein no permanent facilities are used for storing or handling food.
- (2) A private home when used for private, noncommercial purposes or when used as a cottage food operation that is registered or has a permit pursuant to Section 114365.
- (3) A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.
- (4) A for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for-profit entity receives no monetary benefit, other than that resulting from recognition from participating in an event.
- (5) Premises set aside for wine tasting, as that term is used in Section 23356.1 of the Business and Professions Code, or premises set aside by a beer manufacturer, as defined in Section 25000.2 of the Business and Professions Code, and in the regulations adopted pursuant to those sections, that comply with Section 118375, regardless of whether there is a charge for the wine or beer tasting, if no other beverage, except for bottles of wine or beer and prepackaged nonpotentially hazardous beverages, is offered for sale or for onsite consumption and no food, except for crackers, pretzels, or prepackaged food that is not potentially hazardous food is offered for sale or for onsite consumption.
- (6) An outlet or location, including, but not limited to, premises, operated by a producer, selling or offering for sale only whole produce grown by the producer or shell eggs, or both, provided the sales are conducted at an outlet or location controlled by the producer.
- (7) A commercial food processing establishment, as defined in Section 111955.
- (8) A child day care facility, as defined in Section 1596.750.

(9) A community care facility, as defined in Section 1502.

(10) A residential care facility for the elderly, as defined in Section 1569.2.

(11) A residential care facility for the chronically ill, which has the same meaning as a residential care facility, as defined in Section 1568.01.

(12) (A) An intermediate care facility for the developmentally disabled, as defined in subdivisions (e), (h), and (m) of Section 1250, with a capacity of six beds or fewer.

(B) A facility described in subparagraph (A) shall report any foodborne illness or outbreak to the local health department and to the State Department of Public Health within 24 hours of the illness or outbreak.

(13) A community food producer, as defined in Section 113752.

(14) A limited service charitable feeding operation, as defined in Section 113819.

SEC. 4.2. Section 113789 of the Health and Safety Code is amended to read:

113789. (a) “Food facility” means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1) An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(2) A place used in conjunction with the operations described in this subdivision, including, but not limited to, storage facilities for food-related utensils, equipment, and materials.

(b) “Food facility” includes permanent and nonpermanent food facilities, including, but not limited to, the following:

(1) Public and private school cafeterias.

(2) Restricted food service facilities.

(3) Licensed health care facilities, except as provided in paragraph (12) of subdivision (c).

(4) Commissaries.

(5) Mobile food facilities.

(6) Mobile support units.

(7) Temporary food facilities.

(8) Vending machines.

(9) Certified farmers’ markets, for purposes of permitting and enforcement pursuant to Section 114370.

(10) Farm stands, for purposes of permitting and enforcement pursuant to Section 114375.

(11) Fishermen’s markets.

(12) Microenterprise home kitchen operations.

(13) Catering operation.

(14) Host facility.

(c) “Food facility” does not include any of the following:

(1) A cooperative arrangement wherein no permanent facilities are used for storing or handling food.

(2) A private home when used for private, noncommercial purposes or when used as a cottage food operation that is registered or has a permit pursuant to Section 114365.

(3) A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.

(4) A for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for-profit entity receives no monetary benefit, other than that resulting from recognition from participating in an event.

(5) Premises set aside for wine tasting, as that term is used in Section 23356.1 of the Business and Professions Code, or premises set aside by a beer manufacturer, as defined in Section 25000.2 of the Business and Professions Code, and in the regulations adopted pursuant to those sections, that comply with Section 118375, regardless of whether there is a charge for the wine or beer tasting, if no other beverage, except for bottles of wine or beer and prepackaged nonpotentially hazardous beverages, is offered for sale or for onsite consumption and no food, except for crackers, pretzels, or prepackaged food that is not potentially hazardous food is offered for sale or for onsite consumption.

(6) An outlet or location, including, but not limited to, premises, operated by a producer, selling or offering for sale only whole produce grown by the producer or shell eggs, or both, provided the sales are conducted at an outlet or location controlled by the producer.

(7) A commercial food processing establishment, as defined in Section 111955.

(8) A child day care facility, as defined in Section 1596.750.

(9) A community care facility, as defined in Section 1502.

(10) A residential care facility for the elderly, as defined in Section 1569.2.

(11) A residential care facility for the chronically ill, which has the same meaning as a residential care facility, as defined in Section 1568.01.

(12) (A) An intermediate care facility for the developmentally disabled, as defined in subdivisions (e), (h), and (m) of Section 1250, with a capacity of six beds or fewer.

(B) A facility described in subparagraph (A) shall report any foodborne illness or outbreak to the local health department and to the State Department of Public Health within 24 hours of the illness or outbreak.

(13) A community food producer, as defined in Section 113752.

SEC. 4.3. Section 113789 of the Health and Safety Code is amended to read:

113789. (a) "Food facility" means an operation that stores, prepares, packages, serves, vends, or otherwise provides food for human consumption at the retail level, including, but not limited to, the following:

(1) An operation where food is consumed on or off the premises, regardless of whether there is a charge for the food.

(2) A place used in conjunction with the operations described in this subdivision, including, but not limited to, storage facilities for food-related utensils, equipment, and materials.

(b) “Food facility” includes permanent and nonpermanent food facilities, including, but not limited to, the following:

- (1) Public and private school cafeterias.
- (2) Restricted food service facilities.
- (3) Licensed health care facilities, except as provided in paragraph (12) of subdivision (c).

- (4) Commissaries.
- (5) Mobile food facilities.
- (6) Mobile support units.
- (7) Temporary food facilities.
- (8) Vending machines.
- (9) Certified farmers’ markets, for purposes of permitting and enforcement pursuant to Section 114370.

(10) Farm stands, for purposes of permitting and enforcement pursuant to Section 114375.

- (11) Fishermen’s markets.
- (12) Microenterprise home kitchen operations.
- (13) Catering operation.
- (14) Host facility.

(c) “Food facility” does not include any of the following:

(1) A cooperative arrangement wherein no permanent facilities are used for storing or handling food.

(2) A private home when used for private, noncommercial purposes or when used as a cottage food operation that is registered or has a permit pursuant to Section 114365.

(3) A church, private club, or other nonprofit association that gives or sells food to its members and guests, and not to the general public, at an event that occurs not more than three days in any 90-day period.

(4) A for-profit entity that gives or sells food at an event that occurs not more than three days in a 90-day period for the benefit of a nonprofit association, if the for-profit entity receives no monetary benefit, other than that resulting from recognition from participating in an event.

(5) Premises set aside for wine tasting, as that term is used in Section 23356.1 of the Business and Professions Code, or premises set aside by a beer manufacturer, as defined in Section 25000.2 of the Business and Professions Code, and in the regulations adopted pursuant to those sections, that comply with Section 118375, regardless of whether there is a charge for the wine or beer tasting, if no other beverage, except for bottles of wine or beer and prepackaged nonpotentially hazardous beverages, is offered for sale or for onsite consumption and no food, except for crackers, pretzels, or prepackaged food that is not potentially hazardous food is offered for sale or for onsite consumption.

(6) An outlet or location, including, but not limited to, premises, operated by a producer, selling or offering for sale only whole produce grown by the

producer or shell eggs, or both, provided the sales are conducted at an outlet or location controlled by the producer.

(7) A commercial food processing establishment, as defined in Section 111955.

(8) A child day care facility, as defined in Section 1596.750.

(9) A community care facility, as defined in Section 1502.

(10) A residential care facility for the elderly, as defined in Section 1569.2.

(11) A residential care facility for the chronically ill, which has the same meaning as a residential care facility, as defined in Section 1568.01.

(12) (A) An intermediate care facility for the developmentally disabled, as defined in subdivisions (e), (h), and (m) of Section 1250, with a capacity of six beds or fewer.

(B) A facility described in subparagraph (A) shall report any foodborne illness or outbreak to the local health department and to the State Department of Public Health within 24 hours of the illness or outbreak.

(13) A community food producer, as defined in Section 113752.

(14) A limited service charitable feeding operation, as defined in Section 113819.

SEC. 5. Section 113825 is added to the Health and Safety Code, to read:

113825. (a) "Microenterprise home kitchen operation" means a food facility that is operated by a resident in a private home where food is stored, handled, and prepared for, and may be served to, consumers, and that meets all of the following requirements:

(1) The operation has no more than one full-time equivalent food employee, not including a family member or household member.

(2) Food is prepared, cooked, and served on the same day.

(3) Food is consumed onsite at the microenterprise home kitchen operation or offsite if the food is picked up by the consumer or delivered within a safe time period based on holding equipment capacity.

(4) Food preparation does not involve processes that require a HACCP plan, as specified in Section 114419, or the production, service, or sale of raw milk or raw milk products, as defined in Section 11380 of Title 17 of the California Code of Regulations.

(5) The service and sale of raw oysters is prohibited.

(6) Food preparation is limited to no more than 30 individual meals per day, or the approximate equivalent of meal components when sold separately, and no more than 60 individual meals, or the approximate equivalent of meal components when sold separately, per week. The local enforcement agency may decrease the limit of the number of individual meals prepared based on food preparation capacity of the operation, but shall not, in any case, increase the limit of the number of individual meals prepared.

(7) The operation has no more than fifty thousand dollars (\$50,000) in verifiable gross annual sales, as adjusted annually for inflation based on the California Consumer Price Index.

(8) The operation only sells food directly to consumers and not to any wholesaler or retailer. For purposes of this paragraph, the sale of food



prepared in a microenterprise home kitchen operation through the Internet Web site or mobile application of an Internet food service intermediary, as defined in Section 114367.6, is a direct sale to consumers. An operation that sells food through the Internet Web site or mobile application of an Internet food service intermediary shall consent to the disclosures specified in paragraphs (6) and (7) of subdivision (a) of Section 114367.6.

(b) “Microenterprise home kitchen operation” does not include either of the following:

- (1) A catering operation.
- (2) A cottage food operation, as defined in Section 113758.

(c) For purposes of this section, “resident of a private home” means an individual who resides in the private home when not elsewhere for labor or other special or temporary purpose.

SEC. 6. Chapter 11.6 (commencing with Section 114367) is added to Part 7 of Division 104 of the Health and Safety Code, to read:

#### CHAPTER 11.6. MICROENTERPRISE HOME KITCHEN OPERATION

114367. (a) Except as provided in subdivision (b), the governing body of a city or county, or city and county, shall have full discretion to authorize, by ordinance or resolution, the permitting of microenterprise home kitchen operations in accordance with this chapter.

(b) A permit issued by a county that has authorized the permitting of microenterprise home kitchen operations in accordance with this chapter shall be valid in any city within the county regardless of whether the city has separately enacted an ordinance or resolution to authorize or prohibit the permitting of microenterprise home kitchen operations within that city.

114367.1. (a) A microenterprise home kitchen operation, as defined in Section 113825, shall be considered a restricted food service facility for purposes of, and subject to all applicable requirements of, Chapter 1 (commencing with Section 113700) to Chapter 9 (commencing with Section 114265), inclusive, Chapter 12.6 (commencing with Section 114377), and Chapter 13 (commencing with Section 114380), except as otherwise provided in this chapter.

(b) A microenterprise home kitchen operation shall be exempt from all of the following provisions:

(1) Handwashing facilities requirements, as required in Section 113953, provided that a handwashing sink is supplied with warm water and located in the toilet room and supplied, as specified in Section 113953.2.

(2) Any provision in this part relating to sinks, warewashing machines, and manual or machine sanitation, including but not limited to, Sections 114099, 114099.2, 114099.4, 114099.6, 114099.7, 114101.1, 114101.2, 114103, 114107, 114123, 114125, 114163, and 114279, provided that the sink in a microenterprise home kitchen operation has hot and cold water and is fully operable.

- (3) Prohibition on the presence of persons unnecessary to the food facility operation in the food preparation, food storage, or warewashing areas, as specified in Section 113945.1.
- (4) No smoking sign posting requirements, as specified in Section 113978.
- (5) Limitations on employee consumption of food, drink, or tobacco outside of designated areas, as specified in Sections 113977 and 114256.
- (6) Limitations on consumer access to the food facility through food preparation areas, as specified in Section 113984.1.
- (7) Display guard, cover, and container requirements, as specified in Section 114060, provided that any food on display that is not protected from the direct line of a consumer's mouth by an effective means is not served or sold to any subsequent consumer.
- (8) Limitations on outdoor display and sale of foods, as specified in Section 114069.
- (9) Requirements to provide clean drinking cups and tableware for second portions and beverage refills, as specified in Section 114075.
- (10) Requirements pertaining to the characteristics and certification of utensils and equipment, as specified in Sections 114130, 114130.1, and 114139, provided that utensils and equipment are designed to retain their characteristic qualities under normal use conditions.
- (11) Requirements pertaining to the characteristics, construction, and multiuse of food-contact and nonfood-contact surfaces, as specified in Sections 114130.1, 114130.3, and 114130.4, provided that food contact surfaces are smooth, easily cleanable, and in good repair.
- (12) Requirements pertaining to the characteristics, construction, and disassembly of clean in place (CIP) equipment, as specified in Section 114130.5.
- (13) Limitations on the use of wood as a food contact surface and in connection with other equipment, as specified in Section 114132.
- (14) Any provision in this part relating to ventilation, including, but not limited to, Article 2 (commencing with Section 114149) of Chapter 6, provided that gases, odors, steam, heat, grease, vapors, and smoke are able to escape from the kitchen.
- (15) Requirements that cold or hot holding equipment used for potentially hazardous food be equipped with integral or permanently affixed temperature measuring device or product mimicking sensors, as specified in subdivision (c) of Section 114157.
- (16) Requirements pertaining to the installation of fixed, floor-mounted, and table-mounted equipment, as specified in Section 114169.
- (17) Dedicated laundry facility requirements, as specified in Section 114185.5, provided that linens used in connection with the microenterprise home kitchen operation shall be laundered separately from the household and other laundry.
- (18) Requirements pertaining to water, plumbing, drainage, and waste, as specified in Sections 114193, 114193.1, and 114245.7.
- (19) Any requirement that a microenterprise home kitchen operation have more than one toilet facility or that access to the toilet facility not

require passage through the food preparation, food storage, or utensil washing areas, including, but not limited to, the requirements specified in Sections 114250 and 114276.

(20) Light intensity, light source, and lightbulb requirements, as specified in Sections 114252 and 114252.1, provided that food preparation areas are well lighted by natural or artificial light whenever food is being prepared.

(21) Requirements to provide and use lockers, storage facilities, and designated dressing areas, and that food facility premises be free of litter and items that are unnecessary to the operation, as specified in Sections 114256.1 and 114257.1, provided that personal effects and clothing not ordinarily found in a home kitchen are placed or stored away from food preparation areas and dressing takes place outside of the kitchen.

(22) Limitations on the presence and handling of animals, such as domestic, service, or patrol animals, as specified in Sections 114259.4 and 114259.5, provided that all animals, other than service animals, are kept outside of the kitchen and dining areas during food service and preparation.

(23) Requirements pertaining to floor, wall, and ceiling surfaces, as specified in Sections 114268, 114269, and 114271, provided that the floor, wall, and ceiling surfaces of the kitchen, storage, and toilet areas are smooth, of durable construction, and easily cleanable with no limitations on the use of wood, tile, and other nonfiber floor surfaces ordinarily used in residential settings.

(24) Any local evaluation or grading system for food facilities, as authorized by Section 113709.

(25) All prohibitions and limitations on the use of a kitchen in a private home as a food facility, including, but not limited to, prohibitions and limitations specified in Section 114285, provided that food is not prepared in designated sleeping quarters. Open kitchens adjacent to living and sleeping areas, kitchens in efficiency, studio, and loft-style residences, and kitchens without doors at all points of ingress and egress may be used in microenterprise home kitchen operations.

(26) Planning and permitting provisions of Sections 114380, 114381, and 114381.2.

(c) A microenterprise home kitchen operation may operate an open-air barbecue or outdoor wood-burning oven, pursuant to the requirements of Section 114143.

(d) The operator of a microenterprise home kitchen operation shall successfully pass an approved and accredited food safety certification examination, as specified in Section 113947.1.

(e) Any individual, other than the operator, who is involved in the preparation, storage, or service of food in a microenterprise home kitchen operation shall be subject to the food handler card requirements specified in Section 113948.

114367.2. (a) A microenterprise home kitchen operation shall not be open for business unless it has obtained a permit issued from the local enforcement agency.

(b) The department shall post on its Internet Web site the requirements for the permitting of a microenterprise home kitchen operation, pursuant to this chapter and any ordinance, resolution, or rules adopted by any city or county, or city and county, that has authorized the permitting of microenterprise home kitchen operations, which shall be written at a high school level.

(c) The applicant shall submit to the local enforcement agency written standard operating procedures that include all of the following information:

(1) All food types or products that will be handled.

(2) The proposed procedures and methods of food preparation and handling.

(3) Procedures, methods, and schedules for cleaning utensils, equipment, and for the disposal of refuse.

(4) How food will be maintained at the required holding temperatures, as specified in Section 113996, pending pickup by consumer or during delivery.

(5) Days and times that the home kitchen will potentially be utilized as a microenterprise home kitchen operation.

(d) (1) The local enforcement agency shall issue a permit after an initial inspection has determined that the proposed microenterprise home kitchen operation and its method of operation comply with the requirements of this chapter.

(2) A local enforcement agency shall not require a microenterprise home kitchen operation to comply with food safety requirements that are different from, or in addition to, the requirements of this chapter.

(e) For purposes of permitting, the permitted area includes the home kitchen, onsite consumer eating area, food storage, utensils and equipment, toilet room, janitorial or cleaning facilities, and refuse storage area. Food operations shall not be conducted outside of the permitted areas.

(f) A local enforcement agency may require a microenterprise home kitchen operation to renew its permit annually.

(g) A permit, once issued, is nontransferable. A permit shall be valid only for the person and location specified by that permit, and, unless suspended or revoked for cause, for the time period indicated.

(h) The permit, or an accurate copy thereof, shall be retained by the operator onsite and displayed at all times the microenterprise home kitchen operation is in operation.

(i) A local enforcement agency may collect a fee for the issuance of a permit pursuant to this chapter in an amount that does not exceed the reasonable administrative costs by the local enforcement agency in issuing the permit.

(j) Notwithstanding any other law, if there are multiple local agencies involved in the issuance of any type of permit, license, or other authorization to a microenterprise home kitchen operation, the governing body of the city or county, or city and county, shall designate one lead local agency that shall be vested with the sole authority to accept all applications for, to collect all fees for, and to issue, any permit, license, or other authorization required

for a microenterprise home kitchen operation to operate in the city or county, or city and county. A local agency other than the lead local agency shall not accept any applications for, collect any fees for, nor issue, any permits for the same purpose.

114367.3. (a) Notwithstanding any other law, after the initial inspection for purposes of determining compliance with this chapter, a microenterprise home kitchen operation shall not be subject to routine inspections, except that a representative of a local enforcement agency may access, for inspection purposes, the permitted area of a microenterprise home kitchen operation after the occurrence of either of the following:

(1) The representative has provided the microenterprise home kitchen operation with reasonable advance notice.

(2) The representative has a valid reason, such as a consumer complaint, to suspect that adulterated or otherwise unsafe food has been produced or served by the microenterprise home kitchen operation, or that the microenterprise home kitchen operation has otherwise been in violation of this part.

(b) Notwithstanding any other law, a microenterprise home kitchen operation shall not be subject to more than one inspection each year by the local enforcement agency, except in cases in which the local enforcement agency has valid reason, such as a consumer complaint, to suspect that adulterated or otherwise unsafe food has been produced or served by the microenterprise home kitchen operation, or that the microenterprise home kitchen operation has otherwise been in violation of this part.

(c) The local enforcement agency shall document the reason for the inspection, keep that documentation on file with the microenterprise home kitchen operation's permit, and provide the reason in writing to the operator of the microenterprise home kitchen operation.

(d) Access provided under this section is limited to the permitted area of the microenterprise home kitchen operation, during the posted operating hours of the microenterprise home kitchen operation, and solely for the purpose of enforcing or administering this part.

(e) A local enforcement agency may seek recovery from a microenterprise home kitchen operation of an amount that does not exceed the local enforcement agency's reasonable costs of inspecting the microenterprise home kitchen operation for compliance with this part if the microenterprise home kitchen operation is found to be in violation of this part.

114367.4. (a) (1) A city, county, or city and county shall not prohibit the operation of, require a permit to operate, require a rezone of the property for, or levy any fees on, or impose any other restriction on, a microenterprise home kitchen operation in any residential dwelling for zoning purposes. A microenterprise home kitchen operation shall be a permitted use of residential property in any residential dwelling for zoning purposes if the microenterprise home kitchen operation complies with both of the following criteria:

(A) Abstain from posting signage or other outdoor displays advertising the microenterprise home kitchen operation.

(B) Be in compliance with applicable local noise ordinances.

(2) This subdivision does not supersede or otherwise limit the investigative and enforcement authority of the city, county, or city and county with respect to violations of its nuisance ordinances.

(b) The use of a residence for the purposes of a microenterprise home kitchen operation shall not constitute a change of occupancy for purposes of the State Housing Law (Part 1.5 (commencing with Section 17910) of Division 13 of the Health and Safety Code), or for purposes of local building and fire codes.

(c) A microenterprise home kitchen operation shall be considered a residence for the purposes of the State Uniform Building Standards Code and local building and fire codes.

114367.5. (a) A person delivering food on behalf of a microenterprise home kitchen operation with a permit issued pursuant to Section 114367.2 shall be an employee of the operation or a family member or household member of the permit holder, and, if the person drives a motor vehicle in the delivery of the food, the person shall have a valid driver's license.

(b) The microenterprise home kitchen operation shall keep on file a copy of the valid driver's license of a person delivering food on behalf of the operation.

114367.6. (a) An Internet food service intermediary that lists or promotes a microenterprise home kitchen operation on its Internet Web site or mobile application shall meet all of the following requirements:

(1) Be registered with the department.

(2) Prior to the listing or publication of a microenterprise home kitchen operation's offer of food for sale, clearly and conspicuously post on its Internet Web site or mobile application the requirements for the permitting of a microenterprise home kitchen specified in this chapter, which shall be written at the high school level and be provided by the department.

(3) Clearly and conspicuously post on its Internet Web site or mobile application the fees associated with using its platform in a manner that allows both the consumer and the microenterprise home kitchen operation to see and understand the amount being charged for the services provided by the Internet food service intermediary. The Internet food service intermediary shall notify microenterprise home kitchen operations of any changes to these fees exceeding a 2-percent increase in writing and no later than one month before the changes take effect.

(4) Clearly and conspicuously post on its Internet Web site or mobile application whether or not it has liability insurance that would cover any incidence arising from the sale or consumption of food listed or promoted on its Internet Web site or mobile application.

(5) Provide a dedicated field on its platform for a microenterprise home kitchen operation to post the permit number, and shall provide notice to the microenterprise home kitchen operation of the requirement that the permit number be updated annually.

(6) Clearly and conspicuously post on its Internet Web site or mobile application how a consumer can contact the Internet food service

intermediary through its Internet Web site or mobile application if the consumer has a food safety or hygiene complaint and a link to the department's Internet Web site that contains information for how to file a complaint with the local enforcement agency.

(7) Submit the name and permit number of a microenterprise home kitchen operation to the local enforcement agency if it receives, through its Internet Web site or mobile application, three or more unrelated individual food safety or hygiene complaints in a calendar year from consumers that have made a purchase through its Internet Web site or mobile application. The Internet food service intermediary shall submit this information to the local enforcement agency within two weeks of the third complaint received.

(8) If it is notified by the local enforcement agency of significant food safety related complaints from a verified consumer that has made a purchase through its Internet Web site or mobile application, submit to the local enforcement agency the name and permit number of microenterprise home kitchen operation where the food was purchased, and a list of consumers who purchased food on the same day from that microenterprise home kitchen operation through its Internet Web site or mobile application.

(9) Prior to the listing or publication of a microenterprise home kitchen operation's offer of food for sale, obtain consent from the microenterprise home kitchen operation to make the disclosures to government entities required pursuant to this section.

(b) For purposes of this chapter, an "Internet food service intermediary" means an entity that provides a platform on its Internet Web site or mobile application through which a microenterprise home kitchen operation may choose to offer food for sale and from which the Internet food service intermediary derives revenues, including, but not limited to, revenues from advertising and fees for services offered to a microenterprise home kitchen operation. Services offered by an Internet food service intermediary to a microenterprise home kitchen operation may include, but are not limited to, allowing a microenterprise home kitchen operation to advertise its food for sale and providing a means for potential consumers to arrange payment for the food, whether the consumer pays directly to the microenterprise home kitchen operation or to the Internet food service intermediary. Merely publishing an advertisement for the microenterprise home kitchen operation or food cooked therein does not make the publisher an Internet food service intermediary.

SEC. 7. Section 114390 of the Health and Safety Code is amended to read:

114390. (a) Enforcement officers shall enforce this part and all regulations adopted pursuant to this part.

(b) (1) For purposes of enforcement, any authorized enforcement officer may, during the facility's hours of operation and other reasonable times, enter, inspect, issue citations to, and secure any sample, photographs, or other evidence from a food facility, cottage food operation, or any facility suspected of being a food facility or cottage food operation, or a vehicle transporting food to or from a retail food facility, when the vehicle is

stationary at an agricultural inspection station, a border crossing, or at any food facility under the jurisdiction of the enforcement agency, or upon the request of an incident commander.

(2) If a food facility is operating under an HACCP plan, the enforcement officer may, for the purpose of determining compliance with the plan, secure as evidence any documents, or copies of documents, relating to the facility's adherence to the HACCP plan. Inspection may, for the purpose of determining compliance with this part, include any record, file, paper, process, HACCP plan, invoice, or receipt bearing on whether food, equipment, or utensils are in violation of this part.

(3) The enforcement officer may, for the purpose of determining compliance with the gross annual sales requirements for operating a microenterprise home kitchen operation or a cottage food operation, require those operations to provide copies of documents related to determining gross annual sales.

(c) Notwithstanding subdivision (a), an employee may refuse entry to an enforcement officer who is unable to present official identification showing the enforcement officer's picture and enforcement agency name. In the absence of the identification card, a business card showing the enforcement agency's name plus a picture identification card such as a driver's license shall meet this requirement.

(d) It is a violation of this part for any person to refuse to permit entry or inspection, the taking of samples or other evidence, access to copy any record as authorized by this part, to conceal any samples or evidence, withhold evidence concerning them, or interfere with the performance of the duties of an enforcement officer, including making verbal or physical threats or sexual or discriminatory harassment.

(e) A written report of the inspection shall be made, and a copy shall be supplied or mailed to the owner, manager, or operator of the food facility.

SEC. 8. (a) Section 4.1 of this bill incorporates amendments to Section 113789 of the Health and Safety Code proposed by both this bill and Assembly Bill 2178. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2019, (2) each bill amends Section 113789 of the Health and Safety Code, (3) Assembly Bill 2524 is not enacted or as enacted does not amend that section, and (4) this bill is enacted after Assembly Bill 2178, in which case Sections 4, 4.2, and 4.3 of this bill shall not become operative.

(b) Section 4.2 of this bill incorporates amendments to Section 113789 of the Health and Safety Code proposed by both this bill and Assembly Bill 2524. That section of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2019, (2) each bill amends Section 113789 of the Health and Safety Code, (3) Assembly Bill 2178 is not enacted or as enacted does not amend that section, and (4) this bill is enacted after Assembly Bill 2524, in which case Sections 4, 4.1, and 4.3 of this bill shall not become operative.

(c) Section 4.3 of this bill incorporates amendments to Section 113789 of the Health and Safety Code proposed by this bill, Assembly Bill 2178,



and Assembly Bill 2524. That section of this bill shall only become operative if (1) all three bills are enacted and become effective on or before January 1, 2019, (2) all three bills amend Section 113789 of the Health and Safety Code, and (3) this bill is enacted after Assembly Bill 2178 and Assembly Bill 2524, in which case Sections 4, 4.1, and 4.2 of this bill shall not become operative.

SEC. 9. No reimbursement is required by this act pursuant to Section 6 of Article XIII B of the California Constitution because the only costs that may be incurred by a local agency or school district will be incurred because this act creates a new crime or infraction, eliminates a crime or infraction, or changes the penalty for a crime or infraction, within the meaning of Section 17556 of the Government Code, or changes the definition of a crime within the meaning of Section 6 of Article XIII B of the California Constitution.

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<a href="#">Title 17 ZONING</a> <a href="#">Chapter 17.06 PERMITS</a>							

### 17.06.060 Home occupations.

A. Purpose and Intent. The intent of these regulations is to assure those home occupations in residential neighborhoods, (residential-business district excepted) under conditions; are compatible with the surrounding neighborhood.

B. Authority. The director is authorized to approve, impose reasonable conditions upon such approval, or deny such requests.

C. Mandatory Conditions for Operation of Home Occupations. Home occupations may be permitted on property used for residential purposes based on the following conditions:

1. No persons, other than residents of the dwelling unit, shall be engaged in such activity.
2. There shall be no change in the outward appearance of the building or premises, or other visible evidence of the activity, nor shall it cause an undue amount of vehicular traffic or parking within the neighborhood.
3. There shall be no sales of products on the premises, except produce (fruit or vegetables) grown on the subject property.
4. The use shall not generally allow customers or clientele to visit dwellings. However, limited clientele visits for such uses as music lessons, swim lessons, hairdresser services and similar uses as determined by the director, may be permitted if the intensity of the activity is approved by the director.
5. The home occupation operation shall be consistent with the permitted residential use, and shall not:
  - a. Create any conditions that are detrimental to the residential neighborhood such as significantly increased traffic; or
  - b. Cause increased noise, dust, lighting, odor, smoke, fumes, vibration, electrical, radio or television disturbances or violate any applicable ordinances or laws; or
  - c. Cause a change in the building code occupancy in the structure where it is located. Examples of uses that do not qualify as home occupation include automotive repair and/or engine rebuilding, upholstery, machine or welding shop or similar uses that are not compatible with residential uses. The activities conducted and equipment, material or hazardous materials used shall be identified on the business license application and shall not change the fire safety or residential occupancy classifications of the premises.
6. No home occupation shall be conducted in an accessory building. Normal use of the garage may be permitted if such use does not obstruct required parking.
7. The use shall not involve storage of materials or supplies in an accessory building or outside any structures.
8. No signs shall be displayed in conjunction with the home occupation.
9. A home occupation is not valid until a current city business license is obtained.
10. The use shall not involve the use of commercial vehicles for delivery of materials to or from the premises, other than a vehicle not to exceed a capacity of one and one half tons owned by the operator of such home occupation.

11. If an applicant is not the owner of the property where a home occupation is to be conducted, then a signed statement from the owner approving such use of the dwelling must be submitted with the application. (Ord. 438 § 1, 2003; Ord. 327 § 2, 1994; Ord. 152, 1985)

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